

**GOLDEN SIERRA WORKFORCE INVESTMENT BOARD
EXECUTIVE & FINANCE COMMITTEE
REGULAR MEETING
MINUTES**

Monday, January 5, 2015 – 9:00 am

**Roseville Connections
115 Ascot Drive, Suite 180
Roseville, CA 95661**

**Teleconference:
El Dorado County Chamber of Commerce
542 Main Street
Placerville, CA 95667**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Miller at 9:05 am.

Present (EC): Tink Miller, Rick Larkey, Martha Escobedo, Laurel Brent-Bumb*

Absent (EC): Kevin Ferreira

Present (FC): Tink Miller, Paul Castro

Absent (EC): David Frazier

Guests: Jason Buckingham, Darlene Galipo, Terrie Trombley, Lorna Magnussen,
Michael Indiveri, Jenny Wilson*

**teleconferencing from El Dorado County Chamber of Commerce*

II. APPROVAL OF AGENDA (EC & FC)

Motion to approve agenda by Larkey, second by Castro

Motion approved unanimously by roll call vote

III. CONSENT AGENDA (EC)

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 Summary Minutes from October 23, 2014 EC & FC Special meeting.

B. Approval of Minutes from November 13, 2014 EC Retreat

Informational

C. Attendance Log

Motion to approve consent agenda items A-C by Brent-Bumb, second by Escobedo

Motion approved unanimously by roll call vote

IV. CONSENT AGENDA (FC)

For Approval

- A. Approval of Minutes from September 18, 2014 FC Regular meeting
- B. Approval of Summary Minutes from October 23, 2014 EC & FC Special meeting

Informational

- C. Attendance Log

Motion to approve consent agenda items A-C by Castro, second by Miller

Motion approved unanimously by roll call vote

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

Buckingham announced that Golden Sierra Job Training Agency has established a Memorial Award in the name of Sharon Williams. Ms. Williams had been involved with Golden Sierra programs and partners for 30 plus years, and passed away last year. Funding for this award will not come from WIA/WIOA. Staff will be further defining the eligibility and process for the \$500 annual award.

Miller acknowledged Ms. Williams work with the agency and youth.

VI. APPROVE WIA REVISED 14/15 BUDGET (FC)

Trombley referred to page 26 that reflect changes due to adjustments in WIA allocation. One significant change is reflected on line 16 – El Dorado HHS reduction of \$108,151; this consists of \$65,000 of unspent youth award recouped by Golden Sierra. This was decided at the October 23rd Executive/Finance meeting. In addition, the agency is tentatively holding back \$55,000 to allow Golden Sierra to pay El Dorado participant invoices as agreed to by the El Dorado Consortium.

Larkey asked for clarification on the contingency fund line item. Trombley stated that in the public sector these funds permit us to function in the first quarter of a new year and allow for cash flow until award is received in October. This is more clearly defined on page 31, Schedule 3, lines 66 & 67. Our contingency fund is typically comprised of our 10% admin and a portion of program.

Motion to approve WIA Budget by Castro, second by Miller

Motion approved unanimously by roll call vote

VII. APPROVE PROP 39 REVISED BUDGET (FC)

Trombley referred to page 37 that outlines the revision. This adjustment is due to higher than estimated cost of contracted services for MC3.

Motion to approve Prop 39 Budget by Castro, second by Miller

Motion approved unanimously by roll call vote

VIII. APPROVE DEI ROUND 2 14/15 BUDGET (FC)

Trombley referred to page 37 that represents a \$7,000 award for our DEI coordinator to attend quarterly meetings and assist Round 2 awardees; we have allocated \$1,250 for this year, and will retain the remainder for future years.

Miller stated her disappointment that it was decided not to allow previous awardees any continuation funds. This was a great program, and she had hoped that this might become a permanent program under WIOA. Galipo and Miller both agreed that there is stronger language in WIOA regarding services to persons with disabilities.

Motion to approve DEI Budget by Castro, second by Miller

Motion approved unanimously by roll call vote

IX. REPORT OUT OF TRAINING EXPENDITURES

K491016 – July 1, 2013 – June 30, 2015

Buckingham stated that the numbers reported are through November 2014. These are used to track compliance with the SB 734 required training expenditures.

