

GOVERNING BODY MEMBERS

KATHERINE RAKOW, *Vice Chair*
Board of Supervisors
Alpine County

MICHAEL RANALLI
Board of Supervisors
El Dorado County

KIRK UHLER, *Chair*
Board of Supervisors
Placer County

JASON BUCKINGHAM
Executive Director

Golden Sierra Job Training Agency
115 Ascot Drive, Suite 100
Roseville, CA 95661

(916) 773-8540

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
SPECIAL MEETING
AGENDA**

Monday, April 23, 2018 – 12:00 pm

**Golden Sierra Job Training Agency
Board Room
115 Ascot Drive, Suite 100
Roseville, CA 95661**

Alpine County Administration
99 Waters Street
Markleeville, CA 96120

Placer County District Office
1700 Eureka Road, Suite 160
Roseville, CA 95661

**El Dorado County Government Center
Conference Room A**
330 Fair Lane
Placerville, CA 95667

- I. ROLL CALL AND INTRODUCTION OF GUESTS
- II. APPROVAL OF AGENDA 1
- III. CONSENT AGENDA 2-9

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 October 4, 2017 GB Meeting
 - b) Approval of Minutes from February 7, 2018 GB Meeting
- IV. PUBLIC COMMENT – FOR THOSE ITEMS ONLY ON THE AGENDA
- V. OUT OF STATE TRAVEL 10-12

VCU WIPA TRAINING
- VI. NEXT MEETING

Wednesday, June 6, 2018 Golden Sierra Job Training Agency
- VII. 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 (916) 773-8540 (Voice). TTY users please call the California Relay Service at 711.

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
SPECIAL MEETING
MINUTES**

Wednesday, October 4, 2017 – 10:00 am

**Placer County Board of Supervisors
Eureka Field Office
1700 Eureka Road, Suite 160
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum of the Governing Body was established and the meeting was called to order at 10:05 a.m. by Chair Ranalli

Present: Michael Ranalli – Chair, Kirk Uhler

Absent: Katherine Rakow

Guests: Jason Buckingham, Carline Chavez, Terrie Trombley

II. APPROVAL OF AGENDA

Buckingham asked to remove item IX. Closed Session from agenda

Motion to approve agenda as amended by Uhler, second by Ranalli

Motion approved unanimously

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

None

IV. 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 2, 2017 GB Meeting

b) Approval of Minutes from August 2, 2017 GB/EC Joint Meeting

Motion to approve consent agenda items a-b by Uhler, second by Ranalli

Motion approved unanimously

V. RESOLUTION 17-01 – PEMHCA

Buckingham stated that an annual resolution is required by CalPERS to establish 2018 employer's contribution to healthcare. The resolutions will set the contribution at \$550.41 as negotiated in current bargaining unit MOU.

Motion to approve PEMHCA, by Uhler, second by Ranalli

Motion approved unanimously by roll call vote

VI. DIRECTOR'S UPDATE

Alpine County

- As discussed at the last meeting, Alpine County Board of Supervisors (BOS) had given direction to staff to investigate alternative service models both within and outside of the JPA. Several discussions with Alpine folks have occurred since then. Discussions included the funding process, possible service models, and uniqueness of Alpine County.
- On August 1st the Alpine County BOS heard a presentation from Mother Lode regarding their service model.
- On Sept 19th the Alpine County BOS heard a report from their staff regarding the funding process and allotments to Alpine County from The Golden Sierra JPA. Staff reported that Alpine County actually receives more funding from the JPA than is allocated via formula.
- On August 21st the agency released a request for information to determine if there were other parties interested in providing services to Alpine County and did receive some interest. Based on this information the Alpine County BOS' gave direction to Alpine Co staff to continue working with the JPA.
- Buckingham plans to meet again on October 17th with the BOS to relay the competitive process.

Uhler asked if Buckingham had an idea of what is driving this; Buckingham believes that employee retention and reduced funding are key factors.

