

**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

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, May 17, 2018 –11:00 AM**

**North State BIA  
Board Room  
1536 Eureka Rd  
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 systems' ability to meet industry and workforce needs.*

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|-------|--|-------|
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| II.   | <u>APPROVAL OF AGENDA</u>  | 1     |
| III.  | <u>CONSENT AGENDA</u>  |       |
|       | 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 February 22, 2018 EC Meeting  | 2-5   |
|       | • Review of Minutes from March 15, 2018 WB Meeting   | 6-10  |
|       | • Attendance Log   | 11    |
| IV.   | <u>PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA</u>  |       |
| V.    | <u>FY 2017-2018 WIOA TITLE I BUDGET REVISION</u>   | 12-13 |
| VI.   | <u>FY 2018-2019 WIOA TITLE I DRAFT BUDGET</u>  |       |
| VII.  | <u>2018-2019 MEETING SCHEDULE</u>  | 14    |
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| IX.   | <u>WORKGROUPS</u>  |       |
| X.    | <u>FUTURE AGENDA ITEMS</u>   |       |
| XI.   | <u>NEXT MEETING</u>  |       |
|       | Thursday, June 21, 2018 – 1:00 PM. At Roseville Connections,   Conference Room B   |       |
| XII.  | <u>ADJOURNMENT</u>   |       |

**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 WORKFORCE BOARD  
EXECUTIVE COMMITTEE  
REGULAR MEETING  
MINUTES**

**Thursday, February 22, 2018 –1:00 PM**

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

**Teleconferencing Locations**

**El Dorado County Chamber of  
Commerce (1)**  
542 Main Street  
Placerville, CA 95667

**MTI College (2)**  
5221 Madison Avenue  
Sacramento, CA 95841

**I. ROLL CALL AND INTRODUCTION OF GUESTS**

Quorum was established and meeting was called to order at 2:30 p.m. by Chair Larkey

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair) (2),  
Martha Escobedo, Carol Pepper-Kittredge\*, Laurel Brent-Bumb (1),  
Greg Geisler, Jason Buckingham

Absent: None

Guests &  
GSJTA Staff\*\*: Carline Chavez, Gabriel Garcia, Michael Indiveri

*\*Denotes late arrival or early departure*

*\*\*Golden Sierra Job Training Agency*

*(#) Indicates teleconference location*

**II. APPROVAL OF AGENDA**

**Motion** to approve agenda by Escobedo, Geisler

**Motion** approved unanimously by roll call vote

**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 December 21, 2017 EC Meeting
- B. Review of Minutes from January 18, 2018 WB Meeting
- C. Attendance Log

**Motion** to approve consent agenda items A-C by Zimmerman, second by Escobedo

**Motion** approved unanimously by roll call vote

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Indiveri mentioned an article in the Wall Street Journal regarding industries and private sector attempting to get younger people interested in blue collar jobs; he brought a copy of the article for members to read.

Indiveri also gave an update on the national budget; though there are reductions proposed in the federal budget there is also a supplemental that maintains funding at PY 17 levels for PY 19 How that would work with the local formulas is to be determined.

Brent-Bumb mentioned that the Annual Business Showcase & I Love Film mixer will take place in March 9, 2018 from 4:00pm to 8:00 pm in Placerville at the exhibition hall at the El Dorado County Fairgrounds. It is free to the public; there will be food and wine tastings. The speaker for the film mixer will be one of the producers of the film Ladybird. There will be over 80 businesses in attendance.

V. DRAFT WDB BYLAWS

Buckingham stated that the proposed bylaw changes are based on final regulations, legal counsel input, as well as a few changes in operational procedures. One such operational change is noted in 3.5 to amend the automatic removal, and grant more flexibility if the members have valid excuses for not attending.

*\*Pepper-Kittredge arrived at 1:10 pm*

Larkey requested an amendment on page 21 second paragraph on section 6.9.1, after: communications to and from the Governing Body, he would like to add: “review and make recommendations on Workforce Board memberships to the Governing Body” this is based on a decision made on May of last year, on membership review process.

