

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

Thursday, May 19, 2016 – 11:00 a.m.

**Sierra College, Room TBD
5000 Rocklin Road
Rocklin, CA 95677
LRC Room 201**

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

- | | | |
|-------|--|-------|
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| V. | <u>APPROVE 2016/2017 MEETING SCHEDULE</u> | 7 |
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| | June 16, 2016 – 1:00 p.m., Roseville Connections | |
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**GOLDEN SIERRA WORKFORCE BOARD
EXECUTIVE & FINANCE COMMITTEE
REGULAR MEETING
MINUTES**

Thursday, February 18, 2016 – 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 p.m.

Present (EC): Tink Miller (Chair), Rick Larkey (Vice Chair), Kevin Ferreira*, Martha Escobedo

Absent (EC): Laurel Brent-Bumb

Present (FC): Tink Miller (Chair), Paul Castro, Michael Zimmerman

Absent (FC): None

Guests: Jason Buckingham, Lorna Magnussen, Kathy Spindola

**Denotes late arrival or early departure*

II. APPROVAL OF AGENDA (EC & FC)

Motion to approve the agenda by Ferreira, second by Zimmerman.

Motion approved unanimously.

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.

A. Approval of Minutes from December 17, 2015 EC/FC meeting

B. Review of Minutes from January 21, 2016 WB meeting

C. Attendance Log

Motion to approve the Executive Committee consent agenda by Larkey, second by Escobedo.

Motion approved unanimously.

IV. CONSENT AGENDA (FC)

A. Approval of Minutes from December 17, 2015 EC/FC meeting

B. Attendance Log

Motion to approve the Finance Committee consent agenda by Castro, second by Zimmerman.

Motion approved unanimously.

V. PUBLIC COMMENT – FOR THOSE ITEMS ON THE AGENDA

Buckingham stated that information regarding the National Association of Workforce Boards (NAWB) Forum was overlooked on the agenda; he had no new information to report.

Miller said that she would be attending NAWB on her own recognizance due to grant funds from the Department of Rehabilitation.

VI. WIOA IMPLEMENTATION

- Matrix

Buckingham stated that the Core Partners met by teleconference to collect ideas around Board values. These will be compiled and then distributed to the Board for their input and approval.

- Memorandums Of Understanding (MOU)

Buckingham said that the First Phase of the MOU process is due by June 30, 2016. Staff and partners attended some recent MOU training and the upcoming partner meetings will be focusing on this topic.

Miller inquired about the regional MOU. Buckingham stated that the regional MOU for our regional planning area will utilize an MOU that was developed in 2013 by the existing partners in the Capital Area Investment Zone for a Workforce innovation Fund (WIF) application as the template. We are awaiting further direction on the local and regional planning requirements from the state to move forward formally; he anticipates direction in late April. Regional and local labor market information is being collected on various projects that will be utilized in these efforts.

Miller asked about approval of the One-Stop Operator; she thought that approval was already granted. Buckingham said that the designated local area was approved but selection of the operator must first go through a failed procurement. Buckingham said that further direction from DOL is still needed.

Escobedo asked if the Workforce Board Bylaws were approved and Buckingham said that they were approved at the Governing Body meeting on February 3, 2016. The new Workforce Board (WB) was also appointed, the membership remains the same.

Miller asked about the section of the matrix that refers to reviewing of the One-Stop location and service delivery model. Buckingham said that this is part of the MOU resource sharing process of identifying how partners are contributing to the cost of the system. He said that we need to determine the total cost of the system which includes services provided by partners outside of the individual centers.

Escobedo inquired about the branding, noting that the State has adopted America's Job Centers of California (AJCC), and asked if Golden Sierra will also be incorporating this. Buckingham said that the California Workforce Development Board (CWDB) is asking what the Workforce Board is doing to recognize the AJCC branding. Discussions need to take place that include the branding of centers and the branding of initiatives. Making the system easily recognizable should be the goal.

Castro asked if the MOU's refer to only the Core Partners and Buckingham stated that they are for the required partners also. He added that all partners identified by WIOA that are providing services in our region must have MOU's.

VII. EXECUTIVE/FINANCE COMMITTEE RESTRUCTURE

Buckingham stated that with the implementation of WIOA and the newly revised and approved Bylaws, the Finance and Executive Committees will be combined. Buckingham recommended that the committee continue in its current form for the duration of their term, of June 30, 2016. The committee will be a transition Executive committee pending the Chair and Vice Chair elections scheduled for May 19, 2016. At the July 21, 2016 WB meeting, the new Chair and Vice Chair will make recommendations for appointments of new Executive Committee members in alignment with the new Bylaws; the new members will be appointed by the WB.

Magnussen suggested that once the final regulations come out there may be items in the bylaws that may need to be altered. At that time the subject can be addressed by the WB as to whether they would like to revert back to allowing the Chair of the WB to have authority in appointing members of other potential committees.

Zimmerman supports waiting for the election of the new Chair and Vice Chair before recommending any changes.

Buckingham recommended that the new Chair review the meeting schedule of the Executive Committee to establish the appropriate number of meetings per year.

Magnussen stated that the new Executive Committee will have one or more non-workforce board members. Miller asked if the Act (WIOA) states that the non-member will be non-voting. Magnussen said that the Act states that the standing committees must have non-board members but does not address the question of voting or non-voting members.

Upon further discussion it was decided that Magnussen would research the topic of voting further with legal counsel.

Larkey asked about the discussion surrounding the types of committees needed by the Workforce Board. Buckingham said that he interpreted discussions regarding a youth council to be that the Board would wait until the State planning requirements were made available and then have the group who identified interest to review the requirements and identify services currently being provided within the region prior to determining if there was a need to appoint a standing youth committee.

