

WB MEMBERS

ANETTE SMITH-DOHRING  
Sutter Health Sacramento Sierra Region

BILL BETTENCOURT  
Placer School for Adults

CAROL PEPPER-KITTREDGE  
Sierra College

CHRISTINA NICHOLSON  
Whole Person Learning

DANIELA DEVITT  
California Employers Association

DAVID DeLEONARDIS  
Crossroads Diversified Services

ERIC COOPER  
California Indian Manpower Consortium

JASON BUCKINGHAM  
Golden Sierra Job Training Agency

JOHN TWEEDT  
District Council 16

KATHLEEN BURRIS  
CVS Health

KEVIN FERREIRA  
Sacramento – Sierra's Building and  
Construction Trades Council

KIMBERLY PELLOW  
Brandman University

LAUREL BRENT-BUMB  
Bumb Construction

MARCY SCHMIDT  
Placer Co. Business Advantage Network

MARGARITA VALENZUELA  
Unite Here Local 49 Gaming

MARK FRAYSER  
Department of Rehabilitation

MARTHA ESCOBEDO  
Employment Development Department

MICHAEL ZIMMERMAN  
MTI College

PAUL CASTRO  
California Human Development

RANDY WAGNER  
Sierra Economic Development  
Corporation

RICK LARKEY, *Vice Chair*  
North State Building Industry Foundation

ROBERT WARD  
IBEW Local 340

SHERRI SPRINGER  
Happy Kids Preschool & Childcare

STEWART SCHURR  
Doctor PC

TINK MILLER, *Chair*  
Placer Independent Resource Services

VIC WURSTEN  
PRIDE Industries

**GOLDEN SIERRA WORKFORCE BOARD  
EXECUTIVE & FINANCE COMMITTEE  
REGULAR MEETING  
AGENDA**

**Thursday December 17, 2015 – 1:00 pm**

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

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EQUAL OPPORTUNITY

Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request. Special requests for services, aids and/or special formats need to be made by calling (530) 823-4635 (Voice). TTY users please call the California Relay Service at 711.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

XI. NEXT MEETING

February 18, 2015 – Joint Executive & Finance, Roseville Connections

XII. ADJOURNMENT

**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 51<sup>st</sup> 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.

<b>Date:</b>	<b>11/13/14</b>	<del>12/18/14</del> <b>01/05/15</b>	<del>02/19/15</del> <b>02/25/15</b>	<b>04/16/15</b>	<del>06/18/15</del> <b>06/29/15</b>	<b>8/20/15</b>	<b>10/15/15</b>	<b>Rate</b>
	EC	Joint	EC	EC	EC	EC	EC	
<b>Executive Committee</b>	Retreat	Regular	Regular	Regular	Regular	Regular		
Tink Miller- <b>CHAIR</b>	1	1	1	1	1	1	1	100%
Rick Larkey- <b>VICE CHAIR</b>	1	1	1	1	1	1	1	100%
Kevin Ferreira	0	0	1	0	1	1	0	43%
Laurel Brent-Bumb	1	1	1	1	0	0	1	71%
Martha Escobedo	1	1	1	1	0	0	0	57%
<b>Total</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	

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

**Thursday September 17, 2015 – 12:00 pm**

**Brandman University  
400 Sunrise Avenue, Suite 200  
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Chair Miller at 12:05 p.m.

Present: Tink Miller, Michael Zimmerman, Paul Castro\*

Absent: None

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

*\*indicates arrival time*

II. APPROVAL OF AGENDA

**Motion** to approve the agenda by Zimmerman, second by Miller.

**Motion** approved unanimously.

III. CONSENT AGENDA

Approval of Item A was carried over due to newly appointed Zimmerman abstaining.

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 June 29, 2015 EC/FC meeting

Informational

- B. Attendance Log

*During Agenda Item VIII, Item A of the consent agenda was brought back to the table for approval.*



IV. PUBLIC COMMENT – FOR THOSE ITEMS ON THE AGENDA

Indiveri said that there is question as to whether the Federal Government will re-impose sequestration. Miller said that if the hiatus ends and the budget is left intact then language calls for across-the-board cuts.

V. K5 EXPENDITURES UPDATE

Buckingham explained that the matrix was put together as a part of the ongoing review of the El Dorado expenditures. The matrix also includes all service provider expenditures so that the Board is updated on the consortium's expenditure rates. El Dorado's expenditures have increased from approximately 50% to 60% since last reported on June 30, 2015. The committee targeted El Dorado expenditures at 80% by the end of December, 2015; Buckingham believes this target will be met.

Zimmerman asked if the same conversation was being held with Alpine County. Buckingham said that conversations have taken place but he does not see any concerns at this time because of the significantly lower funding amounts. Golden Sierra has been assisting El Dorado and is now assisting Alpine counties with their invoicing and other administrative duties.

Buckingham stated that El Dorado has focused their attention on the Adult portion of the program; there is some concern with the expenditures of the youth funding and he would like to see this spread more equally among all categories.

*\*12:15 Paul Castro arrived*

Castro asked for the timeframe that is being looked at for El Dorado to meet the 80% expenditure goal. Buckingham said that Golden Sierra and El Dorado agreed that this figure would be met by the end of December 2015.

VI. APPROVE FY 2015/2016 CONSORTIUM FINAL BUDGET

Trombley began her review of the Final 2015/16 budget with page 10, column C, explaining that this was the budget available to Golden Sierra for this fiscal year. Other budget points were as follows:

- Row 6, page 10 showed the non-allocation award which was not included in the draft budget. Golden Sierra was awarded \$350,000 for the Disability Employment Accelerator (DEA), Sector Partnerships National Emergency Grant (SPNEG) and Prop 39
- Trombley explained that the budget reflects Placer, El Dorado and Alpine counties being treated with their own cost centers
- Page 11, column B shows retiree dental, health, current premium payments and the required lump sum payment for CalPERS. A payment is made to CalPERS on actual PERSable wages and a lump sum is made the first month of the fiscal year; which allows the agency to save \$8,000 in interest annually, opposed to spreading out payment through the year
- The agency has reduced the amount paid toward employee healthcare
- Buckingham explained that there was a restructuring of the Agency about 12 years ago, when two counties left the consortium after increasing the retirement benefit. These counties were not ultimately held responsible for the increased retirement liability. This placed the remaining counties of the JPA in a position of absorbing the costs

Indiveri said that approximately 3 years ago CalPERS set up a fund for “failed agencies” which deals with liabilities left over should these agencies disappear from current operations. The main emphasis for this fund focused on retirees not losing their pension.

Miller said that she looked for assurance that Golden Sierra was taking the right steps to reduce the agency’s liability and make sure that the retirees would not lose their pension.

