

WB MEMBERS

AAMIR DEEN
Unite Here Local 49

APRIL BALLESTERO
One Light Ahead

BILL BETTENCOURT
Placer School for Adults

CAROL PEPPER-KITTREDGE
Sierra College

CHRISTINA NICHOLSON
Whole Person Learning

DANIELA DEVITT
California Employers Association

DIANA SOUZA
NorCal Kenworth

ERIC COOPER
California Indian Manpower Consortium

ERIC ULRICH
Hacker Lab

JACQUELINE HUMENICK
Ponte Palmero

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JOHN TWEEDT
District Council 16

LAUREL BRENT-BUMB
El Dorado Chamber of Commerce

LISA HUTCHINSON
Cokeva

MARCY SCHMIDT
Placer Co. Business Advantage Network

MARK FRAYSER
Department of Rehabilitation

MARTHA ESCOBEDO
Employment Development Department

MICHAEL ZIMMERMAN, *Vice Chair*
MTI College

PAUL CASTRO
California Human Development

RICK LARKEY, *Chair*
North State Building Industry Foundation

ROBERT VERDUGO
Northern California Valley Sheet Metal JATC

ROBIN TRIMBLE
Rocklin Area Chamber of Commerce

TINK MILLER
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

YVETTE ELAM
United Domestic Workers of America

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

Thursday, October 19, 2017 –1:00 PM

**Roseville Connections
Conference Room A
115 Ascot Drive, Suite 180
Roseville, CA 95661**

Mission: The Golden Sierra Workforce Board convenes industry leaders and key partners to identify workforce initiatives, create innovative solutions and measure the success of the systems' ability to meet industry and workforce needs.

- I. ROLL CALL AND INTRODUCTION OF GUESTS
- II. APPROVAL OF AGENDA 1
- 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.

 - Approval of Minutes from September 21, 2017 EC Special Meeting 2-3
 - Review of Minutes from September 21, 2017 WB Meeting 4-7
 - Attendance Log 8
- IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA
- V. ONE-STOP OPERATOR REPORT OUT & DIRECTION 9
- VI. WORKGROUPS 10-14
- VII. FUTURE AGENDA ITEMS
 - WORKFORCE BOARD BYLAWS
- VIII. NEXT MEETING

Thursday, December 21, 2017 – 1:00 PM. Roseville Connections
- IX. ADJOURNMENT

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.

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

Thursday, September 21, 2017 –12:30 PM

**North State BIA
Board Room
1536 Eureka Rd
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order by Chair Larkey at 12:42 pm.

Present: Rick Larkey (Chair), Martha Escobedo, Laurel Brent-Bumb, Jason Buckingham, Greg Geisler

Absent: Michael Zimmerman (Vice-Chair), Carol Pepper-Kittredge

Guests: Lorna Magnussen, Terrie Trombley

II. APPROVAL OF AGENDA

Motion to approve the agenda by Escobedo, second by Brent-Bumb

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.

a) Approval of Minutes from August 31, 2017 EC Meeting

b) Attendance Log

Motion to approve the Consent Agenda items by Escobedo, seconded by Geisler.

Motion approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS ON THE AGENDA

None

V. 2017-2018 WIOA TITLE I FINAL BUDGET

Buckingham provided the following highlights for the final budget:

- Dislocated Worker to Adult funding transfer – up to 50%; allowable transfer is up to 100%
- 20% to Direct Training and 10% leverage
- 20% is available for Youth Work Base Learning
- Maintaining the Comprehensive One-stop
- Increased funding to support Alpine County to \$68,000.

Motion to recommend the Final Budget to the Workforce Board by Brent-Bumb, second by Geisler.

Motion approved unanimously.

VI. NEXT MEETING

Thursday, October 19, 2017 – 1:00 PM. Roseville Connections

VII. ADJOURNMENT

Motion to adjourn at 12:46 pm by Escobedo, second by Geisler.

Motion approved unanimously.

**GOLDEN SIERRA WORKFORCE BOARD
REGULAR MEETING
MINUTES**

Thursday, September 21, 2017 – 1:00 PM

**North State BIA
Board Room
1536 Eureka Rd
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Chair Larkey at 1:00 pm.

Larkey announced the following membership changes:

New appointments: April Ballesterio, Lisa Hutchinson, Eric Ullrich representing business, Ivette Elam representing Organized Labor, and Robert Verdugo representing Joint Labor

New appointments and renewals approved by the Governing Body on August 2, 2017.