**Ferreira departed the meeting*

Larkey asked if the same process is in place for choosing other Committee Chairs. Magnussen said that the Chair of appointed committees is selected by the Workforce Board Chair.

VIII. APPROVE ADDITIONAL COST CENTER - PLACER SCHOOL FOR ADULTS PROJECT

Buckingham said that the Agency is partnering with Placer School for Adults (PSA) for a pilot project. The project would allow for an Agency employee to assist PSA in developing internships and improving business engagement within Placer County. Approval is being sought to add a cost center to the budget to incorporate funding from PSA allowing for the hiring of an individual to support this pilot program, along with other costs associated with the project. This will add both a new cost center and an additional funding stream.

Castro asked if the money is being reimbursed through expenses or provided upfront. Buckingham said that it is a reimbursement agreement.

Motion to approve the additional cost center by Larkey, second by Zimmerman.

Motion approved unanimously.

IX. LWIB RECERTIFICATION DIRECTIVE [WSD15-13](#)

Buckingham noted that reference to LWIB on the agenda should be LWDB. He said that the State has released the directive on the Local Workforce Board Recertification. A draft will be available for review and approval at the March 17th Workforce Board meeting and will be effective for two years once approved by the state.

X. DAY AT THE CAPITOL

Buckingham said that March 2, 2016, is the date for "CWA Day at the Capitol", which is focused on providing information to state electeds on the State and Local Workforce System. Webinars will be available for attendees on the 26th and the 29th of February. The primary message for the day will be that the workforce system is a Demand-Driven System. Workforce Boards are at the center, as they work with businesses first. Workforce Development is an economic program with social benefits, not a social program with economic benefits.

XI. FUTURE AGENDA ITEMS/NEW BUSINESS

- Voting vs Non-Voting Committee Member
- Revision of Bylaws

XII. NEXT MEETING

April 21, 2016 –Executive Committee, Roseville Connections

XIII. ADJOURNMENT

Meeting was adjourned at 1:54 p.m. by Chair Miller.

	06/18/15						
Date:	04/16/15	06/29/15	8/20/15	10/15/15	12/17/15	02/18/16	Rate
	EC	Joint	EC	EC	Joint	Joint	
Executive Committee	Regular	Regular	Regular				
Tink Miller- CHAIR	1	1	1	1	1	1	100%
Rick Larkey- VICE CHAIR	1	1	1	1	1	1	100%
Kevin Ferreira	0	1	1	0	0	1	50%
Laurel Brent-Bumb	1	0	0	1	1	0	50%
Martha Escobedo	1	0	0	0	1	1	50%
			06/18/15				
Date:	4/16/15	5/20/15	06/29/15	9/17/15	12/17/15	2/18/16	Rate
	cancelled	FC	Joint	FC	Joint	Joint	
Finance Committee							
Tink Miller- CHAIR		1	1	1	1	1	100%
Paul Castro		1	1	1	1	1	100%
Michael Zimmerman - start				1	1	1	100%

**GOLDEN SIERRA
WORKFORCE BOARD**

MEMORANDUM

DATE: May 19, 2016
TO: Executive Committee (EC)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: 2016/2017 Meeting Schedule

Resolution Action Item Information

Approval is requested to establish the 2016/2017 Executive Committee meeting schedule.

Current schedule for 2015/2016 is 3rd Thursdays of even months; 1:00 pm - 3:00 pm

**GOLDEN SIERRA
WORKFORCE BOARD**

MEMORANDUM

DATE: May 19, 2016
TO: Executive Committee (EC)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: 2016/2017 Draft Budget - Consortium

Resolution Action Item Information

Staff is presenting the Title I Fiscal Year 2016/2017 Draft Budget for review and approval. The budget has been developed with a focus on the goals of the Local Workforce Development System requirements. The WIOA Title I financial resources are limited and unable to meet the full array of the Local System goals. Discussions will need to focus on developing Resource Sharing Agreements that assist in filling these gaps.

Budget Introduction and Overview

Golden Sierra Job Training Agency is a Joint Powers Authority (JPA) organized between Placer County, El Dorado County and Alpine County. The Agency's primary purpose is to administer the JPA's Title 1 award from the *Workforce Innovation and Opportunity Act (WIOA)*. Additionally, the Agency administers miscellaneous grants and awards that complement the WIOA Title 1 objectives and stated purpose of the JPA.

Approach in Developing the Draft Budget for Fiscal Year 2016/2017

The model used to develop the Consortium's annual budget is the Priority Based Budget model. The goal is to develop a budget based on the relationship between program funding levels and expected results from that program. The objectives are to obtain cost-efficient and effective ways to meet the requirements of the *Workforce Innovation and Opportunity Act (WIOA)* while minimizing service interruptions to participants.

The Fiscal Year 2016/2017 Draft Budget:

The primary sources of funding for this budget are the estimated rollover funding from Subgrant K698360 and the newly awarded Subgrant K710209 for Adult, Dislocated Work and Youth with estimates assumed for the Rapid Response and Layoff Aversion funding, the assumption utilized was a 10% reductions from the prior year's award.

The budget meets mandated funding requirements as follows:

25% of the Adult and Dislocated Worker funding will support *Direct Training* with a planned assumption of 5% leverage in order to meet the full requirement of 30% with a 25/5 ratio of WIOA cash/leverage.

20% of the Youth funding is earmarked to meet the *Work Based Learning* goals indicated in the WIOA Title I award.

