

**GOLDEN SIERRA WORKFORCE INVESTMENT BOARD  
REGULAR MEETING  
AGENDA**

**Thursday, November 20, 2014, - 1:00 pm**

**Woodcreek Golf Course  
(Legends at Woodcreek)  
5800 Woodcreek Oaks Blvd.  
Roseville, CA 95747**

**I. ROLL CALL AND INTRODUCTION OF GUESTS**

Quorum was established and the meeting was called to order by Larkey, Vice Chair, at 1:12 pm

Resignation announced: Panda Morgan

Present: Rick Larkey, Bob Ward, Carol Pepper-Kittredge, Christina Nicholson, Daniela Devitt\*, David Frazier, Jason Buckingham, John Tweedt, Kevin Ferreira, Laurel Brent-Bumb, Maggie Valenzuela, Marcy Schmidt, Mark Frayser, Martha Escobedo, Michael Zimmerman, Paul Castro, Rangy Wagner, Stewart Schurr, Tim Cook, Victor Wursten

Absent: Anette Smith-Dohring, David De Leonardis, Eric Cooper, Kathleen Burris, Kim Pellow, Sherri Springer, Tink Miller, William Reed

Guests: Lorna Magnussen, Traci Cummings, Lynda Webb, Darlene Galipo, Terrie Trombley, Michael Indiveri, Felicia Buasan, Eric Elberg, George Marley, Jay Onasch

*\* indicates arrival time*

**II. APPROVAL OF AGENDA**

**Motion** to approve agenda by Brent-Bumb, second by Valenzuela

**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 revised Minutes from July 17, 2014 WIB Meeting
- B. Approval of Minutes from September 18, 2014 WIB Meeting
- C. Approve Youth Council Applications

Andrea Figueroa – Youth Council  
Representing Private Sector

Informational

- D. Review of Minutes from October 23, 2014 EC/FC Meeting
- E. Review of Minutes from November 13, 2014 EC Retreat
- F. Attendance Log

**Motion** to approve consent agenda items A-F by Tweedt, second by Escobedo

**Motion** approved unanimously.

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

None

V. APPROVE WIBD13-03 GAIN ASSESSMENT

Galipo referred to the background information provided on page 26 of the agenda packet relating to this policy. Galipo noted that while GAIN is more costly than CASAS, GAIN has a number of significant advantages over CASAS. A few of those advantages are a fewer number of tests administered to each participant. This saves time in scheduling and delivering of test, and scoring is less on GAIN as it is online; therefore, we will see fewer errors.

Frazier inquired about the pilot period. Galipo said that it was very well received, easier to administer and case managers are utilizing additional features of this tool.

Castro asked if this was online only. Galipo stated that this was both available in paper form and online; however, paper form does create additional time for staff in scoring and data entry. Castro asked what the ratio of paper to online was. Galipo said that she had not collected that information. Castro stated that if we were still utilizing a majority of paper form the cost savings wouldn't be present. Galipo stated that the cost savings would be seen in either paper or online version as there are less tests administered.

Nicholson inquired if the test was available in multiple languages. Galipo believes so; it also allows for other accommodations such as learning disabilities.

Frayser asked if the online testing was proctored. Galipo stated yes.

**Motion** to approve WIBD13-03 by Valenzuela, second by Frayser

**Motion** approved unanimously

VI. APPROVE TRANSFER OF FUNDS

Buckingham stated that this is a standard transfer that we request annually as allowable to transfer DW funds to Adult. This is done primarily for ease of serving our participants as the eligibility process is easier for Adult and all DW Clients are eligible for funds under the Adult stream. This request was initially approved by the WIB on July 17, 2014; however, our submission to the state was received too early and our allocation was amended making it necessary for us to submit this updated request.

**Motion** to approve transfer by Castro, second by Frazier

**Motion** approved unanimously

VII. PARTNER PRESENTATION  
FELICIA BUSAN; REPRESENTING DEPARTMENT OF APPRENTICESHIP STANDARDS (DAS)

Larkey introduced and welcomed Felicia Busan of the Division of Apprenticeship Standards.