Present: Rick Larkey (Chair), April Ballesterio, Bill Bettencourt, Daniela Devitt, Diana Souza, Eric Ullrich, Jaqui Humenick, Jason Buckingham, Laurel Brent-Bumb, Lisa Hutchinson, Marcy Schmidt, Mark Frayser, Martha Escobedo Robert Verdugo, Tink Miller, Vic Wursten

Absent: Michael Zimmerman (Vice-Chair), Aamir Deen, Carol Pepper-Kittredge, Christina Nicholson, Eric Cooper, John Tweedt, Paul Castro, Robin Trimble, Yvette Elam

Guests: Carline Chavez, Lorna Magnussen, Michael Indiveri, Terrie Trombley, Lori Hensley, Sarah Damerow, Diana Occhipinti, David Jones, Shannon Schenck, Sabrina Vangkhue, Mabelle Rae

II. APPROVAL OF AGENDA

Motion to approve agenda as amended by Souza, second by Miller

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.

Larkey requested item III – d) to be removed from consent agenda due to error.

- a) Approval of Minutes from July 20, 2017 WB Meeting
- b) Review of Minutes from August 2, 2017 GB/EC Meeting
- c) Review of Minutes from August 31, 2017 EC Meeting
- d) Attendance Log

Motion to approve consent agenda items a-c by Devitt, second by Escobedo

Motion approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Schmidt:

- Placer County is having their annual event “Placer Empowering People” on October 6, 2017. It is a free event for low income families, and the homeless. It will include free services such as vision and dental screenings, haircuts, counseling, etc.
- California Department of Social Services (CDSS) has released a Request for Information (RFI) to reach organizations that may be interested in contracting with CDSS to provide, or sub-contract to provide, regional or statewide CalFresh Employment & Training services (E&T). The State is trying to identify possible partners across the State that are interested in providing workforce and employment services; they are specifically looking for those who can offer funding with non-federal funds in order to meet the 50% match from the feds.

Brent-Bumb: Modern Family filmed in South Lake Tahoe – airing 9/26/17.

V. 2017-2018 WIOA TITLE I DW TO ADULT TRANSFER

Buckingham requested the board’s approval to transfer up to 50% of Dislocated Worker funds to Adult funds.

Motion to approve the WIOA Title I DW to adult transfer by Miller, second by Devitt

Motion approved unanimously

VI. 2017-2018 WIOA TITLE I FINAL BUDGET

Buckingham is requesting the board’s approval recommendation to the Governing Body for the 2017-2018 Final Budget which includes the following highlights:

- 50% Transfer from Dislocated Worker to Adult
- Direct Training: 20% direct training spend and 10% leverage
- 20% for Youth Work Base Learning
- Maintaining the Comprehensive One-stop
- Increased funding to support Alpine County to \$68,000; done in consultation with Alpine County representatives.
- Budget reviewed and recommended for approval by the Executive Committee directly prior to this meeting.

Motion to approve the Final Budget by Brent-Bumb second by Escobedo

Motion approved unanimously

VII. WIOA TITLE I YOUTH PROGRAM REPORT OUT – COKEVA PROJECT

Hensley provided an outline of the Cokeva internship project through a PowerPoint presentation. She noted that the interns had learned soldering and forklift operation; in addition to the training, they receive certifications. Hensley introduced the participants who discussed their success. Some of the interns have been hired as permanent employees at the company.

VIII. TECHNOLOGY IMPACTS ON THE WORKFORCE FORUM

Buckingham noted that the regional group met 2 days ago and discussed the upcoming forums. The plan is to hold 2 forums in 2017 and 2 more in 2018. They are looking into cross sector discussions on how technology is impacting the workforce of local employers. The process would start with a presentation from Valley Vision based on a policy brief they are developing, talking about emerging trends and the technology on the workforce and then convene a panel and have a Q & A. The process will also include surveying the stakeholders in the system to find out what kind of questions they would like the panel to answer. Yolo County would be the first and Buckingham volunteered Golden Sierra to host the second in the Capitol region.

Larkey commented that he would like a future presentation on the 5 most likely occupations displaced by technology in this area in the next 5 years, and additionally the 5 occupations that are going to be impacted by technological advancements

Schmidt added that it would be helpful to know what skills are going to be needed for the future.