The remaining cost objectives required of the Title 1 funding are to maintain a *Comprehensive One-Stop Center* in the *Local Area* while strategically utilizing financial resources to meet obligations of the JPA and while both leading and participating in the continued development of both local and regional *Workforce Systems*.

What we have been able to maintain in spite of reductions in funding:

- No increases in the percentages of funding needed to support Administration, Program Operations & Consortiums Comprehensive One-Stop.
- Continue financial support to member counties for Career Services and Direct Training.

Approved By:
Executive Committee
Workforce Board
Governing Body

Description of Schedules

Note: Schedule numbers in this budget correspond to those utilized in the Fiscal Year 2015/2016 annual budget presentations.

Schedule 1	Consortium Sources and Uses	Schedule is based on estimates for funding, carry over, and new awards. Expenditures have been adjusted based on anticipated cost increases, WIOA spending requirements and pension funding requirements.
Schedule 2	Consortium Cost Center Detail	
	Consortium Administration:	Includes fiscal management, procurement, and human resource functions.
	Consortium Program Operations:	Includes program oversight and technical assistance to member counties. Staff and consultants have expertise in ADA/EEO compliance, program monitoring, WIOA implementation, and database management.
	Consortium Rapid Response and Layoff Aversion:	Includes activities related to business outreach, workshop facilitation, and labor exchange. Staff have expertise in helping affected employees return to work as quickly as possible following a layoff and developing early-warning systems to prevent layoffs altogether.
	Consortium Comprehensive One-Stop:	Includes the physical location and related operating expenses of the required job center that offers universal access and comprehensive employment-related programs and services.
	El Dorado County Career and Training Services:	Includes PY 15/16 carry-in funds to be administer by El Dorado County HHS and PY 16/17 WIOA funding as well.
	Placer County Career and Training Services:	Includes PY 15/16 carry-in funds and PY 16/17 WIOA funds to be administered by the JTA staff.
	Alpine County Career and Training Services:	Includes PY 15/16 carry-in funds to be administer by El Dorado County HHS and PY 16/17 WIOA funding as well.
	Non-Allocation Career and Training Services:	Includes remaining second year training dollars from the Disability Employment Accelerator (DEA) award and second year Sector Partnerships National Emergency Grant (SPNEG). The Agency was also awarded a second round of Prop 39 and has Round Two Disability Employment Initiative Grant funding for attending meetings.
Schedule 3	Consortium Contracted Services	Schedule provides detail for contracts administered by the Agency for newly awarded funds and re-budgeted contracts for Consortium Operations and Programmatic Career Services and Training.
Schedule 4	Consortium Allocation of Sub grant Award	Schedule is based on a funding award for the new WIOA Allocation Awards and Rapid Response and Layoff Aversion. The schedule also separated funding based on the new WIOA legislation.
Schedule 5	Consortium Leverage Requirements	Schedule provides dollar amounts required to be captured as leveraged resources in order to meet the state imposed 25% Direct Training requirement for Adult and Dislocated Working funding streams.

Approved By:
 Executive Committee
 Workforce Board
 Governing Body

Schedule 1
 Consortium Sources and Uses
 Draft Budget FY 2016/2017
 Presented: May 2016

Line #		A		B		C		D		A-D	A/D
		Consortium Fiscal Year 2015/2016 Revised Final Budget	% of Total Funding	Actual Expenditures and Encumbrances as of April 30th 2016	% of Total Funding	Projected Expenditures and Encumbrances for Fiscal Year End 2015/2016	% of Total Funding	Consortium Fiscal Year 2016/2017 Draft Budget	% of Total Funding	Difference between Fiscal Year 2015/2016 Revised Final Budget and Fiscal Year 2015/2016 Final Budget	Percent Change from Fiscal Year 2015/2016 Revised Final Budget to Draft Budget FY 2016/2017
Funding Sources:											
1	Carry-In Allocation PY 15	\$ 1,888,875		\$ 1,745,814		\$ 1,888,875		\$ 1,624,866		\$ (264,009)	-13.98%
2	Actual PY16 WIOA Allocations	3,451,348		2,116,436		3,451,348		3,206,496		(244,852)	-7.09%
3	Estimated Rapid Response Funds PY16	236,657		121,210		236,657		212,991		(23,666)	-10.00%
4	Estimated Layoff Aversion Funds PY16	65,401		65,401		65,401		58,861		(6,540)	-10.00%
5	Actual Non-Allocation Awards	539,509		215,712		539,509		473,500		(66,009)	-12.24%
6	Total Funding Sources	\$ 6,181,790		\$ 4,264,573		\$ 6,181,790		\$ 5,576,714		\$ (605,076)	-9.79%
Expenditures:											
Consortium Operations											
7	Retiree Benefits	\$ 457,054	7.39%	\$ 442,138	10.37%	\$ 457,054	7.39%	\$ 481,854	8.64%	\$ 24,800	5.43%
8	Salaries and Benefits	1,222,240	19.77%	948,017	22.23%	1,339,440	21.67%	1,037,635	18.61%	(184,605)	-15.10%
9	Services and Supplies	428,928	6.94%	315,050	7.39%	428,928	6.94%	365,974	6.56%	(62,954)	-14.68%
10	Professional Services	\$ 35,000	0.57%	15,986	0.37%	\$ 35,000	0.57%	\$ 17,719	0.32%	(17,281)	-49.37%
11	Consortium Operations Total	\$ 2,143,222	34.67%	\$ 1,721,191	40.36%	\$ 2,260,422	36.57%	\$ 1,903,182	34.13%	\$ (240,040)	-11.20%
Career & Training Services											
12	Placer County	\$ 1,328,863	21.50%	\$ 978,384	22.94%	\$ 1,332,054	21.55%	\$ 1,188,428	21.31%	(140,435)	-10.57%
13	El Dorado County	1,257,339	20.34%	1,230,764	28.86%	1,244,339	20.13%	1,161,297	20.82%	(96,042)	-7.64%
14	Alpine County	113,667	1.84%	110,766	2.60%	113,667	1.84%	101,689	1.82%	(11,978)	-10.54%
15	Non-Allocation Awards	416,605	6.74%	215,712	5.06%	300,658	4.86%	387,552	6.95%	(29,053)	-6.97%
16	Career & Training Services Total	\$ 3,116,474	50.41%	\$ 2,535,626	59.46%	\$ 2,990,718	48.38%	\$ 2,838,966	50.91%	\$ (277,508)	-8.90%
17	Committee Budget	\$ 15,000	0.24%	\$ 7,756	0.18%	\$ 10,000	0.16%	\$ 5,000	0.09%	\$ (10,000)	-66.67%
18	PY 16 Award Expend in Second Year	\$ 907,094	14.67%	\$ -	0.00%	\$ 920,650	14.89%	\$ 829,566	14.88%	\$ (77,528)	-8.55%
19	TOTAL EXPENDITURES	\$ 6,181,790		\$ 4,264,573		\$ 6,181,790		\$ 5,576,714		\$ (605,076)	-9.79%
20	Net Income/(Loss)	\$ -		\$ -		\$ -		\$ -		\$ -	