- Trombley said that pages 11 and 12 show the cost centers that have been established to track expenditures
- Page 13 shows a listing of Golden Sierra’s current plan for contracts and any rollover
- Page 14 lists a breakout of the agency’s funding for its first year of WIOA, plan to meet training requirements and work-based learning. A 50% transfer of Dislocated Worker funding to Adult funding will take place
- Buckingham pointed out on page 12, columns J through M, show funding that is earmarked for Agency staff providing consortium-wide programs.
- Page 15 shows 15% WIOA cash award and 10% leveraged funds for direct training this fiscal year. Next year’s requirement will be 30% with no more than 10% being leveraged
- Buckingham said that there has been positive movement at the State level with what is allowed as training. WIOA has a little more flexibility with the definition of training than WIA

**Motion** to approve the 2015/16 consortium budget by Zimmerman, second by Castro.

**Motion** approved unanimously.

VII. FUTURE AGENDA ITEMS/NEW BUSINESS

- 2014/15 Final Budget Revision

VIII. NEXT MEETING

October 15, 2015 – Joint Executive & Finance, Roseville Connections

At this time, Item A of the consent agenda was brought back to the table for approval.

**Motion** to approve the June 29, 2015 EC/FC minutes by Castro, second by Miller.

**Motion** approved by roll call vote.

**Aye:** Castro, Miller

**Nay:** None

**Abstain:** Zimmerman

**Absent:** None

IX. ADJOURNMENT

**Motion** to adjourn by Zimmerman, second by Castro.

Meeting adjourned at 12:40 p.m.

<b>Date:</b>	<del>10/16/14</del> 10/23/14	<del>12/18/14</del> 01/05/15	2/19/15	4/16/15	5/20/15	<del>6/18/15</del> 6/29/15	9/17/15	Rate
	Joint	Joint	cancelled	cancelled	FC	Joint	FC	
<b>Finance Committee</b>	Special	Regular						
Tink Miller- <b>CHAIR</b>	1	1			1	1	1	100%
Paul Castro	1	1			1	1	1	100%
David Frazier	1	1						100%
Michael Zimmerman							1	100%
<b>Total</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>3</b>	

# WORKFORCE SERVICES INFORMATION NOTICE

Number: WSIN15-19

Date: December 3, 2015

Expiration Date: 01/03/18

69:175:rc

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: PUBLIC COMMENT PERIOD – CALIFORNIA’S STATE PLAN, PY 2016-2019

The California Workforce Development Board (State Board) is seeking public comments on California’s Unified Strategic Workforce Development Plan (State Plan).

The four-year State Plan represents agreement among the core partners identified in the *Workforce Innovation and Opportunity Act* (WIOA) and serves as the framework for the development of public policy, fiscal investment, and operation of all state labor exchange, workforce education, and training programs. This draft State Plan meets the requirements of Federal Register Notice Docket ID number ETA-2015-0006-0002 “WIOA Unified and Combined State Plan Requirements” and the associated Information Collection Request.

The State Plan will be posted on the [State Board's website](#) for a 30-day public comment period. Comments will be accepted until 5 p.m. on January 2, 2016 and must be submitted in writing through one of the following:

Mail California Workforce Development Board  
Attn: Unified State Plan Comments  
800 Capitol Mall, Suite 1022  
Sacramento, CA 95814

E-mail [CWDBInfo@cwdb.ca.gov](mailto:CWDBInfo@cwdb.ca.gov)

Fax 916-657-1381

If you have any questions, contact Daniel X. Patterson at the State Board by e-mail at [Daniel.Patterson@cwdb.ca.gov](mailto:Daniel.Patterson@cwdb.ca.gov) or by phone at (916) 657-1446.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIOA MEMORANDUMS OF UNDERSTANDING

**SUBJECT MATTER HIGHLIGHTS**

This policy provides guidance on the development of Memorandums of Understanding (MOUs) under the *Workforce Innovation and Opportunity Act (WIOA)*.

COMMENTS DUE

December 17, 2015

Comments can be submitted through one of the following ways:

<b>Fax</b>	WSD, Attention: <b>Rolando Cordova</b> at <b>916-654-9753</b>
<b>E-Mail</b>	<a href="mailto:Rolando.Cordova@edd.ca.gov">Rolando.Cordova@edd.ca.gov</a> (Include "draft comments" in the subject line)
<b>Mail</b>	WSD / P.O. Box 826880 / MIC 50 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. The Workforce Services Branch does not respond individually to each comment received. However, a summary of comments will be released with the final directive.

**Comments received after the specified due date will not be considered.**

# WORKFORCE SERVICES DRAFT DIRECTIVE

Number: WSDD-131

Date: November 25, 2015  
69:175:rc:17866

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIOA MEMORANDUMS OF UNDERSTANDING

## EXECUTIVE SUMMARY

### Purpose

This policy provides guidance on the development of Memorandums of Understanding (MOUs) under the *Workforce Innovation and Opportunity Act* (WIOA).

Please note that this guidance was developed using the WIOA Notices of Proposed Rule Making (NPRM) and is subject to change based upon issuance of the final WIOA regulations or further guidance from the Department of Labor (DOL).

### Scope

This directive applies to all Local Workforce Development Boards (Local Boards).

### Effective Date

This directive is effective on the date of issuance.

## REFERENCES

- *WIOA* (Public Law 113-128) Section 121(c)
- *Americans with Disability Act Amendment Act of 2008* (Public Law 110-325)
- Title 34 *Code of Federal Regulations* (CFR) "WIOA, Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; NPRM", Sections 678.305, 678.310, 678.315, 678.500 and 678.505
- Title 2 *Code of Federal Regulations* (CFR) Part 200

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## STATE-IMPOSED REQUIREMENTS

This directive contains some state-imposed requirements. These requirements are printed in ***bold, italic type.***

## FILING INSTRUCTIONS

Retain this directive until further notice.

## BACKGROUND

The WIOA strengthens the ability of our public workforce system to align investments in workforce, education, and economic development with regional in-demand jobs. It also focuses on the importance of providing customers with access to high-quality one-stop centers that connect them with the full range of services available in their communities.

Accordingly, California's Workforce Development Strategic Plan was developed with the following three policy objectives in mind:

- Fostering demand-driven skills attainment
- Enabling upward mobility for all Californians
- Aligning, coordinating, and integrating programs and services

To achieve these objectives, the America's Job Center of California<sup>SM</sup> (AJCC) system must serve as an all-inclusive access point to education and training programs that provide demand-driven skills attainment, especially for those with barriers to employment.

Local Boards, with the agreement of the chief elected official (CEO), are responsible for entering into a MOU with each of the AJCC partners that outlines the operations of the overarching one-stop delivery system [WIOA Section 121(c)]. The law envisions that Local Boards will act as both the convener of the MOU negotiations as well as the shaper of how one-stop services are delivered within their Local Workforce Development Area (Local Area) (NPRM Preamble page 20602).

## POLICY AND PROCEDURES

The AJCCs are the cornerstone of California's workforce development system. AJCC partners are jointly responsible for workforce and economic development, educational, and other human service programs. Therefore, collaboration is essential to establishing a quality-focused, employer-driven, and customer-centered system.

