

GOVERNING BODY MEMBERS

KATHERINE RAKOW, *Chair*  
Board of Supervisors  
Alpine County

LORI PARLIN, *Vice Chair*  
Board of Supervisors  
El Dorado County

KIRK UHLER  
Board of Supervisors  
Placer County

JASON BUCKINGHAM  
Executive Director

Golden Sierra Job Training Agency  
115 Ascot Drive, Suite 140  
Roseville, CA 95661

(916) 773-8540

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
REGULAR MEETING  
AGENDA**

**Wednesday, April 1, 2020 – 10:00 am**

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

- |       |  |       |
|-------|--|-------|
| I.    | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u>  |       |
| II.   | <u>APPROVAL OF AGENDA</u>  | 1-2   |
| III.  | <u>CONSENT AGENDA</u>  | 3-6   |
|       | 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 February 5, 2020 GB Meeting  |       |
| IV.   | <u>PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA</u>  |       |
| V.    | <u>FY 2018/2019 FINANCIAL STATEMENTS/SINGLE AUDIT<br/>EIDE BAILLY LLP</u>  | 7     |
| VI.   | <u>FY 2019/2020 AGENCY BUDGET MODIFICATION</u>   | 8-16  |
| VII.  | <u>FY 2020/2021 APPROVAL OF ALLOCATION<br/>DRAFT PLANNING ASSUMPTIONS</u>  | 17    |
| VIII. | <u>PY 2020/2021 SUBGRANT SIGNATURE AUTHORITY</u>   | 18    |
| IX.   | <u>DIRECTOR'S UPDATE</u>   |       |
| X.    | <u>WIOA SERVICE PROVIDER REPORTS</u>   | 19-23 |
|       | a) ADVANCE - Alpine / South Lake Tahoe   |       |
|       | b) Golden Sierra Job Training Agency - Placer & El Dorado County   |       |

**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.

XI. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(GOVERNMENT CODE 54956.9(b))

AGENCY DESIGNATED REPRESENTATIVES:  
JASON BUCKINGHAM, DARLENE GALIPO,  
LORNA MAGNUSSEN, KENNETH RUTHENBERG, JR.,  
AND CHRISTOPHER ONSTOTT

XII. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION AND EMPLOYMENT  
AGREEMENT (GOVERNMENT CODE §54957)

TITLE: EXECUTIVE DIRECTOR

XIII. FUTURE AGENDA ITEMS/NEW BUSINESS

XIV. NEXT MEETING

Wednesday, June 3, 2020 – Golden Sierra Job Training Agency

XV. ADJOURNMENT

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
REGULAR MEETING  
MINUTES**

**Wednesday, February 5, 2020 – 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

Kirk Uhler (Chair)       Katherine Rakow (Vice-Chair)  
 Lori Parlin

GSJTA Staff:

Jason Buckingham       Darlene Galipo       Lorna Magnussen

II. APPROVAL OF AGENDA

**Motion** to approve agenda as amended by Rakow, second by Parlin

**Motion** approved unanimously by roll call

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

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 2, 2019 GB Meeting

**Motion** to approve consent agenda by Rakow, second by Parlin

**Motion** approved unanimously by roll call

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

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

None

V. CHAIR/VICE CHAIR NOMINATIONS FOR 2020

Uhler nominated Rakow for Chair, second by Parlin.

Uhler nominated Parlin for Vice Chair, second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Parlin, Rakow, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

Uhler hands Rakow the Chair role from this point of meeting.

VI. WORKFORCE BOARD MEMBERSHIP

Potential board member applications (Schulz and Luke) reviewed, 1 vacant Business seat remains vacant.

**Motion** to approve Schulz and Luke as Workforce Board Members by Uhler, second by Parlin

**Motion** approved unanimously by roll call

**Aye:** Parlin, Rakow, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

VII. DIRECTOR'S UPDATE

P2E planning grant (18 months) is ending March 2020. 1-2 monthly partners/stakeholders meetings left this year; focusing on employer engagement.

P2E implementation grant was awarded - started January 2020.

AB1111 funding, Breaking Barriers to Employment Act, submitted application with 3Strands Global Foundation for approx. \$90,000; was not awarded

Disability Employment Accelerator (DEA) funding application submitted to serve people with disabilities, and to build relationships with employers through earn & learn type activities. Pending award notice March 2020.

Workforce Accelerator funding; submitted application with Placer School for Adults for \$150,000 to provide digital literacy skills. Pending award notice end of February 2020.

SB1 funding; submitted application with the regional Workforce Boards, in partnership with the Sacramento-Sierra Building Trades Council. This would provide \$340,000 for direct client services to the Golden Sierra region and \$150,000 to the Agency for administrative services. Pending award notice late March 2020.

Regional Organizing & Training Coordination funding received by the Capital Region is providing services utilizing the Capital Area Regional Training Team (CART) which hosted an event on January 31, 2020 at Arden Hills, 300 attendees, 9 counties.

EDD performance results – PY 18 met or exceeded all performance measures.

Single Audit is in process, notice sent to Governing Body late January.

One-Stop Operator Procurement; required every 4 years; completion expected by end of fiscal year.

FY 2019-2020 Budget Modification pending due to additionally awarded in the amount of \$4,800.

VIII. WIOA SERVICE PROVIDER REPORTS

Reported out provided in packet.