Busan's slideshow provided the following highlights (available upon request):

- Overview, definitions, purpose and services/programs
- Employer Benefits: instilling loyalty, reducing labor turnover, lowering costs, developing a reservoir of skilled workers, flexible workforce, quality workmanship, participating in successful implementation of affirmative action, and receiving recognition.
- Apprentice Benefits: earn while you learn, pay increases, formalized on-the-job training, classroom training, acquiring competitive skills, VA benefits available to those eligible,
- Community Benefits: wages earners equal tax revenue, and consumer of goods. Upward mobility fosters economic interest.
- How to Start an Apprenticeship Program: 1) Determine your needs; 2) Define the occupation; 3) Identify the educational partners; 4) Establish program standards; and 5) Submit for approval.
- Employer Funding Sources: Traditional – Education (Montoya) and Training (Construction Trades/Public Works); Other – ETP and WIB
- Targeted Industries: Healthcare, Manufacturing, IT and industries other than Construction
- Statistics and contact information: 600 programs; 500 occupations; 568 apprentices in consortium.

Questions:

Schmidt – do you routinely work with businesses that are part of the union. Busan – we work with both union and private business. Schmidt – can you work with a union employer to get programs added. Elberg – yes.

Pepper-Kittredge – how does the WIB get involved. Buckingham – there are many different ways for the WIB to be involved. Locally our primary goal has been to assist IBEW with the first year of their apprenticeship with tuition and supportive services (tools/clothing). We certainly would like to expand those efforts as there is an increased emphasis nationwide on apprenticeships.

Buckingham – how long do the 5 steps take to become an apprenticeship. Elberg – this varies, and there are too many factors involved to answer this question. Funding source plays a large factor in getting them approved. The trades have continued to move forward; however, non-trade apprenticeships that typically rely on education funding are being approved, but not funded at this time. We have been mandated through legislation to come to the WIBs, and are trying to work with the WIBs on alternative funding sources. We are more advanced in our relationship with Golden Sierra and SETA than some of the other WIBs.

Frazier – how long does it take to get the curriculum approved and in place. Elberg – that is dependent on the Local Education Agency (LEA) [typically K-12 and community college]. The DAS process is pretty straightforward once we receive your request and the LEA curriculum.

Pepper-Kittredge – there has been a lot of talk at the federal level on potential funding. Elberg - \$100 million federal apprenticeship program is anticipated to be released shortly; information and direction is limited at this time. Pepper-Kittredge – from a community college standpoint this may not be practical for LEA without design/startup funding.

Schmidt – you referenced youth; what age do you serve. Elberg – 16 and up based on occupation.

VIII. WIOA UPDATE (BUCKINGHAM)

• CWA WIOA OVERVIEW REPORT OUT

Golden Sierra Staff, Executive and Finance Committee members attended; in addition there were EDD, Labor Market Information and Department of Human Services present. 175 attendees at Sacramento session; largest session in our region.

A lot of good information provided. While no solutions were offered, they did point out questions and confusion in the regulation and offered recommendations.

Brent-Bumb stated that there were a lot of best guesses, but anticipates follow up when things are more concrete.

Buckingham stated that the regulations are due to be released on January 22, 2015; once those are released we will have a better idea on next steps.

• EXECUTIVE COMMITTEE RETREAT REPORT OUT

Buckingham stated that the Executive Committee met to discuss how to move forward under WIOA. Buckingham distributed a WIOA Action matrix draft that was used at the retreat.

The dark [green] highlighted sections are things we need to do in the immediate future, lighter [yellow] shading are near future, and unhighlighted is unsure.

- ✓ Designated as a local area; no process defined; recommend writing letter requesting designation. [approval requested in agenda item IX][immediate]
- ✓ One-Stop Operators must be procured and co-located with EDD; language allows for designation with agreement of Chief Local Elected Official (CLEO [Governing Body]) and the Governor; recommend writing letter requesting designation. [approval requested in agenda item X][immediate]
- ✓ Convene Core Partners; Golden Sierra, EDD, Adult Ed, and Department of Rehabilitation; start discussion on how to work together to meet shared goals and performance. These discussions will also include Memorandums of Understanding (MOU) and Cost Sharing Agreements (CSA) required by the law. [immediate]
- ✓ Regional planning; meeting with SETA and Capital Area Investment Zone (CAIZ) [near]
- ✓ Review Service Delivery models; evaluate each site and services provided. [near]
- ✓ Procure vendor services; publish RFQ to establish a list. [approval requested in agenda item XI][immediate]
- ✓ Procure training/one-stop services; prepare to publish RFQ/RFP to establish a list of those qualified/interested.[approval requested in agenda item XI][immediate]

Buckingham stated that this matrix will be a working document and welcomed input.

