

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

**Thursday, December 21 2017 –1:00 PM**

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

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order by Chair Larkey at 1:08 pm.

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), Greg Geisler, Carol Pepper-Kittredge, \*Laurel Brent-Bumb, Jason Buckingham.

Absent: Martha Escobedo

Guests: Lorna Magnussen, Michael Indiveri, Carline Chavez

*\*Denotes late arrival or early departure*

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

- Approval of Minutes from October 19, 2017 EC Meeting
- Attendance Log

**Motion** to approve the Consent Agenda by Geisler second by Zimmerman

**Motion** approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Indiveri commented on a Wall Street Journal article relating to the manufacturing industry in our country; there are some groups of mini consortiums of manufacturers in the mid-west and the east coast that are sponsoring what they call “parent night”.

They inform the community at these events about the industry, job openings, etc. There are currently 40,000 manufacturing jobs that need to be filled; there is a labor shortage, and there are no skilled workers to fill these positions.

V. ONE-STOP OPERATOR REPORT OUT & DIRECTION

Indiveri noted that there is information contained in the packet regarding the partner meetings that occurred in November and December.

He explained during these meetings there was discussion regarding the upcoming lease termination in February of 2019 for the comprehensive center in Roseville. The outcome was to inform all the partners of this issue and to think about possible resolutions. Usually the major lease holder is a Title I operator or a prominent partner such as a county office, a school district or a community college. He is suggesting having a plan in motion 6 months before the lease is up with the Executive Committee and the partners for a smoother transition.

Indiveri stated that partner reporting systems were also discussed, and shared that partners are willing to share information they are currently responsible for reporting to their funding sources. He stated that a mid-year or end-of-year report might be a good starting point and provide some baseline indicators.

Indiveri noted on the topic of system integration and alignment that this is already occurring with the adult school and the Department of Rehab. They have worked out coordination between them that could be used as a future baseline around communication. It was mentioned that while serving a common customer, how to ensure that when a person makes contact with the system there is a triage in place to better serve them. This can occur by providing adequate information on the process, and offer the services that will better serve the needs of that individual when referring them to the appropriate agency.

Larkey asked is this related to the comprehensive center; Indiveri answered that that is one of the issues discussed in previous meetings. In addition, this is encompassed in the Hallmark of Excellence process.

Larkey asked for some clarification on the future process as it applies to planning.

Process:

- Baseline: Regulatory – MOU and general compliance; due December 2017
- Hallmark: Continuous improvement plan – system process, service delivery and next steps; due June 2018

Group reviewed Hallmark document. Indiveri added that the Hallmark #1 AJCC physical location and facility is looking for quality indicators. Buckingham noted that the Hallmark is a state requirement not federal. Indiveri stated that input would be gathered on such topics as this from board members, staff, customers, and partner staff to assess a rating of this. The board would establish acceptable rating criteria to define areas for improvement.

*\* Brent-Bumb arrived 1:25 pm*

Buckingham stated that this process is designed to improve our services, by assessing areas that aren't currently being measured such as cross-training staff.

Buckingham added that one error in the process is focusing on on-site partners. Larkey agreed that cross-training should not only occur with co-located partners, but include all system partners to provide adequate and seamless referrals.

Larkey requested an outline of the 8 Hallmark issues with 2-3 measurable items for each that focus on adding value to the system. Zimmerman express that this could allow us to prioritize areas of improvement to be focused on. Larkey added that this report should include present and desired state.

VI. AJCC BASELINE CERTIFICATION

Buckingham explained that the baseline certification is a federally required component of WIOA. The Comprehensive center is compliant in all regards.

**Motion** to approve the AJCC Baseline Certification by Zimmerman, second by Geisler

**Motion** approved unanimously

VII. DRAFT LEGISLATIVE PLATFORM

Buckingham stated that this draft Legislative Platform is being presented based on conversations that occurred at the recent board orientation. Members discussed the value of the board's voice and their desire to weigh in on proposals at the State and Federal level.

In order to ensure that the member's voices are heard in these matters the Board will have to react quickly. This can be difficult with the frequency of the meeting schedule. Buckingham recommended the attached legislative platform which would set up parameters allowing the Chair to respond in support of, or in objection to legislative proposals. The platform is based largely on the California Workforce Association model with a few minor changes and attempts to incorporate partner needs.

The platform also provides a matrix that evaluates proposals prior to recommending action from the Chair.

The group requested that platform be amended to include system integration.

**Motion** to approve the Draft Legislative Platform as amended by Brent-Bumb, second by Zimmerman

**Motion** approved unanimously

VIII. WORKGROUPS

Integrated Training & Best Practices group: Has not met since the September 21<sup>st</sup> meeting.

Employer Outreach/Business Engagement group: Met on October 16<sup>th</sup>, accompanied by some of the Leadership & Strategy group, met with Placer County. They had an interesting conversation regarding Employer Outreach. Placer County is starting a business center.

Storytelling group: Met twice and will update the board at next meeting

Brent-Bumb asked if there was a meeting with Barry Broome as requested by the Governing Body, Buckingham responded that he has attempted to contact him and has not been successful. Brent-Bumb offered to set up a meeting with John Krueger, Larkey and Buckingham agreed.

IX. FUTURE AGENDA ITEMS

Executive Committee

- Workforce Board bylaws
- Framework for Hallmarks of Excellence

Workforce Board

- Networking Workshop

X. NEXT MEETING

Thursday, February 15, 2017 – 1:00 PM. Roseville Connections

XI. ADJOURNMENT

**Motion** to adjourn by Chair Larkey at 2:20 pm