

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**

**Thursday, December 3, 2020 – 10:00 am**

**Note adjusted date**

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Golden Sierra Job Training Agency Governing Body is conducting this meeting on Zoom.

Members of the public are encouraged to participate in the meeting by submitting written comments by email to [magnussen@goldensierra.com](mailto:magnussen@goldensierra.com). Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Body and included in the record.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86391770875?pwd=ZmNwQTBFQXk3K2F1UIZEcUZTcERJZz09>

Meeting ID: 863 9177 0875

Passcode: 975469

+16699009128,,86391770875#,,,,,0#,,975469# US (San Jose)

+13462487799,,86391770875#,,,,,0#,,975469# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 863 9177 0875

Passcode: 975469

Find your local number: <https://us02web.zoom.us/j/86391770875?pwd=ZmNwQTBFQXk3K2F1UIZEcUZTcERJZz09>

- I. ROLL CALL AND INTRODUCTION OF GUESTS
- II. APPROVAL OF AGENDA 1-2
- III. CONSENT AGENDA 3-5  
All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.  
a) Approval of Minutes from October 7, 2020 GB Meeting
- IV. PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA
- V. WORKFORCE BOARD MEMBERSHIP 6-10
- VI. DIRECTOR’S UPDATE
- VII. WIOA SERVICE PROVIDER REPORTS 11-13  
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.

VIII. FUTURE AGENDA ITEMS/NEW BUSINESS

2021 Chair/Vice Chair Nomination [Feb 2021]  
20-21 Budget Modification [Feb 2021]

IX. BOARD MEMBER RECOGNITION

X. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS  
(Government Code §54957.6)

AGENCY DESIGNATED REPRESENTATIVES:

Christopher Onstott – Agency Counsel, Jason Buckingham, Darlene Galipo  
& Lorna Magnussen

EMPLOYEE ORGANIZATION: Stationary Engineers Local 39

XI. NEXT MEETING

Wednesday, February 3, 2021 – Golden Sierra Job Training Agency

XII. ADJOURNMENT

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
REGULAR MEETING  
MINUTES**

**Wednesday, October 7, 2020 – 10:00 am**

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Golden Sierra Job Training Agency Governing Body is conducting this meeting on Zoom.

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

Quorum was established and meeting was called to order at 10:03 am by Chair Rakow

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

GSJTA Staff:

- Jason Buckingham       Lisa Nelson       Lorna Magnussen  
 Darlene Galipo

GUESTS:

- Rick Larkey, NSBIA       Gina Ganab, GovInvest/OPEB

**II. APPROVAL OF AGENDA**

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

**Motion** approved unanimously

**III. CONSENT AGENDA**

All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.

Parlin requested August 5, 2020 GB minutes be removed for corrections.

- Approval of Minutes from August 5, 2020 GB Meeting

**III.a APPROVAL OF MINUTES FROM AUGUST 5, 2020 GB MEETING**

Correction – Item IX: Reference to Parlin should be changed to Rakow

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

**Motion** approved unanimously

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

None

V. OPEB REPORT / GASB 75 JUNE 30, 2020; GINA GANAB, GOVINVEST

Ganab reported out as outlined in agenda (*presentation was given*)

VI. FY 2020-2021 AGENCY BUDGET – FINAL

Buckingham reported out as detailed in the agenda packet

**Motion** to approve final budget as presented by Uhler, second by Parlin

**Motion** approved unanimously

VII. RESOLUTION 19-05 - PENSION PAYMENT

**Motion** to approve Resolution 19-05 as outlined in the agenda packet by Parlin, second by Uhler

**Motion** approved unanimously

VIII. WORKFORCE BOARD MEMBERSHIP

Magnussen reported out as presented in agenda packet.

**Motion** to approve the applications of Brown, Randall, and Snead to the Workforce board by Uhler, second by Parlin

**Motion** approved unanimously

IX. DIRECTOR'S UPDATE

Buckingham reported out on Workforce Board Initiatives:

\$50k for Workforce Board to work on issues relevant to today's workforce being identified as a Workforce Recovery Plan; Focuses on four efforts:

Leveraging work previously funded by the Board and currently being funded by the CARES Act through the City of Sacramento to create a Digital Literacy Action Plan, research occupations at risk of dislocation due to automation and crosswalk the digital literacy skills necessary to transition to more resilient occupations.