Larkey expressed that Membership & Structure are two categories that directly affect us, and we will be looking together at how we are comprised. While there are mandatory items in the act we also need to look at other things we may want to have in relationship to the representation and structure. One such discussion occurred at the Executive Committee as it relate to the Youth Council; do we need to keep it in its current structure or evaluate other options/structures. Nicholson added that the Youth Council just held a retreat, and will be reporting that out later in the agenda.

Castro asked Buckingham if he had any information regarding Adult Ed planning as it relates to us. Buckingham stated that he is aware of AB 86 planning occurring in Placer County and Lake Tahoe Community College, but not involved in El Dorado County. Buckingham added that the AB 86 planning may or may not be in alignment with new performance measures set by WIOA for Adult Ed. We have been invited to be more involved in this planning process.

Nicholson inquired when the meetings to review the service delivery will occur, and what committee will be responsible for this. Will there be an opportunity to focus on particular populations. Nicholson believes that there are existing committees that may have interest in these discussions, and would like to know how they can be notified. Buckingham felt that a majority of these discussions will start at the Executive Committee, and as opportunities arise Ad-Hoc committees may be formed. Larkey and Buckingham welcomed Nicholson to attend.

- **WIA/WIOA BOARD MEMBERSHIP**

Magnussen provided a WIA/WIOA matrix outlining existing and future membership requirements.

Highlights:

- ✓ Business membership – added in-demand sector language
- ✓ No longer able to serve multiple categories
- ✓ Uncertain if mandates of SB 293 (organized labor) will carry over to WIOA; pending regulations.
- ✓ Recommend that board give input to Governing Body regarding membership structure beyond mandated.

Larkey suggested developing a process to solicit input from board members for recommended composition.

**IX. APPROVE LETTER REQUESTING DESIGNATION AS LOCAL WORKFORCE DEVELOPMENT AREA**

Buckingham stated that letters referenced in agenda items IX & X will be combined into one letter, and signed by Governing Body Chair, WIB Chair and Executive Director.

**Motion** to approve LWA & OSO letter by Brent-Bumb, second by Nicholson

**Motion** approved unanimously.

X. APPROVE LETTER REQUESTING DESIGNATION AS ONE-STOP OPERATOR

**Action combined with action taken under agenda item IX**

XI. APPROVE RELEASE OF RFQ/RFP TO ESTABLISH A VENDOR LIST FOR SERVICES

**Motion** to approve RFQ/RFP release by Castro, second by Zimmerman

**Motion** approved unanimously.

XII. STATE PLAN UPDATE

Buckingham stated that he had been approached by the State WIB with a request for our board to move forward with applying for High Performing Board (HPB) designation. Initially we had not applied based on our board composition; however, during the State Plan review process the State WIB completed the HPB review as well. Our score was only 4 points away from passing. The State Board has requested that we review our current scores, and submit additional information in regards to the areas that we could improve on to receive this designation.

This status has recently received more importance. The reason for that importance is that currently the Governor is allowed to hold 8% discretionary funding; initially without the HPB status you were unable to access those funds. That has changed a little. While you do have access to those funds without the HPB status, you receive extra points when applying for those funds if you have the HPB status. In addition, with the introduction of WIOA the Governor's discretionary funding has gone from 8% to 15%.

Buckingham distributed Score Sheet, Golden Sierra's Scores and our response to the State Board. This information was submitted on October 30, 2014. The State Board anticipates reviewing our submission sometime after November 14, 2014. If we don't receive designation in this round I anticipate we will have another opportunity to re-apply.