**Motion** to approve Draft WDB Bylaws as amended by Escobedo, second by Zimmerman

**Motion** approved unanimously by roll call vote

VI. ONE-STOP OPERATOR REPORT OUT & DIRECTION

Indiveri said that the progress report mentions that he is in the second stage of certification for the comprehensive job center. The summary on the Hallmarks of Excellence lists 8 review areas; this is reduced from the original 28 page report.

As part of the review process Indiveri will be conducting interviews with line staff, and supervisors who provide services to the public. He will also conduct interviews with the partner agencies; these interviews will be held in person, or over the phone. Based on the information he collects Indiveri will come up with the first draft of the Hallmarks.

First part of the assessment is what is currently happening; second will be a numerical ranking from 1-5, 5 being the optimum; and the third part is a crucial part containing continuous goals and recommendations. Indiveri noted that any score below 5 should be discussed for implementation ideas and concepts to improve the ranking.

He is asking the committee to share any ideas they have with him.

Larkey asked if the evaluation will be based on each county separately, or is it the whole area. Indiveri explained that the State wants the review process to be of the comprehensive center for the first year. The following year it will be of the affiliated and satellite centers.

Indiveri added that he wants the completed draft done by early April to be added to the agenda packet for the next workforce board meeting.

Escobedo asked if the program outcomes will be from mandated partners or all partners. Indiveri stated that mandated partners will be the required ones, but any other partners that provide information will be accepted.

Buckingham commented that the Storytelling workgroup would like data that helps reinforce the telling of the good work being done

## VII. WORKGROUPS

Buckingham stated that the Employer Outreach group has been working with the Greater Capital Region and about how to align the various services; there is a training coming up on how to use the CalJobs system on the customer relationship management piece. On the last board meeting Schmidt handed out a flyer she obtained from the last Rapid Response roundtable meeting listing all the different one-stop locations in the neighboring areas for layoff events; Buckingham brought that to the regional group and talked about how to implement something similar to this on a regional level.

Larkey gave an update on the Integrated Training and Best Practices group is focused on the pre-apprenticeship training. Larkey is asking the Leadership & Strategy group what they think about the recent networking session, and what they feel would be an appropriate follow up to the session.

Brent-Bumb asked Buckingham if he was meeting with John Kreuger from The Greater Sacramento Economic Council on February 28; Buckingham stated he had to postpone and will reschedule at a later date.

Larkey is asking the members if they felt there should be a report out from the networking session at the next Workforce Board meeting; the members agreed.

Buckingham updated the members on the Storytelling group, and stated that he had met with them and discussed how the Golden Sierra website could be improved to capture better information from its visitors.

Buckingham also added that it might make sense to establish a small level of funding and have somebody compile stories for publication on behalf of the workforce system.

Larkey stated that if enough of the members are doing their own storytelling within their own networks the board could republish those in addition to other relevant work. For example, one of NSBIA publications picks up articles and stories from other organizations and sources. He asked if this could be something that can possibly be done in an inexpensive way.

Buckingham suggested that one way would be to draft an RFP (Request for Proposal) and not tie it to a dollar amount. This would allow us to find out how much it would cost to have it done.

Larkey asked Buckingham to bring this topic to the Storytelling workgroup and see if they have recommendations.

VIII. FUTURE AGENDA ITEMS

Workforce Board

- Networking Follow-up
- Revisit/review Retreat outcomes

IX. NEXT MEETING

Thursday, April 19, 2018 – 1:00 PM. At Roseville Connections

X. ADJOURNMENT

**Motion to adjourn** the meeting at 1:53 pm by Escobedo, second by Brent-Bumb

**Motion** approved unanimously

**GOLDEN SIERRA WORKFORCE BOARD  
REGULAR MEETING  
MINUTES**

**Thursday, March 15, 2018 – 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 1:05 pm.

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), April Ballestero, Christina Nicholson, Diana Souza, Eric Ullrich, Jaqui Humenick, Jason Buckingham, Lisa Hutchinson, Marcy Schmidt, Martha Escobedo, Robert Verdugo, Robin Trimble, Tink Miller