### Comprehensive AJCC

Every Local Area must have at least one comprehensive AJCC that provides universal access to the full range of employment services, training and education, employer assistance, etc. In

other words, a comprehensive AJCC is a physical location where job seekers and employers have access to the programs, services, and activities of all the required AJCC partners. These include the following:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

The term “access” refers to providing services through one of the following methods:

- Co-location – Program staff from each partner are physically present at the AJCC.
- Cross-training – Staff physically present at the AJCC are properly trained to provide information about all programs, services, and activities that may be available to the customer through other partners.
- Direct access through real-time technology – Access through two-way communication and interaction between customers and AJCC partners that result in services being provided. Examples may include the following:
  - Email or instant messaging.
  - Live chat via Skype or Facetime.
  - Identification of a single point of contact for service delivery at each partner program.
  - Establishment of an internet portal linking all of the partners.

(NPRM Section 678.305)

### Affiliate AJCCs

An affiliate AJCC is a center that offers job seekers and employers one or more of the AJCC programs, services, and activities. These types of centers serve as access points into the local AJCC system. An affiliated site is not required to provide access to every required AJCC core or partner service and the frequency of staff presence in an affiliated center is determined at the



local level. Affiliate AJCCs can be specialized centers that address specific needs of a target population or key industry sector or cluster. Local Areas choosing to incorporate affiliated centers as part of their service delivery strategy should implement these centers in a manner that supplements and enhances customer access (NPRM Section 678.310).

#### Stand Alone Wagner-Peyser Office

Stand-alone Wagner-Peyser (W-P) Employment Service (ES) offices are no longer permitted. Current W-P offices may transition to an affiliated center, provided that staff from at least one other partner in the affiliated center is physically present more than 50 percent of the time during the center's business hours and an MOU has been developed with the Local Board. Additionally, the other partner must not be the partner administering local veterans' employment representatives, disabled veterans' outreach program specialists, or unemployment compensation programs. If W-P ES and any of these three programs are provided at an affiliated site, an additional partner must have staff present in the center more than 50 percent of the time during the center's business hours (NPRM Section 678.315).

#### Development of a Memorandum of Understanding

Each MOU should act as a functional tool as well as visionary plan for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers.

Local Boards may develop a single "umbrella" MOU that addresses overarching issues for the Local Board, CEO, and AJCC partners as they relate to the local AJCC system. Alternatively, they may choose to enter into a separate MOU with each individual partner or groups of partners (NPRM Section 678.505). Two or more Local Areas within a planning region also have the option to develop a single joint MOU, should they wish to do so (NPRM Section 678.500).

The three major components each MOU should address are as follows:

1. Shared Customers
2. Shared Services
3. Shared Costs

Joint infrastructure funding is a critical part of establishing the foundation needed to support integrated service delivery. Therefore, under WIOA each required partner must contribute a portion of their funds toward maintaining the AJCC system. However, in order to ensure we are moving toward a customer-focused approach across all programs, the shared resources and costs portion of each MOU does not have to be negotiated until after the Local Board and AJCC partners have first addressed their shared customers and services.

## Phase I and Phase II

The MOU development process will take place in two phases. Phase I of each MOU will address service coordination and collaboration amongst the partners. Subsequently, Phase II will address how to functionally and fiscally sustain the unified system described in Phase I through the use of resource sharing and joint infrastructure costs. After each phase of a MOU has been completed, it must be signed by authorized representatives of the Local Board, CEO, and AJCC partner(s).

### Phase I: Service Coordination

For Phase I, Local Boards are expected to work with all of the required and optional partners in their Local Area to develop an agreement regarding the operations of the local one stop system as it relates to shared services and customers. **Phase I of each MOU must be completed no later than June 30, 2016.**

### Phase II: Shared Resources and Costs

For Phase II, Local Boards should build upon the agreements established in Phase I and determine how to best support their established service delivery model through the sharing of resources and costs. **Phase II of each MOU must be completed no later than December 31, 2017.**

The two part schedule is being provided in order to allow time for other key WIOA milestones (e.g., Local Area subsequent designation, AJCC operator procurement, establishment of a state infrastructure fund) to be completed before Phase II of each MOU is due.

**While the AJCC operator can participate in the MOU development process, the responsibility of negotiating Phase I and Phase II of each MOU cannot be delegated to them as part of the competitive procurement process.** Local Boards may wish to request an assessment of an applicant's ability to leverage resources or their experience in working with the required and optional AJCC partners, but they cannot require applicants to submit each AJCC partner's financial commitments as part of the procurement process.

Every MOU must contain an assurance that it will be reviewed and updated, at a minimum, every three years in order to ensure it contains up to date information regarding funding, delivery of services, and changes in the signatory official of the Local Board, CEO, or AJCC partner(s).

**In addition, each MOU must be reviewed and, if necessary, renegotiated after Local Workforce Development Plans and Regional Workforce Development Plans have been developed.** This is to ensure they are properly aligned with the local priorities and strategies identified in both plans.

## Strategic Timeline

During the MOU development process, Local Boards should remain aware of upcoming deadlines for several other key WIOA provisions. The timeline below takes into account current federal guidance as well as California’s strategic vision for WIOA implementation:

- During PY 2015-2016, Local Boards must complete Phase I of the MOU no later than **June 30, 2016**.
- During PY 2016-2017, Local Boards must ensure that AJCC operators and career services providers are in place and operating by **June 30, 2017**.
- During PY 2017-2018, Local Boards must complete Phase II of the MOU no later than **December 31, 2017**.
- During PY 2018-2019, Local Boards must ensure that both Regional Plans and Local Plans go into effect as of **July 1, 2018**.

*\*Please note, dates are subject to change, pending further guidance from DOL.*

## Provisions of a Memorandum of Understanding

The table below outlines content for Phase I and Phase II of the MOU development process. The left column lists the provisions that each MOU must contain, as required by WIOA, and the right column lists what corresponding information needs to be included in order to address each provision.

In addition, the state developed a Sample MOU (Attachment 1). The Sample MOU is intended to be a technical assistance tool rather than a required template; it should be used in whatever way best fits the needs of the Local Board.

