

WB MEMBERS

AMY SCHULZ
Sierra College

BONNIE DAVIS
Snowline Hospice

BRITT AZOUZ
Azouz Dental Practices

CARIANNE HUSS
Employment Development Department

CHRISTINA NICHOLSON
Whole Person Learning

DANIELA DEVITT
California Employers Association

DAVID LUKE
Department of Rehabilitation

JAMIE BROWN
JB Real Estate Group-Premier Property
Management

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JOHN TWEEDT
District Council 16

KEVIN FERREIRA
Sacramento Sierra Building &
Construction Trade Council

LAUREL BRENT-BUMB
El Dorado Chamber of Commerce

MICHAEL SNEAD
Sierra Consulting Services, Inc.

MICHAEL ZIMMERMAN, *Vice Chair*
MTI College

PAUL CASTRO
California Human Development

RICK LARKEY, *Chair*
North State Building Industry Foundation

ROBIN TRIMBLE
Rocklin Area Chamber of Commerce

SHERRI CONWAY
Placer County Office of Economic
Development

STEVEN CASPERITE
Placer School for Adults

TINK MILLER
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

VOLMA VOLCY
Sacramento Central Labor Council
AFL-CIO

WILLIAM REED
United Domestic Workers of America

**GOLDEN SIERRA WORKFORCE BOARD
EXECUTIVE COMMITTEE
REGULAR MEETING
AGENDA**

Thursday, September 16, 2021 @ 12:00 pm

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Golden Sierra Job Training Agency Executive Committee 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. Public comments will be accepted until the adjournment of the meeting, distributed to the Executive Committee and included in the record.

Public Location:

<https://us02web.zoom.us/j/85658948938?pwd=Z1RCSWpQcXIPZENhbUQzOFhNT05KZz09>

Meeting ID: 856 5894 8938
Passcode: 866365

Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting on

One tap mobile

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Mission: The Golden Sierra Workforce Board convenes industry leaders and key partners to identify workforce initiatives, create innovative solutions and measure the success of systems' ability to meet industry and workforce needs.

- I. ROLL CALL AND INTRODUCTION OF GUESTS
- II. APPROVAL OF AGENDA 1-2
- 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 May 20, 2021 EC Meeting 3-4
 - b. Attendance Log 5

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.

- IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA
- V. FY 2021-2022 AGENCY BUDGET – FINAL 6-13
- VI. WORKFORCE & ECONOMIC RECOVERY UPDATE
 - COVID-19
 - FIRE RECOVERY [BRIDGE, CALDOR, RIVER, & TAMARACK]
- VII. ONE-STOP OPERATOR
 - REPORT OUT & DIRECTION 14-15
 - AJCC CERTIFICATION – QUALITY IMPROVEMENT PROCESS
“PRIORITY AREAS OF FOCUS”
 - 60 DAY EVALUATION 16-18
- VIII. FUTURE AGENDA ITEMS/NEW BUSINESS
- IX. NEXT MEETING

Thursday, November 18, 2021 @ 12:00 pm
- X. ADJOURNMENT

**GOLDEN SIERRA WORKFORCE BOARD
EXECUTIVE COMMITTEE
REGULAR MEETING
MINUTES**

Thursday, May 20, 2021 @ 12:00 pm

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

Public Location:

<https://us02web.zoom.us/j/86157366641?pwd=L3FIMkRmcm9vbjY4THBKOXM5aExGdz09>

Meeting ID: 861 5736 6641

Passcode: 927802

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting called to order at 12:01 pm by Chair Larkey

<input checked="" type="checkbox"/> Rick Larkey (Chair)	<input checked="" type="checkbox"/> Michael Zimmerman (Vice-Chair)
<input checked="" type="checkbox"/> Greg Geisler	<input checked="" type="checkbox"/> Jason Buckingham <input checked="" type="checkbox"/> John Tweedt
<input checked="" type="checkbox"/> Laurel Brent-Bumb	<input checked="" type="checkbox"/> Robin Trimble

GSJTA Staff:

Darlene Galipo
 Lisa Nelson
 Sarah Damerow

One-Stop Operator:

Michael Indiveri

II. APPROVAL OF AGENDA

Motion to approve agenda by Trimble, second by Tweedt

Motion approved unanimously

III. CONSENT AGENDA

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

- a) Approval of Minutes from March 18, 2021 EC Meeting
- b) Approval of Minutes from April 19, 2021 EC Special Meeting
- c) Attendance Log

Motion to approve consent agenda items a-c by Geisler, second by Zimmerman

Motion approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

None

V. FY 2021-2022 AGENCY BUDGET - DRAFT

Buckingham reported out as outlined in agenda packet.

