

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
AGENDA**

Wednesday, April 4, 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: Katherine Rakow – Vice-Chair, Michael Ranalli

Absent: Kirk Uhler - Chair

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

II. APPROVAL OF AGENDA

Motion to approve agenda by Ranalli, 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

b) Approval of Minutes from February 7, 2018 GB Meeting

Item carried over to next meeting; no action taken

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

None

V. RESOLUTION 17-02 DRY PERIOD FINANCING

Motion to approve Resolution 17-02, by Ranalli, second by Rakow

Motion approved unanimously

VI. FY 2016/2017 FINANCIAL STATEMENTS/SINGLE AUDIT; VAVRINEK, TRINE DAY & CO.

Motion to approve FY 2016/2017 Financial Statements/Single Audit, by Ranalli, second by Rakow

Motion approved unanimously

VII. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

Via teleconference Agency Legal Counsel, Laura Izon, presented the modification and extension of the Executive Director's contract as stipulated in the amendment.

Izon noted that only clauses modified, extended or added were included in the amendment; all other language in the contract remains unchanged.

Motion to approve Executive Director Employment Agreement, by Ranalli, second by Rakow

Motion approved unanimously

VIII. FY 2017/2018 WIOA TITLE I BUDGET REVISION

Buckingham stated that the agency is asking for an additional \$32,000 for the Career Services RFP that was recently issued for Alpine County and South Lake Tahoe region; the original RFP was released with a baseline funding level of \$68,000. With the increase the total award will be \$100,000 for the entire region.

Buckingham stated that the agency is requesting an additional \$30,000 be sent to CalPERS to pay down the agency pension liability; currently \$70,000 has been appropriated, and with the increase it will total \$100,000 aligning with resolution 13-08.

Motion to approve FY 2017/2018 WIOA Title I Budget Revision, by Rakow, second by Ranalli

Motion approved unanimously

IX. FY 2018/2019 WIOA TITLE I DRAFT BUDGET ALLOCATION DISCUSSION

Buckingham noted that the agency must have a draft budget in place by June 30, 2018. Additionally, prior to drafting each annual budget staff like to discuss the assumptions used to develop the budget. The Agency Strategy is to use a priority based budget model.

The 2018 omnibus bill has been signed, and it does include an increase in funding to WIOA at the federal level; however, we are uncertain how the formula will impact the award to California since the unemployment rate compared with many other parts of the nation is significantly lower.

The agency plans to start with an assumed 10% budget reduction. In addition, the agency must meet the 30% direct training requirement [20% WIOA funding, and 10% allowable leverage] for Adult & Dislocated Worker funding, as well as the 20% work-based learning requirement for Youth funding.

Buckingham also added that the agency must ensure that they are funding at least one comprehensive center in the region and the one-stop operator as mandated by WIOA.

Buckingham stated that the agency has attempted to maintain the financial support for the agency operations which includes things like legacy and retirement costs. In addition we will begin the transition of managing service delivery for El Dorado County for the time being, as El Dorado County Health & Human Services has notified us that they no longer plan to be the service provider after the end of their current contract.

Buckingham stated that we are continuing to work with our consortium partners on meeting the system goals with our limited financial resources.

Buckingham explained that the agency is trying to maintain the funding levels associated with operations and administrative costs, and any costs that are associated with operating the comprehensive center without significant increases.

X. PY 2018/2019 SUBGRANT SIGNATURE AUTHORITY

Motion to approve PY 2018/2019 Subgrant Signature Authority, by Rakow, second by Ranalli

Motion approved unanimously

XI. CAREER SERVICES RFP

Buckingham stated that an RFP was issued for Career Services for Alpine County and South Lake Tahoe; a bidder's conference was held, followed by the submission of pre-qualification documents. There was one responsive bidder; due to only a single bidder the procurement turned from a competitive process to a sole source award. The respondent was ADVANCE from South Lake Tahoe.

A rating committee of 4 individuals, including a representative from Alpine County, all rated the proposal as responsive.

The Workforce Board, at their March 2018 meeting, made the recommendation to the Governing Body that ADVANCE would be a good provider for these services.

The approval requested is to move forward with the award in the amount of \$100,000; this includes the baseline funding of \$68,000 as well as increase of \$32,000 previously approved.

Rakow asked what the process is now. Buckingham answered that if approved by the Governing Body a 5 day notice of award will go out, if there is no conflict then the next step is to begin the contract negotiation and development process. Rakow stated that Nichole Williamson from Alpine County had expressed concerns about services in Alpine more than once per week. Buckingham stated that he will work with Ms. Williamson and anticipates stronger workforce development activities in the region.

Motion to approve Career Services RFP, by Ranalli, second by Rakow

Motion approved unanimously

XII. WORKFORCE BOARD BYLAWS

Magnussen stated that changes in the amended bylaws incorporate changes required due to final regulations as well as a few operational procedure changes.

Motion to approve Workforce Board Bylaws, by Ranalli, second by Rakow

Motion approved unanimously

XIII. DIRECTOR'S UPDATE

Buckingham stated that El Dorado County Health and Human Services will no longer be the service provider for El Dorado County for the time being Golden Sierra staff will be assuming the role of provider.

Buckingham also updated the Governing Body on the comprehensive center in Roseville. As previously stated in past meetings, EDD does not want to continue being the lease holder, however, in recent meetings with the management team EDD has stated they might consider being the master lease holder if costs could be reduced. This would mean negotiating a smaller lease or reducing the square footage footprint.

There are other options on the table such as utilizing the current administrative office space as the comprehensive center, and securing a lease in suite 140 at the same location for administrative and fiscal staff. This option would be a reduction in space, and would impact EDD's business model as some of their services are not related to the one-stop.

Another option might be space in the Placer County HHS Sunset building in Rocklin.

XIV. WIOA SERVICE PROVIDER REPORTS

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

XV. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

Rakow called the meeting into closed session at 10:45 a.m.

Rakow called the meeting back into open session at 10:55 a.m.

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

XVI. FUTURE AGENDA ITEMS/NEW BUSINESS

- Draft Budget
- Closed Session – Public Employment Performance Evaluation

XVII. NEXT MEETING

Wednesday, June 6, 2018 10:00 a.m. – Golden Sierra JTA

XVIII. ADJOURNMENT

Meeting Adjourned by Vice-Chair Rakow at 11:00 am.