<b>Phase I</b> June 30, 2016	
<b>MOU Provisions Required under WIOA Section 121 (c)</b>	<b>Corresponding Information Needed</b>
<p><b>Services provided through the one-stop delivery system</b></p> <p>WIOA Section 121(c)(2)(A)(i)</p> <p>Describe the services to be provided through the one-stop delivery system consistent with the requirements of this section, including the manner in which the services will be coordinated and delivered through such a system.</p>	<ul style="list-style-type: none"> <li>• Define the purpose, mission, values and goals of the AJCC system.</li> <li>• Identify the AJCC partner(s) included in the MOU (both required and optional).</li> <li>• Describe the AJCC system design.</li> <li>• Describe the AJCC system services, that are applicable to each partner, including career services and those identified in the bi-lateral agreements contained in</li> </ul>

<p style="font-size: 48pt; color: yellow; text-align: center;">D</p>	<p>the California Workforce Development Strategic Plan</p> <ul style="list-style-type: none"> <li>• Identify the AJCC system customers and describe shared customers.</li> <li>• Describe the responsibilities of the AJCC partner(s), including joint planning and staff development/professional development.</li> </ul>
<p><b>Initial Plan for Funding of Services and Operating Costs</b></p> <p>Describe the initial plan for Phase II as referenced in WIOA Section 121(c)(2)(A)(ii).</p>	<ul style="list-style-type: none"> <li>• Include a commitment to sharing system operating costs.</li> <li>• Include an assurance that costs will be based on proportionate use and agreed upon methodology.</li> <li>• Include an assurance that a cost sharing agreement will be completed during Phase II of MOU process (see Attachment 1 for more guidance).</li> </ul>
<p><b>Methods for Referring Customers</b></p> <p>WIOA Section 121(c)(2)(A)(iii)</p> <p>Describe methods of referral of individuals between the one-stop operator and the one-stop partners for appropriate services and activities.</p>	<ul style="list-style-type: none"> <li>• Describe the AJCC system referral process.</li> <li>• Describe commitment to ensuring a high quality customer service and customer-centered focus.</li> <li>• Identify how the AJCC system will provide direct access to partners through real-time technology.</li> </ul>
<p><b>Access to Services</b></p> <p>WIOA Section 121(c)(2)(A)(iv)</p> <p>Describe methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system.</p>	<ul style="list-style-type: none"> <li>• Attach an AJCC system map that identifies the location of each comprehensive and affiliate AJCC within the Local Area.</li> <li>• Define individuals with barriers to employment and describe how the AJCC system will ensure access and priority for services to individuals with barriers to employment.</li> <li>• Include a commitment by the AJCC partner(s) to work together to share data and technology.</li> <li>• Identify measures and internal control applied to ensure system security.</li> </ul>

<p style="font-size: 48pt; color: yellow; text-align: center;">D  R</p>	<ul style="list-style-type: none"> <li>• Include a commitment to comply with the confidentiality provisions of the respective statutes of the AJCC partner(s).</li> <li>• Describe how the AJCC system will provide measures to promote non-discrimination and equal opportunity.</li> <li>• Describe the AJCC system grievance procedures.</li> <li>• Include a commitment that the AJCC partner(s) will comply with the <i>Americans with Disability Act Amendment Act of 2008</i>.</li> <li>• Include a commitment that the AJCC partner(s) will promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.</li> </ul>
<p><b>Duration of MOU</b></p> <p>WIOA Section 121(c)(2)(A)(v)</p> <p>Describe the duration of the MOU and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services.</p>	<p style="font-size: 48pt; color: yellow; text-align: center;">A  F  T</p> <ul style="list-style-type: none"> <li>• Identify the effective dates of the MOU.</li> <li>• Include an assurance to review the MOU at least every three years.</li> <li>• Describe the procedures established to revise and modify the MOU.</li> <li>• Describe the procedures established to terminate the MOU.</li> </ul>

Recommended MOU Provision	Optional Sections to include in the MOU
<p><b>Administration and Operations Management</b></p>	<ul style="list-style-type: none"> <li>• Describe management operations, including site supervision and day to day operations.</li> <li>• Describe how the AJCC system will engage in media releases and communication.</li> <li>• Describe the AJCC system policy and procedures regarding hold harmless, indemnification, and liability.</li> <li>• Describe how the AJCC system will handle dispute resolution.</li> </ul>
<p><b>Phase II</b> December 31, 2017</p>	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
<p><b>Funding of Services and Operating Costs</b></p> <p>WIOA Section 121(c)(2)(A)(ii)</p> <p>Describe how the costs of such services and the operating costs of such system will be funded, including the following:</p> <p>(I) Funding through cash and in-kind contributions (fairly evaluated), which contributions may include funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing one-stop delivery system operations.</p> <p>(II) Funding of the infrastructure costs of one-stop centers in accordance with subsection (h).</p>	<ul style="list-style-type: none"> <li>• Identify the AJCC system operating and infrastructure costs.</li> <li>• Describe how shared operating and infrastructure costs will be funded by the AJCC partner(s).</li> <li>• Describe the cash and in-kind contributions used to fund shared operating and infrastructure costs.</li> <li>• Identify the amount to be contributed by the AJCC partner(s) through the cost sharing agreement.</li> <li>• Include an assurance that AJCC proportionate fund contributions were calculated in accordance with Title 2 CFR Part 200.</li> <li>• Describe the process that will be used to periodically review and adjust shared costs so that they continue to be proportionate and equitable to the benefit received by the AJCC partner(s).</li> </ul>

## Additional Resources

Supplementary federal guidance that may be of assistance during the MOU development process includes the following:

- [DOL Training and Employment Guidance Letter 04-15](#): Vision for the One-Stop Delivery system under the WIOA
- [Rehabilitation Services Administration Technical Assistance Circular 15-02](#): Vision for the State Vocational Rehabilitation Services Program as a Partner in the Workforce Development System Under the WIOA
- [Office of Career, Technical and Adult Education - Division of Adult Education and Literacy 15-4](#): Vision of the Adult Education and Literacy Act in the Workforce System and Initial Implementation of the WIOA
- [Unemployment Insurance Program Letter 20-15](#): Unemployment Insurance and the WIOA of 2014

## **INQUIRIES**

If you have any questions regarding this directive, contact Robin Purdy at [Robin.Purdy@cwdb.ca.gov](mailto:Robin.Purdy@cwdb.ca.gov) or 916-657-1474.

Please direct all other questions to your assigned [Regional Advisor](#).

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

Attachment is available on the internet:

1. [Sample MOU](#)

**GOLDEN SIERRA  
WORKFORCE BOARD**

**MEMORANDUM**

**DATE:** December 17, 2015  
**TO:** Finance Committee (FC)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Consortium Revised Final 15/16 Budget

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Resolution       Action Item       Information

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Attached is a Fiscal Year 2015/2016 revised final budget. The revised final budget reflects reduction of PY 15/16 allocation, and modification of direct training plan WIOA to Leverage ratio.



***Purpose: Budget Revision to Fiscal Year 2015/2016.***

To present a more current consortium financial plan which is reflective of new information and analysis of the changed budget model ensuring programmatic requirements and service goals are met.

***Notable Adjustments:***

- 1 Reallocate Program Year 15/16 allocation, Rapid Response and Layoff Aversion to reflect reduction in award from the Employment Development Department.
- 2 Direct Training Requirement: modify original plan to expend 15% WIOA cash and 10% leverage to 20% WIOA cash and 5% leverage.
- 3 Transfer \$60,000 from Consortium Program Administration to Placer County in order to meet the consortium's direct training requirement.
- 4 Eliminate the One-Stop Operator and Regional Planning cost centers for this Fiscal Year. State plans will not require the expending of these dollars in this manner for this fiscal year.
- 5 Created a new cost center to reflect the allowable use of Rapid Response funding for WIOA transition costs.
- 6 True up of last fiscal year's rollover amount and the distribution of unencumbered funds between Program Administration and Placer Program.
- 7 Re-allocated Youth In new funding all to the Youth Out category. This better reflects how expenditures will occur in order to meet participant needs.

