

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
REGULAR MEETING  
MINUTES**

**Wednesday, June 7, 2017 – 10:00 a.m.**

**Golden Sierra Job Training Agency  
1919 Grass Valley Highway, Suite 100  
Auburn, CA 95603**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum of the Governing Body was established and the meeting was called to order at 10.02 a.m. by Chair Ranalli

Present: Michael Ranalli – Chair, Katherine Rakow Vice-Chair Kirk Uhler

Absent: None

Guests: Jason Buckingham, Lorna Magnussen, Carline Chavez, Terrie Trombley

II. APPROVAL OF AGENDA

**Motion** to approve agenda by Rakow, second by Ulher

**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.

Buckingham asked to remove item from consent agenda.

A. Approval of Minutes from April 5, 207 GB Meeting

III (A) Buckingham amended pages 3-6; amended minutes were distributed

**Motion** to approve consent agenda as amended by Buckingham by Uhler, second by Rakow

**Motion** approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

None

V. RESOLUTION 16-06 GOLDEN SIERRA JOB TRAINING AGENCY AMENDED EMPLOYEE HANDBOOK

Buckingham noted that the handbook applies to all agency employees; however, where language conflicts with bargaining unit Memorandum of Understanding (MOU) the MOU takes precedence.

**Motion** to approve Resolution 16-06 Golden Sierra Job Training Agency Amended Employee Handbook by Uhler, second by Rakow

**Motion** approved unanimously

VI. RESOLUTION 16-07 DRY PERIOD FINANCING

**Motion** to approve Resolution 16-07 Dry Period Financing by Uhler, second by Rakow

**Motion** approved unanimously

VII. RESOLUTION 16-08 AMEND POSITION ROSTER

Buckingham stated that the resolution amends the salary schedule to align with current bargaining unit MOU; change incorporates a 1.5% Cost of Living increase (COLA).

**Motion** to approve Resolution 16-08 Amend Position Roster by Uhler, second by Rakow

**Motion** approved unanimously

VIII. RESOLUTION 16-09 SIGNATURE AUTHORITY

**Motion** to approve Resolution 16-09 Signature Authority by Uhler, second by Rakow

**Motion** approved unanimously

IX. 2017-2018 WIOA TITLE I DRAFT BUDGET

Budget highlights:

- Built with an assumed 10% reduction in funds based on a February EDD Information Notice (WSIN16-37).
- Increased the Direct Training Leverage percentage from 5% to 10% which frees up funding from the training pool for other purposes such as staffing.
- Meets all required components of the Act such as work based learning and support for the required Comprehensive Center.
- Transfer 50% Dislocated Worker to Adult.
- Reviewed and approved by the Executive Committee on May 15, 2017 and the full Board on May 18, 2017.

On May 23, 2017 the President's budget proposal asks for a 40% reduction in funds; this has not yet been approved.

Yesterday the agency received notice that the State has been awarded its allocation for the upcoming program year (July 1, 2017 - June 30, 2018). However, the funds have not yet been appropriated. Likely the delay is due to the chaos that's occurring at the federal level. The recommendation is to prepare contingencies for not being awarded funding in the first quarter, as well as to prepare contingencies for cuts greater than 10%. The draft budget still needs to be passed in order for the agency to operate beginning July 1, 2017.

Buckingham noted that the only center that is mandated is the Comprehensive Center in Roseville.

Contingency plans if funding is severely impacted could include revising the current service delivery model to increase or decrease subrecipients or include reducing hours. Any changes will be reflected in final budget if information is received by September.

Government shutdown or cash management issues could require a special meeting.

Rakow noted that Alpine cannot run a program on \$50,000.

Trombley suggested awarding \$50,000 for staff salaries & benefits to provide career services and utilize other funding sources for remainder of costs.

Buckingham stated that the K8 award is based on a draft budget and planning figures, and noted that K7 draft to final was increased based on carryover and final budget numbers. These numbers will change based on final budget figures and carry over from K7.

Uhler noted formula errors on Page 20, line 13 & 18.

**Motion** to approve WIOA Title I Draft Budget with corrections noted on page 20 by Uhler, second by Ranalli

**Motion** approved unanimously

X. WORKFORCE BOARD MEMBERSHIP

Requesting approval of term renewals and new member applications. With these approvals the Workforce Board still has 3 vacancies for business members and 2 labor representatives. Several applications are pending for the remaining vacancies as well as continued recruitment.

**Motion** to approve Workforce Board Membership by Uhler, second by Rakow

**Motion** approved unanimously

XI. 2017-2018 MEETING SCHEDULE

**Motion** to approve 2017-2018 Meeting Schedule by Rakow, second by Uhler

**Motion** approved unanimously

XII. DIRECTOR'S UPDATE

Buckingham noted that the agency had been previously awarded funding from the National Disaster Worker Grant; however, based on the conversation and direction from the Governing Body at the last meeting, the agency declined the funding. Consequently Paul Castro from California Human Development Corporation has accepted the funding.

Castro's group's primary customers are migrant farm workers, but they have experience with a number of disaster related projects. The Agency is coordinating with them on the effort.

XIII. WIOA LOCAL PLAN UPDATE

Conditionally approved on May 1, 2017; subsequently received notification on May 23, 2017, that the plan had no deficiencies and would be recommended for approval at the August California Workforce Development Board (CWDB) meeting.

XIV. CAREER SERVICES APPLICATION UPDATE

Approved on April 27, 2017 by the California Workforce Development Board (CWDB).

XV. WIOA SERVICE PROVIDER UPDATES

XVI. Buckingham stated that the One-Stop Operator will be working with partners to redesign the report to more clearly demonstrate what is occurring system wide CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION  
(Government Code §54957)

Title: Executive Director

*Ranalli called the meeting into closed session at 10:35 a.m.*

*Ranalli called the meeting back into open session at 10:56 a.m.*

Report out of closed session: Executive Director's review and contract will be renewed and extended an additional 3 years.

XVII. FUTURE AGENDA ITEMS/NEW BUSINESS

XVIII. NEXT MEETING

Wednesday, August 2, 2017 – 10:00 am; Golden Sierra Job Training Agency – Auburn

XIX. ADJOURNMENT

Meeting adjourned by Chair Ranalli at 10:58 am.