Parlin requested goals be added for Placer and El Dorado Counties reports

- ADVANCE - Alpine / South Lake Tahoe
- Golden Sierra Job Training Agency - Placer & El Dorado County

IX. CLOSED SESSION

Rakow called meeting into closed session at 10:20 am

Uhler recused himself at 10:20 am

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(GOVERNMENT CODE 54956.9(b))

AGENCY DESIGNATED REPRESENTATIVES:  
JASON BUCKINGHAM, DARLENE GALIPO,  
LORNA MAGNUSSEN, KENNETH RUTHENBERG, JR.,  
AND CHRISTOPHER ONSTOTT

Rakow called meeting back into open session at 10:28 am

Rakow reported out of closed session that information was given.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

Executive Director Contract and Evaluation (closed session)

Single Audit / Financial Statement Report Out

Signature Authorities for FY 20/21 Subgrant

XI. NEXT MEETING

Wednesday, April 1, 2020 – Golden Sierra Job Training Agency

XII. ADJOURNMENT

**Motion to Adjourn** by Rakow at 10:30 am

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** April 1, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJECT:** FY 2018/2019 Financial Statements/Single Audit

---

For your review and approval is the *SAS No. 114 Required Auditor's Communication with Those Charged with Governance letter* and the *Combined Annual Financial Reports for Fiscal Year 2018/2019*. The reports are the result of the annual financial audit completed by the firm Eide Bailly LLP.

The Combined Annual Financial Reports can be reviewed by sections:

- Independent Auditors' Report to the Governing Board
- Management's Discussion and Analysis
- Basic Financial Statements
- Required Supplementary Information
- Single Audit

There is one Financial Statement Finding reported. There are no Single Audit Findings to report

Documents can be accessed using the links below:

- 1) [114 Required Auditor's Communication with Those Charged with Governance letter](#)
- 2) [Combined Annual Financial Reports for Fiscal Year 2018/2019](#)
- 3) [Corrective Action Plan](#)

**GOLDEN SIERRA  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** April 1, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** FY 2019/2020 Agency Budget Modification

---

Before the Board for review and approval is the Agency Fiscal Year 2019/2020 Mod. 1 Budget. The budget modification is necessary to incorporate additional allocation funding as well as specific line item changes as detailed in narrative.

The budget modification presented has been reviewed by the Executive Committee on behalf of the Workforce Board on March 19, 2020, and recommended for approval by the Governing Body.



## ***Budget Introduction and Overview***

Golden Sierra Job Training Agency is a Joint Powers Authority (JPA) organized between the counties of Placer, El Dorado and Alpine. The Agency's primary source of funds is the Title 1 award from the *Workforce Innovation and Opportunity Act (WIOA)*. Additionally, the Agency administers miscellaneous grants and awards that complement the WIOA Title 1 objectives and the stated purpose of the JPA.

## ***Approach in Developing the Final Budget for Fiscal Year 2019/2020***

The model used to develop the Consortium's annual budget is the Priority Based Budget model. The goal is to develop a budget based on the relationship between program funding levels and expected results from that program. The objectives are to retain cost-efficient and effective ways to meet the requirements of the *Workforce Innovation and Opportunity Act (WIOA)* while providing quality services to participants and meeting the debt obligations of the Agency.

*The Fiscal Year 2019/2020 Final Budget:*

The primary source of funding consists of the estimated rollover funding from the *Workforce Innovation and Opportunity Act (WIOA)* Title 1 formula fund allocations, Subgrant K9110009 and the estimated new allocation communicated to the Consortium by the Employment Development Department (EDD) via the Workforce Services Information Notice (WSIN) WSIN18-32. Other programs to be administered by the Agency are categorized as Non-Allocation grants. These grants have been awarded via competitive processes. The largest of which is the Prison to Employment Initiative being awarded by the California Workforce Development Board. This funding is being administered by Golden Sierra on behalf of the Capital Region Workforce Boards including SETA, NCCC, and Yolo County.

### **The budget meets mandated funding requirements as follows:**

20% of the Adult and Dislocated Worker funding will support *Direct Training* with a planned assumption of 10% leverage in order to meet the full requirement of 30% with a 20/10 ratio of WIOA cash/leverage.

20% of the Youth funding is earmarked to meet the *Youth Work Based Learning (WBL)* requirement as outlined in the WIOA Title I award. To clarify, *Work Based Learning* only includes a participant's enrollment in employment related training such as an On-The-Job Training (OJT) or Work Experience (WEX). It does not include classroom training. Seventy percent of the earmarked WBL funding is planned to support career services for eligible WBL participants in the program.

The remaining cost objectives required of the Title I funding is to maintain a minimum of one *Comprehensive - America's Job Center (AJC)* in the *Local Area* while strategically utilizing financial resources to meet the debt service required payments for the liabilities of the Joint Powers Authority (JPA) while participating in the continued development of both local and regional *Workforce Systems*.

### **Allocation Funding Changes**

- The Agency continues the financial support for Program Operations and the Consortium's Comprehensive – America's Job Center at 50%. The plan in the Budget is to not fund the management position of the Chief Fiscal Officer, this will provide salary and benefit savings, planning is underway to distribute work within the Agency and the Placer County - Auditor Controller's Office for the coming fiscal year.

Approved By:  
Executive Committee: 3/19/20  
Workforce Board: 3/19/20 (by EC on behalf of WB)  
Governing Body

**Modification Narrative Budget for Fiscal Year 2019/2020**

This budget modification makes slight changes to the WIOA allocation from the presented/approved final budget.