Line #		A		B		C		C-B		C/B		D		D-C		D/C	
		Fiscal Year 2014/2015 Revised Final Approved December 2014	% of Total Funding	Unaudited Close for Fiscal Year 2014/2015	% of Total Funding	Consortium Fiscal Year 2015/2016 Final Budget	% of Total Funding	Difference between Fiscal Year 2015/2016 Final Budget and Unaudited Closing Budget	Percent of Change from Unaudited Close Fiscal Year 2014/2015 to Final Budget FY 2015/2016	Consortium Fiscal Year 2015/2016 Revised Final Budget	% of Total Funding	Difference between Fiscal Year 2015/2016 Revised Final Budget and Fiscal Year 2015/2016 Final Budget	Percent of Change from Fiscal Year 2015/2016 Final Budget to Revised Budget FY 2015/2016				
<b>Funding Sources:</b>																	
1	Carry-In Allocation Funds from PY 14	\$ 2,110,965		\$ 2,110,965		\$ 1,888,875		\$ (222,090)	-10.52%	\$ 1,888,875		\$ -	0.00%				
2	Actual PY 15/16 WIOA Allocations	3,631,369		3,631,369		3,455,775		(175,594)	-4.84%	3,451,348		(4,427)	-0.13%				
3	Actual Rapid Response Funds PY15	291,910		291,910		237,081		(54,829)	-18.78%	236,657		(424)	-0.18%				
4	Carry-In Allocation Rapid Response from PY 14	110,897		110,897		-		(110,897)	-100.00%	-		-	0.00%				
5	Actual Layoff Aversion Funds PY15	72,802		72,802		65,581		(7,221)	-9.92%	65,401		(180)	-0.27%				
6	Actual Non-Allocation Awards	7,000		7,000		539,509		532,509	7607.27%	539,509		-	0.00%				
7	<b>Total Funding Sources</b>	<b>\$ 6,224,943</b>		<b>\$ 6,224,943</b>		<b>\$ 6,186,821</b>		<b>\$ (38,122)</b>	<b>-0.61%</b>	<b>\$ 6,181,790</b>		<b>\$ (5,031)</b>	<b>-0.08%</b>				
<b>Expenditures:</b>																	
<b>Consortium Operations:</b>																	
8	Retiree Benefits	\$ 81,480	1.31%	\$ 67,873	1.09%	\$ 457,054	7.39%	\$ 389,181	573.40%	\$ 457,054	7.39%	\$ -	0.00%				
9	Salaries and Benefits	2,103,417	33.79%	2,054,551	33.01%	1,203,506	19.45%	(851,045)	-41.42%	1,222,240	19.77%	18,734	1.56%				
10	Services and Supplies	661,602	10.63%	809,696	13.01%	464,816	7.51%	(344,880)	-42.59%	428,928	6.94%	(35,888)	-7.72%				
11	Professional Services	102,762	1.65%	34,332	0.55%	\$ 70,000	1.13%	\$ 35,668	103.89%	\$ 35,000	0.57%	(35,000)	-50.00%				
12	<b>Consortium Operations Total</b>	<b>\$ 2,949,261</b>	<b>47.38%</b>	<b>\$ 2,966,452</b>	<b>47.65%</b>	<b>\$ 2,195,376</b>	<b>35.48%</b>	<b>\$ (771,076)</b>	<b>-25.99%</b>	<b>\$ 2,143,222</b>	<b>34.67%</b>	<b>\$ (52,154)</b>	<b>-2.38%</b>				
<b>Career Services:</b>																	
13	Placer County	\$ 666,672	10.71%	\$ 796,260	12.79%	\$ 1,333,661	21.56%	\$ 537,401	67.49%	\$ 1,537,253	24.87%	\$ 203,592	15.27%				
14	El Dorado County	1,606,219	25.80%	1,557,437	25.02%	1,258,159	20.34%	(299,278)	-19.22%	1,257,339	20.34%	(820)	-0.07%				
15	Alpine County	114,241	1.84%	119,714	1.92%	113,667	1.84%	(6,047)	-5.05%	113,667	1.84%	-	0.00%				
16	Career Services Non-Allocation	-	0.00%	-	0.00%	208,215	3.37%	208,215	100.00%	208,215	3.37%	-	0.00%				
17	<b>Career Services Total</b>	<b>\$ 2,387,132</b>	<b>38.35%</b>	<b>\$ 2,473,411</b>	<b>39.73%</b>	<b>\$ 2,913,702</b>	<b>47.10%</b>	<b>\$ 440,291</b>	<b>17.80%</b>	<b>\$ 3,116,474</b>	<b>50.41%</b>	<b>\$ 202,772</b>	<b>6.96%</b>				
19	<b>Committee Budget</b>	<b>\$ 25,000</b>	<b>0.40%</b>	<b>\$ 9,711</b>	<b>0.16%</b>	<b>\$ 15,000</b>	<b>0.24%</b>	<b>\$ 5,289</b>	<b>54.46%</b>	<b>\$ 15,000</b>	<b>0.24%</b>	<b>\$ -</b>	<b>0.00%</b>				
20	<b>Current Year Award Expended in Second Year</b>	<b>\$ 863,550</b>	<b>13.87%</b>	<b>\$ 775,369</b>	<b>12.46%</b>	<b>\$ 1,062,743</b>	<b>17.18%</b>	<b>\$ 287,374</b>	<b>37.06%</b>	<b>\$ 907,094</b>	<b>14.67%</b>	<b>\$ (155,649)</b>	<b>-14.65%</b>				
21	<b>TOTAL EXPENDITURES</b>	<b>\$ 6,224,943</b>		<b>\$ 6,224,943</b>		<b>\$ 6,186,821</b>		<b>\$ (38,122)</b>	<b>-0.61%</b>	<b>\$ 6,181,790</b>		<b>\$ (5,031)</b>	<b>-0.08%</b>				
22	<b>Net Income/(Loss)</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>					

