

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, June 3, 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.                                    |       |
|       | <ul style="list-style-type: none"><li>• Approval of Minutes from April 1, 2020 GB Meeting</li></ul>   |       |
| IV.   | <u>PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA</u>   |       |
| V.    | <u>RESOLUTION 19-01 ANNUAL SIGNATURE AUTHORITY</u>  | 7-8   |
| VI.   | <u>RESOLUTION 19-02 DRY PERIOD FINANCING</u>  | 9-11  |
| VII.  | <u>RESOLUTION 19-03 AMENDED POSITION ROSTER</u>   | 12-14 |
| VIII. | <u>RESOLUTION 19-04 FY 2020-2021 MEETING SCHEDULE</u>   | 15-16 |
| IX.   | <u>FY 2019-2020 AGENCY BUDGET – MODIFICATION</u>  | 17    |
| X.    | <u>FY 2020-2021 AGENCY BUDGET – DRAFT</u>   | 18-24 |
| XI.   | <u>BYLAWS EXEMPTION FOR OFFICER ELECTION</u>  | 25    |
| XII.  | <u>WORKFORCE BOARD MEMBERSHIP</u>   | 26    |
| XIII. | <u>DIRECTOR’S UPDATE</u>  |       |
| XIV.  | <u>WIOA SERVICE PROVIDER REPORTS</u>  | 27-30 |
|       | <ul style="list-style-type: none"><li>• ADVANCE - Alpine / South Lake Tahoe</li><li>• Golden Sierra Job Training Agency - Placer &amp; El Dorado County</li></ul> |       |

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.

XV. CLOSED SESSION

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

TITLE: EXECUTIVE DIRECTOR'S EVALUATION

XVI. FUTURE AGENDA ITEMS/NEW BUSINESS

XVII. NEXT MEETING

Wednesday, August 5, 2020 – Golden Sierra Job Training Agency

XVIII. ADJOURNMENT

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
REGULAR MEETING  
MINUTES**

**Wednesday, April 1, 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

Quorum was established and meeting was called to order at 10:00 a.m. by Chair Uhler

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

GSJTA Staff:

Jason Buckingham     Darlene Galipo     Lorna Magnussen

Guests:

Tommy Bowen

II. APPROVAL OF AGENDA

Amend agenda to swap order of Items XI and XII

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

**Motion** approved unanimously by roll call

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 February 5, 2020 GB Meeting

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

**Motion** approved unanimously by roll call

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

None

V. FY 2018/2019 FINANCIAL STATEMENTS/SINGLE AUDIT EIDE BAILLY LLP

Tommy Bowen, provider report out:

- Unmodified and clean opinion issued
- Finding: use of incorrect pension liability formula ; corrective active provided

**Motion** to approve FY 2018/2019 Financial Statement & Single Audit by Uhler, second by Parlin

**Motion** approved unanimously by roll call

VI. FY 2019/2020 AGENCY BUDGET MODIFICATION

Budget modification reported out as detailed in agenda

**Motion** to approve 19/20 Budget Modification by Uhler, second by Parlin

**Motion** approved unanimously by roll call

VII. FY 2020/2021 APPROVAL OF ALLOCATION DRAFT PLANNING ASSUMPTIONS

Summary of Assumptions located on Pg.17, prepared prior to COVID-19 and subject to change based on actual funding awarded.

**Motion** to approve 20/21 Draft Planning Assumptions by Uhler, second by Rakow

**Motion** approved unanimously by roll call

VIII. PY 2020/2021 SUBGRANT SIGNATURE AUTHORITY

**Motion** to approve signature authority by Parlin; second by Uhler

**Motion** approved unanimously by roll call

IX. DIRECTOR'S UPDATE

Monitoring:

- Just completed:
  - o Financial and Single Audit
  - o Universal Access (188) Monitoring
  - o Program Monitoring
- Scheduled in August for on-site; moved to May as desk review:
  - o Fiscal & Procurement Monitoring

Performance negotiations coming up in July-August as well as a review for designation as a High Performance Board Certification

State has extended our approval to provide Career Services

One-Stop Operator Procurement has been drafted in accordance with the law, expected to be complete and in place by July 2020.

Funding:

Disability Accelerator Program (DEA) awarded \$350,000 to build earn & learn opportunities for people with disabilities.

Three (3) Applications out for funding include:

- 1) WAF Digital Literacy in partnership with Placer School for Adults \$150,000
- 2) SB1, 1.5 million to provide MC3 Certifications (state approved pre-apprenticeship program) in the Capital Region (\$450,000 to GSJTA)
- 3) NDWG for \$450,000 temporary jobs program in response to COVID-19

COVID-19:

Centers are closed to the public, staff are on restricted travel & limiting time on-site, communicating via Zoom, Skype, email, and phones.

GSJTA providing services remotely. Most calls are related to filing for unemployment.

WARN's increased; primarily in food service, retail, and lodging.

State issued waivers: 80% of grant to be spent in first year and Rapid Response funding "time extension" (Rapid Response funding is used to avert or respond to layoff events and closures).

X. WIOA SERVICE PROVIDER REPORTS

Reported out provided in packet.

Parlin to connect with Galipo to define future reports.

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

*Moved to agenda item XII per amended agenda*

XII. CLOSED SESSION

Rakow called meeting into closed session at 10.43 am

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

TITLE: EXECUTIVE DIRECTOR

Rakow called meeting back into open session at 10:50 am

Rakow reported out of closed session that information was given. Continue item until June 3, 2020

Uhler recused himself at 10:50 am

XI. CLOSED SESSION

Rakow called meeting into closed session at 10:51am

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

AGENCY DESIGNATED REPRESENTATIVES:  
JASON BUCKINGHAM, DARLENE GALIPO,  
LORNA MAGNUSSEN

Rakow called meeting back into open session at 10:57am

Rakow reported out of closed session that information was given.