It incorporates \$4,802 of increases to the allocated funding streams. The exact amounts per award are reflected in the Allocation Schedule line 23 (Schedule 4).

This makes miniscule changes to the Direct Training Requirements/Leverage. These are reflected in the Leverage Schedule (Schedule 5).

For the ease of budget modification and because the amounts of the increase are non-material the funding has been budgeted under the Program Operations cost center. This is shown in the Cost Centers Schedule (E38 and M38) (Schedule 2)

In addition to incorporating the increased funding to the allocation budget a second change has been made under the Schedule for Contracted Services (Schedule 3). \$17,956 has been removed from the Employer/Business Services line item under Rapid Response/Layoff Aversion and this funding has been reallocated to staffing as per direction from the Executive Committee.

These changes are reflected in the Schedule of Sources and Uses (Schedule 1) where you'll see the funding removed from Column D, row 12 and added to Column D, Row 10.

**Description of Schedules**

**Schedule 1      Consortium Sources and Uses**

Schedule is based on estimated rollover funding, non-allocation carry over, and new awards. Expenditures have been adjusted based on anticipated cost increases, WIOA spending requirements, and pension debt service requirements.

**Schedule 2      Consortium Cost Center Detail**

Consortium Administration: Includes fiscal management, procurement, and human resource functions.

Consortium Program Operations: Includes program oversight and technical assistance to member counties. Staff and consultants have expertise in ADA/EO compliance, program monitoring, WIOA continual refinement, and database management.

Consortium Rapid Response and Layoff Aversion: Includes activities related to business outreach, workshop facilitation, and labor exchange. Staff have expertise in helping affected employees return to work as quickly as possible following a layoff and developing early-warning systems to prevent layoffs altogether.

Approved By:  
 Executive Committee: 3/19/20  
 Workforce Board: 3/19/20 (by EC on behalf of WB)  
 Governing Body

	<p>Consortium Comprehensive One-Stop:            El Dorado County Career and Training Services:            Placer County Career and Training Services:            South Lake Tahoe / Alpine County Career and Training Services:            Non-Allocation Career and Training Services:</p>	<p>Includes the physical location and related operating expenses of the required job center that offers universal access and comprehensive employment-related programs and services.</p> <p>Includes PY 18/19 carry-in funds and PY19/20 WIOA funding to be administered by the Agency.</p> <p>Includes PY 18/19 carry-in funds and PY 19/20 WIOA funds to be administered by the Agency staff.</p> <p>Includes balance of contract for PY 18/19 carry-in funds. Services awarded to <u>Advance</u>. Planned PY 19/20 WIOA funding scheduled to be awarded to Advance pending the completion of a successful monitoring.</p> <p><u>Cost Centers listed here are non-routine in nature managed by the Agency:</u></p> <p><u>The Disability Employment Initiative</u>– purpose is for the Agency to provide technical assistance and maintain currency of knowledge by participating in related trainings and EDD sponsored quarterly development meetings.</p> <p><u>Trade and Economic Transition (TET) National Dislocated Worker Grant (NDWG)</u>  <u>The Prison to Employment Grant – Planning</u> requires the Agency to function as the Capital Region’s Fiscal Agent and Program Administrator.</p> <p><u>The Prison to Employment Grant – Implementation Supportive Services</u>  <u>The Prison to Employment Grant – Implementation Direct Services</u></p>
<b>Schedule 3</b>	<b>Consortium Contracted Services</b>	Schedule provides detail for contracts administered by the Agency for newly awarded funds and re-budgeted contracts for Consortium Operations and Programmatic Career Services and Training.
<b>Schedule 4</b>	<b>Consortium Allocation of Subgrant Award</b>	Schedule is based on a funding award for the new WIOA Allocation Awards and Rapid Response and Layoff Aversion. The schedule is separated by funding based on the WIOA legislation.
<b>Schedule 5</b>	<b>Consortium Leverage Requirements</b>	Schedule provides dollar amounts required to be captured as “leverage” in order to meet the state imposed 30% Direct Training requirement for Adult and Dislocated Working funding streams.

Approved By:  
 Executive Committee: 3/19/20  
 Workforce Board: 3/19/20 (by EC on behalf of WB)  
 Governing Body