Complete the required Local Workforce Plan Evaluating the regions strengths and weaknesses; develop recommendations which meet WIOA requirements, and expand the plan to include actionable direction

Research the changing world of work (telecommuting/health care/new needs) via focus groups and research, interviews, and surveys to identify job seeker, and employer expectations post Pandemic.

Implement a promotional campaign to show efforts of the workforce system and its partnerships.

X. WIOA SERVICE PROVIDER REPORTS

Reported out as detailed in the agenda packet – Positive feedback received by Parlin on new report format

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

XI. FUTURE AGENDA ITEMS/NEW BUSINESS

- 2021 CHAIR/VICE CHAIR NOMINATIONS - Deferred to February 2021
- Budget Modification
- Workforce Board Application

XII. CLOSED SESSION

Rakow called meeting into closed session at 10:55 am

CONFERENCE WITH LABOR NEGOTIATORS  
(Government Code §54957.6)

Uhler excused himself after Agenda Item XII

XIII. 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

Rakow called meeting back into open session @ 11:09 am

Rakow reported out of closed session that direction was given for Agenda Item XII and that Information was given for Agenda Item XIII.

XIV. NEXT MEETING

Wednesday, December 2, 2020 – Golden Sierra Job Training Agency

XV. ADJOURNMENT

**Motion** to adjourn at 11:10 am by Rakow

**Motion** approved unanimously

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** December 2, 2020  
**TO:** Governing Body (GB)  
**FROM:** Lorna Magnussen, WB Analyst  
**SUBJECT:** Workforce Board Membership

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Before the board for review and approval are the following Workforce Board membership updates and applications.

**Resignation(s)**

Lisa Hutchinson, Revere Packaging, representing Business, resigned 08/25/20

James Dion, Employment Development Dept., Wagner-Peyser Rep., resigned 11/04/20

**Application(s)**

Carianne Huss, Employment Development Dept., Wagner-Peyser Rep.

**Recruitment efforts**

Currently working with Governing Body, Workforce Board and partners to recruit potential replacements. Mass email distribution efforts, staff contacts and Facebook have also been utilized.

**Vacancies**

1 Business Seats

**Recommendations:** The Executive Committee reviewed and recommend approval of the applications and renewals outlined above on November 19, 2020.

## **MEMBERSHIP APPLICATION FORM**

**Person Nominated:** Carianne Huss **Title:** Deputy Division Chief

**Business Name:** Employment Development Department

**Business Address:** 2501 50<sup>th</sup> Street, Sacramento CA 95817

**Telephone:** 916-704-5079 **FAX:** 530-741-4200 **E-mail:** Carianne.Huss@edd.ca.gov

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**Organization submitting nomination:** Employment Development Department  
(ie: Chamber of Commerce, Manufacturing Association, etc.)

**Contact Person:** Janet Neitzel **Title:** Division Chief

**Business Address:** 2501 50<sup>th</sup> Street, Sacramento CA 95817

**Telephone:** 916-947-7430 **FAX:** \_\_\_\_\_ **E-mail:** Janet.Neitzel@edd.ca.gov

**(A letter of nomination is required and must be attached to this application or forwarded under separate cover.)**

**Area of Representation (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Business</b>   | <input checked="" type="checkbox"/> <b>Governmental and Economic and Community Development</b> |
| <input type="checkbox"/> <b>Workforce</b>  | <input type="checkbox"/> Economic & Community Development                                      |
| <input type="checkbox"/> Labor organizations   | <input checked="" type="checkbox"/> Wagner-Peyser Representative                               |
| <input type="checkbox"/> Joint labor-management apprenticeship program or apprenticeship program | <input type="checkbox"/> Vocational Rehabilitation Representative                              |
| <input type="checkbox"/> CBO w/Barrier   | <input type="checkbox"/> Transportation/Housing/Public Assistance                              |
| <input type="checkbox"/> Youth   | <input type="checkbox"/> Philanthropic Organization  |
| <input type="checkbox"/> <b>Education &amp; Training</b>   | <input type="checkbox"/> <b>Other</b>  |
| <input type="checkbox"/> Adult Education/Literacy Representative                                 |  |
| <input type="checkbox"/> Higher Education Representative   |  |
| <input type="checkbox"/> Local Ed/CBO w/Training Barrier   |  |