XIII. FUTURE AGENDA ITEMS/NEW BUSINESS

- 20/21 Draft budget
- Annual Signature Authority
- Dry Period Financing
- Out of State Travel

XIV. NEXT MEETING

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

XV. ADJOURNMENT

**Motion to adjourn** by Rakow at 10:59 am

# GOLDEN SIERRA GOVERNING BODY

## MEMORANDUM

**DATE:** June 3, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Resolution 19-01 – Approve Delegated Signature Authority

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Before the Board is Resolution 19-01 which authorizes the Executive Director and Deputy Director of Golden Sierra Job Training Agency to execute the following types of agreements pursuant to the terms contained in the Resolution. This authority permits for the following: submit applications, execute revenue contracts, and execute non-monetary cooperative agreements. It also delegates authority to sign leases, grant award agreements, Agency payables and staff employment contracts.

**Background:** The delegation of signature authority has routinely been granted by the Governing Board and is approved annually. This practice allows for the streamlining of business operations within the Agency. In alignment with specific language in the amended Joint Powers Agreement (JPA) the Governing Board established the initial dollar limits on April 4, 2016.

\$1,000,000	Government Agency contracts/agreements
250,000	Non-Governmental Agencies contracts/agreements

In addition, we are requesting authorization to apply for and accept funds on behalf of the Capital Region Planning Unit for grants in excess of these amounts. Therefore, we request consideration to increase the threshold for these regional initiatives to three million dollars where Golden Sierra Job Training Agency is considered the fiscal agent.

Specific language contained in the amended JPA:

“Section 7c The Governing Body delegate’s contract approval function, including authority to enter into contracts, to Golden Sierra’s Executive Director for contracts at or below a threshold amount and that are consistent with the purposes of this Agreement. Such threshold amount shall be established by way of a resolution adopted by the Governing Body. Such resolution shall provide that contracts above the threshold amount must be reviewed and approved by the Governing Body prior to execution. Such resolution may provide that the Governing Body may appropriate funds to be approved as a line item on the budget, and may separately authorize the Executive Director to approve and enter into contracts for specified goods or services consistent with the amounts appropriated.”

**BEFORE THE GOVERNING BODY**  
**GOLDEN SIERRA JOB TRAINING AGENCY**

In the matter of: A resolution granting the Executive Director, Jason Buckingham, and Deputy Director, Darlene Galipo, signatory authority.

Resolution No.: 19-01

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Resolution was duly passed by the Governing Body of the Golden Sierra Job Training Agency at a regular meeting held June 3, 2020 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Lori Parlin, Vice Chairman, Governing Body

Attest:

\_\_\_\_\_  
Lorna Magnussen, Clerk of Golden Sierra Governing Body

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that this Body authorizes and directs the Executive Director, and/or Deputy Director to apply for and accept funds, execute grants, subgrants, amendments and modifications to such grants and subgrants from any governmental entity in an amount not to exceed one million dollars (\$1,000,000 dollars).

Be it also resolved by the Governing Body of the Golden Sierra Job Training Agency that this Body authorizes and directs the Executive Director, and/or Deputy Director to apply for and execute any agreements, amendments, modifications, and other required documents with non-governmental third parties, other than those which specify Governing Body or Workforce Development Board Chairman's signature, up to, but not to exceed two hundred and fifty thousand dollars (\$250,000.00 dollars).

Be it further resolved by the Governing Body of the Golden Sierra Job Training Agency that this Body authorizes the Executive Director, and/or Deputy Director to apply for and accept funds, execute grants, subgrants, amendments and modifications to such grants and subgrants on behalf of the Capital Region Planning Unit from any governmental entity in an amount not to exceed three million dollars (\$3,000,000 dollars)



**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 3, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJECT:** Resolution 19-02 Dry Period Financing

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Staff recommends that the Governing Body approve the application to receive \$215,000 in Dry Period Financing from Placer County Treasury. This funding will allow the Agency to apply for and receive non-federal awards that complement our purpose when these awards are received on a reimbursement basis (meaning expenses must be incurred in order to submit invoices to the grantor for reimbursement). Having the availability of this financing will provide flexibility and a 45 day cash cushion while awaiting reimbursement from the grantor. This will eliminate times when the Agency cash for these non-allocation awards are at a negative balance in the Placer County accounting system.

Current awards include:

- Prison to Employment: Implementation
- Trade and Economic Transition National Emergency Grant
- Covid – 19 Additional Assistance
- Covid – 19 Employment Recovery National Dislocated Worker Grant
- Disability Employment Accelerator

Anticipated applications include:

- SB1 – High Road Construction Careers
- Workforce Accelerator

Should the anticipated applications be awarded and exceed the amount requested, staff will submit revised figures to the board for approval.

**BEFORE THE GOVERNING BODY**  
**GOLDEN SIERRA JOB TRAINING AGENCY**

In the matter of: A resolution authorizing the Executive Director and Accountant the authority to apply for dry period financing for up to \$215,000 for FY 2020/2021

Resolution No.: 19-02

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

WHEREAS, during the fiscal year, Golden Sierra Job Training Agency (Agency) has opportunities to accept grant awards that enable the Agency to further offer unique types of participant career services;

WHEREAS, these grant awards require the Agency to incur expenses prior to grant reimbursement claim;

WHEREAS, during the fiscal year, Golden Sierra Job Training Agency (Agency) has opportunities to accept grant awards that enable the Agency to further offer unique types of participant career services;

WHEREAS, these grant awards require the Agency to incur expenses prior to grant reimbursement claim;

WHEREAS, these expenses cause the Agency to exceed cash availability for up to 45 days and \$215,000;

WHEREAS, the Agency requires temporary borrowing of Treasury funds for dry period financing from Placer County for up to \$215,000;

WHEREAS, the Placer County Treasurer is the Agency's Treasurer, all funds of the agency are deposited into the Placer County Treasury and the Agency keeps all its funds in the Placer County Treasury;

WHEREAS, should the Governing Body of the Agency decide to change the Agency Treasurer, any outstanding dry period financing will be due and payable prior to removing any funds from the Placer County Treasury.