IX. ONE-STOP OPERATOR REPORT OUT AND DIRECTION

Indiveri informed the board that in the agenda packet is a memo with the highlights from the first partner meeting. He explained that the One-stop Operator is the link between the partners, the agency and the Workforce Board.

He also said that he will be conducting interviews with the partner's staff, the Golden Sierra staff, the affiliated partners, customer groups and some of the Workforce Board members as part of the certification process.

He also plans to look into one of the "big picture items" for the One-stop system where all the various partners/entities are involved in the partnership and report their outcomes and performance through their funding source. All the information gathered on the outcomes will be reported back to the Workforce Board.

X. WORKGROUPS

Strategic Planning Priorities & Workgroup Membership

Larkey explained that workgroups were initially created by the board in the fall of 2016; however, the workgroup membership has been significantly impacted by Workforce Board turnover. Now that the board is back to full membership the workgroups are being repopulated. Each member has been asked to choose what workgroup they would like to serve on.

Larkey asked the current facilitators of the workgroups to provide a brief update.

Schmidt/Employer Outreach:

- Initially planned to come up with a list of all of the initiatives and groups that work with businesses.
- Looking at a regional business engagement strategy. Schmidt and Welch went to sit at a meeting with SETA, they sent staff to do cross-training on business training program that SETA was launching, and they also went to a meeting with SETA to talk about staff working together on business outreach and business engagement.

Miller/Storytelling:

- Group was focusing on marketing using storytelling.
- Learned that there is a lot of existing data from previous surveys that were done through the agency about the scope of services; however, there was not much on storytelling.
- Workgroup has dissolved due to members leaving the board, and now it needs to be repopulated.

Frayser/Integrated Training and Best Practices:

- Group held several meetings in the beginning and things started to filter out due to scheduling problems.
- Came up with innovative ideas on how to incorporate the sharing of cost and get success stories through the internships and on the job training. The hard part is how to get things to come together and to have the entities work together, they are trying to face these problems and make it better.

Larkey asked the members to decide on a group and reform the groups, he also instructed the members to establish meeting times and dates for each group.

XI. FUTURE AGENDA ITEMS/NEW BUSINESS

New Business:

- AB1234 Ethics Training email was sent out for members to complete
- Links to each member's organizations will be on the Golden Sierra website

Future Agenda Items:

Networking Workshop on 11/16/17

The purpose of this session is to give every member a chance to:

- Learn about each members organizations,
- What each member has to offer in the way of information, resources, and services.
- What each member needs in the way of information, resources, and services.
- The time to match needs with resources.

Framework will be sent out to member to collect bios for the networking session.

XII. NEXT MEETING

Thursday, November 16 – 1:00 PM. North State BIA

XIII. ADJOURNMENT

Motion to adjourn the meeting at 2:22 pm by Miller, second by Souza

Date:	11/9/16	2/6/17	5/15/17	8/2/17	8/31/17	9/21/17	Rate
Executive Committee	EC	EC	EC	EC/GB	EC	EC	
Meeting Type	Regular	Special	Regular	Joint	Regular	Special	
Rick Larkey- CHAIR	1	1	1	1	1	1	100%
Michael Zimmerman- VICE CHAIR	1	1	1	0	1	0	67%
Laurel Brent-Bumb	0	0	1	1	1	1	67%
Jason Buckingham	1	0	1	1	1	1	83%
Martha Escobedo	1	1	1	1	1	1	100%
Carol Pepper-Kittredge	1	1	1	1	0	0	67%
Gregg Geisler				1	1	1	100%

ONE-STOP OPERATOR (OSO) MEMORANDUM

To: Golden Sierra Workforce Development Board (WDB) Executive Committee

From: Michael A. Indiveri, OSO

Subj: Progress Report

Date: October 19, 2017

Since the last regular WDB Executive Committee Meeting, there has been follow up on the OSO's dual areas of concern, addressing large system-wide coordination, alignment and integration issues and the ongoing *AJCC Certification* process (America's Job Centers in California).

At the first Quarterly AJCC Partners Meeting in August, the subject of performance and review metrics was addressed. Partners shared their current methods of reporting customer service activity. Following that meeting, EDD and Placer Adult School provided me links to their various reporting systems. I have been reviewing these systems. As the WDB is charged by the Workforce Innovation & Opportunity ACT (WIOA) of 2014 with certain aspects of review and evaluation of the overall local public-funded workforce development system, review and evaluation tools are important. With the advent of WIOA, required partners of the AJCC One-Stop System will now be collecting, tracking and reporting on the same set of performance standards. These are very similar to the performance standards that were used by Title I operators of the Workforce Investment Act of 1998 (WIA).