*Carianne Huss*

10/23/2020

**Signature**

**Date**

I hereby submit my application for membership on the Local Workforce Development Board to Golden Sierra Job Training Agency. I have completed and included the following: narrative questions, conflict of interest and nomination letter.

Return all information to:

Lorna Magnussen, WB Analyst

## **NARRATIVE QUESTIONS**

### **What specific experience/expertise do you possess which would be of value to the Workforce Development Board?**

Workforce Development Board background with NCCC. Workforce Services Branch Deputy Division Chief for three Cluster offices with diverse workforces in each. Training, program and project management professional background.

### **Why would you be a good candidate to serve on the Workforce Development Board?**

In my six years working for EDD in a Wagner-Peyser workforce services background I have gained an understanding of the complex relationships involved to serve the communities employment needs. I will serve the board and community as passionately and ambitiously as possible.

**You may attach additional information, including your resume or biography. Further questions should be directed to Lorna Magnussen at Golden Sierra Job Training Agency at (916) 773-8544.**



## CONFLICT OF INTEREST INFORMATION

1. Does your employer/company provide goods and/or services to Golden Sierra Job Training Agency, or have any plans to provide goods and/or services to Golden Sierra Job Training Agency in the future?    Yes     No     If yes, please describe below:
  
2. You will be setting policy for and possibly allocating funds to community-based organizations, profit and non-profit corporations, school districts and other governmental entities or program operators. Do you or any member of your immediate family have any affiliation with such entities (i.e., ownership; employment; contractual relationships, including Golden Sierra-funded On-the-Job Training (OJT) program participation; commission, board or committee membership)?    Yes     No     If yes, identify below the name of the entity and the nature of the affiliation. *(Immediate family members are: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister-in-law, father-in-law, mother-in-law, aunt, uncle, niece, nephew, step-parent or step-child.)*
  
3. Do you, or any member of your immediate family (as defined above), have any ownership interest in any commercial real property that is currently leased/rented by Golden Sierra Job Training Agency?    Yes     No     If yes, please describe such property by size and location.

**If your nomination or application is approved, you will be required to file a limited conflict of interest form with Golden Sierra Job Training Agency prior to assumption of Workforce Development Board membership.**

*Carianne Huss*

\_\_\_\_\_  
Signature of Applicant

10/23/2020

\_\_\_\_\_  
Date



October 21, 2020

Rick Larkey  
Chair, Golden Sierra Workforce Board  
115 Ascot Drive, Suite 140  
Roseville, CA, 95661

Dear Mr. Larkey:

This letter is to request the nomination of Carianne Huss to fill the Employment Development Department (EDD) representation on the Golden Sierra Workforce Development Board.

Mrs. Huss is an Employment Program Administrator and overseas Workforce Services (WS) delivery for the Mark Sanders America Job Center of California (AJCC). The Mark Sanders AJCC partners with the Golden Sierra Job Training Agency counties of Alpine, Placer, and El Dorado. She continually demonstrates willingness and ability to effectively collaborate with all partners.

Please contact me if you would like to discuss this nomination or any other matter relative to the EDD WS field offices in the Golden Sierra area.