	<u>C</u>		<u>D</u>		<u>E</u>	<u>E/D</u>	
L i n e  #	Consortium Fiscal Year 2019/2020 Draft Budget	% of Total Funding	Consortium Fiscal Year 2019/20 Final Budget (incl. Mod 1)	% of Total Funding	Column D less Column C Change Between Fiscal Year 2019/2020 Draft to Final Budget (incl Mod 1)	Percent Change from Fiscal Year 2019/2020 Budget Draft to Final	
<b>Funding Sources:</b>							
1	Carry-In WIOA Allocation PY 19	\$ 1,441,294	\$ 1,297,056		\$ (144,238)	-11.12%	
2	Awarded WIOA Allocations PY 20	2,474,194	<b>2,478,808</b>		<b>4,614</b>	0.19%	<b>SOURCES</b>
4	Awarded Rapid Response Funds PY 20	315,044	<b>256,712</b>		<b>(58,332)</b>	-22.72%	
5	Awarded Layoff Aversion Funds PY 20	73,458	<b>64,813</b>		<b>(8,645)</b>	-13.34%	
6	<i>Non Allocation Awards Carried In PY19</i>	225,535	239,649		14,114	5.89%	
7	Non-Allocation Awards (New) PY 20	1,238,884	1,188,400		(50,484)	-4.25%	
8	<b>Total Funding Sources PY 20</b>	<b>\$ 5,768,409</b>	<b>\$ 5,525,438</b>		<b>\$ (242,971)</b>	<b>-4.40%</b>	
<b>Expenditures:</b>							
<b>Consortium Operations</b>							
9	Retiree Benefits	\$ 716,867	\$ 716,867	13.22%	\$ -	0.00%	<b>EXPENDITURES</b>
10	Salaries and Benefits	754,867	<b>\$ 708,187</b>	13.06%	(46,680)	-6.59%	
11	Services and Supplies	289,188	289,188	5.33%	-	0.00%	
12	Professional Services	\$ 149,710	<b>\$ 124,710</b>	2.30%	(25,000)	-20.05%	
13	<b>Consortium Operations Total</b>	<b>\$ 1,910,632</b>	<b>\$ 1,838,952</b>	<b>33.93%</b>	<b>\$ (71,680)</b>	<b>-3.90%</b>	
<b>Career &amp; Training Services</b>							
14	Placer County	\$ 766,288	\$ 919,545	16.96%	\$ 153,257	16.67%	<b>EXPENDITURES</b>
15	EI Dorado County	309,949	407,058	7.51%	97,109	23.86%	
16	So Tahoe & Alpine County	173,445	173,445	3.20%	-	0.00%	
17	Non Allocation Carried in to PY20	239,649	239,649	4.42%	-	0.00%	
18	Non-Allocation Awards (New) PY20	1,103,390	1,067,020	19.68%	(36,370)	-3.41%	
19	<b>Career &amp; Training Services Total</b>	<b>\$ 2,592,721</b>	<b>\$ 2,806,717</b>	<b>51.78%</b>	<b>\$ 213,996</b>	<b>7.62%</b>	
20	<b>Committee Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>PY 20 non allocation Carry-out to PY 21</b>							
21	PY 20 Allocation carry-out to PY 21	\$ 877,729	\$ 653,585	12.06%	\$ (224,144)	-34.29%	<b>CARRYOUT</b>
	Carry-out to PY 21 Total	\$ 877,729	\$ 774,965		\$ (102,764)		
22	<b>TOTAL EXPENDITURES</b>	<b>\$ 5,381,082</b>	<b>\$ 5,420,634</b>		<b>\$ 39,552</b>	<b>0.73%</b>	
23	<b>Net Income/(Unexpended)**</b>	<b>\$ 387,327</b>	<b>\$ 104,804</b>		<b>\$ (282,523)</b>		

Funding primarily from unobligated and unspent prior year WIOA award.