Absent: Aamir Deen, Bill Bettencourt Carol Pepper-Kittredge, Daniela Devitt, Eric Cooper, John Tweedt, Laurel Brent-Bumb, Mark Frayser, Paul Castro, Vic Wursten, Yvette Elam

Guests: Carline Chavez, Lorna Magnussen, Michael Indiveri, Felicia Buasan, Patty Moley

*\*Denotes late arrival or early departure*

**II. APPROVAL OF AGENDA**

**Motion** to approve agenda by Miller, second by Souza

**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 January 18, 2018 WB Meeting

b) Review of Minutes from February 22, 2018 EC Meeting

c) Attendance Log

**Motion** to approve consent agenda items a-c by Souza, second by Miller

**Motion** approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Schmidt distributed brochures for the new Placer County Resource Center; the grand opening is April 3<sup>rd</sup> from 1-3 pm. In addition, she noted that they are currently having a hiring event for McKesson with over 100 positions available; most of positions are for the warehouse. She also wanted to share that Align Capital Region group is having a “Career Day Challenge”; they are still on the planning stages.

Indiveri commented that there have been articles stating that several different industries are encouraging high school students to be more interested trade jobs.

Larkey added that the NSBIA Foundation, along with their partners, will be hosting their annual Skilled Trade Jobs Fair on April 21, 2018. The first half of the event will be for the general public; the second half of the event will be a senior placement event.

Larkey reminded members to complete their ethics training, and the conflict of interest form 700.

V. APPOINT NOMINATION COMMITTEE

Larkey announced that his term as Chair will end in June; he asked for three volunteers to join him on the Nomination Committee to identify qualified candidates for the election to serve as the Chair and Vice-Chair for the next two-year term.

Members Souza, Humenick, and Hutchinson volunteered as the nomination committee.

**Motion** to approve the Nomination Committee by Souza, second by Schmidt

**Motion** approved unanimously

VI. DRAFT WORKFORCE BOARD (WB) BYLAWS

Magnussen stated that the packet contained a redlined version outlining the changes, as well as a final draft. As noted in the memo, a majority of the changes were necessary to comply with final legislation

**Motion** to approve the Workforce Board Bylaws by Souza, second by Trimble

**Motion** approved unanimously

VII. CAREER SERVICES RFP

Buckingham stated that the agency had conducted a competitive procurement for career services for the Alpine and South Lake Tahoe region.

The group ADVANCE was awarded the contract via sole source procurement. ADVANCE was the only bidder, was rated as responsive

**Motion** to approve the Career Services RFP by Miller, second by Nicholson

**Motion** approved unanimously

VIII. LEGISLATIVE WATCH

a) AB1743 Career Technical Education Incentive Grant

AB1743 continues to fund the Career Technical Education Incentive Grant, and allows County offices to revamp their current career technical education programs. This legislation offers \$500 million for 3 years.

Buckingham is asking the board to submit a letter of support for this piece of legislation to continue to fund the grant.

**Motion** to approve the support of the AB1743 Legislation by Souza, second by Verdugo

**Motion** approved unanimously

b) Federal Appropriations Support Letter

Buckingham stated that the budget for Workforce Services has been contentious. The President initially proposed a 40% budget reduction, followed by an addendum lifting the 40% reduction and leaving programs level funded; even with the level funding the budget is still \$400 million short of what is authorized in WIOA. The support letter we submitted is asking to rise funding for WIOA services to authorized levels through all 4 titles; the letter was signed on behalf of the board.

Miller asked if the members can send individual letters in support as well. Buckingham answered yes, it would be helpful.

IX. NETWORKING WORKSHOP REPORT OUT

Buckingham commented that he appreciated the workshop, and is more informed about each member's organization. Several members concurred and have made connections as well.

Larkey is encouraging the board members to contact each other and reference back to the documents provided at the workshop. He also added that this item will continue to be in future agendas to provide updates on how the members are connecting.

Buckingham stated that it would be helpful to have a follow-up at regular intervals to allow people to talk about their needs.

X. ONE-STOP OPERATOR REPORT OUT AND DIRECTION

Indiveri explained that the current stage of certification process for the AJCC (America's Job Centers of California) is the Hallmarks of Excellence, which has to be submitted to the State in June.

