

**GOLDEN SIERRA WORKFORCE BOARD
FINANCE COMMITTEE
REGULAR MEETING
MINUTES**

Wednesday, May 20, 2015 – 11:00 am

**Golden Sierra Job Training Agency
1919 Grass Valley Highway, Suite 100
Auburn, CA 95603**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order by Tink Miller at 11:00 am.

Present: Tink Miller, Paul Castro

Absent: None

Guests: Jason Buckingham, Michael Indiveri, Terrie Trombley, Lorna Magnussen,
Kathy Spindola

II. APPROVAL OF AGENDA

Item XI moved below Item IX per Buckingham. EC & FC January 5, 2015 minutes removed per Miller. Item IX is a request for action.

Motion to approve the agenda as amended by Castro, second by Miller.

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 January 5, 2015 – FC/EC Joint Meeting (removed)

For Information

B. Attendance Log

Motion to approve consent agenda as amended by Castro, second by Miller.

Motion approved unanimously.

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

Trombley thanked the Board for their accommodation in adjusting the meeting schedule that allowed the extra time needed by staff to prepare the required material.

V. APPROVE 2015/2016 MEETING SCHEDULE

Motion to approve 2015/2016 meeting schedule as presented by Castro, second by Miller

Motion approved unanimously.

(addressed Item VII per revised agenda)

VI. APPROVE FY 2015/2016 CONSORTIUM DRAFT BUDGET

(addressed immediately following Item IX per revised agenda)

Buckingham explained that the budget is formatted differently than in previous years. The new format is focused on priority based budgeting.

Trombley *[unless otherwise noted]* provided the following:

- Executive & Finance Committee will be solicited in the development of a measurement process for our cost centers.
- Schedule numbers no longer match previous budget schedules.
- Adult, Dislocated Worker (DW) and Youth Program funding is overstated by \$176,000 based on initial budget assumptions.
- If Rapid Response and Layoff Aversion are extended to allow for WIOA transition, then \$200,000 can be carried over.
- \$650,000 currently in grant applications; \$150,000 already in budget *[Buckingham]*
- New budget will be comprehensive, new awarded monies will be added to the budget as additional cost centers.
- A consortium comprehensive One-Stop is now listed in the budget due to WIOA requirements. All members of the consortium will share in the cost of comprehensive One-Stop.
- The Agency will manage Rapid Response and Layoff Aversion for the consortium.
- \$10,000 has been added under Regional Cost Sharing Admin for possible costs related to regional planning.
- Moving forward the Agency will need to make a clear distinction between monies awarded to serve El Dorado and Alpine Counties as opposed to Alpine County Health and Human services and El Dorado County Health and Human Services due to procurement requirements. *[Buckingham]*
- Work-Based Learning for Youth: it has not been defined if we can use leverage, or how much of the 20% required can be used for training as opposed to case management.
- A portion of the money from K5 will support the comprehensive One-Stop IT services.

Miller inquired as to where the \$150,000 non-allocated amount showed on the expense side of the budget. Trombley explained as follows:

- \$77,728 will be used for salary and benefits to fund one full-time (FTE) to administer the Disability Employment Accelerator
- \$5,000 for media services/outreach events
- \$15,000 professional services/employment development
- \$35,000 for WEX
- \$17,272 for supportive services – in coordination with Department of Rehabilitation.

Miller suggested a break out showing how the money would be allocated if awarded. Trombley agreed to include this in the narrative.

Castro inquired as to where competitive grants would be located in the budget. Trombley explained that they are located under “Estimated Non-Allocation Awards” and “Expenditures Non-Allocation Awards.” The total amount of possible awarded monies is combined, but it was agreed to list each individual grant as a separate line item.

Motion to recommend the FY 2015/2016 Consortium Draft Budget by Castro, second by Miller.

Motion approved unanimously.

Miller asked where the contingency fund is located in the budget. Trombley explained that it is listed under “Current Year Award Expended in Second Year.”

Buckingham stated that the Agency will recommend new directives at the Executive/Finance Committee meeting in June. The directives may reference the local performance measures of any particular sub-contract that may be of concern.

(Meeting directed back to Item X per revised agenda)

VII. REVIEW EL DORADO K4 EXPENDITURES

Trombley explained the expenditures for the contract with El Dorado County HHS as of April 30, 2015.

Trombley explained that El Dorado requested a budget revision to move unspent indirect administrative monies to their direct training budget. She further explained that there is \$40,848 in contracted monies, and an additional \$25,135 that is not assigned to a specific contract as of April 30th. The K5 training contracts can be moved into K4 as long as the dates are acceptable. El Dorado has until May 31, 2015, to provide services under K4.

Miller inquired if there was a plan in place to spend the \$25,135. Trombley and Buckingham stated that they have been in contact with El Dorado to discuss this. Miller asked if there was any danger of having to return unspent funds. Trombley felt confident that the consortium could absorb and utilize any unspent funds.

Buckingham referred to the graph on page 20 of the packet; he explained that the graph is showing overall enrollment in El Dorado County as increasing. However, a concern is with quarterly enrollment. The first two quarters in 14/15 were showing strong enrollment, with a decline in the 3rd and 4th quarters. There have been no K5 monies expended to date.

Miller asked if conversations had occurred with El Dorado regarding anticipated enrollments and expenditures for May. Buckingham stated that the Agency has been told that the clients are there; however, the system is not reflecting the enrollments. Golden Sierra staff are reviewing the disparity.