	PG710009 <b>A</b>	PG710012 <b>B</b>	PG710014 <b>C</b>	PG710010 <b>D</b>	PG710011 <b>E</b>	PG710013 <b>F</b>	PG710008 <b>G</b>	PG710017 <b>H</b>	PG710020 <b>I</b>	PG710018 <b>J</b>	PG710022 <b>K</b>	PG710021 <b>L</b>	<b>M</b>	
	Consortium Admin (WIOA)	Consortium Program Operations (WIOA)	Consortium Rapid Response and Layoff Aversion	Local Area One-Stop Delivery System	El Dorado County Career and Training Services	Placer County Career and Training Services	Alpine County & South Lake Tahoe Career and Training Services	Disability Employment Initiative Round Seven	Trade and Economic Transition National Dislocated Worker Grant	Prison to Employment Planning	Prison to Employment Implementation Supportive Services	Prison to Employment Implementation Direct Services	Total of all Funding Sources and Expenditures	
<b>#</b>	<b>Funding Sources:</b>													
1	Carry-In Allocation Funds from PY 19	\$ 139,348	\$ 312,684		\$ 117,902	\$ 140,454	\$ 486,669	\$ 100,000	0	0	0	0	\$ 1,297,057	
2	Allocation Awards PY 20	247,419	944,808		296,903	302,631	613,599	73,445	0	0	0	0	\$ 2,478,805	
4	Awarded Rapid Response Funds PY 20	-	50,881	175,044	30,787	-	-	-	0	0	0	0	256,712	
6	Awarded Layoff Aversion Funds PY 20	-	24,653	32,388	7,773	-	-	-	0	0	0	0	64,813	
7	Actual Non-Allocation Awards PY 20	-	-	-	-	-	-	-	2,441	149,338	87,870	684,822	503,578	
8	<b>Total Funding Sources</b>	<b>\$ 386,767</b>	<b>\$ 1,333,026</b>	<b>\$ 207,432</b>	<b>\$ 453,365</b>	<b>\$ 443,085</b>	<b>\$ 1,100,268</b>	<b>\$ 173,445</b>	<b>\$ 2,441</b>	<b>\$ 149,338</b>	<b>\$ 87,870</b>	<b>\$ 684,822</b>	<b>\$ 503,578</b>	<b>\$ 5,525,436</b>
	<b>Expenditures:</b>													
	<b>Consortium Operations:</b>													
9	Retiree Benefits	\$ -	\$ 716,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 716,867
10	Salaries and Benefits	108,976	176,685	199,431	223,095	-	-	-	-	-	-	-	-	708,187
11	Services and Supplies	30,372	153,589	8,000	97,227	-	-	-	-	-	-	-	-	289,188
12	Professional Services	-	93,044	-	31,666	-	-	-	-	-	-	-	-	124,710
13	<b>Consortium Operations Total</b>	<b>\$ 139,348</b>	<b>\$ 1,140,185</b>	<b>\$ 207,431</b>	<b>\$ 351,988</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,838,952</b>
	<b>Career &amp; Training Services</b>													
	<b>Program Year 2018/2019 WIOA/Other - Rebudget</b>													
14	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,441	\$ 149,338	\$ 87,870	\$ -	\$ -	\$ -	\$ 239,649
15	Placer County	-	-	-	-	-	486,669	-	-	-	-	-	-	486,669
16	El Dorado County	-	-	-	140,454	-	-	-	-	-	-	-	-	140,454
17	Alpine County	-	-	-	-	-	-	100,000	-	-	-	-	-	100,000
	<b>Program Year 2019/2020 WIOA/Other</b>													
18	Non-Allocation Awards	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 617,256	\$ 449,765	\$ 1,067,021	
19	Placer County	-	-	-	\$ -	\$ -	\$ 432,876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 432,876	
20	El Dorado County	-	-	-	\$ 266,604	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,604	
21	Alpine County	-	-	-	\$ -	\$ -	\$ 73,445	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,445	
22	<b>Career &amp; Training Services Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 407,058</b>	<b>\$ 919,545</b>	<b>\$ 173,445</b>	<b>\$ 2,441</b>	<b>\$ 149,338</b>	<b>\$ 87,870</b>	<b>\$ 617,256</b>	<b>\$ 449,765</b>	<b>\$ 2,806,718</b>
24	PY20 Award Expend in Second Year	\$ 247,419	\$ 188,039	\$ -	\$ 59,381	\$ 36,027	\$ 122,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 653,585
24	Future Year Expend Non-Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,566	\$ 53,813	\$ 121,379
25	Recommend PY 19/20 WIOA Additional Pension Support	\$ -	\$ 4,802	\$ -	\$ 41,996	\$ -	\$ 58,003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,802
26	<b>TOTAL EXPENDITURES</b>	<b>\$ 386,767</b>	<b>\$ 1,333,026</b>	<b>\$ 207,431</b>	<b>\$ 453,365</b>	<b>\$ 443,085</b>	<b>\$ 1,100,268</b>	<b>\$ 173,445</b>	<b>\$ 2,441</b>	<b>\$ 149,338</b>	<b>\$ 87,870</b>	<b>\$ 684,822</b>	<b>\$ 503,578</b>	<b>\$ 5,525,436</b>
27	<b>Net Incom Funding primarily from unobligated and unsp</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Approved by:  
 Executive Committee: 3/19/20  
 WB: 3 /19/20 by EC on behalf of WB  
 Governing Body:



		A	B	C	D	E	F	G	
<b>Allocation Funding Categories</b>									
		<i>Updated to Info Notice 42 + CalJobs Award</i>							
	<u>2020 Subgrant Award Info Notice WSIN 18-32</u>		Dislocated	80% Dislocated		Youth Out	Rapid	Layoff	
#		Allocation A	Worker	Transfer to Adult	Adult	100%	Response	Aversion	Total
1	<b>Funding Awards for New Fiscal Year Consortium Operations</b>		\$ 196,834	\$ 787,333	\$ 741,155	\$ 753,486	\$ 256,712	\$ 64,813	\$ 2,800,333
2	Administration	10.00%	\$ 19,683	\$ 78,733	\$ 74,116	\$ 75,349	\$ -	\$ -	\$ 247,881
3	WDB Support/Legacy Costs/Program Operations	38.00%	\$ 74,797	\$ 299,187	\$ 281,639	\$ 286,325	\$ 50,788	\$ 24,629	\$ 1,017,365
4	Consortium Sponsored Cost Centers	12.00%	\$ 23,620	\$ 94,480	\$ 88,939	\$ 90,418	\$ 30,805	\$ 7,778	\$ 336,040
5	<b>Consortium Operating Cost Totals</b>		\$ 118,100	\$ 472,400	\$ 444,694	\$ 452,092	\$ 81,593	\$ 32,407	\$ 1,601,286
6	<b>Award less Consortium Operating Cost</b>		\$ 78,734	\$ 314,933	\$ 296,461	\$ 301,394	\$ 175,119	\$ 32,406	\$ 1,199,047
7	Rapid Response/Layoff Aversion Cost Center		\$ -	\$ -	\$ -	\$ -	\$ 175,119	\$ 32,406	\$ 207,525
8	Required Direct Training Adult & DW	20.00%	\$ 39,367	\$ 157,467	\$ 148,231				\$ 345,064
9	Work Based Learning (Youth)	20.00%	\$ -	\$ -	\$ -	\$ 135,627	\$ -	\$ -	\$ 135,627
10	Allocation for Career Services		\$ 39,367	\$ 157,466	\$ 148,230	\$ 165,767			\$ 510,831
<b>Youth - Adult - Dislocated Worker Allocation</b>									
<b>Career Services</b>									
11	Placer	62.00%	\$ 24,408	\$ 97,629	\$ 91,903	\$ 102,776	\$ -	\$ -	\$ 316,716
12	El Dorado	37.00%	\$ 14,566	\$ 58,263	\$ 54,845	\$ 61,334	\$ -	\$ -	\$ 189,008
13	Alpine	1.00%	\$ 394	\$ 1,575	\$ 1,482	\$ 1,658	\$ -	\$ -	\$ 5,109
<b>Direct Training</b>									
14	Placer	62.00%	\$ 24,407	\$ 97,629	\$ 91,903	\$ -	\$ -	\$ -	\$ 213,939
15	El Dorado	37.00%	\$ 14,566	\$ 58,263	\$ 54,845	\$ -	\$ -	\$ -	\$ 127,674
16	Alpine	1.00%	\$ 395	\$ 1,575	\$ 1,482	\$ -	\$ -	\$ -	\$ 3,452
<b>Work Based Learning (Youth)</b>									
17	Placer	61.00%	\$ -	\$ -	\$ -	\$ 82,732	\$ -	\$ -	\$ 82,732
18	El Dorado	38.00%	\$ -	\$ -	\$ -	\$ 51,538	\$ -	\$ -	\$ 51,538
19	Alpine	1.00%	\$ -	\$ -	\$ -	\$ 1,356	\$ -	\$ -	\$ 1,356
<b>Total Title 1 Allocations by County</b>									
20	Placer		\$ 48,815	\$ 195,258	\$ 183,806	\$ 185,508	\$ -	\$ -	\$ 613,387
21	El Dorado		\$ 29,132	\$ 116,526	\$ 109,690	\$ 112,872	\$ -	\$ -	\$ 368,220
22	Alpine		\$ 789	\$ 3,150	\$ 2,964	\$ 3,014	\$ -	\$ -	\$ 9,917
23	<b>Actual Additional funding variance from final budget</b>		\$ 116	\$ 461	\$ 1,814	\$ 2,223	\$ 150	\$ 38	\$ 4,802