The 8 Hallmarks have 3 response areas that will be prepared by Indiveri as initial draft. The first part will contain an assessment of the current strengths and opportunities currently in the comprehensive center; next year the process will be similar, but with the affiliated and satellite partners. The second part is the numerical 1-5 ranking scoring, and finally the third review area is the improvement and recommendations to achieve those goals and reach a better score.



Indiveri noted the partner meeting held yesterday, and stated that the majority of the time was spent discussing the Hallmarks. All the partners gave feedback on how they assess they are doing, how they would score themselves in the areas, and why. He also added that he is interested in soliciting ideas for improving the ratings and obtaining more funding.

Schmidt stated that the partners are taking this seriously, and all agreed there is room for improvement. She believes that they do a great job of working together, but there is more that can be done. She believes that staff would work better if they had more information and better communication tools. Schmidt also commented that there are great resources and information on Labor Market, however, staff sometimes don't know how to use them or are not aware of those resources.

Escobedo added that she agreed that EDD needs improvement on training staff about the other agencies by getting to know them and establishing a referral process. She noticed that not all of the staff in other agencies are aware of all the resources available.

Ballestero asked if the businesses are being surveyed as part of the Hallmarks; Indiveri said not specifically. She asked if there is a manual being created, project management program, or checklist for each of the hallmarks. Indiveri answered that it has come up when the initiative started. One does exist, but the issue is to get it updated; it has not been done for a while.

Buckingham stated that colocation helps with communication; he believes the partners try to join efforts and communicate, but there is no integrated business plan. It would be helpful to have a framework; will explore funding options to help support establishing the framework.

XI. WORKGROUPS

Schmidt/Employer Outreach:

She stated that the group has not met, and did not have anything to report. She mentioned the brochure developed by bay area of the different services provided at the previous meeting. The workgroup plans on meeting in the near future.

Buckingham noted that he had shared the bay area brochure with the regional group with the thought of implementing a similar brochure; it was proposed that this would be done in paper and electronically format; there has been no formal action on it as of yet.

Buckingham added that there is an upcoming training for CalJOBS CRM (Customer Relationship Management), in addition, he also stated a request had been submitted from the Regional Organizer Funding to support a Business Professional Certification. Schmidt commented that the training just occurred, and some of the staff attended for Business Outreach Professionals.

Verdugo/Integrated Training and Best Practices:

Verdugo reported that the group has not had a meeting.

Buckingham/Leadership & Strategy:

Buckingham stated that the Governing Body had recommended the Executive committee meet with Barry Broome from the Greater Sacramento Economic Council. Buckingham stated that he had been unable to connect with Mr. Broome; however, Brent-Bumb connected the committee with John Kreuger. Buckingham stated that he is currently working on scheduling a meeting.

Miller/Storytelling:

Miller reported that they had 2 teleconference meetings and an on-site meeting at Hacker Lab with Buckingham; they talked about ideas to create a newsletter. Ullrich added that he believes that small businesses will benefit from the one-stop services, but believes that they are not aware of them. After having a conversation with Buckingham he understood that the focus is telling the story to small businesses, key partners, government supporters, and congress people so they're aware where the money is going, and are able to tell that story to their constituents.

Ullrich brought a prototype of a newsletter that Hacker Lab created as a reference; he suggested the board could do something similar to be a physical and/or digital resource.

Miller stated that the group will need direction from this point forward as to what needs to be done next. Buckingham answered that he is envisioning the storytelling to be from the entire board not the agency; sharing of stories would need to be coordinated. Buckingham also added that budgetary needs to meet this goal would need to be addressed since it is not something that the committee members can complete.

Larkey suggested coordinating with different stakeholders to create something that would be cost effective, since it would require funding for a quality newsletter to be created and distributed.