Motion to approve EC recommendation to move to Governing Body for Approval, by Brent-Bumb, second by Tweedt

Motion approved unanimously

VI. WORKFORCE BOARD MEMBERSHIP

Motion to approve EC recommendation of Membership Term Renewal(s) to move to Governing Body for Approval, by Brent-Bumb, second by Trimble

Motion approved unanimously

VII. FY 2021-2022 MEETING SCHEDULE

Motion to approve 2021-2022 Meeting Schedule by Brent-Bumb, second by Geisler.

Motion approved unanimously

VIII. ONE-STOP OPERATOR – ANNUAL EVALUATION

Buckingham reported out on Annual One-Stop Operator evaluation tool; report enclosed in agenda packet for review. Indiveri provided clarification when needed.

Motion to approve contract extension for 2nd year to Indiveri by Trimble, second by Geisler

Motion approved unanimously

IX. ONE-STOP OPERATOR REPORT OUT & DIRECTION

Indiveri reported out as outlined in the agenda packet; next meeting June 16, 2021.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

- Workforce/Economic Recovery/Business-Update
- Final Budget – September 2021

XI. NEXT MEETING

Thursday, July 15, 2021 @ 12:00 pm

XII. ADJOURNMENT

Motion to adjourn meeting at 12:46 pm by Trimble, second by Tweedt

Motion approved unanimously

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: September 16, 2021
TO: Executive Committee (EC)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: FY 2021-2022 Agency Final Budget

Before the Board for review is the Agency Fiscal Year 2021-2022 Final Budget. The budget is a part of Workforce Board responsibilities as per WIOA. The Act requires the Board to develop a program budget in partnership with the Governing Body. The Action requested is to make a recommendation to the Governing Body to approve the final budget for 2021-2022. The budget has been developed with a focus on the WIOA Local Workforce System requirements. See the budget narrative for additional details.

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 annual 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 2021/2022

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 WIOA while providing quality services to participants and meeting the debt obligations of the Agency.

The Fiscal Year 2021/2022 Final Budget:

The funding used to develop the budget represents rollover funding from WIOA Title 1 formula fund allocations, Subgrant "AA11" and the new WIOA allocation. 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 include the Prison to Employment Initiative and the SB1 High Road Training Project 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. Additional non-allocation funding includes funding related to pandemic emergency response, services to individuals with disabilities, and California's High Road Construction Careers, California Climate Investments Initiative.

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 (AJCC)* in the *Local Area*, strategically utilizing financial resources to meet the debt service required payments for the liabilities of the JPA, and participating in the continued development of both local and regional Workforce Systems.

Approved By:
Executive Committee:
Workforce Board:
Governing Body

Additional Notes

Note:

- The final budget presentation incorporates allowable carry-over.
- Final revenues show slight increase in WIOA funding for 2021/2022 over the assumptions made for draft presentation for fiscal year 2021/2022.
- Rapid Response and Layoff Aversion allocations were slightly lower than estimated, however, due to Covid-19, Rapid Response was extended, and the Funds Utilization Requirements have been lifted allowing a greater carryover than would normally be available.
- The Agency has been able to identify reductions in Professional Services as well as Services and Supplies from the draft presentation.
- The draft assumption for funding ADVANCE reflects a 5% decrease from PY 20/21 bringing their total PY 21/22 award to \$95,000. The final budget raises that back to full funding of \$100,000
- Included in the budget is a transfer of 70% of the Dislocated Worker funding to the Adult funding stream. The law allows a 100% transfer which increases access to funds for participants and eases eligibility documentation for the community.
- Overall pension costs have been reduced as the Agency completed payment for the outstanding Pension Side Fund. The final budget reflects an Additional Discretionary Payment of \$150,000 as directed by the Governing Body
- Staffing costs have been reduced from draft due to the reduction of one limited-term position.
- There has been an increase in Financial Support Services for participants in recognition of anticipated need for such assistance due to longer term unemployment and a desire to reach those most in need.
- Support Services have been increased by an additional \$200,000 in anticipation of the need for these funds related to fire recovery.