\*Total of \$4802 added to Program Operations Cost Center

**Funding Categories**

		<u>Dislocated Worker</u>	<u>Dislocated Worker Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
<b>Funding Awards PY 2019/2020</b>	<b>Allocation Awards PY 20</b>	\$ 196,834	\$ 787,333	\$ 741,155	\$ 1,725,322
<b>Direct Training Requirement*</b>	<b>30.00%</b>	<b>\$ 59,050</b>	<b>\$ 236,200</b>	<b>\$ 222,347</b>	<b>\$ 517,597</b>
<b>Requirement met via:</b>					
<b>Program Year 2019/2020 WIOA Cash</b>	<b>20.00%</b>	\$ 39,367	\$ 157,467	\$ 148,231	\$ 345,064
<b>Program Year 2019/2020 Planned Leverage</b>	<b>10.00%</b>	\$ 19,683	\$ 78,733	\$ 74,116	\$ 172,532

**Adult & Dislocated Worker Distribution**

		<u>Dislocated Worker</u>	<u>Dislocated Worker Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
<b>20 % WIOA Cash Award</b>					
Placer	62.00%	\$ 24,407	\$ 97,629	\$ 91,903	\$ 213,940
El Dorado	37.00%	\$ 14,566	\$ 58,263	\$ 54,845	\$ 127,674
Alpine	1.00%	\$ 394	\$ 1,575	\$ 1,482	\$ 3,451
<b>10 % Leveraged Funds</b>					
Placer	62.00%	\$ 12,204	\$ 48,815	\$ 45,952	\$ 106,970
El Dorado	37.00%	\$ 7,283	\$ 29,131	\$ 27,423	\$ 63,837
Alpine	1.00%	\$ 197	\$ 787	\$ 741	\$ 1,725
<b>Total Required Direct Training (Check Figure)</b>		<b>\$ 59,050</b>	<b>\$ 236,200</b>	<b>\$ 222,347</b>	<b>\$ 517,597</b>

\* Employment Development Department Workforce Services Directive WSD 14-1

Funding primarily from unobligated and unspent prior year WIOA award.

Approved by:  
 Executive Committee: 3/19/20  
 WB: 3 /19/20 by EC on behalf of WB  
 Governing Body:



**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** April 1, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** FY 2020/2021 Approval of Allocation Draft Planning Assumptions.

---

The assumptions used to develop the Consortium's annual budget draft is a Priority Based Budget model. The goal is to develop a budget based on the relationship between program funding levels and expected results from that program. The objectives are to retain cost-efficient and effective ways to meet the requirements of the *Workforce Innovation and Opportunity Act (WIOA)* while providing quality services to participants and meeting the debt obligations of the Agency.

The *Fiscal Year 2020/2021 Draft Budget Assumptions*:

- The primary source of funding will consist of the estimated rollover funding from the *Workforce Innovation and Opportunity Act (WIOA)* Title 1 formula fund allocations, Subgrant AA011006 and the estimated new allocation. WIOA funds have a two year lifespan at the local level.
- Currently staff are budgeting a 7% reduction in allocation awards as we have no notification of estimated awards for FY 2021.
- Other programs to be administered by the Agency are categorized as Non-Allocation grants. These grants have been awarded via competitive processes and will be included in the draft if they carry over into FY2021, or we have a notice of award.
- The Agency will plan to carry 20% of the allocated Adult, Dislocated Worker, and Youth program dollars into FY 2022 as is allowable.
- The Agency will plan to utilize the 10% Admin from allocation funds in the second year of the award as is allowable.

