

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

**Wednesday, November 09, 2016 – 9:00 am**

**Roseville Connections  
115 Ascot Dr., Ste. 180  
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order by Chair Larkey at 9:02 am.

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), Martha Escobedo, Carol Pepper-Kittredge, Alexis Zoss, Jason Buckingham (Ex-Officio)

Absent: Laurel Brent-Bumb

Guests: Lorna Magnussen, Darlene Galipo, Carline Chavez

II. APPROVAL OF AGENDA

**Motion** to approve the agenda by Zimmerman, second by Pepper-Kittredge.

**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.

Request to amend Consent Agenda to remove agenda item B; carry over to next meeting.

A. Approval of Minutes from September 15, 2016 EC meeting

B. Review Minutes from September 15, 2016 WB special meeting [Removed]

C. Attendance Log

**Motion** to approve the consent agenda items A & C by Zimmerman, second by Zoss.

**Motion** approved unanimously.

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

Larkey stated that North State Building Industry Foundation is initiating the “5K in 5 Years Jobs Initiative”. Targeting the 18-24 year old population to find them jobs in different industries. Also to set up a network to place the applicants that are not fit for the different sectors to a better suited sector. Handouts were provided.

V. NEXT STEPS FROM RETREAT

Larkey reviewed the results of the retreat and inquired about additional comment or suggestions, Buckingham stated that 3 people provided feedback; comments listed on page 12 of agenda packet.

Buckingham suggested to have WB members breakout into groups in upcoming WB meeting on 11/17/16 and discuss the practical actions that were established at the retreat meeting and how to come up with the best strategies for them to be achieved. Members will then come back into session and discuss what they came up with.

Larkey suggested that the EC will be in charge of the Leadership, Strategy, and Best Practices categories; also he will work on an agenda for the upcoming WB meeting workshop.

VI. UPDATE ON REGIONAL/LOCAL PLAN  
– [WSD16-07 ATTACH 3](#) & TIMELINE

Buckingham explained that the regional plan is supporting the strategic elements of the state plan. The regional plan supports the sectors initiatives that align, labor market information, sector needs with services.; and the local plan is supposed to filter people into those sector initiatives so they can meet the regional labor market demands. This will support the strategies that the state has identified.

Buckingham is putting a draft of the local plan together to be submitted to the Regional Planning Unit (RPU) leader by December 15, 2016; the RPU will then draft the regional plan. Both plans are due without signatures by March 15, 2017. The local draft will incorporate local labor marketing information and the strategies that the board has developed from the retreat. These will be incorporated into the plan as upcoming elements to use as a strategy to support the regional plan as well as the states strategies.

Buckingham mentioned that the states goals are one million middle skilled industry valued credentials between the years 2017-2027 and doubling the number of apprenticeships, as well as the WIOA defined performance measures.

Buckingham also commented on the timeline (for deadlines view attachment)

Pepper-Kittredge stated that initiatives such as the Strong Workforce Initiative need to better align with the plan. Buckingham concurred.

VII. SELECTION OF ONE-STOP OPERATOR/CAREER SERVICES PROVIDERS DRAFT DIRECTIVE  
– [WSDD-153](#) & [ATTACH 2](#)

Buckingham explained that in previous legislation the One Stop Operator essentially operated the physical location where the services were provided. The new role under WIOA is to facilitate bringing the partners together and align services and has to be done through a competitive process. He also explained that because the final legislation and rules had not been released, GSJTA separated out Career Services Providers procurement and awarded contracts to El Dorado and Alpine counties. Now GSJTA is going through the competitive process of procurement for the One-Stop Operator.

Buckingham added that the way the Career Services portion is written it must be awarded through contracts by the local board; it doesn't state it has to be competitively procured. The way the law is written it allows the subrecipient staff to provide career services. However, the way the draft directive is written they have added the term "administrative entity" not currently in the law or further defined. If this language remains in the final directive then Golden Sierra will need to go through the application process to provide career services. For a more detailed explanation view Attachment.

VIII. UPDATE ON ONE-STOP OPERATOR REQUEST FOR INFORMATION (RFI)

Buckingham stated that there was no response to the RFI that was released on October 24, 2016 and closed November 7, 2016.

Recommended next steps would be to release an RFQ for these services with clearly defined roles and activities as outlined below:

1. Convene partners on a quarterly basis to discuss systems alignment, integration, establish projects to be worked on in between meetings.
2. Attend Workforce Board meetings as needed to share information
3. enforce mou commitments

IX. WORKFORCE BOARD MEMBERSHIP & RECRUITMENT

Magnussen gave an update on the status of the recruitment, and stated that staff are working on getting more business members by drafting letters to the chamber of commerce, flyers, and an e-blast to the entire business engagement database informing them of WB and what the board is looking for.

She will coordinate with Larkey to see if the recruitment will be targeting specific sectors or general businesses.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

- Follow up on committee process
- Work Groups WIB
- Recruitment
- Regional Local plan
- Career Services
- RFQ/RFP update

XI. NEXT MEETING

December 15, 2016 – 1:00 p.m., Roseville Connections

XII. ADJOURNMENT

Meeting adjourned by Chair Larkey at 11:09 am.

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

**Motion** approved unanimously.