Buckingham noted that the process to pay El Dorado bills is in place. Golden Sierra has provided El Dorado with staff training, access to shared drive for policies/procedures & forms, as well as established a courier service. Trombley stated that to date she has not received a participant contract.

Buckingham noted that one year of K5 is already exhausted, and there is still one year remaining on the contract. As previously noted there is currently no K5 expenditures reported. This has been an ongoing conversation of the Executive & Finance Committee; should new monies continue to be awarded with an excessive amount of unspent carryover still in place.

Indiveri explained that a contributing factor is a turnover in experienced staff. The new unexperienced staff are relied upon to train the new incoming workers. Indiveri added that this is very similar to the learning curve when they started up in 2006/2007.

Castro inquired about the role El Dorado County has with procuring the One-Stop Operator. Buckingham explained that it is unclear at this time. The minimum role that has been identified for the One-Stop Operator is coordination; there is no further definition of what coordinate means. The procurement of the One-Stop Operator does not need to be in effect until July 2017.

Buckingham said that there can be a clear separation between the One-Stop Operator and those who provide career services, with the option of combining both.

Castro asked if the concerns regarding El Dorado are being factored into these discussions. Buckingham stated that the next few agenda items will further address this question.

VIII. REPORT OUT OF TRAINING EXPENDITURES

A. K491016 – July 1, 2013 – June 30, 2015

Buckingham explained that as a consortium, Golden Sierra is meeting its requirements. Alpine is a little low, but this could be impacted by one contract. El Dorado is currently low as well. This could be impacted by May data previously discussed. Miller asked if Alpine County was executing any type of outreach or marketing for services. Buckingham said yes, but explained that the outreach doesn't always draw people to the center

Miller said that there has been past concern from the tribal community; they have communicated that they believe they are not receiving a fair share of the tribal resources. Miller also noted that Alpine County in house support services has always offered their services to the local tribal community. Miller expressed that outreach to the tribal leadership/council might be helpful. Buckingham believes that this message has already been relayed, but felt that ongoing communication could be helpful.

Trombly explained that Golden Sierra and Alpine work together closely to ensure monies are spent in time and in the best interest of the county.

In addition, staff have been working closely with Alpine to assist in client related payments. Trombly noted that Alpine's K5 contract has also been modified to add \$15,000 for them to provide a summer youth program. Buckingham stated that he had recently met with Nichole Williamson and Supervisor Katherine Rakow to discuss their program as it relates to the needs of their community; both agreed that the focus is on youth programs.

B. K594759 – July 1, 2014 – June 30, 2016

Trombly noted that the K5 was a 15% funding /10% leverage spread.

IX. DISCUSS K6 AWARDS

Buckingham explained that Golden Sierra must go through a competitive process in order to contract for career services. Golden Sierra, under WIA, was able to secure contracts in the past through a mini-consortium. According to WIOA, the mini-consortium model is allowable, but services must still be procured through a competitive process. The direct award via a consortium of required partners no longer exists. Buckingham explained that Golden Sierra will implement the competitive process beginning July 1, 2015, with the anticipated award date in December or January. An 18 month contract, with a 12 month recapture clause is anticipated.

Buckingham stated that Youth Services procurement is a little different. The Agency has awarded contracts in the past via a competitive process. However, we are at the expiration point of the current RFP, and WIOA has different youth elements. Therefore, Golden Sierra will be implementing the competitive process for youth following the same timeframe as the procurement of career services.

Buckingham explained that there is a significant change with the Rapid Response and Layoff Aversion services. Provided the agency subcontract out these services, they must also go through a competitive process; however, this funding is administered a little differently at the State level. Unlike the allocation funding sources, Rapid Response and Layoff Aversion funds are provided on a one year basis. Buckingham recommends that the agency retain the Rapid Response and Layoff Aversion money in house. This will allow the Agency to provide the services to all counties throughout the consortium. Additionally, this will reduce administrative costs, provide some efficiencies and greater consistency while allowing expansion of the NEXTsuite of business services.

Trombly stated that it makes more sense fiscally as well. Miller asked if this change would be duplicative of the County's activities in their Economic Development Departments. Buckingham said it would not and that it would be in alignment with these partner activities. Indiveri added that based on the NPRMs, the local board will coordinate with local economic development activities that are carried out in the same jurisdiction.

Buckingham stated that no action is required relating to procurement of career and youth services as they are mandated; however, the action for the board today would be the adoption of the recommendation to administer Rapid Response and Layoff Aversion services centrally.

Motion to approve retention of Rapid Response and Layoff Aversion services in house by Castro, second by Miller.

Motion approved unanimously.

Miller asked about career and youth services for the first six months. Buckingham stated that both El Dorado and Alpine have remaining K5 funds to provide services for this period. PRIDE will also be awarded additional funds to provide services. Buckingham added that if the State extends Rapid Response funding in the way they have in the past, El Dorado will have carry over to use during the transition.

(Meeting directed back to Item VI per revised agenda)

X. FUTURE AGENDA ITEMS/NEW BUSINESS

- Directives
- El Dorado K4 Status

XI. NEXT MEETING – June 18, 2015– Joint Executive & Finance

XII. ADJOURNMENT

Motion to adjourn by Castro at 12:20 pm

Meeting adjourned