- Sector Strategies

XIII. WIA SERVICE PROVIDER PERFORMANCE

Buckingham stated that he does not have an update at this time due to the state system having difficulty providing our performance outcomes; that has impacted a lot of different things including our ability to use our FutureWorks system to provide dashboards.

XIV. WIA SERVICE PROVIDER UPDATES

Alpine County Consortium (Buckingham)

- new staff providing one-stop services
- currently in discussion regarding the need/use of rapid response funding

El Dorado County Consortium (Webb & Brent-Bumb)

Lynda Webb

- 1,076 one-stop visitors
- 20 workshops

- 2 Employer Forum – Marshall Medical & Blue Shield
- Losing 2 WIA staff in South Lake Tahoe; filled one vacancy
- Media/Outreach campaign
- 5 information sessions scheduled for November & December; scheduling 5 more for beginning of the year; anticipate outcome of these efforts as report out at next meeting
- Developing new flyers
- Participated in Cameron Park Showcase

#### Brent-Bumb

- The EDC2 (Economic Development Corp of El Dorado) is the advisory board to the El Dorado consortium and will be taking an active role in Business Development with new programs.

*\* 2:05 Daniela Devitt arrived*

#### Golden Sierra Job Training Agency (Galipo)

- Sponsored and participated in 2 job fairs: 1) 10/31/14 – Sierra College – 63 employers representing over 1,700 jobs; 2) 11/7/14 – Tahoe Regional Job Fair 44 employers 215 job seekers; anticipate higher attendance at spring event; provided 30 job seekers with resume critique assistance
- Golden Sierra and Partners held 10 recruitment events; 24 interviewed; 15 hired
- Increased interest in services and incentives (WEX/OJT)
- Established Business Engagement Team to help develop layoff aversion strategies for the consortium; monthly meetings with partners starting January 2015
- Prop 39 – pre-apprenticeship for Placer & El Dorado; classes to begin December 15; 14 CCC members; building amphitheater; document on film to be used for outreach
- Adult & Dislocated Worker program for Placer County in on track to meet direct training requirements
- Updates on OJT/WEX;
  - Placed Medical Technician and Pharmacy Tech; special thanks and kudos to board member Kathy Burris for her help in placing the Pharmacy Tech with CVS
  - Developing an HR Generalist, IT Support, Customer Service and Loan Program Supervisor
- Youth
  - purchased software program – Skills Tutor; goes hand in hand with GAIN
  - summer youth program; reaching out to employers
  - Facebook presence
  - Youth Resource Guide (YRG); now available and being distributed

#### PRIDE Industries

- Good enrollment
- Donor dollars increasing for interns
- Creating certifications (sims; electronic repair; wave solder; and logistics)

XV. COMMITTEE UPDATES

Business Services Committee

- Discussing forming a workgroup for projects
- Matrix being finalized and hope to launch next year
- New members are excited and engaged

Executive & Finance Committees

- Retreat reported out previously
- Held a joint Executive/Finance Committee in El Dorado County to discuss enrollments and expenditures; came to an agreement that will allow El Dorado to spend money awarded to them within El Dorado, but also grants us the opportunity to recapture that money in a timeframe that allows us to spend it in the best benefit of the community.

Youth Council

- Retreat yesterday at PRIDE; good attendance and participation
- ✓ Accomplishments; review of Youth Council; Youth Resource Guide (YRG), Youth Resource Clerk position in One-Stops, revamping mission statement and addressing basic skills deficiencies.
- ✓ WIOA; not required, but not prohibited; could be standing committee; overwhelming commitment; emphasized importance of a youth development approach.
  - ✓ Priorities; 1) Housing resource dropdown; 2) Homeless survey to capture more accurate data; 3) Youth Council resource binder; 3) Transportation; 4) revisit TAY Center; and 5) Hold a Youth Resource Provider event in 2015.

XVI. FUTURE AGENDA ITEMS/NEW BUSINESS

Budget Approval

Partner Presentation – Vic Wursten/PRIDE Industries

XVII. NEXT MEETING – Thursday, January 15, 2015 at Brandman University.

XVIII. ADJOURNMENT

**Motion** to adjourn at 2:34 pm by Brent-Bumb, second by Frayser

**Motion** approved unanimously