Approved By:
Executive Committee:
Workforce Board:
Governing Body

Description of Schedules		
<u>Schedule 1</u>	<u>Consortium Draft to Final Budget</u>	Schedule is based on 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 FY21/22 Draft Budget to the proposed Final Budget for FY21/22
<u>Schedule 2</u>	<u>Consortium Cost Center Detail</u>	
	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 20/21 carry-in funds and PY21/22 WIOA funding to be administered by the Agency.
	Placer County Career and Training Services:	Includes PY 20/21 carry-in funds and PY 21/22 WIOA funding to be administered by the Agency.
	South Lake Tahoe / Alpine County Career and Training Services:	Services awarded to <u>Advance</u> . Includes balance of contract for PY 20/21 and Planned PY 21/22 WIOA funding awarded to Advance

Approved By:
 Executive Committee:
 Workforce Board:
 Governing Body

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>: 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>
Regional Grants	<p>The Prison to Employment Grant – Implementation Supportive Services</p> <p>The Prison to Employment Grant – Implementation Direct Services</p> <p>HRCC: SB1 – High Road Training Project</p> <p>HRCC: CCI – California Climate Investments</p>
Board Initiatives	<p>Not funded at draft however, initiatives funded under PY 20/21 are still underway and are included in professional services</p>
Surplus Funds	<p><u>Surplus funds, if available, represent discretionary funding for allocation by the Governing Body and are generally used to reduce pension liabilities.</u></p>

Approved By:
Executive Committee:
Workforce Board:
Governing Body

L i n e #		A		B		C		B/A	
		Consortium Fiscal Year 2021/2022 Draft Budget	% of Total Funding	Consortium Fiscal Year 2021/2022 Final Budget	% of Total Funding	Column A less Column B Change Between Draft to 21/22 Final Budget	Percent Change from Draft to FY 21/22 Final Budget		
Funding Sources:									
1	Carry-In WIOA Allocation	\$ 1,203,636	18.27%	\$ 1,198,386	18.42%	\$ (5,250)	-0.44%		SOURCES
2	Awarded WIOA Allocations	\$ 2,397,372	36.39%	\$ 2,637,999	40.56%	\$ 240,627	10.04%		
3	Carry-In RR/LA	\$ 118,697	1.80%	\$ 122,505	1.88%	\$ 3,808	3.21%		
4	Awarded Rapid Response Funds	\$ 227,156	3.45%	\$ 210,221	3.23%	\$ (16,935)	-7.46%		
5	Awarded Layoff Aversion Funds	\$ 53,920	0.82%	\$ 62,847	0.97%	\$ 8,927	16.56%		
6	Non Allocation Awards Carried In	\$ 2,331,939	35.40%	\$ 2,002,693	30.79%	\$ (329,246)	-14.12%		
7	Non-Allocation Awards (New)	\$ 254,794	3.87%	\$ 269,794	4.15%	\$ 15,000	5.89%		
8	Total Funding Sources PY 21	\$ 6,587,514		\$ 6,504,445		\$ (83,069)	-1.26%		
Expenditures:									
9	Retiree Benefits	\$ 532,300	8.27%	\$ 682,300	10.49%	\$ 150,000	28.18%		EXPENDITURES
10	Salaries and Benefits	\$ 1,512,324	23.49%	\$ 1,448,414	22.27%	\$ (63,910)	-4.23%		
11	Services and Supplies	\$ 320,139	4.97%	\$ 311,919	4.80%	\$ (8,220)	-2.57%		
12	Professional Services	\$ 158,061	2.46%	\$ 157,190	2.42%	\$ (871)	-0.55%		
13	Salaries, Services, and Supplies Total	\$ 2,522,824	39.19%	\$ 2,599,823	39.97%	\$ 76,999	3.05%		
Career & Training Services									
14	Placer County	\$ 483,631	7.51%	\$ 481,928	7.41%	\$ (1,703)	-0.35%		DIRECT CLIENT EXPENDITURES
15	El Dorado County	\$ 348,878	5.42%	\$ 405,130	6.23%	\$ 56,252	16.12%		
16	So Tahoe & Alpine County	\$ 195,000	3.03%	\$ 200,000	3.07%	\$ 5,000	2.56%		
17	Non Allocation Carried in From Prev FY	\$ 125,861	1.96%	\$ 292,817	4.50%	\$ 166,956	132.65%		
18	Non-Allocation Awards (New)	\$ 66,697	1.04%	\$ 15,000	0.23%	\$ (51,697)	-77.51%		
19	Career & Training Services Total	\$ 2,949,789	45.82%	\$ 2,922,916	44.94%	\$ (26,873)	-0.91%		
20	Board Initiatives	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%		WORKFORCE BOARD EXPENDITURES
21	Non allocation Carry-out to New FY	\$ 295,554	4.59%	\$ 49,580	0.76%	\$ (245,974)	-83.22%		CARRYOUT
21	Allocation carry-out to New FY	\$ 669,347	10.40%	\$ 932,126	14.33%	\$ 262,779	39.26%		
	Carry-out to PY 23 Total	\$ 964,901	14.99%	\$ 981,706	15.09%	\$ 16,805	1.74%		
22	TOTAL EXPENDITURES	\$ 6,437,514		\$ 6,504,445		\$ 66,931	1.04%		
23	Net Surplus vs (Deficit)	\$ 150,000		\$ -		\$ (150,000)	-100.00%	Surplus vs (Deficit) Surplus reflected in Draft Budget applied to pension per direction from Governing Body	