Buckingham also added that the Mother Lode consortium just took on an economic development district that now includes Alpine County.

Comprehensive Center – EDD office space

- The agency is in the process of relocating the Administrative office from Auburn to Roseville. The new location is directly across the hall from the current comprehensive One-Stop. EDD is the master lease holder for the one-stop location and the intent of the move was to bring staff together in support of that center.
- Local EDD staff submitted a request for a lease extension to their superiors for the current comprehensive center. The request has been denied; the reason stated was that EDD no longer wants to be the lease holder.

- If EDD does not continue being the lease holder, Golden Sierra will have to restructure the system as there must be a comprehensive center in the region. It could mean working with one of the local partners such as Placer School for Adults (PSA) who have similar career center services, or tying the comprehensive center requirement to a future RFP for Career Services. Alternatively, the agency may place staff with community partners to alleviate the fixed costs related to space.
- Buckingham elevated his concerns to EDD District Manager Diane Ferrari, and he will be in discussions with her soon.

Workforce Board

- Workforce Board held a special meeting which included a board member orientation focused on the new members. There were 13 members in attendance; 7 of them new members. The orientation was interactive and well received. It covered the Workforce Board's purpose; member roles and responsibilities; mission, vision, and values; state and local planning efforts and goals; and a few other topics.
- Taking input from Governing Body/Executive Committee Joint meeting the Workforce Board workgroups have been re-established as: Effective Communications through Storytelling, Employer Outreach/Business Engagement, Integrated Training & Best Practices, and Leadership & Strategy which is over seen by the Executive Committee.
- The Executive Committee expressed appreciation for the joint meeting and believes it would be good to attempt a couple of them each year.
- Buckingham has reached out to Barry Broome (as recommended) at The Greater Sacramento Economic Council (GSAC) and are awaiting a response. Currently GSAC working closely with some of the local boards, but will elevate to the regional group to engage them more.

VII. 2017-2018 WIOA TITLE I FINAL BUDGET

Highlights:

- draft considered a 10% reduction in funding; actual has been reduced by 15%
- includes transfer up to 50% of the Title I Dislocated Worker funding to Adult.
- 20% is direct training spend and 10% leverage
- 20% for Youth Work Base Learning (16-24 years old)
- includes increased funding to support Alpine County - \$68,000; this was done in consultation with Alpine county representatives.

Motion to approve 2017/2018 Final Budget by Uhler, second by Ranalli

Motion approved unanimously by roll call.

VIII. WIOA SERVICE PROVIDER UPDATES

Buckingham noted that this is information only; if the Board has any questions he will be happy to answer them. He added that the One-Stop Operator is working to revise the reports and focus more on systems approach as opposed to Title I only.

IX. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION & CONTRACT
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

Item removed from agenda under approval of agenda item II.

X. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS
(Government Code §54957.6)

AGENCY DESIGNATED REPRESENTATIVES:
Laura Izon Powell, Jason Buckingham & Terrie Trombley

EMPLOYEE ORGANIZATION: Stationary Engineers Local 39

Ranalli called the meeting into closed session at 10:23 a.m.

Ranalli called the meeting back into open session at 10:48 a.m.

Report out of closed session: the Governing Body gave direction to staff.

XI. FUTURE AGENDA ITEMS/NEW BUSINESS

Relocation update

XII. NEXT MEETING

Wednesday, December 6, 2017 10:00 am
Placer County Board of Supervisor - Eureka Field Office
1700 Eureka Road, Suite 160, Roseville, CA 95661

XIII. ADJOURNMENT

Meeting Adjourned by Chair Ranalli at 10:50 am.

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
MINUTES**

Wednesday, February 7, 2018 – 10:00 am

**Golden Sierra Job Training Agency
Board Room
115 Ascot Drive, Suite 100
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum of the Governing Body was established and the meeting was called to order at 10:05 a.m. by Vice-Chair Rakow

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

Absent: Michael Ranalli

Guests: Jason Buckingham, Carline Chavez, Lorna Magnussen, Darlene Galipo, Martha Escobedo, Terrie Trombley

II. APPROVAL OF AGENDA

Motion to approve agenda by Uhler, second by Rakow.