Approved by:  
 Finance Committee  
 WDB  
 Governing Board

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<i>L</i>		<b>Consortium</b>	<b>Consortium</b>	<b>Consortium</b>	<b>WIOA Transition</b>	<b>One Stop</b>	<b>Consortium</b>	<b>Regional Cost</b>
<i>i</i>		<b>Admin</b>	<b>Program Admin</b>	<b>Rapid Response</b>	<b>Costs</b>	<b>Operator</b>	<b>Comprehensive</b>	<b>Sharing Admin</b>
<i>n</i>				<b>and Layoff</b>			<b>One Stop</b>	
<b>#</b>				<b>Aversion</b>				
	<b>Funding Sources:</b>							
1	Carry-In Allocation Funds from PY 14	\$ 339,405	\$ 336,599	\$ 9,622	\$ -	\$ -	\$ 61,296	\$ -
2	Actual PY 15/16 WIOA Allocations	345,135	1,002,661	-	-	-	345,135	-
3	Actual Rapid Response Funds PY15	-	38,566	141,994	32,389	-	23,708	-
4	Actual Layoff Aversion Funds PY15	-	19,602	39,241	-	-	6,558	-
5	Actual Non-Allocation Awards	-	-	-	-	-	-	-
6	<b>Total Funding Sources</b>	<b>\$ 684,540</b>	<b>\$ 1,397,428</b>	<b>\$ 190,857</b>	<b>\$ 32,389</b>	<b>\$ -</b>	<b>\$ 436,697</b>	<b>\$ -</b>
	<b>Expenditures:</b>							
	<b>Consortium Operations:</b>							
7	Retiree Benefits	\$ -	\$ 457,054	\$ -	\$ -	\$ -	\$ -	\$ -
8	Salaries and Benefits	301,801	512,122	112,361	32,389	-	263,567	-
9	Services and Supplies	37,604	247,993	43,496	-	-	99,835	-
10	Professional Services	-	-	\$ 35,000	\$ -	-	-	-
11	<b>Consortium Operations Total</b>	<b>\$ 339,405</b>	<b>\$ 1,217,169</b>	<b>\$ 190,857</b>	<b>\$ 32,389</b>	<b>\$ -</b>	<b>\$ 363,402</b>	<b>\$ -</b>
	<b>Career Service:</b>							
	<b>Program Year 2014/2015 WIA</b>							
12	Placer County - Agency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	El Dorado County - HHS	-	-	-	-	-	-	-
14	Alpine County - HHS	-	-	-	-	-	-	-
	<b>Program Year 2015/2016 WIOA</b>							
15	Placer County - Agency	-	-	-	-	-	-	-
16	El Dorado County	-	-	-	-	-	-	-
17	Alpine County	-	-	-	-	-	-	-
18	Career & Training Services	-	-	-	-	-	-	-
19	<b>Career Service Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
20	<b>Committee Budget</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
21	<b>Current Year Award Expended in Second Year</b>	<b>\$ 345,135</b>	<b>\$ 165,259</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,295</b>	<b>\$ -</b>
22	<b>TOTAL EXPENDITURES</b>	<b>\$ 684,540</b>	<b>\$ 1,397,428</b>	<b>\$ 190,857</b>	<b>\$ 32,389</b>	<b>\$ -</b>	<b>\$ 436,697</b>	<b>\$ -</b>
23	<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Cost Center Share of Available Funding</b>	<b>11.07%</b>	<b>22.61%</b>	<b>3.09%</b>	<b>0.52%</b>	<b>0.00%</b>	<b>7.06%</b>	<b>0.00%</b>

Approved by:  
 Finance Committee  
 WDB  
 Governing Board

		<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>
<i>L</i>	<i>i</i>	El Dorado County Career and Training Services	Placer County Career and Training Services	Alpine County Career and Training Services	Prop 39	Disability Employment Initiative Round Two	Disability Employment Accelerator	Sector Partnerships National Emergency Grant	Total of all Funding Sources and Expenditures
<i>n</i>	<i>e</i>								
#									
		<b>Funding Sources:</b>							
1		\$ 616,915	\$ 461,371	\$ 63,667	\$ -	\$ -	\$ -	\$ -	\$ 1,888,875
2		640,424	1,067,993	50,000	-	-	-	-	3,451,348
3		-	-	-	-	-	-	-	236,657
4		-	-	-	-	-	-	-	65,401
5		-	-	-	16,652	6,191	166,666	350,000	539,509
6		<b>\$ 1,257,339</b>	<b>\$ 1,529,364</b>	<b>\$ 113,667</b>	<b>\$ 16,652</b>	<b>\$ 6,191</b>	<b>\$ 166,666</b>	<b>\$ 350,000</b>	<b>\$ 6,181,790</b>
		<b>Expenditures:</b>							
		<b>Consortium Operations:</b>							
7		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 457,054
8		-	-	-	-	-	-	-	1,222,240
9		-	-	-	-	-	-	-	428,928
10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	35,000
11		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,143,222</b>
		<b>Career Service:</b>							
		<b>Program Year 2014/2015 WIA</b>							
12		\$ -	\$ 461,371	\$ -	\$ 16,652	\$ 6,191	\$ -	\$ -	\$ 484,214
13		616,915	-	-	-	-	-	-	616,915
14		-	-	63,667	-	-	-	-	63,667
		<b>Program Year 2015/2016 WIOA</b>							
15		-	867,492	-	-	-	95,442	90,105	1,053,039
16		640,424	-	-	-	-	-	-	640,424
17		-	-	50,000	-	-	-	-	50,000
18		-	-	-	-	-	71,224	136,991	208,215
19		<b>\$ 1,257,339</b>	<b>\$ 1,328,863</b>	<b>\$ 113,667</b>	<b>\$ 16,652</b>	<b>\$ 6,191</b>	<b>\$ 166,666</b>	<b>\$ 227,096</b>	<b>\$ 3,116,474</b>
20		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>
21		<b>\$ -</b>	<b>\$ 200,501</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,904</b>	<b>\$ 907,094</b>
22		<b>\$ 1,257,339</b>	<b>\$ 1,529,364</b>	<b>\$ 113,667</b>	<b>\$ 16,652</b>	<b>\$ 6,191</b>	<b>\$ 166,666</b>	<b>\$ 350,000</b>	<b>\$ 6,181,790</b>
23		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>20.34%</b>	<b>24.74%</b>	<b>1.84%</b>	<b>0.27%</b>	<b>0.10%</b>	<b>2.70%</b>	<b>5.66%</b>	<b>100.00%</b>

