

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

Thursday October 15, 2015 – 1:00 pm

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

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Chair Miller at 1:00 p.m.

Present: Tink Miller, Laurel Brent-Bumb, Rick Larkey*

Absent: Kevin Ferreira, Martha Escobedo

Guests: Jason Buckingham, Lorna Magnussen, Darlene Galipo, Kathy Spindola, Stephen Amezcua

** Indicates departure time*

II. APPROVAL OF AGENDA

Due to an early departure for member Larkey, all agenda items requiring a vote will be addressed first.

Motion to approve the agenda as amended by Brent-Bumb, second by Larkey.

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 August 20, 2015 EC meeting

Informational

B. Review of Minutes from September 17, 2015 FC meeting

C. Review of Minutes from September 17, 2015 WB meeting

D. Attendance Log

Motion to approve the consent agenda by Larkey, second by Brent-Bumb.

Motion approved unanimously.

Item VI was addressed as the next item on the agenda.

IV. PUBLIC COMMENT – FOR THOSE ITEMS ON THE AGENDA

Miller announced three events that will take place this weekend in Auburn:

- Auburn Community Festival – location is Auburn Recreation & Park District across from the fairgrounds
- Auburn Big Time Pow Wow – location is Auburn Fairgrounds; tribes come from all over; all vendors are Native American; non-profit organizations participate but are not allowed to sell product
- Machado Orchard’s Annual Apple Festival – location off of 1-80 and Bowman Road; many vendors, games and a variety of apple desserts and apples to pick

Brent-Bumb commented that this is Apple Hill’s 51st Annual celebration this weekend.

Larkey asked if Out-of-School Youth was on the agenda for regional planning issues. Buckingham said that there has not been a specific focus on this group at this time. Once the State planning comes out there should be clarification on regional planning requirements which may include specific direction for this classification of youth.

V. WIOA IMPLEMENTATION

- ACTION MATRIX

Buckingham explained that much of the transition work has been completed. For example, the Local Area Designation has been finalized; the JPA and Governing Body Bylaws have been finalized and approved by the Governing Body; the Workforce Board Governing Body Agreement and the competitive bid for Career & Youth Services are completed; convening of meetings with the Core Partners has been ongoing since April 2015.

Items yet to be completed are:

- One-Stop Operator procurement, if mandatory
- committee membership included in the bylaws – working with legal counsel at this time

- CORE PARTNER MEETINGS

Buckingham said that the meetings are focusing on alignment of services, conversations on what performance means, MOU’s and their requirements, intake and referral and systems alignment.

- WORKFORCE DEVELOPMENT BOARD (WDB) BYLAWS

- MISSION & VISION STATEMENT
- WDB MEMBERSHIP COMPOSITION
- SUBCOMMITTEES

Miller asked who is drafting the revised bylaws. Buckingham said that current bylaws were given to legal counsel and they have taken care of the conforming work, referencing Workforce Innovation and Opportunity Act (WIOA) instead of Workforce Investment Act (WIA). Buckingham is working with legal counsel on the functions and roles of the Workforce Board. He also said that the new bylaws should include a Mission and Vision statement. As directed by the Executive Committee, the Workforce Board’s Mission and Vision were the topic of the last partner meeting. Statements were collected from the partners, a matrix was created and discussion followed. After sorting through the stakeholder groups’ various mission and vision strengths, considering comments, likes and dislikes, several possible statements were redrafted and distributed to the core partner group.

Buckingham passed around the results of the survey to the committee.

Draft Statements:

Vision:

A fully integrated workforce system that capitalizes on the expertise of industry and workforce partners to continuously meet the needs of business, and facilitate pathways to success for students, workers and job seekers.

Mission:

The Golden Sierra Workforce Board convenes industry leaders and key partners to identify workforce initiatives, create innovative solutions, and measure the success of systems' ability to meet industry and workforce needs.

Miller asked if the same Mission and Vision statement will be shared by the Core Partners. Buckingham said no; each partner has their own role and responsibility. The goal is to work together in finding a system that adds value to the collective work. The purpose of the proposed Workforce Board Mission and Vision statement is based on what the stakeholders felt the workforce board can do to help all partners meet their individual and system performance goals.

Larkey asked for more clarification on the planning process. Buckingham said that the State plan is expected to define a "pipeline", with the local plan filling the "pipeline." He believes that the State will outline what they want done and the local areas will have to identify how to accomplish it.

Miller was concerned that the Workforce Board has not participated in the discussion of the mission and vision statement and will be asked to adopt it but may not support it because they were not being engaged in the process.

Buckingham agreed that the board should review and approve the statements based on the recommendation of the partners and the Executive Committee. However, the Partners were asked to develop the statements and Buckingham does not want the board to get into wordsmithing the work already completed. Today he said he is looking to the Executive Committee for acceptance of incorporating a mission and vision statement into the board's bylaws as the work of the board should be institutionalized

Brent-Bumb asked how the draft mission and vision statements compare to Golden Sierra's. Galipo said that currently the agency has a mission statement only. Larkey said that he believes securing the mission and vision statement is a critical first step in forming the direction of the board. It was agreed that having all Workforce Board members involved in the creation of the statement was important.

Buckingham said that he would like to incorporate the examples into the draft and the committee agreed.

Buckingham explained that WIOA's minimum required board membership is 19, currently this board has 26 members. He stated that capping the membership at the minimum requirement doesn't work for this board locally; however, he believes that capping the total board membership will be important.

Buckingham said that 51% of the board's membership must consist of business. In our area a majority of the region's businesses are small and he would like to incorporate a focus on small business for board membership. Brent-Bumb said that in reference to El Dorado County, 70+% of their businesses have 5 or fewer employees so she supports the idea; Miller agreed. It was also noted that the board is currently in compliance with board membership.

Combining the Finance and Executive Committees was suggested by Buckingham; in addition, he would like to replace the Youth Council with an Ad Hoc Committee for tasks or initiatives that would be focused on youth. The focus with Title 1 is on young adults, not In-School Youth. If the Youth Council is to remain a part of the board, then Buckingham would like to relinquish management of that group to a partner who has a greater need for that work.

Buckingham stated that according to WIOA, standing committees must consist of board members and non-members. Looking at the Executive Committee for instance; his suggestion would be to fill these non-member positions with people who have the expertise with budgeting and contracts, which may be the agency's CFO, Terrie Trombley, and our Workforce Board Analyst, Lorna Magnussen.

Another recommendation that Buckingham had was to eliminate the Business Services Committee (BSC) as a standing committee as this work can be handled by the Core Partnership committee or via sector or task based Ad Hoc committees.

Buckingham believes that the ad hoc structure will be more efficient for board management purposes, and, it will allow the board to follow more closely the progress of initiatives assigned to each working group.

Miller suggested a thorough presentation of the bylaws to make sure the board has a complete update, not just in reference to WIOA.

VI. NAWB FORUM

Buckingham explained that the Governing Body approved travel to the National Association of Workforce Board (NAWB) forum in March of 2016, allowing two members from the Executive Committee to attend. It was agreed that Brent-Bumb and Larkey will represent the Executive Committee, with a possible member substitution if needed.

Motion to approve travel to the NAWB forum by Larkey, second by Brent-Bumb.

Motion approved unanimously.

Item IV is the next item addressed on the agenda.

VII. FUTURE AGENDA ITEMS/NEW BUSINESS

- Bylaws
- 2014/15 Final Budget for Finance Committee

VIII. NEXT MEETING

December 17, 2015 – Joint Executive & Finance, Roseville Connections

IX. ADJOURNMENT

Meeting adjourned by Chair Miller at 1:50 p.m.