WHEREAS, the reimbursement for any grant awards will be deposited in the Placer County Treasury and will be used first to repay any negative balance in the Treasury; and

WHEREAS, the Agency is required by Placer County to complete and submit to the County of Placer an application for Temporary Borrowing of Treasury Funds for Dry Financing;

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that this Body authorizes and directs the Executive Director, and Accountant, to annually apply for temporary borrowing of Treasury funds for dry period financing via the Placer County Treasury procedures to support specific grants where advance funding is unavailable.

The following Resolution 19-02 was duly passed by the Governing Body of the Golden Sierra Job Training Agency at a regular meeting held June 3, 2020 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Lori Parlin, Vice Chairman, Governing Body

Attest:

\_\_\_\_\_  
Lorna Magnussen, Clerk of Golden Sierra Governing Body

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 3, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Resolution 19-03 – Amended Position Roster

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Attached is Resolution 19-03 to approve amended position roster for the following changes:

- 5% Salary increase for Deputy Director and WB Analyst to align with other local areas as well as increased level of responsibility due to unfunding of CFO position
- Unfund CFO position based on recent retirement
- Unfund Accounting Technician position based on recent retirement
- Fund Account Clerk position based on new hire
- Unfund Program Clerk position; none on payroll or included in budget
- Reduce Assistant/Associate Business Employment Specialist from 7 to 6
- Amend roster salaries to include 1% COLA effective 6/20/20 in alignment with MOU

The changes to the Allocated Position Roster have been deemed reasonable and necessary to more effectively meet the current and anticipated needs of the agency.

All position roster changes will be effective 6/20/20 PP02.

Fiscal Impact (annual position changes based on salary only):

- Funded to Unfunded – (\$220,619)
- Unfunded to Funded - \$37,077
- Salary Adjustment - \$9,771
- Net impact – (\$173,771)

**BEFORE THE GOVERNING BODY**  
**GOLDEN SIERRA JOB TRAINING AGENCY**

In the matter of: Resolution to amend the  
Golden Sierra Job Training  
Agency Allocated Position  
Roster

Resolution No.: 19-03

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Resolution was duly passed by the Governing  
Body of the Golden Sierra Job Training Agency at a regular meeting held

June 3, 2020 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Lori Parlin, Vice Chair, Governing Body

Attest:

Clerk of said Governing Body

\_\_\_\_\_  
Lorna Magnussen

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that the Golden Sierra Job Training Agency Positions Allocation Roster is adopted as the document that describes the structure and staffing of the Golden Sierra Job Training Agency.

# GOLDEN SIERRA

Job Training Agency

## ALLOCATED POSITION ROSTER

Effective June 20, 2020

<u>CLASSIFICATION</u>		<u>SALARY RANGE*</u>		<u># of POSITIONS funded</u>	<u># of POSITIONS unfunded</u>
		<u>From [A]</u>	<u>To [E]</u>		
Account Clerk - I	} Promotional Series	\$ 15.9713	\$ 19.4595	} 1 FTE	
Account Clerk - II		\$ 17.6054	\$ 21.4504		
Senior Account Clerk		\$ 19.3861	\$ 23.6202		
Accounting Technician		\$ 23.5734	\$ 28.7220		1 FTE
Accountant I	} Promotional Series	\$ 27.6580	\$ 33.6985	} 1 FTE	
Accountant II		\$ 32.0180	\$ 39.0108		
Admin Clerk - I	} Promotional Series	\$ 14.9748	\$ 18.2454	} 1 FTE	
Admin Clerk - II		\$ 16.5101	\$ 20.1159		
Senior Admin Clerk		\$ 18.2024	\$ 22.1779		
Executive Assistant		\$ 23.0625	\$ 28.0994		1 FTE
Program Clerk I	} Promotional Series	\$ 16.5101	\$ 20.1159	} 2 FTE	
Program Clerk II		\$ 18.2024	\$ 22.1779		
Assistant Business and Employment Specialist		\$ 22.3746	\$ 27.2614	6 FTE	
Associate Business and Employment Specialist		\$ 27.1958	\$ 33.1355		
Business and Employment Specialist - Supervisor		\$ 33.0570	\$ 40.2768		1 FTE
Disability Resource Coordinator		\$ 27.1958	\$ 33.1355	1 FTE	
Program Analyst		\$ 27.1958	\$ 33.1355		1 FTE
WB Coordinator/Analyst		\$ 34.7099	\$ 42.2906	1 FTE	
Chief Fiscal Officer		\$ 37.8320	\$ 46.0946		1 FTE
Deputy Director		\$ 45.2513	\$ 55.1343	1 FTE	
Executive Director**		SEE BELOW		1 FTE	
				<b>13 FTE</b>	<b>7 FTE</b>

\* Employees at Steps E and F for more than 5 years are eligible for a 5% longevity pay increase

\*\* Executive Director position is exempt from the normal salary structure, as the 5% incremental steps do not apply. Salaries for this position are negotiated at time of hire.

This position has a salary range of:

Hourly  
\$51.5372-\$75.7251

### SALARY RANGE

Annually  
\$107,197-\$157,508

**GOLDEN SIERRA  
WORKFORCE BOARD**

**MEMORANDUM**

**DATE:** June 3, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Resolution 19-04 – FY 2020-2021 Meeting Schedule

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Approval of Resolution Number 19-04 is requested to establish the FY 2020-2021 Governing Body meeting schedule.