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 October 4, 2017 GB Meeting

Item carried over to next meeting as Rakow was not present at October 4th meeting.

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

None

V. CHAIR/VICE CHAIR NOMINATIONS FOR 2018

Rakow **motioned** to nominate Uhler as Chair, second by Uhler.

Uhler **motioned** to nominate Rakow as Vice Chair, second by Rakow.

Motions approved unanimously

VI. LEGISLATIVE PLATFORM

Buckingham stated that this platform came out of conversations with the Workforce Board regarding their desire to have a stronger voice relating to legislation. The Workforce Board's legislative platform sets parameters for Board to take positions on proposed legislation and the matrix gives them a tool to rate the position.

Buckingham added that part of the process included forwarding the platform to the respective counties for possible inclusion in their county platforms.

Uhler suggested that Buckingham contact Joel Joyce, who handles the legislative platform in the Placer County CEO's office.

Rakow asked who would be the best advocate; Buckingham stated that it is different in each county; it could be a lobbying firm, the county counsel or the CAO's office depending on how the county structures this type of work.

VII. TICKET-TO-WORK

Buckingham stated that in 2011 the agency was designated as an Employment Network (EN); this allows that the agency to accept milestone payments for successfully assisting those on Social Security Disability meet employment outcomes.

The payments received do not have the same restrictions as WIOA, and allow the Agency to serve other populations or invest funding in ways limited under WIOA.

Over a period of 4-5 years the agency has earned over \$72,000. These funds partially support a Disability Resource Coordinator position, alongside other funding such as Disability Employment Accelerator (DEA) and WIOA. In addition, approximately \$13,000 has been used for miscellaneous expenses as outlined in the memo.

Buckingham stated that future uses could include expenses such as offsetting administrative costs, startup costs for grants, dry period financing, but also to build fee for service programs.

VIII. CAREER SERVICES RFP

Buckingham updated the board that the Agency has been working with Alpine County Health & Human Services Agency (HHSA) to provide services since being informed of HHSA's transition out of service provision. The short-term solution was for Golden Sierra to provide staffing twice a month. The long term solution is to subcontract with a provider in the area to provide services.

Buckingham believes that by the next meeting the competitive process for selecting that provider process will have been completed and will be seeking approval from the Governing Body in order to make the award. Alpine staff has been invited to participate in the RFP review process.

IX. DIRECTORS UPDATE

- Agency currently undergoing annual financial audit; Single Audit will be presented at April Governing Body meeting.