I look forward to continued partnership with Golden Sierra Workforce Board.  
Sincerely,

*Janet Neitzel*

Janet Neitzel,  
Division Chief  
Northern Division, Workforce Services Branch  
[Janet.Neitzel@edd.ca.gov](mailto:Janet.Neitzel@edd.ca.gov)  
2901 50<sup>th</sup> Street, Sacramento CA 95817

## SERVICE PROVIDER REPORT

### ADVANCE at Lake Tahoe Community College

Report Period: Sep-Oct 2020

Prepared By: Frank Gerdeman

PARTICIPANT STATUS			
	<u>Actual</u>	<u>Goal</u>	<u>% of Goal</u>
Number who received basic career services	54 (2)	100	54%
Number who received individualized career services	17 (2)	50	34%
Number who received training services	6(1)	15	40%
On-site hours in Alpine County			

**ACTIVITY SUMMARY**

Please note that numbers above are cumulative for the entire contract period and that numbers in parenthesis represent Alpine County participants. We continue to provide virtual and face-to-face services and support, including in connection to community college programs, and other ITA opportunities. Employer support has seen a restart to the culinary apprenticeship program and we expect our first post-COVID shutdown enrollee in early November. As businesses started to re-open in late August into September, we have also established our first WEX since March.

**PRACTICES WITH PROMISE**

Continuing to operate an off-campus, in-person office (under strict county, state and CDC guidelines) remains critical in meeting the needs of community members who lack access to technology and/or connectivity. Our use of self-paced online resources also continues to pay dividends as does our career interest tool (Traitify) which we are working on a plan to share with our partners in Golden Sierra – more to come between now and the end of the calendar year. Continuing to build on client and employer relationships remains a core strength and has been valuable in meeting both workforce and employee needs.

**CHALLENGES/BARRIERS**

The surge in COVID cases, including a significant increase in Alpine County, continue to challenge our ability to reach all those who need services and may lack access to technology and/or reliable connectivity. As communities are moved into more restrictive operational tiers (EDC, for example may move from Orange back to Red in November, we could see another round of employment loss and reduced employment opportunities). Resources to help those hardest hit will remain critical but without additional Federal funding, may also be scarce.

EVENT PARTICIPATION	
<u>Date</u>	
9/8/20	EDAC meeting – Alpine County
9/14- 18/20	Catalyst Kitchen Virtual Conference focused on culinary employment, training, and development
9/23/20	Tahoe Culinary Academy (apprenticeship) governing meeting
9/24/20	Radically Rural Virtual Summit
9/30/20	Tahoe Rising – Economic Summit day 1
10/14/20	Tahoe Rising – Economic Summit – day 2
10/14/20	New employer meeting/outreach – Wylder Resorts (South Lake and Hope Valley properties)
10/28/20	Tahoe Rising – Economic Summit – day 3