Those standards related to entered employment rates and wage gains by adult and dislocated worker customers and job rates, credential achievement & other positive outcomes for youth customers. As detailed in *US Dept. of Labor Guide 10-16*, now all required AJCC mandated partners will be tracking and reporting Employment Rates, (2nd & 4th quarter after exit), Median Earnings (2nd quarter after exit), Credential Attainment and Measurable Skill Gains. Retention rates in jobs and repeat business with employers are also tracked. Also, mandated Community College and Adult School partner programs will also track number of course enrollments and transfers to 4-year schools. As I understand it, the local WDBs have not reviewed this type of data in detail for the partners outside of Title I WIA performance over the years. In the future, the WDBs are expected to do these reviews. It appears that the mandated partners will be collecting and tracking this data in Program Year 2017-2018, with full reporting in PY 2018-19. There are also other tracking and reporting platforms (Cal-JOBS, Community Pro Suite") that may be able to access the progress of partner integration and alignment activities such as co-enrollment and co-funding customers. These are being looked into.

The AJCC Baseline Criteria Review is now underway. The OSO has developed an Action Plan that covers the October and November period of review. This Action Plan has been shared with the WDB Chair and GSJTA. It involves review of the Partner MOUs, service provider contracts, OSO procurement process and on-site visits to the Roseville AJCC One-Stop Center and interviews with partners and staff.

Practical Actions

INTEGRATED TRAINING & BEST PRACTICES

The purpose of this group will be to identify opportunities for collaborative training efforts. These may come from member businesses or from opportunities identified by the Employer Outreach/Business Engagement group.

Team Members

Facilitator: Vic Wursten

Team Members:

April Ballestero Robert Verdugo
 Bill Bettencourt John Tweedt
 Mark Frayser

Proposed at Retreat

1. Meet with AB86 & Doing what matters / Strong workforce initiative & CRANE to determine the workforce initiatives & How we can work together
2. Work with vocational agencies (college, adult education, etc.) to develop efficient training
3. Reach out to our union reps to discuss workforce & training needs.
4. Find a business partner to develop and deliver training

Next Steps

November 17, 2016

1. Align Group with broader range or disciplines and create opportunities and prioritize.
2. CTE
3. Hospitality, journalism, cyber security, advanced manufacturing, career tech Ed fields
4. Stackable certifications including soft skills

January 19, 2017

1. Have a group meeting and determine how to network better and get participants the right job and training.

March 16, 2017

1. Report on meeting is sent out to the board.

September 21, 2017

1. Group was re-organized and new members were added. They're scheduled to meet on 9/28/17 and will report back on the next Workforce Board meeting in November

Practical Actions

EMPLOYER OUTREACH/BUSINESS ENGAGEMENT

The focus of the Employer Outreach/Business Engagement group is the integration of partner efforts across the Golden Sierra (Placer, El Dorado, and Alpine Co Region) to collectively reach businesses, identify and solve needs in part by brokering the services of the partner stakeholders.

Team Members

Facilitator: Marcy Schmidt

Team Members:

Daniela Devitt	Lisa Hutchinson
Diana Souza	Robin Trimble
Jaqui Humenick	

Proposed at Retreat

1. Meet with SETA's employer outreach committee to determine how we might work together
2. Identify initiatives that we can work with.
3. Engage key employers with specific examples of assistance core partners provide
4. Organize a summit within the industry to look at labor and skill sets needed
5. Step out of comfort zone and engage those people of businesses you normally would not engage
6. Strengthen Regional Partnerships, ie. Data
7. Identify initiatives that we support - don't reinvent/duplicate efforts
8. Contact 2 leaders in each cluster and ask what their emergency/recovery plan includes and what should ours include to help them.
9. Identify Industry Sectors that we want to work with for opportunities (Survey initiatives w/community colleges)
10. Strategic Engagement of Industry Clusters
11. Meet with Greater Sacramento Metro Chamber & Valley Vision to determine their interest I developing a workforce initiative with us.
12. Survey which chambers business improvement Districts & Economic Development organizations are interested in workforce Development & meet with those who are interested.
13. Annual or Bi-annual meetings/summits to measure positive/negative

Next Steps

November 17, 2016

1. Daniela working with SETA on another project, can discuss
 - Rick & Daniela will meet with SETA (Rick met with SETA already so can change to complete)
 - ID initiatives put together w/meet as a WDB and det. Sectors together in Jan.
 - Process compared calendar w/list & grouped on calendar

January 19, 2017

1. Meet with SETA's employer outreach; explore process for Roseville & Sacramento to work together
2. Meet with Valley Vision to discuss SlingShot
3. Map out initiatives: What initiative is it and who is involved to better understand who to reach out to.