**The budget will meet mandated funding requirements as follows:**

- 20% of the Adult and Dislocated Worker funding will support *Direct Training* with a planned assumption of 10% leverage in order to meet the full requirement of 30% with a 20/10 ratio of WIOA cash/leverage.
- 20% of the Youth funding is earmarked to meet the *Youth Work Based Learning (WBL)* requirement as outlined in the WIOA Tile I award. To clarify, *Work Based Learning* only includes a participant's enrollment in employment related training such as an On-The-Job Training (OJT) or Work Experience (WEX). It does not include classroom training. Seventy percent of the earmarked WBL funding is planned to support career services for eligible WBL participants in the program.
- Maintains a minimum of one *Comprehensive - America's Job Center (AJC)*
- Funds the system's required One-Stop Operator.
- Utilizes financial resources to meet the debt service required payments for the liabilities of the Joint Powers Authority (JPA)
  - Incorporates meeting the Agency's annual debt service obligation for the pension.
  - Assumes the Governing Body's desire is to use additional funds as investments reducing the Agency pension above Actuarially Required Contribution (ARC) payments
  - Assumes no investment in the Other Post-Employment Benefits (OPEB) Trust for 2020/2021

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** April 1, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** PY 2020/2021 Subgrant Signature Authority

---

Staff is requesting the Governing Body authorize signature authority for the Executive Director to sign the New Program Year (PY) 2020/2021 subgrant agreements not to exceed \$3,000,000. The dollar estimate for this request is based on the most recent subgrant award from 2019/2020 (AA011006) in the amount \$2,800,333, and inflated to allow for the potential of additional funding awarded.

Background: The State of California's Employment Development Department (EDD) acts as the Agency's pass thru for the annual Workforce Innovation and Opportunity Act (WIOA) funds. The policies and procedures for this agreement require immediate action from our office. Execution of the agreement and submittal back to the EDD office ensures the newly awarded funds will be made available in a timely fashion. Current signature authority for the Executive Director rests at \$1,000,000 for governmental entities.

## SERVICE PROVIDER REPORT

### ADVANCE at Lake Tahoe Community College

Report Period: Jan – Feb 2020

Prepared By: Frank Gerdeman

PARTICIPANT STATUS			
	<u>Actual</u>	<u>Goal</u>	<u>% of Goal</u>
Number who received basic career services	121 (5)	100	121%
Number who received individualized career services	39 (5)	50	78%
Number who received training services	20 (3)	15	133%
On-site hours in Alpine County			

#### ACTIVITY SUMMARY

Please note that numbers above are cumulative for the entire contract period (and updated through the end of February 2020). Numbers in parenthesis represent those served in Alpine County. The first two months of 2020 saw some significant travel to share our work and to continue building collaborative relationships which benefit individuals and employers in the Tahoe Basin. We presented at the National Ski Areas Association Winter Western conference on our progress in building toward a registered Ski Lift Maintenance Apprenticeship program which will include industry participation as well as explore the possibility of creating a two-college certificate for related instruction in a high demand industry in our region (14 ski resorts within an hour's drive of South Lake Tahoe). We also shared our collaborative story at the National Skills Coalition conference in Washington, D.C., as well as advocating for a number of workforce related bills currently under consideration in Congress including increased WIOA funding (and re-authorization) with CA and NV congressional delegations. Culinary apprenticeship picked up two additional properties and will be adding 2-3 more in the next month or so – in part, this is due to ongoing collaboration with Washington State University (which offers a four-year degree in Hospitality Business management on the LTCC campus and will be sending students from WA state to Tahoe this summer for course work and summer internships). We are also in discussions with the Alpine County Office of Education to partner with us on replicating our small-engine repair boot camp in Alpine County through expenditure of some remaining adult education funding for initial equipment purchases and are coordinating the spring quarter schedule for shuttle service from Alpine County to LTCC.

On the direct service front, we also saw a continuation of the TJA in video production through a new employer partner (Tahoe Production House) which will likely lead to additional opportunities in the future. Another client began participation through the college's work experience credit program (no direct tuition cost to WIOA) that will allow her to qualify as an early childhood education teacher, a work goal of hers and the process was started to connect another client to post-secondary education program at Western Nevada College (another first for us).

#### PRACTICES WITH PROMISE

We continue to see the benefits of our ongoing partnerships and collaborations – from the aforementioned program with Washington State University to our evolving and expanding relationship with the local California Conservation Corps. By finding the right mix of support and services, we continue to build bridges in the community and explore ways to increase our local impact and leverage the WIOA funding and services with our existing resources to better serve individuals and our employer partners. We are currently working with the Tahoe Chamber to bring supportive services (funded by WIOA and CA adult education dollars) directly to the workplace, especially for some of our larger employers as part of a total Chamber benefits package – this will reduce travel, time, and schedule barriers for entry-level workers looking to improve skills and strengthen our relationships with industry partners.

## CHALLENGES/BARRIERS

Because of our various funding streams this year, we were able to absorb the roughly 26% reduction in funding in such a way as to maintain the same amount of funding for direct client support (supportive and training services) at last contract year's level of \$32,000. While not yet concerning, continued reductions could impact our ability to meet the needs of our local communities and ensure services are available to the South Shore and Alpine County – one reason why our participation in the Washington, D.C. trip and the related advocacy efforts were important.

As noted in previous reports, consistent data and data sharing continues to be a challenge, especially as the State looks to collect data in ways not necessarily within the original design parameters of CalJobs. One potential opportunity to address this may be more shared use of the Community Pro System currently in place for our consortium in Tahoe – some piloting and exploration is planned for the new year to determine if there is value in increased access for Golden Sierra staff.