- Consortium – close to meeting requirement
- Placer – very close to meeting requirement
- El Dorado – behind in meeting requirement. This could be, in part, due to delay in invoicing. This may reflect more accurately once Golden Sierra takes over paying invoices. Brent-Bumb concurred that she anticipates seeing a more accurate reflection with this change.
- Alpine – behind in meeting requirement; however, one contract could bring them into compliance.

Miller inquired if a meeting with Alpine had occurred. Buckingham stated that the only discussion to date has been regarding Rapid Response and Layoff Aversion. However, broader conversations regarding services should occur soon. Miller encouraged having stakeholder input in this process. Buckingham agreed.

X. WIB MEMBERSHIP (EC)

Miller stated that, based on the WIB bylaws, there are clearly identified attendance requirements and actions as outlined in your memo on page 44. Miller stated that she had been in close communication with Magnussen regarding these attendance concerns.

Miller noted that Burris had legitimate absences, and was in contact with Magnussen. However, Dr. Reed had been unable to commit due to scheduling.

Further discussion occurred regarding Reed's scheduling conflict, and whether the position should be vacated. Magnussen noted that this is a mandated labor seat, and that the appointing labor organization had been notified of the attendance pattern. Vacating this position would require a reappointment to comply with current WIA membership requirements. This may not be practical at this time due to upcoming potential board composition changes under WIOA.

Miller and Buckingham recommended reporting out to Governing Body, but request that they stay the decision to vacate the position based on upcoming WIOA impacts.

Motion to approve notifying Governing Body with recommendations to stay decision by Brent-Bumb, second by Larkey

Motion approved unanimously by roll call vote

XI. WIOA IMPLEMENTATION PLANNING

Buckingham referred to the action matrix handout, and provided the following updates:

- Local Area Designation & One-Stop Operator
 - Letter requesting designation as Local Area and One-Stop Operator was approved by WIB & GB, and mailed on 12/21/15.
 - State is putting together a directive to outline the application process; however, this process should be informed by the regulations that are still pending release and may be further delayed.
- Joint meetings with SETA and other local areas - meeting set for late January to discuss partnering under WIOA.

Also in discussions with SETA on activities that would reduce our administrative costs, such as combined labor market data.

- Convening partners can begin at this stage.

Indiveri recommended collecting current partner metrics to better design data collection under WIOA.

Larkey inquired if convening partners would be done at a local or regional level. Buckingham stated that this could occur both ways depending on the partner structure. He anticipates the first part of the convening process to occur with the core partners, WIOA Title I, Adult Ed, Rehab and Wagner-Peyser. The second round of convening should include the mandated One-Stop partners and other key stakeholders. Discussions will include development of the Memorandum of Understandings (MOU), and discussions around contributions via Resource Sharing Agreements (RSA). All parties need to be aware that contributions are mandatory, but there is also a need to document the entire systems not just the One-Stop.

Larkey inquired if Governor Brown was convening these departments to establish how this will occur. Buckingham stated that while he is unsure of the Governor's actions, convening is one of CWA's recommendations that have been submitted to the state. Buckingham felt that cost sharing done by a formula at the state level would be easiest.

Buckingham felt that the initial meeting with the core partners would most likely be regional in nature, but would be based on WIOA decision making ability by department. Trombley added that the state may be waiting for the directives to reference in their communications. Indiveri felt that the state already has their template designed, but are waiting for the federal regulations to ensure that there is no contradiction.

Miller noted that the federal notice and public comment period can be quite time consuming, and they have the authority to extend release dates. Buckingham added that the state process is the same adding another layer to the delay. Buckingham also said that while the release of the regulations can be extended, the WIOA implementation date still remains the same based on the Act.

Buckingham suggested that at the upcoming regional meeting with the Capital Area Investment Zone (CAIZ) [SETA, Golden Sierra, Yolo & NCCC] the recommendation be made for the group to convene the core partners that are regional in nature and begin that conversation. Miller agreed with the suggestion.

Indiveri inquired if this would be independent of the SlingShot project. Buckingham stated that there is a recommendation for the CAIZ steering committee to oversee both SlingShot and WIOA; in addition, there is a design committee for both.

Miller inquired if Buckingham had been in any discussion with Department of Rehabilitation (DOR) regarding youth transition services. Buckingham stated that he had not been in contact with DOR yet. Miller stated that she had a couple of emails regarding this that she would forward to Buckingham. These emails reference public comment period and a public forum surrounding youth transition services specific to WIOA.