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

Report Period: 07/01/20 – 10/31/20

Prepared By: Darlene M. Galipo

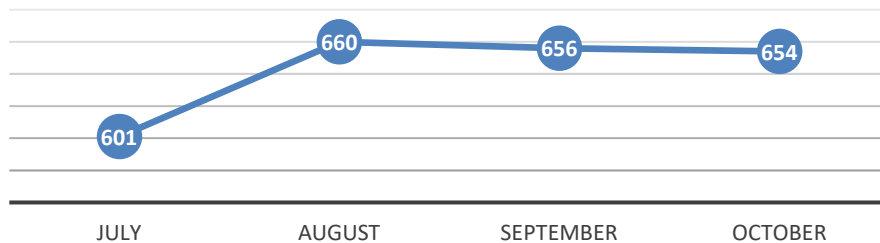
**NEW ENROLLMENTS**

**New Enrollments by Grant**

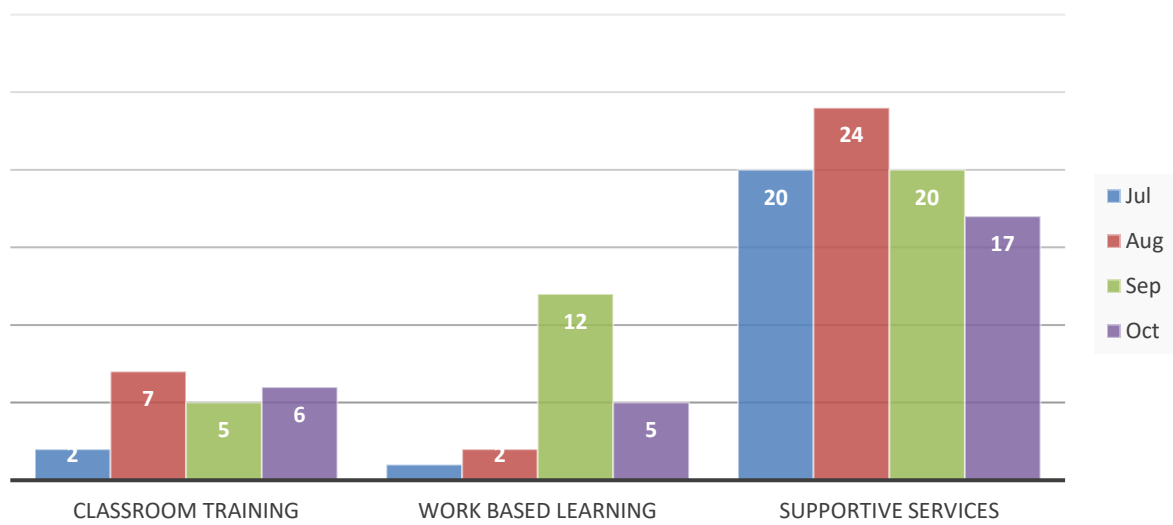


**JOB CENTER VISITORS**

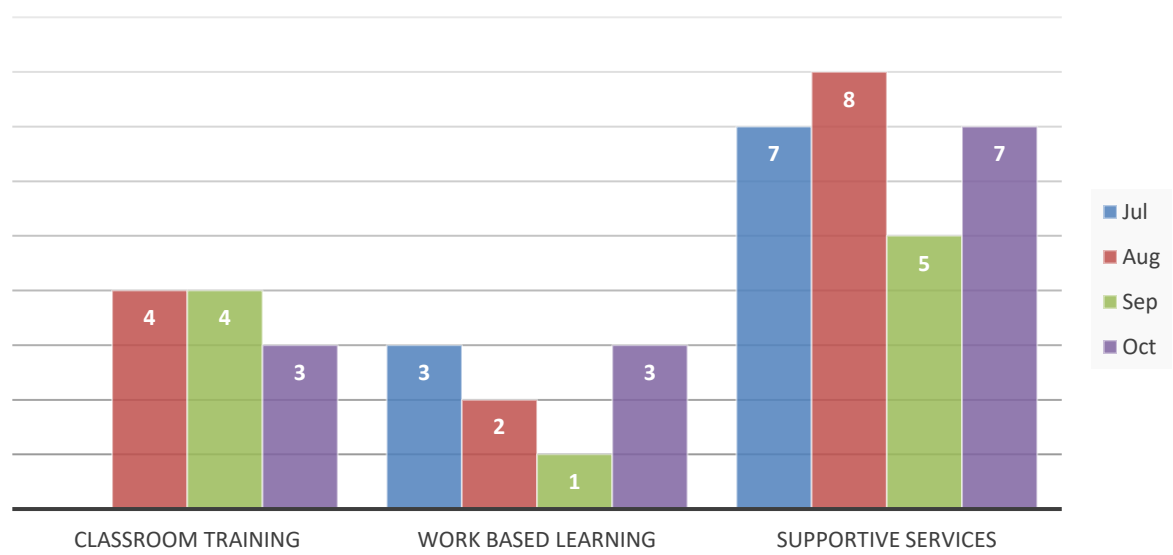
**Virtual Visitor Traffic By Month**



**NEW CONTRACTS AND SERVICES PROVIDED (PLACER COUNTY)**



**NEW CONTRACTS AND SERVICES PROVIDED (EL DORADO COUNTY)**



**PROGRAM UPDATES**

The comprehensive career center was closed to the public during the report period. The agency solicited proposals from vendors to provide online workshops in order to fill a gap in service delivery. This will allow customers to receive free, online career development services that were previously offered in-person. Enrollments are steady and demand for services remains high. The staff are gearing up to administer the new SB1 project and wrapping up grants such as COVID-SS and Prison to Employment. The performance outcomes for each project were either met or exceeded. We expect to receive our overall WIOA performance report next month. Rapid Response services were offered to 5 employers who issued layoff notices during September and October (2 in El Dorado County, 3 in Placer County).