Approved by:  
 Finance Committee  
 WDB  
 Governing Board

		A	B	C	D	E	F	G	H
L i n e  #			Dislocated						
		Dislocated	Worker				Rapid	Other &	
		Worker	Tran to Adult	Adult	Youth - In	Youth - Out	Response	Layoff Aversion	TOTAL
<b>Consortium Operations Budgeted and Rebudgeted</b>									
<b>Services and Supplies</b>									
1	Chivalry IT Services (Agency & Placer IT Services)	\$ 2,942	\$ 2,500	\$ 6,558	\$ 3,000	\$ 5,000	\$ 2,500	\$ 1,500	\$ 24,000
2	Geographic Solutions (Agency Case Management System)	2,000	2,500	2,293	2,000	2,500	-	-	11,293
3	Vavrinek, Trine, Day & Co. vtd (Agency Annual Financial Auditing Services)	1,500	2,500	7,000	2,000	5,004	500	500	19,004
4	Bartel & Associates (Agency & Placer County Bi-annual OPEB Actuarial Services)	3,000	3,000	5,000	2,000	3,500	250	250	17,000
5	EMRL -Outreach & Media Services	9,000	5,000	10,000		9,000	2,000	5,000	40,000
6	Kronick, Moskovitz, Tiedemann & Girard (Agency & Governing Board Legal Counsel)	6,500	5,500	7,789	3,000	4,250	750	500	28,289
7	State of California Employment Development Department (Agency Roseville Location)	12,500	11,000	23,500	5,875	17,625	5,498	5,000	80,998
8	Duff Brothers (Agency Auburn Location)	14,000	11,000	25,000	5,000	20,000	6,611	5,763	87,374
<b>Professional Services - (Consortium Programatic Services)</b>									
9	Mike Indiveri (Agency Workforce Services Consulting Services)	\$ 250	\$ 500	\$ 500	\$ 250	\$ 250	\$ -	\$ -	\$ 1,750
10	Business Engagement Services (Consortium Services)	-	-	-	-	-	25,000	5,000	30,000
11	One Stop Operator (Consortium Contracted Services) - Vendor - TBD	-	-	-	-	-	-	-	-
12	<b>Consortium Operation Services - Contracted Total</b>	<b>\$ 51,692</b>	<b>\$ 43,500</b>	<b>\$ 87,640</b>	<b>\$ 23,125</b>	<b>\$ 67,129</b>	<b>\$ 43,109</b>	<b>\$ 23,513</b>	<b>\$ 339,708</b>
<b>Consortium Career Services Budgeted and Rebudgeted</b>									
<b>WIA -Career Services PY14/15 Rebudgeted</b>									
13	El Dorado County One-Stop	\$ 83,625	\$ 65,034	\$ 114,761	\$ 45,682	\$ 118,295	\$ -	\$ -	\$ 427,397
14	El Dorado County Direct Training	38,245	38,245	61,882	16,490	34,659	-	-	189,521
15	Alpine County One-Stop	4,461	4,462	26,366	15,664	9,714	-	-	60,667
16	Alpine County Direct Training	-	-	3,000	-	-	-	-	3,000
17	Placer County - Pride Industries (Youth Out Services)	-	-	-	-	73,564	-	-	73,564
18	Placer County Direct Training	6,598	11,055	5,624		2,029			25,306
<b>WIOA - Career Services PY15/16 Budgeted</b>									
<b>Career Services</b>									
19	El Dorado County - Awarded via Competitive Procurement	\$ 74,268	\$ -	\$ 190,182	\$ -	\$ 126,561	\$ -	\$ -	\$ 391,011
20	Alpine County - Awarded via Competitive Procurement	2,007	-	36,866	-	3,421	-	-	42,294
21	Placer County - Agency	124,448	200,723	117,959	-	212,074	-	-	655,204
22	Consortium Occupational & Academic Education	-	-	-	-	-	-	31,991	31,991
<b>Direct Training</b>									
23	El Dorado County - Awarded via Competitive Procurement	49,512	-	126,788	-	-	-	-	176,300
24	Alpine County - Awarded via Competitive Procurement	1,338	-	3,427	-	-	-	-	4,765
25	Placer County Agency	82,966	133,815	78,639	-	-	-	-	295,420
<b>Work Based Learning (Youth)</b>									
26	El Dorado County - Awarded via Competitive Procurement	\$ -	\$ -	\$ -	\$ -	\$ 73,115	\$ -	\$ -	\$ 73,115
27	Alpine County - Awarded via Competitive Procurement	-	-	-	-	1,924	-	-	1,924
28	Placer County - Awarded via Competitive Procurement	-	-	-	-	117,368	-	-	117,368
29	<b>Consortium Career Services - Contracted Total</b>	<b>\$ 467,468</b>	<b>\$ 453,334</b>	<b>\$ 765,494</b>	<b>\$ 77,836</b>	<b>\$ 772,724</b>	<b>\$ -</b>	<b>\$ 31,991</b>	<b>\$ 2,568,847</b>
30	<b>Total Contracted Services</b>	<b>\$ 519,160</b>	<b>\$ 496,834</b>	<b>\$ 853,134</b>	<b>\$ 100,961</b>	<b>\$ 839,853</b>	<b>\$ 43,109</b>	<b>\$ 55,504</b>	<b>\$ 2,908,555</b>

Approved by:  
 Finance Committee  
 WDB  
 Governing Board

Consortium Budget Schedule 4  
 Consortium Allocation of Subgrant Award  
 Revised Final Budget FY 2015/216  
 Presented: December 2015

			A	B	C	D	E	F	G	H
<b>Allocation Funding Categories</b>										
L i n e				Dislocated						
			Dislocated	Worker						
#			Worker	Transfer to Adult	Adult	Youth In 0%	Youth Out 100%	Rapid Response	Layoff Aversion	Total
1	Funding Awards for New Fiscal Year Consortium Operations		\$ 669,078	\$ 669,077	\$ 1,044,269	\$ -	\$ 1,068,924	\$ 236,657	\$ 65,401	\$ 3,753,406
2	Administration	10.00%	\$ 66,908	\$ 66,908	\$ 104,427	\$ -	\$ 106,892	\$ -	\$ -	\$ 345,135
3	WDB Support/Legacy Costs/Program Administration	30.00%	\$ 200,723	\$ 200,723	\$ 313,281	\$ -	\$ 320,677	\$ 70,997	\$ 19,620	\$ 1,126,021
4	Consortium Sponsored Cost Centers	10.00%	\$ 66,908	\$ 66,908	\$ 104,427	\$ -	\$ 106,892	\$ 23,666	\$ 6,540	\$ 375,341
5	Consortium Operating Cost Totals		\$ 334,539	\$ 334,539	\$ 522,135	\$ -	\$ 534,461	\$ 94,663	\$ 26,160	\$ 1,846,497
6	Award less Consortium Operating Cost		\$ 334,539	\$ 334,538	\$ 522,134	\$ -	\$ 534,463	\$ 141,994	\$ 39,241	\$ 1,906,909
7	Required Direct Training Adult & DW	20.00%	\$ 133,816	\$ 133,815	\$ 208,854	\$ -	\$ -	\$ -	\$ -	\$ 476,485
8	Work Based Learning (Youth)	20.00%	\$ -	\$ -	\$ -	\$ -	\$ 192,406	\$ -	\$ -	\$ 192,406
9	Allocation for Career Services		\$ 200,723	\$ 200,723	\$ 313,280	\$ -	\$ 342,057	\$ -	\$ -	\$ 1,056,783
<b>Youth - Adult - Dislocated Worker Allocation</b>										
<b>Career Services</b>										
10	Placer	62.00%	\$ 124,448	\$ 124,448	\$ 194,234	\$ -	\$ 212,075	\$ -	\$ -	\$ 655,205
11	El Dorado	37.00%	\$ 74,268	\$ 74,268	\$ 115,914	\$ -	\$ 126,561	\$ -	\$ -	\$ 391,011
12	Alpine	1.00%	\$ 2,007	\$ 2,007	\$ 3,133	\$ -	\$ 3,421	\$ -	\$ -	\$ 10,568
<b>Direct Training</b>										
13	Placer	62.00%	\$ 82,966	\$ 82,965	\$ 129,489	\$ -	\$ -	\$ -	\$ -	\$ 295,420
14	El Dorado	37.00%	\$ 49,512	\$ 49,512	\$ 77,276	\$ -	\$ -	\$ -	\$ -	\$ 176,300
15	Alpine	1.00%	\$ 1,338	\$ 1,338	\$ 2,089	\$ -	\$ -	\$ -	\$ -	\$ 4,765
<b>Work Based Learning (Youth)</b>										
16	Placer	61.00%	\$ -	\$ -	\$ -	\$ -	\$ 117,368	\$ -	\$ -	\$ 117,368
17	El Dorado	38.00%	\$ -	\$ -	\$ -	\$ -	\$ 73,114	\$ -	\$ -	\$ 73,114
18	Alpine	1.00%	\$ -	\$ -	\$ -	\$ -	\$ 1,924	\$ -	\$ -	\$ 1,924
<b>Rapid Response Allocation</b>										
19	Placer	34.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,278	\$ 13,342	\$ 61,620
20	El Dorado	33.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,858	\$ 12,950	\$ 59,808
21	Alpine	33.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,858	\$ 12,950	\$ 59,808
<b>Allocations by County Totals</b>										
22	Placer		\$ 207,414	\$ 207,413	\$ 323,723	\$ -	\$ 329,443	\$ 48,278	\$ 13,342	\$ 1,129,613
23	El Dorado		\$ 123,780	\$ 123,780	\$ 193,190	\$ -	\$ 199,675	\$ 46,858	\$ 12,950	\$ 700,233
24	Alpine		\$ 3,345	\$ 3,345	\$ 5,222	\$ -	\$ 5,345	\$ 46,858	\$ 12,950	\$ 77,065
25									<b>Check Figure</b>	<b>\$ 3,753,407</b>