Current schedule for FY 2019-2020 is 1st Wednesdays of even months; 10:00 am-12:00 pm.

Section 12 (A, B, and C) of the *Second Amended and Restated Joint Exercise of Powers Agreement for Golden Sierra Job Training Agency* states:

Section 12. Meetings of the Governing Body and Workforce Development Board

- A. The Governing Body shall hold regular meetings. It may, by act of the Chairperson of the Governing Body or a majority of the members, provide for special meetings, including meetings held jointly with the WDB.
- B. The date and hour of such regular meetings shall be fixed by resolution of the Governing Body. The place of such regular meetings are specified in the Governing Body Bylaws.
- C. All meetings of the Governing Body and joint meetings with the WDB shall be called, held, noticed and conducted subject to the provisions of the Brown Act.

**BEFORE THE GOVERNING BODY**  
**GOLDEN SIERRA JOB TRAINING AGENCY**

In the matter of: Governing Body FY 2020-2021  
meeting schedule as follows:

Resolution No.: 19-04

Ordinance No.: \_\_\_\_\_

First Wednesday of even  
months @ 10:00 am

First Reading: \_\_\_\_\_

The following Resolution was duly passed by the Governing  
Body of the Golden Sierra Job Training Agency at a regular meeting held

June 3, 2020 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Lori Parlin, Vice Chairman, Governing Body

Attest:

\_\_\_\_\_  
Lorna Magnussen, Clerk of Golden Sierra Governing Body

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that in accordance with the Second Amended and Restated Joint Powers Exercise of Power Agreement Section 12 the FY 2020-2021 meeting schedule has been established.



**GOLDEN SIERRA  
WORKFORCE BOARD**

**MEMORANDUM**

**DATE:** May 21, 2020  
**TO:** Workforce Board (WB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** FY 2020-2021 Agency Budget – Mod. 2

---

Before the Board for review and approval is the Agency Fiscal Year 2019-2020 Mod. 2 Budget. The budget modification is necessary to incorporate additional funding as outlined below:

Subgrant AA011006 19-20

- WIOA 25% Additional Assistance fund for the Underserved COVID-19 Impacted Individuals  
  
\$45,000 – anticipate spending \$20,000 in FY 19-20,  
and balance of \$25,000 in FY 20-21 all expenditures are for direct client services
  
- COVID-19 Employment Recovery (ER) National Dislocated Worker Grant (NDWG)  
  
\$160,000 – anticipate spending \$10,000 in FY 19-20,  
and balance of \$150,000 in FY 20-21 for rapid re-employment services

This budget is scheduled to be reviewed by the Executive Committee on May 21, 2020, prior to the Workforce Board.

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 3, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** FY 2020-2021 Agency Draft Budget

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Before the Board for review is the Agency Fiscal Year FY 2020-2021 Draft Budget. The budget has been developed based on draft planning figures for the Workforce Innovation and Opportunity Act (WIOA) 2020-2021 funding stream as well as related workforce development grants operated by Golden Sierra Job Training Agency. The budget utilizes a priority-based model, approved by the Governing Body, intended to meet the requirements of the awarded grants while funding Agency debt obligations.

The budget presented has been reviewed by the Executive Committee and Workforce Board on May 21, 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 2020/2021***

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 2020/2021 Draft 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 AA011006 and the estimated new allocation communicated to the Consortium by the Employment Development Department (EDD) via the Workforce Services Information Notice (WSIN) WSIN19-45. 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*.

Approved by:

Executive Committee: 5/21/20

Workforce Board: 5/21/20

Governing Board:

**Allocation Funding Changes**

- WSIN19-45 plans for a slight increase in Adult, Dislocated Worker and Youth funding for 2020/2021 over fiscal year 2019/2020. The increase is just under 2%
- Due to Covid-19, Rapid Response was extended, and the Funds Utilization Requirements have been lifted allowing a greater carryover than anticipated  
  
Rapid Response and Layoff Aversion allocations have been estimated as equal to FY 2019/2020
- The Agency has been able to reduce costs in staffing as well as services and supplies.
- There is a slight increase in funding for Advance
- There is a new line item for the Workforce Board which allows the board to implement \$30,000 worth of initiatives as it sees fit

***Additional Notes***

There are several changes to the historical presentation. Perhaps most notable is that all salaries have been separated out from client services. This has been done for the sake of transparency as it allows for a clear review of direct client expenditures. However, it does skew the comparison from FY 19/20 to FY20/21.

The Budget presentation has been reduced to two schedules; schedules 1, and 2. This is largely due to Placer County's transition to a new countywide system. We anticipate greater changes to schedule 2 (Cost Center Detail) to be presented at final budget.

The agency is currently undergoing the procurement for the Workforce Board's One-Stop Operator and has included an estimation on the costs for that service.