Approved by:
 Executive Committee:
 Workforce Board:
 Governing Body:

	A	B	C	D	E	F	G	
Line	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	
Funding Sources:								
1	Carry-In Allocation Funds from PY 21	\$ 252,876	\$ 152,170		\$ 173,056	\$ 206,198	\$ 314,086	\$ 100,000
2	Allocation Awards PY 22	261,257	996,622		335,092	386,695	558,333	100,000
3	Carry-In Rapid Response	-	-	78,157	-	-	-	-
4	Carry-In Layoff Aversion			44,348				
6	Awarded Rapid Response Funds PY 22	-	-	210,221	-	-	-	-
7	Awarded Layoff Aversion Funds PY 22			62,847	-	-	-	-
	Carry-In Non-Allocation from PY 21							
8	Actual Non-Allocation Awards PY 22			-	-	-	-	-
9	Total Funding Sources	\$ 514,133	\$ 1,148,792	\$ 395,573	\$ 508,148	\$ 592,893	\$ 872,419	\$ 200,000
Expenditures:								
Consortium Operations:								
10	Retiree Benefits	\$ -	\$ 480,120	\$ 52,180	\$ -	\$ -	\$ -	\$ -
11	Salaries and Benefits	188,183	89,391	285,057	179,573	110,045	231,493	-
12	Services and Supplies	21,396	144,737	20,990	87,169	100	15,150	-
13	Professional Services	34,800	99,440	21,350	1,600	-	-	-
14	Consortium Operations Total	\$ 244,379	\$ 813,688	\$ 379,577	\$ 268,342	\$ 110,145	\$ 246,643	\$ -
Career & Training Services								
Program Year 2020/2021 WIOA/Other - Rebudget								
15	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Placer County	-	-	-	-	-	57,863	-
17	El Dorado County	-	-	-	-	109,885	-	-
18	Alpine County	-	-	-	-	-	-	100,000
Program Year 2021/2022 WIOA/Other								
19	Non-Allocation Awards	-	-	-	-	\$ -	\$ -	\$ -
20	Placer County	-	-	-	-	\$ -	\$ 424,065	\$ -
21	El Dorado County	-	-	-	-	\$ 295,245	\$ -	\$ -
22	Alpine County	-	-	-	-	\$ -	\$ -	\$ 100,000
Regional Contracts								
23	Career & Training Services Total	\$ -	\$ -	\$ -	\$ -	\$ 405,130	\$ 481,928	\$ 200,000
24	Board Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	PY22 Award Expend in Second Year	\$ 269,754	\$ 200,104	\$ 996	\$ 239,806	\$ 77,618	\$ 143,848	\$ -
26	Future Year Expend Non-Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	PY 21/22 WIOA Additional Pension Support (ADP)	\$ -	\$ 135,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -
28	TOTAL EXPENDITURES	\$ 514,133	\$ 1,148,792	\$ 395,573	\$ 508,148	\$ 592,893	\$ 872,419	\$ 200,000
29	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Approved by:
 Executive Committee:
 Workforce Board:
 Governing Body:

	H	I	J	K	L	M	N
	HRCC: SB1	HRCC:CCI	DEA 6	Covid-ER	Prison to Employment Implementation Supportive Services	Prison to Employment Implementation Direct Services	Total of all Funding Sources and Expenditures
Funding Sources:							
1 Carry-In Allocation Funds from PY 21	0	0	0	0	0	0	\$ 1,198,386
2 Allocation Awards PY 22	0	0	0	0	0	0	\$ 2,637,999
3 Carry-In Rapid Response	0	0	0	0	0	0	78,157
4 Carry-In Layoff Aversion							44,348
6 Awarded Rapid Response Funds PY 22	0	0	0	0	0	0	210,221
7 Awarded Layoff Aversion Funds PY 22	0	0	0	0	0	0	62,847
8 Carry-In Non-Allocation from PY 21	1346045		216327	26119	330601	83601	2,002,693
8 Actual Non-Allocation Awards PY 22		254,794		15,000			269,794
9 Total Funding Sources	\$ 1,346,045	\$ 254,794	\$ 216,327	\$ 41,119	\$ 330,601	\$ 83,601	\$ 6,504,445
Expenditures:							
Consortium Operations:							
10 Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 532,300
11 Salaries and Benefits	250,631	14,330	92,092	3,742	2,466	1,411	1,448,414
12 Services and Supplies	12,272	6,557	448		3,100		311,919
13 Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	157,190
14 Consortium Operations Total	\$ 262,903	\$ 20,887	\$ 92,540	\$ 3,742	\$ 5,566	\$ 1,411	\$ 2,449,823
Career & Training Services							
Program Year 2020/2021 WIOA/Other - Rebudget							
15 Non-Allocation Awards	\$ 133,394		\$ 123,786	\$ 22,377	\$ 8,260	\$ 5,000	\$ 292,817
16 Placer County	-	-	-	-	-	-	57,863
17 El Dorado County	-	-	-	-	-	-	109,885
18 Alpine County	-	-	-	-	-	-	100,000
Program Year 2021/2022 WIOA/Other							
19 Non-Allocation Awards				15,000			15,000
20 Placer County	-	-	-	-	-	-	424,065
21 El Dorado County	-	-	-	-	-	-	295,245
22 Alpine County	-	-	-	-	-	-	100,000
Regional Contracts	911,189	222,886			316,775	77,191	1,528,041
23 Career & Training Services Total	\$ 1,044,583	\$ 222,886	\$ 123,786	\$ 37,377	\$ 325,035	\$ 82,191	\$ 2,922,916
24 Board Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25 PY22 Award Expend in Second Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 932,126
26 Future Year Expend Non-Allocation	\$ 38,559	\$ 11,021	\$ -	\$ -	\$ -	\$ -	\$ 49,580
27 PY 21/22 WIOA Additional Pension Support (ADP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
28 TOTAL EXPENDITURES	\$ 1,346,045	\$ 254,794	\$ 216,326	\$ 41,119	\$ 330,601	\$ 83,602	\$ 6,504,445
29 Net Income/(Loss)	\$ -	\$ (0)	\$ 1	\$ -	\$ 0	\$ (1)	\$ 0

Approved by:
 Executive Committee:
 Workforce Board:
 Governing Body:

ONE-STOP OPERATOR MEMO

To: Workforce Development Board Executive Committee

From: Michael Indiveri, One-Stop Operator (OSO)

Date: Sept 16, 2021

Subj: Progress Report

Introduction

This One-Stop Operator (OSO) Progress Report will cover the upcoming MOU Partner's Quarterly Meeting in September, the AJCC One-Stop Certification and the OSO Questionnaire sent to the WDB members this summer.

Use of terms.

AJCC: America's Job Centers of California

WIOA: Workforce Innovation and Opportunity Act of 2014

MOU: Memorandum of Understanding between One-stop Partners and the Golden Sierra Workforce Development Board (WDB)

MOU Partner Update

The last quarterly meeting of the AJCC MOU Partners was June 16, 2021. The next meeting has been scheduled for Wednesday September 15, 2021, at 2:00 pm via Zoom. The takeaways from the June meeting were shared at the July 15, 2021, WDB meeting. The agenda for the upcoming meeting will cover current economic data recaps, alignment, and coordination issues/opportunities.

The September meeting will address several of the *continuous improvement plans* included in the 2021 One-Stop Certification. This will include cross training of partner service staff and improving the customer referral process between the partners. A key part of the of the agenda will address the current Covid-19 situation. Before the advent of the Delta variant, all partners were planning on increasing in-person, on-site services/instruction this fall. It will be important to note if Delta is affecting services to our customers, especially common customers. As the Quarterly MOU Partner's meeting occurs a day before the WDB meeting, the OSO will present verbal highlights of the meeting takeaways.