## EVENT PARTICIPATION

Date	Event
1/13-1/15/20	NSAA Western Conference – Lift Maintenance Apprenticeship
1/21/20	Alpine Interagency Meeting (Alpine County)
1/23/20	EDAWN State of the Economy (Northern Nevada)
1/28/20	Industry Partner meeting with Heavenly Ski Resorts
2/3-2/5/20	National Skills Coalition Conference – Washington, D.C.
2/13/20	Meeting with Sierra College to discuss apprenticeship and career coach collaboration
2/18/20	Alpine Interagency Meeting (Alpine County)
2/26-2/28/20	WSU Hospitality Coordination/Collaboration (Pullman, WA)

**SERVICE PROVIDER REPORT**  
**Golden Sierra Job Training Agency**

Report Period: 07/01/19 – 02/29/20

Prepared By: Darlene Galipo

<b>PARTICIPANT STATUS</b>			
	<u>Placer</u>	<u>El Dorado</u>	<u>Total</u>
New WIOA Enrollments	71	25	96
Training Contracts (OST/WEX/OJT)	59	24	83
Cases Closed with Employment	50	15	47
Average Hourly Wage at Placement	\$22.99	\$20.93	

**ACTIVITY SUMMARY**

Prison to Employment (P2E): As the administrative entity for this project, staff met with subrecipients to provide technical assistance and award guidance. Across the Regional Planning Unit more than 40 individuals are enrolled and receiving services. All areas are receiving referrals from Probation and Parole.

National Dislocated Worker Grant (TET-NDWG): The project is on track to meet stated performance outcomes. To date, the agency has enrolled 12 individuals in occupational skills training and 3 individuals in on-the-job training. The participants are receiving training to enter the following industry clusters: Healthcare and Social Assistance; Transportation, Warehousing, and Logistics; and Building and Systems Construction.

Ticket to Work: The agency is increasing its capacity to serve individuals with disabilities and provide benefits counseling. One case manager began the training process to become a Certified Work Incentives Counselor.

**PRACTICES WITH PROMISE**

GSJTA is refining its ability to act as a regional grant administrator which brings in significant additional funding

**CHALLENGES/BARRIERS**

Workforce Service Directives

Staff submitted comments for WSDD-210 “Standards for Oversight and Instruction for Substate Monitoring.” The draft directive includes a number of state-imposed regulations that increase the administrative burden of operating the WIOA program.

COVID-19 concerns have decreased customer traffic in job centers. Management is monitoring the situation and implementing mitigation precautions as recommended by our member counties, and health experts. These precautions may involve travel and meeting restrictions, as well as temporary center closures.

**EVENT PARTICIPATION**

<u>Date</u>	<u>Event</u>
01/31/20	Regional Workforce Conference (Staff Development)
01/28/20	Business Engagement (Coordination Meeting)
01/15/20	Rapid Response (Coordination Meeting)
02/19/20	Job Connections (Recruitment Event)
02/25/20	Ticket to Work (Technical Assistance Meeting)



# Golden Sierra

## MEMORANDUM

**DATE:** March 24, 2020

**TO:** Governing Body

**FROM:** Darlene Galipo, Deputy Director

**SUBJECT:** WIOA Performance and Minimum Enrollment Goals

State Level Performance Goals for the Golden Sierra Local Workforce Development Area.

Program Year 2019-2020

	Employment Rate: Q2	Employment Rate: Q4	Median Earnings: Q2	Credential Attainment	Measurable Skills Gain
Adult	69.0%	66.5%	\$5,600	57.0%	40.0%
Dislocated Worker	71.0%	68.0%	\$7,800	57.0%	45.0%
Youth	67.0%	65.5%	Baseline*	58.0%	45.0%

\*Baseline indicators are primary indicators of performance that will be used as baseline data to inform the process to determine the negotiated levels of performance in future program years.

The Service Provider Report is submitted every other month to provide timely updates on total enrollments, by County. While “total enrollments” is not a statewide performance goal, we use the Adult and Dislocated Worker Direct Training Requirement and the Youth Work-Based Learning Requirement to inform local enrollment goals and contracts with subrecipients.

### Training Requirement / \$8,000 Maximum per Participant = Minimum Number of Enrollments

Program Year 2019-2020

	Placer	El Dorado	Alpine
Adult	24	14	1
Dislocated Worker	3	2	0
Youth	6	4	1

The subrecipient serving Alpine County and South Lake Tahoe opted to set enrollment goals in excess of the required minimums.

Contract AA011006-01 with ADVANCE at Lake Tahoe Community College  
 Program Year 2019-2020

	<b>Alpine</b>	<b>South Lake Tahoe</b>	<b>Total</b>
Basic Career Services	11	64	75
Individualized Services	8	30	38
Training Services	4	8	12
On-site [hours]	520*		

Unfortunately, the CalJOBS system is extremely limited when it comes to extracting WIOA performance measures, by County. The following reports are more readily accessible to staff and can be provided as requested:

- Number of Active Cases
- Number of Cases Closed with Employment
- Number of Cases Closed without Employment
- Number of Credentials Received
- Adult Priority of Service Summary
- Eligible Youth, by Barrier
- Number of Office Visits
- Office Visit Reasons
- Services Provided to Enrolled Individuals
- Enrolled Individuals – Demographics
- Registered Individuals – Demographics
- Case Assignment, by Case Manager