***Description of Schedules***

**Schedule 1      Consortium Year over Year**

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 and shows a comparison of FY19/20 Mod 2 to the proposed Draft Budget for FY2020/2021

Approved by:  
 Executive Committee: 5/21/20  
 Workforce Board: 5/21/20  
 Governing Board:

**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.
Consortium Comprehensive One-Stop:	Includes the physical location and related operating expenses of the required job center that offers universal access and comprehensive employment-related programs and services.
El Dorado County Career and Training Services:	Includes PY 19/20 carry-in funds and PY20/21 WIOA funding to be administered by the Agency.
Placer County Career and Training Services:	Includes PY 19/20 carry-in funds and PY 20/21 WIOA funds to be administered by the Agency staff.
South Lake Tahoe / Alpine County Career and Training Services:	Includes balance of contract for PY 19/20 carry-in funds. Services awarded to <u>Advance</u> . Planned PY 20/21 WIOA funding scheduled to be awarded to Advance pending the completion of a successful monitoring.
Non-Allocation Career and Training Services:	<p><u>Cost Centers listed here are non-routine in nature managed by the Agency:</u></p> <p><u>The Disability Employment Accelerator</u>– purpose is for the Agency to provide Work based learning opportunities for college students with disabilities</p> <p><u>Trade and Economic Transition (TET) National Dislocated Worker Grant (NDWG)</u></p> <p><u>The Prison to Employment Grant – Implementation Supportive Services</u></p> <p><u>The Prison to Employment Grant – Implementation Direct Services</u></p> <p>Covid-19 25% Additional Assistance provides financial support services for those suffering wage loss due to the Pandemic</p> <p>Covid-19 National Dislocated Worker Grant (NDWG) Provides rapid reemployment services, training and SS for those who suffered job loss due to the Pandemic</p>
Board Initiatives:	Includes discretionary funding for Workforce Board Initiatives which must be spent by June 30, 2022
Surplus Funds	Surplus funds, if available, represent discretionary funding for allocation by the Governing Body

Approved by:  
 Executive Committee: 5/21/20  
 Workforce Board: 5/21/20  
 Governing Board:

L i n e  #		<u>A</u>		<u>B</u>		<u>C</u>		<u>B/A</u>	
		Consortium Fiscal Year 2019/20 Final Budget	% of Total Funding	Consortium Fiscal Year 2020/2021 Draft Budget	% of Total Funding	Column A less Column B Change Between Fiscal Year 19/20 Final to 2021 Draft Budget	Percent Change from Fiscal Year 19/20 Final Budget to 20/21 Draft Budget		
<b>Funding Sources:</b>									
1	Carry-In WIOA Allocation	\$ 1,297,056		\$ 1,320,571		\$ 23,515		1.81%	<b>SOURCES</b>
2	Awarded WIOA Allocations	2,478,808		\$ 2,523,548		\$ 44,740		1.80%	
3	Carry-In RR/LA	-		28,279		\$ 28,279		100.00%	
4	Awarded Rapid Response Funds	256,712		256,712		\$ -		0.00%	
5	Awarded Layoff Aversion Funds	64,813		64,813		\$ -		0.00%	
6	Non Allocation Awards Carried In	239,649		1,134,861		\$ 895,212		373.55%	
7	Non-Allocation Awards (New)	1,393,400		350,000		\$ (1,043,400)		-74.88%	
8	<b>Total Funding Sources PY 20</b>	<b>\$ 5,730,438</b>		<b>\$ 5,678,784</b>		<b>\$ (51,654)</b>		<b>-0.90%</b>	
<b>Expenditures:</b>									
9	Retiree Benefits	\$ 716,867	12.77%	\$ 751,903	13.57%	\$ 35,036		4.89%	<b>EXPENDITURES</b>
10	Salaries and Benefits	\$ 690,231	12.29%	1,305,209	23.55%	\$ 614,978		89.10%	
11	Services and Supplies	289,188	5.15%	274,724	4.96%	\$ (14,464)		-5.00%	
12	Professional Services	\$ 142,666	2.54%	\$ 140,480	2.53%	\$ (2,186)		-1.53%	
	Encumbrances			\$ 191,206		\$ 191,206		100%	
13	<b>Salaries, Services, and Encumbrances Total</b>	<b>\$ 1,838,952</b>	<b>32.75%</b>	<b>\$ 2,663,522</b>	<b>48.05%</b>	<b>\$ 824,570</b>		<b>44.84%</b>	
<b>Career &amp; Training Services</b>									
14	Placer County	\$ 919,545	16.37%	\$ 533,994	9.63%	\$ (385,551)		-41.93%	<b>DIRECT CLIENT EXPENDITURES</b>
15	El Dorado County	407,058	7.25%	286,995	5.18%	\$ (120,063)		-29.50%	
16	So Tahoe & Alpine County	173,445	3.09%	148,444	2.68%	\$ (25,001)		-14.41%	
17	Non Allocation Carried in From Prev FY	239,649	4.27%	928,480	16.75%	\$ 688,831		287.43%	
18	Non-Allocation Awards (New)	1,087,020	19.36%	74,250	1.34%	\$ (1,012,770)		-93.17%	
19	<b>Career &amp; Training Services Total</b>	<b>\$ 2,826,717</b>	<b>50.34%</b>	<b>\$ 1,972,163</b>	<b>35.58%</b>	<b>\$ (854,554)</b>		<b>-30.23%</b>	
20	<b>Board Initiatives</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 30,000</b>	<b>0.54%</b>	<b>\$ 30,000</b>		<b>100.00%</b>	<b>WORKFORCE BOARD EXPENDITURES</b>
<b>Non allocation Carry-out to New FY</b>									
21	Allocation carry-out to New FY	\$ 296,380		\$ 172,796		\$ (123,584)		-41.70%	<b>CARRYOUT</b>
	Carry-out to PY 21 Total	\$ 653,585	11.64%	\$ 704,477	12.71%	\$ 50,892		7.79%	
	<b>Carry-out to PY 21 Total</b>	<b>\$ 949,965</b>		<b>\$ 877,273</b>		<b>\$ (72,692)</b>		<b>-7.65%</b>	
22	<b>TOTAL EXPENDITURES</b>	<b>\$ 5,615,634</b>		<b>\$ 5,542,958</b>		<b>\$ (72,676)</b>		<b>-1.29%</b>	
23	<b>Net Surplus vs (Deficit)</b>	<b>\$ 114,804</b>		<b>\$ 135,826</b>					Surplus vs (Deficit) 18.31% Suplus for GB distribution