In addition, at the time this report was drafted, the El Dorado County Caldor fire was affecting the Tahoe region, especially South Lake Tahoe, which includes the Lake Tahoe College Advance Program. The impact of that on services should also be updated at the meeting.

AJCC Certification of the One-Stop System

Federal and State policy requires that the local One-Stop System and the Comprehensive One-Stop Career Center in Roseville to be certified every three years. This local assessment of our system must be completed by and submitted to the State by November 1, 2021. The draft Certification was approved at the March WDB meeting. The OSO will be following up with additional partner input not included in the draft. At the June Meeting, it was determined that the September MOU Partners Meeting will start the formatting of the Cross Training of Partner Agency Customer Staff. This was a high priority noted in the assessment.

Key items from the 2021 Assessment that will be addressed later among the AJCC Partnership include: joint marketing, industry-recognized skill credentials, enhanced customer referral protocols, client data platforms, and feedback from employers. Also, the AJCC partnership is asked to achieve business results through data-driven continuous improvement. As stated above, cross training of Partner service staff is an important element of the Certification process.

WDB Questionnaire

This summer, the OSO sent a one-page questionnaire survey to all WDB members to be returned by September 10. This was discussed at the last two WDB meetings. As of August 31, there has been 3 responses (Britt Randall-Azouz, David Luke DOR, Placer School for Adults). The intent of the survey was to obtain feedback from the members on priorities the MOU Partners should address. I plan to resend the survey to the members in early September.

Golden Sierra Workforce Board OSO Evaluation Tool
60 Day Evaluation [September 16, 2021]

<i>Service</i>	<i>Evaluation</i>	<i>One-Stop Operator Comments</i>
<p>In conjunction with Workforce Board oversight and designated administrative staff, the One-Stop Operator will coordinate the implementation of negotiated Memorandums of Understanding (MOUs) and Cost Sharing Agreements (CSA) with all mandated partners.</p>	<p>The OSO demonstrates an understanding of who the required One-Stop partners are, what they have agreed to, and what contributions they make to the local workforce development system and its one-stop center(s).</p>	<p>60 day evaluation (9/16/21): As is my established practice, the MOUs and the Cost Sharing Agreements are standard agenda items at the Quarterly MOU Partner's meeting. In this way I can followup on the status of the agreements and keep the WDB informed of any developments they should be aware of. If needed, these developments are reported back to the WDB.</p> <p>120 day evaluation (11/18/21): 180 day evaluation (1/20/22): Annual evaluation (5/19/22):</p>
<p>Conduct One-Stop Certification as required - In accordance with WIOA Section 121(g) and in compliance with https://edd.ca.gov/Jobs_and_Training/pubs/wsd16-20.pdf conduct the one-stop certification process. The certification process includes both Baseline and Hallmarks of Excellence; this will include but not be limited to Continuous Improvement Opportunities identified in Hallmarks of Excellence outcomes.</p>	<p>The OSO complies with relevant One-Stop Certification Directives and timelines, conducts an appropriate certification, identifies opportunities for improvement and implements a strategy that utilizes the findings to improve the local system.</p>	<p>60 day evaluation (9/16/21): We are currently in the processes of establishing the 2021-24 One-Stop Certification. It is to be submitted to the State by Nov. 1, 2021. As part of the Certification process, there is the required Continuous Improvement Plans (CIPs). The CIPs are an ongoing activity and as they roll out, developments will be reported to the Board.</p> <p>120 day evaluation (11/18/21): 180 day evaluation (1/20/22): Annual evaluation (5/19/22):</p>
<p>Convene and facilitate meetings with workforce leadership within the Golden Sierra region that focus on systems alignment, process improvement and building value added collaboration amongst system partners toward meeting industry need. These meetings should occur at least quarterly.</p>	<p>The OSO demonstrates an understanding of who the required partners are and has included these partners and other valued stakeholders to the integration meetings. These meetings are documented as having been conducted at least quarterly</p>	<p>60 day evaluation (9/16/21): . We have a core group of partners who participate in the Quarterly MOU Partner's Meetings. They have included EDD, GSJTA, Sierra College, Placer School for Adults, Placer County HHS, Dept. of Voc Rehab, Calif. CCC, Lake Tahoe Advance and the WDB Chair). Other partners are hit and miss. Sierra College's rep has retired this Sept. An outreach to Sierra College has been made as to a replacement. A key element this program year is to conduct cross training of partner service staff in light of the impacts of the Pandemic, and how customer service platforms have been changed.</p> <p>120 day evaluation (11/18/21): 180 day evaluation (1/20/22): Annual evaluation (5/19/22):</p>