Approved by:  
 Finance Committee  
 WDB  
 Governing Board

<b>Funding Categories</b>					
				<u>Dislocated Worker</u>	
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
<b>Funding Awards PY 2015/2016</b>		\$ 669,078	\$ 669,077	\$ 1,044,269	\$ 2,382,424
<b>Direct Training Requirement*</b>	<b>25.00%</b>	<b>\$ 167,269</b>	<b>\$ 167,269</b>	<b>\$ 261,067</b>	<b>\$ 595,605</b>
<b>Requirement met via:</b>					
<b>Program Year 2015/2016 WIOA Cash</b>	<b>20.00%</b>	\$ 133,816	\$ 133,815	\$ 208,854	\$ 476,485
<b>Program Year 2015/2016 Planned Leverage</b>	<b>5.00%</b>	\$ 33,453	\$ 33,454	\$ 52,213	\$ 119,120
<b>Adult &amp; Dislocated Worker Distribution</b>					
				<u>Dislocated Worker</u>	
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
<b>20 % WIOA Cash Award</b>					
Placer	62.00%	\$ 82,966	\$ 82,965	\$ 129,489	\$ 295,420
El Dorado	37.00%	\$ 49,512	\$ 49,512	\$ 77,276	\$ 176,300
Alpine	1.00%	\$ 1,338	\$ 1,338	\$ 2,089	\$ 4,765
<b>5 % Leveraged Funds</b>					
Placer	62.00%	\$ 20,741	\$ 20,741	\$ 32,371	\$ 73,853
El Dorado	37.00%	\$ 12,378	\$ 12,378	\$ 19,319	\$ 44,075
Alpine	1.00%	\$ 335	\$ 335	\$ 522	\$ 1,192
<b>Total Required Direct Training (Check Figure)</b>		<b>\$ 167,270</b>	<b>\$ 167,269</b>	<b>\$ 261,066</b>	<b>\$ 595,605</b>
<i>* Employment Development Department Workforce Services Directive 11-9</i>					

Approved by:  
 Finance Committee  
 WDB  
 Governing Board

**K5 Expenditure Update Material will be  
Distributed at the Meeting**



**K5 Expenditure Update Material will be  
Distributed at the Meeting**

**GOLDEN SIERRA  
WORKFORCE BOARD**

**MEMORANDUM**

**DATE:** December 16, 2015  
**TO:** Executive (EC) & Finance (FC) Committee  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** K5 Direct Training Spending Update

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Resolution       Action Item       Information

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For your review please find attached the level of spending and allowable leverage for participant direct training within the Adult and Dislocated Worker funding streams for Subgrant award No. K594759.

This data provides information for the consortium as a whole and each member county's level of expenditures as of November 30, 2015.

**Golden Sierra Job Training Agency**  
**WIA Allocation Award K594759**  
**Award Period - July 1, 2014 - June 30, 2016**

Adult and Dislocated Worker Formula Fund Allocations	\$ 2,491,934
Training Requirement = 25% of Allocation with an Allowable 10% for Leverage	\$ 622,983

**Budgeted - Expenditure/Leverage Performance Plan**

	<u>Percent Share of Target</u>	<u>15% Budget</u>	<u>Percent Share of Target</u>	<u>10% Leverage</u>	<u>25% Total</u>
Placer County	62%	\$ 231,750	62%	\$ 154,499	\$ 386,250
El Dorado County	37%	\$ 138,303	37%	\$ 92,202	\$ 230,505
Alpine County	1%	\$ 3,737	1%	\$ 2,492	\$ 6,228
		\$ 373,790		\$ 249,193	\$ 622,983

**Completed Transactions - November 30, 2015 (Cash/Accrued/Contracted)**

	<u>Target Obtained</u>	<u>Actual Expenditures</u>	<u>Target Obtained</u>	<u>Supported Leverage</u>	<u>Actual Expenditures &amp; Leverage Total</u>
Placer County	133%	\$ 307,349	85%	\$ 131,521 *	\$ 438,870
El Dorado County	88%	\$ 121,924	32%	\$ 29,156	\$ 151,080
Alpine County	53%	\$ 1,988	4%	\$ 100	\$ 2,088
		\$ 431,261		\$ 160,777	\$ 592,038

**Expenditure/Leverage Performance Based on Budgeted Plan as of November 30, 2015**

	<u>+ Over- Short Target Remaining</u>	<u>Actual Expenditures Over/(Under)</u>	<u>+ Over- Short Target Remaining</u>	<u>Contract Supported Leverage Over/(Under)</u>	<u>Actual Expenditures &amp; Leverage Total</u>
Placer County	33%	\$ 75,599	-15%	\$ (22,978)	\$ 52,621
El Dorado County	-12%	\$ (16,379)	-68%	\$ (63,046)	\$ (79,425)
Alpine County	-47%	\$ (1,749)	-96%	\$ (2,392)	\$ (4,141)
		\$ 57,471		\$ (88,416)	\$ (30,945)

\* \$25,112 of Rapid Response used as Additional Assistance for Training.

**Recap of Consortium Performance as of November 30, 2015**

Formula Fund Training WIA Expenditures Target	\$ 373,790	100%
Training Expenditures Completed	\$ 431,261	115.4%
WIA Expenditures over planned budget	\$ (57,471)	15.4%