Approved by:
 Executive Committee:
 WB:
 Governing Board:

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
Line #		Consortium Admin	Consortium Program Operations	Consortium Rapid Response and Layoff Aversion	Local Area One-Stop Delivery System	El Dorado County Career and Training Services	Placer County Career and Training Services
Funding Sources:							
1	Carry-In Allocation Funds from PY 15	\$ 335,986	\$ 183,888	\$ -	\$ 112,106	\$ 566,294	\$ 369,903
2	Actual PY 16 WIOA Allocations	320,651	902,980	-	350,651	595,003	992,211
3	<i>Estimated Rapid Response Funds PY16</i>	-	63,897	127,795	21,299	-	-
4	<i>Estimated Layoff Aversion Funds PY16</i>	-	17,658	35,317	5,886	-	-
5	Actual Non-Allocation Awards	-	-	-	-	-	-
6	Total Funding Sources	\$ 656,637	\$ 1,168,423	\$ 163,112	\$ 489,942	\$ 1,161,297	\$ 1,362,114
Expenditures:							
Consortium Operations:							
7	Retiree Benefits	\$ -	\$ 481,854	\$ -	\$ -	\$ -	\$ -
8	Salaries and Benefits	349,617	255,748	126,135	306,135	-	-
9	Services and Supplies	32,432	192,744	19,258	121,540	-	-
10	Professional Services	-	-	\$ 17,719	-	\$ -	-
11	Consortium Operations Total	\$ 382,049	\$ 930,346	\$ 163,112	\$ 427,675	\$ -	\$ -
Career & Training Services							
Program Year 2015/2016 WIOA/Other - Rebudget							
12	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Placer County	-	-	-	-	-	369,903
14	El Dorado County	-	-	-	-	566,294	-
15	Alpine County	-	-	-	-	-	-
Program Year 2016/2017 WIOA/Other							
16	Non-Allocation Awards	-	-	-	-	-	-
17	Placer County	-	-	-	-	-	754,855
18	El Dorado County	-	-	-	-	595,003	-
19	Alpine County	-	-	-	-	-	-
20	Career & Training Services Total	\$ -	\$ -	\$ -	\$ -	\$ 1,161,297	\$ 1,124,758
21	Committee Budget	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
22	PY 16 Award Expend in Second Year	\$ 274,588	\$ 233,077	\$ -	\$ 62,267	\$ -	\$ 237,356
23	TOTAL EXPENDITURES	\$ 656,637	\$ 1,168,423	\$ 163,112	\$ 489,942	\$ 1,161,297	\$ 1,362,114
24	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Cost Center Share of Available Funding	11.77%	20.95%	2.92%	8.79%	20.82%	24.43%

Approved by:
 Executive Committee:
 WDB:
 Governing Board:

		<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>
Line #		Alpine County Career and Training Services	Prop 39 Round Two	Disability Employment Initiative Round Two	Disability Employment Accelerator Round One	Sector Partnerships National Emergency Grant	Placer School for Adult Award	Total of all Funding Sources and Expenditures
Funding Sources:								
1	Carry-In Allocation Funds from PY 15	\$ 56,689	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,624,866
2	Actual PY 16 WIOA Allocations	45,000	-	-	-	-	-	3,206,496
3	<i>Estimated Rapid Response Funds PY16</i>	-	-	-	-	-	-	212,991
4	<i>Estimated Layoff Aversion Funds PY16</i>	-	-	-	-	-	-	58,861
5	Actual Non-Allocation Awards	-	104,670	3,191	52,158	211,073	102,408	473,500
6	Total Funding Sources	\$ 101,689	\$ 104,670	\$ 3,191	\$ 52,158	\$ 211,073	\$ 102,408	\$ 5,576,714
Expenditures:								
Consortium Operations:								
7	Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 481,854
8	Salaries and Benefits	-	-	-	-	-	-	1,037,635
9	Services and Supplies	-	-	-	-	-	-	365,974
10	Professional Services	-	\$ -	\$ -	\$ -	\$ -	\$ -	17,719
11	Consortium Operations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,903,182
Career & Training Services								
Program Year 2015/2016 WIOA/Other - Rebudget								
12	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ 52,158	\$ 211,073	\$ -	\$ 263,231
13	Placer County	-	-	-	-	-	-	369,903
14	El Dorado County	-	-	-	-	-	-	566,294
15	Alpine County	56,689	-	-	-	-	-	56,689
Program Year 2016/2017 WIOA/Other								
16	Non-Allocation Awards	-	104,670	3,191	-	-	80,130	187,991
17	Placer County	-	-	-	-	-	-	754,855
18	El Dorado County	-	-	-	-	-	-	595,003
19	Alpine County	45,000	-	-	-	-	-	45,000
20	Career & Training Services Total	\$ 101,689	\$ 104,670	\$ 3,191	\$ 52,158	\$ 211,073	\$ 80,130	\$ 2,838,966
21	Committee Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
22	PY 16 Award Expend in Second Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,278	\$ 829,566
23	TOTAL EXPENDITURES	\$ 101,689	\$ 104,670	\$ 3,191	\$ 52,158	\$ 211,073	\$ 102,408	\$ 5,576,714
24	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Cost Center Share of Available Funding	1.82%	1.88%	0.06%	0.94%	3.78%	1.84%	100.00%