Approved by:  
 Executive Committee: 5/21/20  
 Workforce Board: 5/21/20  
 Governing Board:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	
	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	
<b>Funding Sources:</b>								
1	Carry-In Allocation Funds from PY 20	\$ 278,154	\$ 414,675		\$ 154,938	\$ 90,463	\$ 308,897	\$ 73,444
2	Allocation Awards PY 21	252,356	958,948	-	302,825	351,085	583,333	75,000
3	Carry-In Rapid Response Funds PY18	-	-	28,279	-	-	-	-
4	Awarded Rapid Response Funds PY 21	-	97,551	128,356	30,805	-	-	-
5	Carry-In Layoff Aversion Funds PY18	-	-	-	-	-	-	-
6	Awarded Layoff Aversion Funds PY 21	-	24,629	32,406	7,778	-	-	-
7	Carry-In Non-Allocation from PY 20	-	-	-	-	-	-	-
7	Actual Non-Allocation Awards PY 21	-	-	-	-	-	-	-
8	<b>Total Funding Sources</b>	<b>\$ 530,510</b>	<b>\$ 1,495,803</b>	<b>\$ 189,041</b>	<b>\$ 496,346</b>	<b>\$ 441,548</b>	<b>\$ 892,230</b>	<b>\$ 148,444</b>
<b>Expenditures:</b>								
<b>Consortium Operations:</b>								
9	Retiree Benefits	\$ -	\$ 751,903	\$ -	\$ -	\$ -	\$ -	\$ -
10	Salaries and Benefits	154,030	154,045	132,790	262,158	79,669	218,556	-
11	Services and Supplies	13,350	143,100	14,300	95,600	-	3,000	-
12	Professional Services	8,200	89,280	26,000	17,000	-	-	-
13	Ermarked/Encumbered from pervious PY	17,203	127,840	15,951	30,212	-	-	-
	<b>Consortium Operations Total</b>	<b>\$ 192,783</b>	<b>\$ 1,266,168</b>	<b>\$ 189,041</b>	<b>\$ 404,970</b>	<b>\$ 79,669</b>	<b>\$ 221,556</b>	<b>\$ -</b>
<b>Career &amp; Training Services</b>								
<b>Program Year 2019/2020 WIOA/Other - Rebudget</b>								
14	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Placer County	-	-	-	-	-	253,023	-
16	El Dorado County	-	-	-	-	66,733	-	-
17	Alpine County	-	-	-	-	-	-	73,444
<b>Program Year 2020/2021 WIOA/Other</b>								
18	Non-Allocation Awards	-	-	-	-	\$ -	\$ -	\$ -
19	Placer County	-	-	-	-	\$ -	\$ 280,971	\$ -
20	El Dorado County	-	-	-	-	\$ 220,262	\$ -	\$ -
21	Alpine County	-	-	-	-	\$ -	\$ -	\$ 75,000
<b>Regional Contracts</b>								
22	<b>Career &amp; Training Services Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 286,995</b>	<b>\$ 533,994</b>	<b>\$ 148,444</b>
23	Regional Contracts	-	-	-	-	-	-	-
23	<b>Board Initiatives</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,202</b>	<b>\$ -</b>	<b>\$ 11,798</b>	<b>\$ -</b>
24	PY20 Award Expend in Second Year	\$ 252,356	\$ 191,790	\$ -	\$ 60,565	\$ 74,884	\$ 124,882	\$ -
24	Future Year Expend Non-Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Recommend PY 19/20 WIOA Additional Pension Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	<b>TOTAL EXPENDITURES</b>	<b>\$ 445,139</b>	<b>\$ 1,457,958</b>	<b>\$ 189,041</b>	<b>\$ 483,737</b>	<b>\$ 441,548</b>	<b>\$ 892,230</b>	<b>\$ 148,444</b>
27	<b>Net Incurr Funding primarily from unobligated and unsp</b>	<b>\$ 85,371</b>	<b>\$ 37,845</b>	<b>\$ -</b>	<b>\$ 12,609</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ -</b>

Approved by:  
 Executive Committee: 5/21/20  
 Workforce Board: 5/21/20  
 Governing Board:

