

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
SPECIAL MEETING  
MINUTES**

**Friday, December 7, 2018 – 10:00 am**

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

**Alpine County  
Administration  
Conference Room (1)  
99 Waters Street  
Markleeville, CA 96120**

**El Dorado County Government  
Center  
Conference Room A (2)  
330 Fair Lane  
Placerville, CA 95667**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order at 10:02 a.m. by Chair Uhler

Kirk Uhler (Chair)                       Katherine Rakow (Vice-Chair) (1)  
 Michael Ranalli (2)

GSJTA Staff:

Jason Buckingham                       Terrie Trombley                       Darlene Galipo  
 Lorna Magnussen

*(#) indicates teleconference location*

II. APPROVAL OF AGENDA

**Motion** to approve agenda by Ranalli, second by Rakow

**Motion** approved unanimously by roll call

**Aye:            Rakow, Ranalli**  
**Nay:            None**  
**Abstain:       None**  
**Absent:        Uhler**

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 29, 2018 GB Meeting
- b) Approval of Minutes from October 4, 2018 GB Meeting

Item b) Removed from consent agenda and carried over to next meeting as Ranalli was not present at October 4<sup>th</sup> meeting.

**Motion** to approve consent agenda item a) by Ranalli, second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Rakow, Ranalli  
**Nay:** None  
**Abstain:** None  
**Absent:** Uhler

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

None

V. RESOLUTION 18-01  
JOB DESCRIPTIONS, AND AMENDED POSITION ROSTER

Buckingham explained that this resolution accomplishes three things.

- 1) Creates an Accountant 1 and 2 positions and accompanying pay scale. This will allow the agency to competitively attract and retain qualified candidates.
- 2) Unfunds a current Accounting Technician position as that employee will move to the Accountant Classification.
- 3) Modifies the current Business and Employment Specialist job descriptions to comport with WIOA activities and the duties being performed.

Rakow recommended exploring the option of adding physical requirements to include in the job description. Buckingham stated that he will consult with legal counsel and revisit the subject if it needs any additional changes.

**Motion** to approve Resolution 18-01 Job descriptions, and amended position roster by Ranalli, second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Rakow, Ranalli  
**Nay:** None  
**Abstain:** None  
**Absent:** Uhler

VI. HOLIDAY LEAVE OPTIONS

**Motion** to approve Holiday Leave Options by Ranalli, second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Rakow, Ranalli

**Nay:** None

**Abstain:** None

**Absent:** Uhler

VII. APPROPRIATE FUNDING FOR TRADE AND ECONOMIC TRANSITION NATIONAL DISLOCATED WORKER GRANT (NDWG)

**Motion** to approve Appropriate Funding for Trade and Economic Transition National Dislocated Worker Grant (NDWG) by Rakow, second by Ranalli

**Motion** approved unanimously by roll call

**Aye:** Rakow, Ranalli

**Nay:** None

**Abstain:** None

**Absent:** Uhler

WORKFORCE BOARD MEMBERSHIP

Magnussen requested approval for Sherri Conway, and conditional approval of William Reed pending receipt of application.

**Motion** to approve Workforce Board membership as presented by Ranalli, second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Rakow, Ranalli

**Nay:** None

**Abstain:** None

**Absent:** Uhler

VIII. CHAIR/VICE CHAIR NOMINATIONS FOR 2019

Ranalli recommend maintaining the current Chair/Vice-Chair, as his term is ending on the El Dorado County Board of Supervisors in December 2018.

**Motion** to approve Chair/Vice Chair Nominations for 2019 by Ranalli, second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Rakow, Ranalli

**Nay:** None

**Abstain:** None

**Absent:** Uhler

IX. DIRECTOR'S UPDATE

Buckingham informed the board that the

- Roseville career center relocation is underway; staff must be out of current suite by December 12; during the relocation the office will be closed to the public. This will start December 17, 2018 and it will reopen on January 2, 2019.
- Prison to Employment (P2E) planning funds awarded to the agency as part of regional grant for \$150,000; P2E implementation funding application is due in February.
- Workforce Accelerator Funding released; the agency will be participating in 2 regional applications; 1) Institute of Local Government focusing on youth and public service, and 2) Sacramento Valley Manufacturing Initiative and Sierra College Haas lab focusing on pre-apprenticeships in manufacturing.
- Disability Employment Accelerator (DEA) funding released; this funding focuses on college graduates with disabilities. The agency plans to submit application.
- Camp Fire - recent disaster events in Butte County, the agency sent staff to the assistance centers in Chico and Oroville to provide support and assistance for those looking for help and guidance. Staff will revisit in January and see what kind of assistance is needed.
- Two school facility improvement bonds were recently passed that impact Placer Union High school District (Del Oro and Placer); the agency is working with the district to explore implementing "Community Workforce Training Agreements" when the building improvements start. These efforts may include the MC3 certifications via partnerships with Placer School for Adults.
- Regional/Local Plan modification - The agency is currently working on the 2 year modification for the Regional & Local Plan. There have been 5 public input forums held to collect information to develop the plan modification.
- The Workforce Board voted to adopt a new initiative to investigate the creation of a Construction Training Center in the region. This may be housed at one physical location or be more of a cooperative arrangement where trainees get experience by working with multiple employers and/or trades.

XI. WIOA SERVICE PROVIDER REPORTS

Alpine / South Lake Tahoe – ADVANCE

Buckingham provided the following performance related to providing training services for ADVANCE:

- South Lake Tahoe 50% of goal
- Alpine 60% of goal

Rakow asked clarification regarding the report; it states on Dislocated Worker that available funding is nearly exhausted; Buckingham explained that the funding was consolidated under the Adult funding stream to make it easier to implement. The Adult funds can be used to serve dislocated workers as well as adults, and if there is youth that require assistance the Agency will ensure they get served.

XII. FUTURE AGENDA ITEMS/NEW BUSINESS

- Draft of the Regional & Local Plan 2 year modification
- Management Benefit Matrix

XIII. NEXT MEETING

Wednesday, February 6, 2018 – Golden Sierra Job Training Agency

XIV. ADJOURNMENT

**Meeting Adjourned** by Ranalli, second by Rakow at 10:45 am.

**Motion** Adjourn by Ranalli, second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Rakow, Ranalli  
**Nay:** None  
**Abstain:** None  
**Absent:** Uhler