

**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.