XII. FUTURE AGENDA ITEMS/NEW BUSINESS

- WORKFORCE BOARD
  - AJCC Hallmarks of Excellence
  - Draft Budget
  - Meeting Schedule
  - Chair & Vice-Chair Nominations
  
- EXECUTIVE COMMITTEE
  - Draft Budget

XIII. NEXT MEETING

Thursday, May 17, 2018 – 1:00 PM. North State BIA

XIV. ADJOURNMENT

**Motion** to adjourn the meeting at 2:38 pm by Zimmerman, second by Humenick

**Motion** approved unanimously

| <b>Date:</b>                         | 5/15/17 | 8/2/17 | 8/31/17 | 9/21/17 | 10/19/17 | 12/21/17 | 2/22/18 | Rate |
|--------------------------------------|---------|--------|---------|---------|----------|----------|---------|------|
| <b>Executive Committee</b>           | EC      | EC/GB  | EC      | EC      | EC       | EC       | EC      |      |
| <b>Meeting Type</b>                  | Regular | Joint  | Regular | Special | Regular  | Regular  | Regular |      |
| Rick Larkey- <b>CHAIR</b>            | 1       | 1      | 1       | 1       | 1        | 1        | 1       | 100% |
| Michael Zimmerman- <b>VICE CHAIR</b> | 1       | 1      | 1       | 0       | 1        | 1        | 1       | 86%  |
| Laurel Brent-Bumb                    | 1       | 0      | 1       | 1       | 1        | 1        | 1       | 86%  |
| Jason Buckingham                     | 1       | 1      | 1       | 1       | 1        | 1        | 1       | 100% |
| Martha Escobedo                      | 1       | 1      | 1       | 1       | 1        | 0        | 1       | 86%  |
| Carol Pepper-Kittredge               | 1       | 1      | 0       | 0       | 1        | 1        | 1       | 71%  |
| Gregg Geisler                        |         | 1      | 1       | 1       | 0        | 1        | 1       | 83%  |

**GOLDEN SIERRA  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** May 17, 2018  
**TO:** Executive Committee (EC)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** FY 2017-2018 WIOA Title I Budget Revision 1

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Attached is a Budget Revision for Fiscal Year (FY) 2017-2018 final budget. This budget revision is to allocate funds that were not appropriated to the El Dorado/Alpine career services contract. Additionally, it includes modifying the budget to increase funding available to pay down the Agency's Unfunded Accrued Pension Liability.

This budget revision was presented and approved by the Governing Body on April 6, 2018, to meet essential timelines. Recommendations from the Executive Committee will be presented to the Workforce Board on May 17, 2018.

**Golden Sierra Budget Revision #1  
Fiscal Year 2017/2018**

| <u>Allocation of funds</u>                | OL3  |             |
|---|------|-------------|
| EI Dorado/Alpine Career Services          | 2555 | \$ 32,000   |
| Agency's Unfunded Accrued Pension Expense | 1305 | \$ 30,000   |
| PY 17 Award to be Expended in Second Year | 5600 | \$ (62,000) |
| Net impact to Agency Operations           |      | \$ -        |

The appropriation of the monies above are from the line item that was planned for expense in Second Year of award period. Due to change in federal administration and the Agency planning for greater reductions this line item had an additional \$206,178.

**GOLDEN SIERRA  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** May 17, 2018  
**TO:** Executive Committee (EC)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** 2018-2019 Meeting Schedule

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Approval is requested to establish the 2018-2019 Workforce Board meeting schedule.

Current schedule for 2017-2018 is 3<sup>rd</sup> Thursdays of even months; 1:00 pm - 3:00 pm

**GOLDEN SIERRA  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** May 17, 2018  
**TO:** Executive Committee (EC)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJECT:** Workforce Board Membership

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Before the board for review and recommendation are the following Workforce Board application and renewals:

**Resignations**

Robert Verdugo, Northern California Valley sheet Metal JATC; representing Joint Labor

**Applications**

Kevin Ferreira, Sacramento-Sierra Building & Construction Trade Council; representing Joint Labor.

**Term Renewals**

The following board members terms are schedule to end on June 30, 2017, and have agreed to serve an additional 4 year term:

Laurel Brent-Bumb; representing Business & Workforce-CBO  
Tink Miller; representing Business & Workforce-CBO

These recommendations will be forwarded to the Governing Body for approval at their next scheduled meeting.