- Funding update:
 - ✓ Federal funding still unknown
 - ✓ Received several state awards:
 - Capital Region Planning Unit (RPU) was awarded \$653,000 to implement 3 regional initiatives. The funding was not awarded directly to the agency, but will help offset costs or eliminate duplication within the region. The 3 areas will be program alignment, employer engagement, and system alignment.
 - 1) Program Alignment – the RPU will be engaging industry sectors at the regional level helping to align advisory groups; the RPU has been working on this for roughly two years.
 - 2) Employer Engagement – work with the “A-Teams” through Align Capitol Region to assist in their coordinated employer engagement
Help expand the small business startup E- Resource Hub created via Slingshot.
 - 3) Systems Alignment – the RPU has been holding regional workforce board meetings with the directors, and will be expanding to include the chairs of the workforce boards to discuss goals and system alignment. Expanded regional staff development is also occurring, the Capital Area Investment Zone (CAIZ) initially served Golden Sierra and Sacramento, but has expanded to include North Central Counties and Yolo County. Additional efforts include a regional workforce summit possibly focused on manufacturing and combining regional administrative expenses.
 - ✓ AB 2060 grant round 3 is about to be released. This is funding to mature current relationships between partners servicing the supervised populations or expand successful components of previous projects. Up to \$2,000,000 will be awarded Applications are limited to current providers of which Golden Sierra is one. The state anticipates 5 awards of \$400,000. The agency received \$300,000 under round 2 and was successful.
- AB 1111 (*handout*) is a piece of legislation that ties community based organizations serving targeted populations with workforce development entities to break barriers to employment, and maintain sustainable employment. The initiative was signed, but there are no appropriations as of yet; we hope to see funding this year to provide workforce services. 15 populations have been identified. Buckingham has met with staff from both Senator Gaines and Assembly member Kiley; he will be scheduling a meeting with Frank Bigelow and Jim Nielson. On March 7 he will be attending the annual CWA Day at the Capitol event where they will be talking with capital staff.
- Local initiative; Sac Valley Manufacturing Initiative – new efforts focused on building a stronger Sacramento Region manufacturing sector driven by industry leaders with the purpose of informing the region’s educational institutions about workforce and training needs. Based on the SlingShot work within the NoRTEC region known as the Grow Manufacturing Initiative.
- The agency recently sponsored and participated in a construction cluster and workforce needs assessment/forum. The work was conducted by Valley Vision and Los Rios Center of Excellence. The greatest demand is electricians; some say not a worker shortage but a wage shortage.
- There is a Tech Forum coming up on Friday 9:30am at Sierra College Fireside Room. The forum will bring together employers, workforce and economic development professionals, education and civic partners to address challenges and opportunities emerging as sectors and businesses adjust to an increasingly automated and technology-oriented work landscape.

- AJCC (America's Job Centers of California) required Baseline certification process was recently completed. There are 2 types of certifications required; the Baseline and the Hallmarks of Excellence. The Hallmarks of Excellence must be completed by June 2018.
- There is no resolution on lease in Roseville. Reduced funding will mean reducing our fixed costs, which may require distributing staff out into community partners.

Rakow asked what has been the reaction from the public with the relocation to Roseville from Auburn; Buckingham answered that there has been no impact on the public in part thanks to Placer School for Adults expanding their services in the Auburn area.

- Preliminary discussions with El Dorado County stakeholders have occurred regarding HHS status as a subcontractor. Due to reduced funding and an increased investment on the part of the County, El Dorado HHS staff has made the recommendation to the CAO not to apply for future WIOA funding. This being the case, it would be the agency's intent to assume the role of the provider at least until there is more stability in the federal funding source.

X. WIOA SERVICE PROVIDER REPORTS

- El Dorado County – El Dorado County HHS
- Placer County - Golden Sierra Job Training Agency
- Consortium Business Engagement / Rapid Response

XI. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS
(Government Code §54957.6)

AGENCY DESIGNATED REPRESENTATIVES:
Laura Izon, Jason Buckingham & Terrie Trombley

Employee Organization: Stationary Engineers Local 39

Uhler called the meeting into closed session at 10:42 a.m.

XII. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

Uhler called the meeting back into open session at 11:00 a.m.

Report out of closed session:

- The Governing Body gave direction to staff regarding labor negotiations.
- The Governing Body met with legal counsel regarding the Public Employment Performance Evaluation; it is in fact a contract modification including an extension. Final modifications will be made prior to execution; direction was given to counsel regarding that contract modification and extension. .

XIII. FUTURE AGENDA ITEMS/NEW BUSINESS

XIV. NEXT MEETING

Wednesday, April 4, 2018 10:00 a.m. – Golden Sierra JTA

XV. ADJOURNMENT

Meeting Adjourned by Chair Uhler at 11:05 am.

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: April 23, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Out of State Travel Request

The requested out-of-state travel is required to attend the Virginia Commonwealth University (VCU) National Training and Data Center (NTDC) Community Work Incentive Coordinator (CWIC) training approved by the Social Security Administration.