	<u>H</u>	<u>J</u>	<u>K</u>		<u>L</u>	<u>M</u>	<u>N</u>
	SB1 High Road	DEA 6	Gov's Addition Asst	Covid-NDWG	Prison to Employment Implementation Supportive Services	Prison to Employment Implementation Direct Services	Total of all Funding Sources and Expenditures
<b>Funding Sources:</b>							
1 Carry-In Allocation Funds from PY 20	0	0	0	0	0	0	\$ 1,320,571
2 Allocation Awards PY 21	0	0	0	0	0	0	\$ 2,523,547
3 Carry-In Rapid Response Funds PY18	0	0	0	0	0	0	28,279
4 Awarded Rapid Response Funds PY 21	0	0	0	0	0	0	256,712
5 Carry-In Layoff Aversion Funds PY18	0	0	0	0	0	0	-
6 Awarded Layoff Aversion Funds PY 21	0	0	0	0	0	0	64,813
7 Carry-In Non-Allocation from PY 20			25000	150000	455343	504518	1,134,861
7 Actual Non-Allocation Awards PY 21		350,000					350,000
<b>8 Total Funding Sources</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 25,000</b>	<b>\$ 150,000</b>	<b>\$ 455,343</b>	<b>\$ 504,518</b>	<b>\$ 5,678,783</b>
<b>Expenditures:</b>							
<b>Consortium Operations:</b>							
9 Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 751,903
10 Salaries and Benefits	-	97,580	-	85,000	67,568	53,813	1,305,209
11 Services and Supplies	-	5,374	-	-	-	-	274,724
12 Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	140,480
Ermarked/Encumbered from pervious PY							191,206
<b>13 Consortium Operations Total</b>	<b>\$ -</b>	<b>\$ 102,954</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ 67,568</b>	<b>\$ 53,813</b>	<b>\$ 2,663,522</b>
<b>Career &amp; Training Services</b>							
<b>Program Year 2019/2020 WIOA/Other - Rebudget</b>							
14 Non-Allocation Awards			\$ 25,000	\$ 65,000	\$ -	\$ -	90,000
15 Placer County	-	-	-	-	-	-	253,023
16 El Dorado County	-	-	-	-	-	-	66,733
17 Alpine County	-	-	-	-	-	-	73,444
<b>Program Year 2020/2021 WIOA/Other</b>							
18 Non-Allocation Awards		74,250	-	-	-	-	74,250
19 Placer County	-	-	-	-	-	-	280,971
20 El Dorado County	-	-	-	-	-	-	220,262
21 Alpine County	-	-	-	-	-	-	75,000
<b>Regional Contracts</b>					387,775	450,705	838,480
<b>22 Career &amp; Training Services Total</b>	<b>\$ -</b>	<b>\$ 74,250</b>	<b>\$ 25,000</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,972,163</b>
23 Regional Contracts							-
<b>23 Board Initiatives</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>
24 PY20 Award Expend in Second Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	704,477
24 Future Year Expend Non-Allocation	\$ -	\$ 172,796	\$ -	\$ -	\$ -	\$ -	172,796
25 Recommend PY 19/20 WIOA Additional Pension Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>26 TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 25,000</b>	<b>\$ 150,000</b>	<b>\$ 455,343</b>	<b>\$ 504,518</b>	<b>\$ 5,542,958</b>
<b>27 Net Incorr Funding primarily from unobligated and unsp</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 135,825</b>

Approved by:  
 Executive Committee: 5/21/20  
 Workforce Board: 5/21/20  
 Governing Board:



**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 3, 2020  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Bylaws Exemption pertaining to Officer Elections

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Before the board for approval is a request to extend the current Workforce Board Chair and Vice Chair positions for an additional 90 days.

Workforce Board Bylaws Article IV Officers election criteria states that new Officers are to be appointed July 1<sup>st</sup> of each even year. However, due to COVID-19 staff and board members have been unable to meet the election timelines; therefore, we are requesting approval to extend their terms until 9/30/20.

The current Chair and Vice Chair are willing to accept the term extension.

The Workforce Board is in agreement with this extension, and approved at their May 21, 2020 meeting.

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 3, 2020  
**TO:** Governing Body (GB)  
**FROM:** Lorna Magnussen, WB Analyst  
**SUBJECT:** Workforce Board Membership

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In accordance with 20 CFR 679.310 the board is being informed of current vacancies on the Workforce Board and recruitment efforts in place in accordance with Workforce Board notification and recruitment policy.

**Resignation(s)**

Jaqui Humenick, Ponte Polmero; representing Business; resigned 3/18/19

Amanda Westphal, Blue Ribbon Personnel Services; representing Business resigned 3/13/20.

April Ballestero, One Light Ahead; representing Business resigned 3/11/20.

**Application(s)**

None

**Recruitment efforts**

Currently working with Governing Body, Workforce Board, staff and partners to recruit potential replacement.

## SERVICE PROVIDER REPORT ADVANCE at Lake Tahoe Community College

Report Period: Mar-Apr 2020  
Prepared By: Frank Gerdeman

PARTICIPANT STATUS			
	<u>Actual</u>	<u>Goal</u>	<u>% of Goal</u>
Number who received basic career services	136 (5)	100	136%
Number who received individualized career services	43 (5)	50	86%
Number who received training services	21 (3)	15	140%
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. While early March was fairly routine, by the third week we, like everyone in the nation, were moving to remote work as a result of the Coronavirus pandemic. Our host site – LTCC campus – shutdown on March 20<sup>th</sup> and we moved as rapidly as possible into establishing virtual services for our clients. In addition, Director Frank Gerdeman began exploring the possibility of establishing an off-campus site for extremely limited and controlled “emergency” appointments for those who lacked technology and/or reliable connectivity (the latter is a significant issue in Tahoe due to limited broadband and spotty, at best, cell coverage). A lease was secured and began on May 1 so more information on those efforts in the next report (May-June).

We also were able to distribute 17 laptops to clients (including 2 in Alpine County) so that services could continue – this includes making sure those finishing the winter quarter or enrolling in spring quarter in LTCC’s online courses had a device to maintain enrollment.

The need of most clients (WIOA and non-WIOA alike) rapidly shifted from employment and even training to crisis survival and we were able to allocate much of our non-WIOA supported resources (the majority of our staff) to addressing those critical, immediate needs. This included assistance with filing UI claims, ensuring eligibility for one-time stimulus funds (non-filers as well as filers), and connection to the local and regional philanthropic organizations which established emergency relief funds (e.g., El Dorado Community Foundation, Tahoe Magic, and the Barton Foundation).

On the industry side, we began to survey existing partners on potential training needs and opportunities that could be helpful prior to re-opening. The biggest identified need was on the evolving practices to re-open in a COVID-19 environment. With that information we have started to design a short (24-30 hour) boot camp that will be available to employers who would like their staff trained on basic protective measures, procedures, guidelines and in some cases, State expectations prior to re-opening. We plan to have this design work complete soon and roll out our first sessions in mid-June.

**PRACTICES WITH PROMISE**

Access to Zoom and LifeSize interactive platforms has allowed us to continue providing a wide range of services to many of our clients (but not all – see above and below for more info). This will likely continue even beyond the eventual return to more in-person services as it has increased flexibility for clients and staff alike – this is especially true for weather related closures (a fairly common event in Tahoe during the 4-5 months of winter). In addition, we are expanding our local use of Community Pro Suite to help us move to an almost paperless system and are working on adding a user account for Golden Sierra to explore the possibilities as a collaborative platform between the Basin and Roseville locations.