Approved by:
 Executive Committee:
 WDB:
 Governing Board:

L i n e #		A	B	C	D	E	F	
			Dislocated					
		Dislocated	Worker			Rapid	Other &	
		Worker	Tran to Adult	Adult	Youth - Out	Response	Layoff Aversion	TOTAL
Consortium Operations Budgeted and Rebudgeted								
Services and Supplies								
1	Chivalry IT Services (Agency & Placer IT Services)	\$ 2,942	\$ 2,500	\$ 6,558	\$ 8,000	\$ 2,500	\$ 1,500	\$ 24,000
2	Vavrinek, Trine, Day & Co. VTD (Agency Annual Financial Auditing Services)	2,000	5,000	5,750	5,750	750	750	20,000
3	EMRL -Outreach & Media Services	-	-	-	-	-	-	-
4	Kronick, Moskovitz, Tiedemann & Girard (Agency & Governing Board Legal Counsel)	6,711	4,500	5,289	4,750	750	500	22,500
5	State of California Employment Development Department (Agency Roseville Location)	12,500	11,000	23,500	23,500	-	-	70,500
6	Duff Brothers (Agency Auburn Location July - September)	3,250	6,000	7,000	7,885	-	-	24,135
7	Location TBD Fiscal/Administration October - June	3,250	7,500	7,500	8,000	-	-	26,250
Professional Services - (Consortium Program Services)								
8	Business Engagement Services (Consortium Services)	-	-	-	-	14,719	3,000	17,719
9	One Stop Operator (Consortium Contracted Services) - Vendor - TBD	5,000	7,500	7,500	10,000	-	-	30,000
10	Consortium Operation Services - Contracted Total	\$ 35,653	\$ 44,000	\$ 63,097	\$ 67,885	\$ 18,719	\$ 5,750	\$ 235,104
Consortium Career Services Budgeted and Rebudgeted								
WIOA - Career Services PY15/16 Re-Budgeted								
Career Services								
11	El Dorado County - Awarded via Competitive Procurement	\$ 130,000	\$ -	\$ 134,449	\$ 126,561	\$ -	\$ -	\$ 391,010
12	Alpine County - Awarded via Competitive Procurement	16,051	-	30,000	3,949	-	-	50,000
Direct Training								
13	El Dorado County - Awarded via Competitive Procurement	29,512	-	82,924	-	-	-	112,436
14	Alpine County - Awarded via Competitive Procurement	-	-	4,765	-	-	-	4,765
15	Placer County Agency	50,000	58,106	-	-	-	138,908	247,014
Work Based Learning (Youth)								
16	El Dorado County - Awarded via Competitive Procurement	\$ -	\$ -	\$ -	\$ 62,848	\$ -	\$ -	\$ 62,848
17	Alpine County - Awarded via Competitive Procurement	-	-	-	1,924	-	-	1,924
18	Placer County	-	-	-	61,296	-	-	61,296
WIOA - Career Services PY16/17 Budgeted								
Career Services								
19	El Dorado County - Awarded via Competitive Procurement	\$ 28,372	\$ 85,116	\$ 90,512	\$ -	\$ -	\$ -	\$ 204,000
20	Alpine County - Awarded via Competitive Procurement	767	2,300	31,415	-	-	-	34,482
21	Placer County - Agency	47,542	142,627	151,669	-	-	-	341,838
Direct Training								
22	El Dorado County - Awarded via Competitive Procurement	28,372	85,116	90,512	-	-	-	204,000
23	Alpine County - Awarded via Competitive Procurement	767	2,300	2,446	-	-	-	5,513
24	Placer County - Agency	47,542	142,627	151,669	-	-	-	341,838
Work Based Learning (Youth)								
25	El Dorado County - Awarded via Competitive Procurement	\$ -	\$ -	\$ -	\$ 68,474	\$ -	\$ -	\$ 68,474
26	Alpine County - Awarded via Competitive Procurement	-	-	-	1,802	-	-	1,802
27	Placer County - Agency	-	-	-	109,290	-	-	109,290
28	Consortium Career Services - Contracted Total	\$ 378,925	\$ 518,192	\$ 770,361	\$ 436,144	\$ -	\$ 138,908	\$ 2,242,530
29	Total Contracted Services	\$ 414,578	\$ 562,192	\$ 833,458	\$ 504,029	\$ 18,719	\$ 144,658	\$ 2,477,634

Approved by:
 Executive Committee:
 WB:
 Governing Board:

Consortium Budget Schedule 4
 Consortium Allocation of Subgrant Award
 Draft Budget FY 2016/2017
 Presented: May 2016