- Releasing RFQ to establish vendor list

Magnussen stated that she is working with staff on a wish list of services and hopes to have the RFQ released by January 16th. Miller inquired how this differs from the ETPL. Buckingham stated that anyone providing training must be on the ETPL; the vendor list is for vendors services such as tutor skills. Magnussen stated that we don't anticipate the sub-recipient RFQ/RFP to be released until the regulations are available.

XII. DAY AT THE CAPITOL

Buckingham stated that this upcoming event is scheduled for March 4th. This event is coordinated by CWA as an opportunity for local areas to speak with state elected about what the system is doing for their constituents. He anticipates sending a group of 4 to this event; Chair, Vice Chair, Executive Director and Deputy Director. Larkey inquired if a member from the Governing Body had ever attended. Miller and Buckingham stated that Supervisor Santiago from El Dorado had previously attended. Buckingham noted that there is a possibility of a date change to March 18th; he will keep the attendees posted.

XIII. NEW BUSINESS/FUTURE AGENDA ITEMS

New business: Larkey inquired if the WIB should be doing something in terms of visioning in anticipation of WIOA. Buckingham stated that there should be a conversation to discuss what the future of WIOA is going to look like in our region. Buckingham felt that it was up to this group to determine if this should occur at the full WIB or Executive/Finance Committee level. Brent-Bumb asked how this could occur prior to the release of the regulations. Buckingham agreed that a bulk of the conversation can't occur until the regulations are released, but conversations can begin with the information we have and what we anticipate it will look like.

Larkey added that he envisions a future conversation with stakeholders to discuss how this funding aligns with goals and services for each of our programs.

Castro stated that the draft regulations will clarify some details, but feels that there is enough framework to start these conversations. Some of the conversations, Castro believes, need to occur now include, 1) Youth – 25%, 2) Business Engagement – how do we start dialogue, 3) Adult Ed – how are we going to get them into the One-Stop, 4) data, and 5) industry related training. Miller added the new enhanced emphasis on apprenticeships.

Buckingham stated that there is an opportunity for the board to grow in this development process. For example; business engagement - how will we measure it. Do we continue to monitor business engagement through the Business Services Committee (BSC), or quarterly convening of employers such as an Employer Advisory Council (EAC) structure. If you use an EAC structure, do you create a new one or utilize an already established model. Brent-Bumb liked the EAC suggestion and stated that the chambers can be very instrumental in this process.

Larkey asked if there are regional chamber meetings. Miller stated that there is a regional Chamber Link, and they are convening a regional event. Buckingham stated that Placer has a Joint Chambers of Commerce and Government Affairs Committee. Brent-Bumb stated that El Dorado also has a Joint Chambers Commission; she also shared that the new Auburn Chamber leadership is anxious to participate in some sort of regional effort. Brent-Bumb feels that The Chamber Link may be too broad, and may not impact our sphere as it applies to employer engagement and apprenticeship. Miller stated that she sees value in both.

Miller referenced the Career Pathways Trust. She mentioned the overlap between sectors and clusters in LWIAs, and that the education stream from K12 up through universities needs to be on board with the same focus. That focus is to provide a trained labor force in these identified sectors and clusters.

Buckingham stated that there is a lot of regional work currently occurring, and to Larkey's point on visioning, we need to have some awareness of our ultimate vision. The Board should then select 1 or 2 items to work on over the 12 month period, and expand on that during the process.

Larkey suggested inviting other regional efforts to come to the table, and talk about what they are doing. This will help us to identify what is in place, what efforts we can join in on, and where there are gaps. Buckingham noted that the role of the WIB is convener; therefore, bringing partners to the table to discuss coordinating services is in alignment with this role. Buckingham stated that this may be an excellent role for the Regional Executive Committee.

Miller added that another resource is our local employer advisory councils (SPEAC & FEAC) that exist through EDD. These councils are comprised of business owner/operators, fiscal and HR personnel, and would be a good sounding board.

Miller asked Buckingham if this provided him with enough direction for next steps. Buckingham stated that his biggest struggle is the delay in planning while waiting for regulations, but feels that defining our overall vision and establishing priorities would be next steps.

XIV. NEXT MEETING – Joint EC & FC

Thursday, February 19, 2015 at 1:00 pm, Roseville Connections

XV. ADJOURNMENT

Motion to adjourn at 10:08 am by Brent-Bumb

Meeting adjourned