March 16, 2017

1. List the initiatives and what services they provide as well as an acronyms glossary.

May 15, 2017

1. Sat in on SETA's employer outreach committee meeting. Heard about a project they are working called "Build your own workforce" training for staff; launching June with 4 half day training sessions. A Golden Sierra and Placer County staff member were invited to participate.
2. Attended the rapid response roundtable meeting in April hosted by SETA.
3. Larkey and Buckingham requested a meeting with SETA; scheduled on May 23, 2017 to discuss regional efforts.
4. Goal was to meet with Valley Vision to learn more about the "Slingshot" initiative. Hacker Lab was one of the local awardees, and the will attend the upcoming Workforce Board meeting.

Continued on next page

Practical Actions

EMPLOYER OUTREACH/BUSINESS ENGAGEMENT

Next Steps

May 15, 2017 (continued)

5. Placer County will most likely move ahead with creating a business center, as it moves forward it will be an important for the business engagement piece.
6. Group is going to map out the regional workforce initiatives for the boards, they created a draft, and the idea behind it was to understand what type of workforce initiatives and projects where active and who on the board is participating in them to be able to transmit to the board the information.

September 21, 2017

1. Group was re-organized and new members were added. They will schedule a time and date to meet via teleconference before the next workforce Board meeting in November.

Next Steps

Practical Actions

LEADERSHIP & STRATEGY

Team Members

Facilitator: Rick Larkey

Team Members:

Martha Escobedo
Jason Buckingham
Greg Geisler

Carol Pepper-Kittredge
Michael Zimmerman
Laurel Brent-Bumb

Proposed at Retreat

1. Engage Economic Development
2. Follow-Through
3. Development Agenda around completing tasks
4. BOS meet with what are their goals/vision of system

Next Steps

November 17, 2016

1. Create success measures for partnerships
2. Strategy plan that includes marketing
3. Clear concise proven value added proposition statement developed
4. Consider contracting out this work! Strategy action plan implementation
5. Capital (EQ \$) Necessary to sustain effort to completion

January 19, 2017

1. Contact CWA regarding business engagement & sector initiatives
2. Joint meeting with Governing Body on February 1, 2017 to review board goals and solicit input

March 16, 2017

1. Items will be carried over from last meeting due to meeting being rescheduled.

May 15, 2017

1. Working on scheduling joint Executive & Governing Body meeting

September 21, 2017

1. Groups were re-organized and new members were added.

Practical Actions

STORYTELLING

The purpose of this group is to develop and oversee more effective strategies for storytelling that enhance the value, recognition, participation, and support of job seekers, business/industry, students, and other funding organizations.

Team Members

Facilitator: Tink Miller

Team Members:

Eric Cooper
Eric Ullrich
Yvette Elam

Proposed at Retreat

1. Bring in one stop users, customers. What are their view/expectations of system.
2. Develop communication Strategy to market successes
3. Marketing “Roadshow” Presentation, customized for each cluster, about what we can offer them.
4. Organize past WDB accomplishments into marketable message.

Next Steps

November 17, 2016

1. Who
Users
Customers (One-stop users)
Business chambers (List of top 25 employers)
Partners (current list)
2. Access business journal for each county (top 25 employers)
3. Speak to people we currently work with
Gather all info
Look at info, this will drive how to market
4. Marketing road show will result from steps 1-3
“Promotional” aspect will come

January 19, 2017

1. Do an online Survey regarding services provided to former participants of Golden Sierra to identify services used, goals met or not met.
2. What can we do to improve?
Use results to create marketing strategy and message to potential users of our services

March 16, 2017

1. Create questions to ask on survey.

September 21, 2017

1. Group was re-organized and new members were added. They are requesting contact information for the members that did not attend this meeting to be able to communicate with them and establish a time and date to meet in October.