			A	B	C	D	E	F	G
L i n e #	Allocation Funding Categories								
			Dislocated	75% Dislocated Worker			<u>Estimated</u>	<u>Estimated</u>	
			Worker	Transfer to Adult	Adult	Youth Out 100%	Rapid Response	Layoff Aversion	Total
	1	Funding Awards for New Fiscal Year Consortium Operations	\$ 306,725	\$ 920,175	\$ 978,508	\$ 1,001,088	\$ 212,991	\$ 58,861	\$ 3,478,348
2	Administration	10.00% \$ 30,673	\$ 92,018	\$ 97,851	\$ 100,109	\$ -	\$ -	\$ 320,651	
3	WDB Support/Legacy Costs/Program Operations	30.00% \$ 92,018	\$ 276,053	\$ 293,552	\$ 300,326	\$ 63,897	\$ 17,658	\$ 1,043,504	
4	Consortium Sponsored Cost Centers	10.00% \$ 30,673	\$ 92,018	\$ 97,851	\$ 100,109	\$ 21,299	\$ 5,886	\$ 347,836	
5	Consortium Operating Cost Totals	\$ 153,364	\$ 460,089	\$ 489,254	\$ 500,544	\$ 85,196	\$ 23,544	\$ 1,711,991	
6	Award less Consortium Operating Cost	\$ 153,361	\$ 460,086	\$ 489,254	\$ 500,544	\$ 127,795	\$ 35,317	\$ 1,766,357	
7	Rapid Response/Layoff Aversion Cost Center	\$ -	\$ -	\$ -	\$ -	\$ 127,795	\$ 35,317	\$ 163,112	
8	Required Direct Training Adult & DW	25.00% \$ 76,681	\$ 230,044	\$ 244,627	\$ -	\$ -	\$ -	\$ 551,352	
9	Work Based Learning (Youth)	20.00% \$ -	\$ -	\$ -	\$ 180,196	\$ -	\$ -	\$ 180,196	
10	Allocation for Career Services	\$ 76,680	\$ 230,042	\$ 244,627	\$ 320,348	\$ -	\$ -	\$ 871,697	
Youth - Adult - Dislocated Worker Allocation									
Career Services									
11	Placer	62.00% \$ 47,542	\$ 142,626	\$ 151,669	\$ 198,616	\$ -	\$ -	\$ 540,453	
12	El Dorado	37.00% \$ 28,372	\$ 85,116	\$ 90,512	\$ 118,529	\$ -	\$ -	\$ 322,529	
13	Alpine	1.00% \$ 767	\$ 2,300	\$ 2,446	\$ 3,203	\$ -	\$ -	\$ 8,716	
Direct Training									
14	Placer	62.00% \$ 47,542	\$ 142,627	\$ 151,669	\$ -	\$ -	\$ -	\$ 341,838	
15	El Dorado	37.00% \$ 28,372	\$ 85,116	\$ 90,512	\$ -	\$ -	\$ -	\$ 204,000	
16	Alpine	1.00% \$ 767	\$ 2,300	\$ 2,446	\$ -	\$ -	\$ -	\$ 5,513	
Work Based Learning (Youth)									
17	Placer	61.00% \$ -	\$ -	\$ -	\$ 109,920	\$ -	\$ -	\$ 109,920	
18	El Dorado	38.00% \$ -	\$ -	\$ -	\$ 68,474	\$ -	\$ -	\$ 68,474	
19	Alpine	1.00% \$ -	\$ -	\$ -	\$ 1,802	\$ -	\$ -	\$ 1,802	
Total Title 1 Allocations by County									
20	Placer	\$ 95,084	\$ 285,253	\$ 303,338	\$ 308,536	\$ -	\$ -	\$ 992,211	
21	El Dorado	\$ 56,744	\$ 170,232	\$ 181,024	\$ 187,003	\$ -	\$ -	\$ 595,003	
22	Alpine	\$ 1,534	\$ 4,600	\$ 4,892	\$ 5,005	\$ -	\$ -	\$ 16,031	
23							Check Figure	\$ 3,478,348	

Approved by:
 Executive Committee:
 WB:
 Governing Board:

Funding Categories									
				<u>Dislocated Worker</u>					
		<u>Dislocated Worker</u>		<u>Transfer to Adult</u>					
				<u>Adult</u>					
				<u>Total</u>					
Funding Awards PY 2016/2017		\$	306,725	\$	920,175	\$	978,508	\$	2,205,408
Direct Training Requirement*	30.00%	\$	92,018	\$	276,053	\$	293,552	\$	661,623
Requirement met via:									
Program Year 2016/2017 WIOA Cash	25.00%	\$	76,681	\$	230,044	\$	244,627	\$	551,352
Program Year 2016/2017 Planned Leverage	5.00%	\$	15,337	\$	46,009	\$	48,925	\$	110,271
Adult & Dislocated Worker Distribution									
				<u>Dislocated Worker</u>					
		<u>Dislocated Worker</u>		<u>Transfer to Adult</u>					
				<u>Adult</u>					
				<u>Total</u>					
25 % WIOA Cash Award									
Placer	62.00%	\$	47,542	\$	142,627	\$	151,669	\$	341,838
El Dorado	37.00%	\$	28,372	\$	85,117	\$	90,512	\$	204,001
Alpine	1.00%	\$	767	\$	2,300	\$	2,446	\$	5,513
5 % Leveraged Funds									
Placer	62.00%	\$	9,509	\$	28,526	\$	30,334	\$	68,369
El Dorado	37.00%	\$	5,675	\$	17,023	\$	18,102	\$	40,800
Alpine	1.00%	\$	153	\$	460	\$	489	\$	1,102
Total Required Direct Training (Check Figure)		\$	92,018	\$	276,053	\$	293,552	\$	661,623