VCU NTDC provides comprehensive training and technical assistance to Employment Networks (ENs) in order to successfully administer the Ticket to Work (TTW) program. Golden Sierra Job Training Agency (GSJTA) is an approved EN; however, none of the current staff possess the required CWIC certification to offer Work Incentives Planning and Assistance (WIPA) benefits counseling. There is currently only one other provider for WIPA services in our region.

The goal of the WIPA program is to enable beneficiaries with disabilities to receive accurate information, and use that information to make a successful transition to work. Each WIPA project has Community Work Incentives Coordinators (CWIC) who will:

- Provide in-depth counseling about benefits and the effect of work on those benefits;
- Conduct outreach efforts to beneficiaries of SSI and SSDI (and their families) who are potentially eligible to participate in federal or state Work Incentives programs; and
- Work in cooperation with federal, state and private agencies and nonprofit organizations that serve SSI and SSDI beneficiaries with disabilities.

VCU NTDC uses a lottery system to offer their no-cost program. We registered for the lottery on three separate occasions; we were finally notified on April 18th that we had been selected on the 4th attempt for training in Boston, Massachusetts.

Dates: May 21, 2018 – May 25, 2018
Location: Boston, MA
Estimated Cost: \$2,655.00
Attendee: Jessica Conant
Purpose: CWIC Training including WIPA certification

	Min.	Max
Hotel - \$267 (per night + tax)	1,500.00	2,000.00
Airfare	700.00	1,000.00
Meals	355.00	400.00
Transportation/Parking	100.00	200.00
Totals	\$2,655.00	\$3,600.00

Funds for these activities are already accounted for within the Agency budget through the DEA003 grant. Estimated costs include airfare, hotel, transportation & meals.

Governing Body approval is required on all out of state travel.

Work Incentives Planning and Assistance National Training and Data Center

Home About Us myNTC Training Resources ETO Admin

Work Incentives Counseling Initial Training Program

Initial Training Calendar

- Introduction
- Certification
- Participation Requirements
- Upcoming Trainings

Presenter(s)	Location/Dates	Registration	Registration Closing Date
  Connie Ferrell Molly Sullivan	Salt Lake City, UT April 16 - 20, 2018	Registration is now closed for this training.	02/26/2018
  Connie Ferrell Leigh Wright	Boston, MA May 21 - 25, 2018	Registration is now closed for this training.	04/03/2018
  Connie Ferrell John Coburn	Chicago, IL July 9 - 13, 2018	Registration will open on 4/30/18.	05/22/2018

Initial Training Registration

To register for an initial training session, click on the registration link for the session you would like to attend, and then follow the instructions.

Please note: Submitting your online registration form for a training session does not confirm your participation in that training session.

Work Incentives Planning and Assistance National Training and Data Center

- Introduction
- Certification
- Participation Requirements
- Upcoming Trainings

Introduction

CWIC and Community Partner Work Incentives Counseling Initial Training Description

Because of the complexity of work incentives, disability support, and poverty reduction programs, Social Security requires WIPA staff to participate in intensive initial training and pass a rigorous initial certification process prior to working with beneficiaries. The initial training is designed to provide CWICs with the basic skills and knowledge they need to perform their jobs at a novice level. Initial training participants can expect the following:

- The initial training is five (5) days in duration and is delivered in a classroom setting by two skilled and experienced NTDC trainers.
- Initial training sessions include a variety of training strategies including lectures, small group activities, role-playing exercises and discussions.
- All participants are provided with a printed WIPA Training Manual as well as additional reference materials and tools necessary to maximize learning. All training materials are provided in alternate formats upon request.
- Due to the amount of complex regulatory material covered in the initial training, participants are required to complete a great deal of reading before and during the training.
- Detailed information on the schedule and content is provided in the CWIC Initial Training Agenda: [Word Version](#) [PDF Version](#)



For more information about the CWIC and Community Partner Work Incentives Counseling Initial Training and certification process, please contact:

Leigh Wright
301-790-1276
lmjones3@vcu.edu