## CHALLENGES/BARRIERS

Coronavirus, coronavirus, coronavirus. The biggest challenge remains how do we provide meaningful support to clients who are unable to connect virtually for any number of valid reasons – lack or shortage of resources (devices), reliable connectivity (always an issue in the Basin and in most of Alpine County). How do we support those without technology and/or limited connectivity (plus those who struggle in the virtual environment? While we have had some success with phone meetings which require a lower level of comfort and access, we still have those who have been unable to file an initial unemployment claim or update info on the IRS site for the \$1,200 stimulus check. Add in individuals seeking to complete high school through equivalency testing and it quickly became apparent that we needed to figure out a way to provide one to one, emergency services (as described above). Those kick off in early May – the longer term issue is how will we redesign not only procedures and practices for support but create meaningful training and education opportunities, especially in jobs/careers that require a significant amount of “hands-on” training. One hope is that there will be new/additional employment and training funds as part of any recovery efforts and that some of this will be made available to support innovative practices that will be critical to retraining displaced workers, among so many others.

## EVENT PARTICIPATION

Date	Event
3/5/20	Meeting with CHIPS re Alpine County crew opportunities, including with Native TANF
3/6/20	Tahoe Chamber CEO Roundtable including presentation of services
3/9/20	NV VocRehab Youth Job Shadow Day at LTCC
3/12/20	Apprenticeship discussions with Caesar’s (especially new Hell’s Kitchen)
3/18/20	South Tahoe Restaurant Association March meeting
4/2/20	South Tahoe Behavioral Health Network meeting
4/22/20	GSJTA Technical Assistance Meeting
4/25/20	Completed 19-20 Monitoring Guide submitted (in lieu of onsite visit due to COVID-19)

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

Report Period: 07/01/19 – 04/30/20

Prepared By: Darlene M. Galipo

<b>PARTICIPANT STATUS</b>			
	<u>Placer</u>	<u>El Dorado</u>	<u>Total</u>
New WIOA Enrollments	87	29	116
Training Contracts (OST/WEX/OJT)	76	29	105
Cases Closed with Employment	62	20	82
Average Hourly Wage at Placement	\$22.91	\$22.35	

**ACTIVITY SUMMARY**

*Workforce Innovation and Opportunity Act (WIOA):* The agency is on track to fully expend the funds awarded in PY18/19 by the 06/30/20 deadline. The agency is also on track to exceed the Adult and Dislocated Worker direct training requirement and the Youth work-based learning requirement.

*Prison to Employment (P2E):* Enrollments are steady as referrals from partners increase. On-site office hours at the juvenile detention facility and the PREP center were temporarily suspended. This project is a regional effort and includes participation from other local boards. Golden Sierra, acting as the lead agent, completed the first round of monitoring for the subrecipients. No issues to report.

*National Dislocated Worker Grant (TET-NDWG):* The agency has served 18 individuals; 15 received occupational skills training and 3 received on-the-job training. There is an opportunity to receive additional funding and the agency will submit a proposal to the lead agent to secure more funds for classroom training. Project outcomes are generally high as dislocated workers tend to have strong work histories and desirable skills. Average hourly wage at placement exceeds \$30/hour.

*Disability Employment Accelerator (DEA):* Awarded \$350,000 to serve 60 individuals with disabilities. The project begins July 2020; outreach efforts shall target individuals in need of work-based learning to secure unsubsidized employment.

*Supportive Services for Individuals Impacted by COVID-19 (COVID-SS):* Awarded \$45,000 to help workers most impacted by COVID-19 job loss. At the time of this report, the agency has served 14 individuals (6 in El Dorado County and 8 in Placer County). Each received \$800 in supportive services to help offset the financial impact of a COVID-19 related job loss. The agency is working with the subrecipient serving Alpine County to ensure funding is available those residents as well.

**PRACTICES WITH PROMISE**

COVID-19 has presented a unique opportunity for the agency to explore and test 21<sup>st</sup> technology-based interventions to provide career and training services. We hosted several recruitment events and live orientations using Zoom. Job search assistance and basic career services are now available by phone, text, and email. Overall, customers are adapting quickly and seem satisfied with new service delivery model. As we move forward into a stage of economic recovery, it makes sense for us to develop a hybrid model of service delivery; this will allow us to take advantage of the best features of virtual and in-person modalities.

### CHALLENGES/BARRIERS

1) At the time of this report, 7 Workforce Services Directives (WSD) are pending approval from the Employment Development Department. Many have been in draft form for more than 18 months. The state's delay in releasing finalized guidance has impaired our ability to quickly adapt to changing requirements. For example, the WSD related to the Eligible Training Provider List includes a protocol for approving/de-listing providers. Local Areas are required to comply with the state directive despite the absence of an official policy.

2) As expected, the impact of COVID-19 on job loss and business closure is unprecedented. We have received 22 notices of temporary or permanent business closures in El Dorado County affecting 937 workers. We have received 102 notices of business closures in Placer County affecting 4,877 workers. We have received 0 notices from Alpine County employers, but the unemployment rate has increased from 7.4% in March to 22.1% in April.

### EVENT PARTICIPATION

<u>Date</u>	<u>Event</u>
03/10/20	Placerville – Youth Orientation (in-person)
03/18/20	One Stop Operator Meeting (via teleconference)
04/23/30	Rapid Response Event for United EMS Workers (virtual)
04/29/20	WIOA Orientation (virtual)
04/29/20	Placerville – Youth Orientation (virtual)