* *Employment Development Department Workforce Services Directive 11-9*

Approved by:
 Finance Committee: 12/16/2015
 WDB
 Governing Board

**GOLDEN SIERRA
WORKFORCE BOARD**

MEMORANDUM

DATE: May 19, 2016
TO: Executive Committee (EC)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Approve Additional Cost Center – Sierra College

Resolution Action Item Information

Staff is requesting the approval of an additional cost center to the Agency's annual budget for Fiscal Year 2015/2016. The additional cost center will support planning, recruitment assistance, individualized career services for participants in the Northern California Community College Apprenticeship Initiative. The funding for this cost center will be via a pass-thru contract between Golden Sierra Job Training Agency and Sierra College. The funding for this project has been awarded by the Department of Labor to the Los Rios Community College District as the grant administrator.

The funding will cover staff time as follows.

Year 1: Planning

Years 2 – 5: Employer Outreach, Job Readiness Skills Instruction

WIOA Action Matrix

Action	Comments	Responsibility			Status <i>Action Item = Green Pending = Yellow Complete = Blue</i>
		WDB	GB/CLEO	CWDB/ Governor	
<u>Establish Local Area</u>					
Revise JPA to reference WIOA			X		<ul style="list-style-type: none"> • Ongoing – Working with KMTG should be sent to county counsel in late Feb/March • Out to county counsel for review April 1, 2015 (45 day review period) • On GB Agenda for review April 9, 2015 • Out to BOS' for Approval • 7/21 Alpine County – BOS approved • 7/21 El Dorado County – BOS approved • 9/15/15 Placer – BOS Approved • 10/7/15 GS GB Approved
Request Designation as Local Area	The Governor is required to designate (initially) local areas who have performed successfully and who have had fiscal integrity for the previous two years. Golden Sierra meets these criteria. No process has been defined but I recommend the WIB, in conjunction with the Governing Body, submit a letter requesting designation.	X	X	X	<ul style="list-style-type: none"> • Approved by WIB 11/20/14 • Approved by GB 12/15/14 • Mailed 12/21/14 • Draft Directive WSDD-111 released 1/16/15; Directive WSD14-10 released 2/20/15 (updated 3/9/15) • Request approval from WIB 3/19/15 • Sent unsigned copy to EDD 3/26/15 • GB approved 4/9/15 • Application sent to state 4/27/15 • Received recommendation for approval letter 5/19/2015 • Approved 6/23/15

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	
Establish Local Area (continued)					
Request approval to remain one-stop operator	According to WIOA each local area is required to have one One-Stop (at a minimum) and that One-Stop must be collocated with EDD staff. Currently, the Golden Sierra region has five centers only one of which is collocated with EDD (Roseville). The designation would eliminate our requirement to competitively procure the operator for the region. This is the most cost effective and efficient scenario. It does not eliminate the requirement to procure youth and career services.	X	X	X	<ul style="list-style-type: none"> • Approved by WIB 11/20/14 • Approved by GB 12/15/14 • Mailed 12/21/14 • According to NRPM must be competitively procured prior to receiving "waiver". Procurement must be completed by June 30, 2017 • CWA launched campaign to alter regulations, GB and WDB Exec sent letter to Secretaries of Labor and Education. (8/20/15) • Awaiting clarification from DOL – Indicated additional clarification could come Jan 2016.
Workforce Board					
Governance					
Review WDB Functions for gaps/opportunities	WDB (ADA accessibility policies)	X			<ul style="list-style-type: none"> • WDB functions to include partnering with Core agencies, systems alignment and setting local performance indicators • Updates to WDB ongoing • Board functions reviewed 7/15/15
Review Bylaws	Review bylaws for consistency with responsibilities and functions of WDB	X	X		<ul style="list-style-type: none"> • Working with KMTG • GB Bylaws for review/approval at GB meeting 4/9/15 • WDB Bylaws under review • Draft Presented to WDB EC 10/17/15 • Bylaws redrafted. Included in WDB packet 1/19/16 for review and approval • Approved by WDB 1/19/16 • Approved by GB 2/3/16
Re-write WDB/Governing Body Agreement	Review current agreement for consistency with WIOA	X	X		<ul style="list-style-type: none"> • Working with KMTG • Draft completed – GB Review 4/9/15 • Approved by WDB Exec 4/16/15 • Approved by GB 6/3/15

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	
Workforce Board (continued)					
Governance (continued)					
Set Qualifications for Director	The WDB will need to set qualifications for the Director. Will probably need to wait for regulations to do so.	X	X		<ul style="list-style-type: none"> Designated to GB since the Agency sets qualifications for and employs Director
Review WIB Directives	Current WIB Directives will need to be reviewed and revised or eliminated for accuracy within the new system.	X			<ul style="list-style-type: none"> Initial Review and Discussion at Exec 4/16/15 WIA Directives expire June 30, 2015 New based on broad policy issues, alignment etc. WDB focus on systems building
Membership					
Review WDB membership for compliance and strategic direction	Is membership in line with key sectors and new requirements?		X		<ul style="list-style-type: none"> As required by WIOA and as referenced in WSD14-10, the Governing Body will be required to provide direction to staff to develop and approve a recruitment process that identifies and appoints appropriate members as defined by WIOA and state policy. Must be in compliance by July 2016. Membership reviewed, missing one required member (Adult Education) for compliance. Further review and possible restructuring may need to take place to meet requirements of local initiatives. Board membership in Compliance 10/7/15 with addition of Adult Ed Reviewed for planning and strategy 10/17/15 Membership structure outlined in Bylaws. Membership is in compliance but should be reviewed as new members are added to ensure key sectors are represented and membership is distributed as equitably as practicable

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	
Workforce Board (continued)					
Structure					
Review Committee Structure	The WDB should review its committee structure to ensure that it can meet its new role. No youth council is required, new partners included in performance (performance committee), New business engagement metrics, new emphasis on pathways and pathway development, Education and economic development continuous improvement, accessibility... Joint mtgs with SETA? (See initiatives)	X	X		<ul style="list-style-type: none"> Some of this may need to be completed regionally as a part of the regional planning requirements Initial recommendations will be proposed for June Executive Committee Delayed slightly awaiting direction from state Initial Thoughts: Combine WDB Exec and Finance, and use ad hoc committees Bylaws drafted to provide maximum flexibility
Planning/Service Delivery					
Convene Core Partners to discuss the design of the future system and MOUs	Executive Committee should convene leaders from DOR, EDD, Adult ED to discuss partnering in the new system, MOU's and Cost Sharing Agreements.	X			<ul style="list-style-type: none"> Email intro CWA WIOA Overview – 9/23/14 Letter intro WIOA 10/20/14 First meetings with EDD/Adult Ed April 2015 First meetings held with Adult Ed, EDD, HHS and DOR (April 2015) Round 2 7/27/15 Round 3 occurred 8/8/15 Round 4 9/30/15 – Discussing Mission, Vision, Values draft Round 5 1/28/16 – Vision & Guiding Principals Round 6 3/15/16 - MOU
Meet with SETA to Consider Joint Committees and policies with SETA and CAIZ group	WIOA will require a regional planning effort. We may want to have our subcommittees start meeting jointly with SETA.	X			<ul style="list-style-type: none"> Attending SETA Planning Committee late January. Meeting cancelled; next meeting in February, Though we are jointly coordinating many activities. This meeting has not occurred as of July 2015 Currently working on Slingshot and Sector Based NEG Grants Discussing regional MOU for planning region stakeholders Regionally completing Labor Market Study and inventory of Business leadership Councils.

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	
Workforce Board (continued)					
Planning/Service Delivery (continued)					
Review One-Stop locations and service delivery model	Review service delivery. Should all current locations remain one-stops or should we target special projects in certain areas. Should we open population-specific job centers? Other LWIAs have centers that focus on youth only or business only or sectors. Should we reduce the number of physical centers and set-up remote access instead (the community colleges would be a likely host). (Recommendations to GB)	X	X		<ul style="list-style-type: none"> Met with Alpine County on 1/29/15 to discuss program services needs and model. Consider new model with one comprehensive site, multiple Affiliate sites and designated access points. Only Affiliate and Comprehensive sites have access to Training money. All sites offer some version of Career Services GS manages the payments of contracts etc. Need to develop a way to recognize access points (DOL, Calworks, DRCs Etc) as part of the system. Possible that Access points may be able to refer eligible clients directly. Locations will be a product of RFP process and WIOA Comprehensive one-stop requirements Working on system and resource map as a part of the MOU process to help identify and define scope of the local system in addition to cost sharing
Publish RFQ for vender services	Establishing a vendor list for services will greatly enhance our ability to provider services without a full RFP process for each service	X			<ul style="list-style-type: none"> Working with staff to define services – anticipate release 2/10/15 Released 2/10/15
Publish RFQ for Training Services and/or One-Stops	Prepare for competitive bid requirement by obtaining lists of qualified/interested sub-recipients	X			<ul style="list-style-type: none"> In development/ may need to separate “one-Stop Operator” functions from one-stop service delivery (core function = coordination) Deadline for completion July 2017. Do not award “K6” money beginning of program year 2015. Must develop and complete RFP for Services to be awarded Dec/Jan (2016) for 18 months This (K6) implementation plan was reviewed and approved at Finance committee May 20, 2105; approved at WDB May 21, 2015. RFP Released 7/8/2015 Rated 8/28/15 To WDB for approval 9/17/15

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	
Workforce Board (continued)					
Planning/Service Delivery (continued)					
Technology	How does the WDB want to address the new emphasis on Technology	X			
Branding	Consider adopting unified Identifier	X	X		<ul style="list-style-type: none"> WIOA NRPMs identify One-stop brand as “American Job Centers” do we want to keep local brand? Will state board enforce “America’s Job Centers of California”
Accessibility	How will we address accessibility				<ul style="list-style-type: none"> Could be a function of the one-stop operator if contracted out.
LMID	How will we ensure we have proper data for planning – Contract that out				<ul style="list-style-type: none"> Save costs by eliminating EMSI and Work closely with LMID consultant
Performance					
Metrix	Review and identify performance metrics for WIA services or initiatives (i.e. expenditures related to OJT vs classroom training?) Training in critical clusters? Pathway development, apprenticeship enrollment – Business engagement etc.	X			<ul style="list-style-type: none"> Initial local performance metrics to be proposed to Exec June 2015 Delayed slightly awaiting direction from state subcommittee meetings
Initiatives	Brand Initiatives i.e. NEXT, Vital Assets, Youth@Work etc. - maybe reduce committees but have ad hocs that manage the initiatives?	X			<ul style="list-style-type: none"> Currently Branded “NEXT” for business services/RR Working on “Service First” for Veterans Working on Brand for Persons with Disabilities (PWD) Also need youth brand Implementing centrally administered RR Services. The RR implementation plan was reviewed and approved at Finance committee May 20, 2105; approved at WDB May 21, 2015. “Advance” Branding developed for serving PWD’s