Golden Sierra Workforce Board OSO Evaluation Tool
60 Day Evaluation [September 16, 2021]

<i>Service</i>	<i>Evaluation</i>	<i>One-Stop Operator Comments</i>
<p>Support ongoing dialogue between labor, business, education, community, economic development, and all partners throughout the public workforce system in an effort to encourage alignment and promote services to individuals with barriers to employment.</p>	<p>The OSO integration meetings are designed to add value to all system partners by facilitating dialogue and partnership in order to meet business and industry need. This process is shared with, and discussed with the Executive Committee.</p>	<p>60 day evaluation (9/16/21): The Quarterly Meeting is crafted to stress service integration and the dialogue between all sectors of the workforce system. One-Stop partners, education partners & community groups make up our attendees. We are also fortunate to have the WDB Chair participate in many meetings to insure business & industry hiring needs are addressed. As these meetings are reported to the WDB, labor and economic development reps are also included in the dialogue and conversation.</p> <p>120 day evaluation (11/18/21): 180 day evaluation (1/20/22): Annual evaluation (5/19/22):</p>
<p>Support workforce leadership and the workforce board by cataloging relevant initiatives, identifying implementation opportunities, challenges, and policy obstacles within the Golden Sierra Region.</p>	<p>Reports out to the Workforce Board on promising opportunities, system challenges, and policy obstacles</p>	<p>60 day evaluation (9/16/21): The Quarterly meetings cover the full range of successes, initiatives and opportunities, such as new grant or funding sources, or collaboration planning.. It is also a forum to share challenges and policy obstacles, be they State or local. This would include complex issues such as the pandemic's affect on services and the various MOU partners having different data and reporting platforms.</p> <p>120 day evaluation (11/18/21): 180 day evaluation (1/20/22): Annual evaluation (5/19/22):</p>
<p>Support implementation of the Capital Region's Regional Plan by coordinating activities with the Capital Region's Regional Organizer.</p>	<p>Utilizes the expertise and work products of the Regional Organizer (and the Regional Plan) to inform the local workforce partnership in order to align services to meet relevant industry sector needs.</p>	<p>60 day evaluation (9/16/21): The 2021 Capital Region's Regional Plan has been completed with the coordination efforts of the Capital Region's Regional Organizer , Valley Vision. That plan has now been posted on the GSJTA Web-site. At the next Quarterly Meeting, the partners will be notified of their opportunity to review the plan. The OSO will urge the partners to do so as a prelude to inviting Valley Vision to address the partners at a future meeting.</p> <p>120 day evaluation (11/18/21): 180 day evaluation (1/20/22): Annual evaluation (5/19/22):</p>

Golden Sierra Workforce Board OSO Evaluation Tool
60 Day Evaluation [September 16, 2021]

<i>Service</i>	<i>Evaluation</i>	<i>One-Stop Operator Comments</i>
Identify and share promising practices and successful convening efforts that link policy and practice.	Reports to the Workforce Board	<p>60 day evaluation (9/16/21): Identifying and sharing promising practices & successful convening efforts are an ongoing practice of the OSO and the MOU Partners. This occurs regularly at our meetings.</p> <p>120 day evaluation (11/18/21): 180 day evaluation (1/20/22): Annual evaluation (5/19/22):</p>
The One-Stop Operator will act as a liaison between the Workforce Board and the system partners and as such will be required to attend meetings of workforce board or its Executive Committee to receive direction and to report on progress no less than three times annually.	The OSO participated as expected.	<p>60 day evaluation (9/16/21): As the OSO, I have participated in every WDB Meeting and Executive Committee since 2017.</p> <p>120 day evaluation (11/18/21): 180 day evaluation (1/20/22): Annual evaluation (5/19/22):</p>
Work with Regional Training Coordinators, regional coalitions, professional development partners, and the CWDB to build capacity of workforce and partner staff as needed.	The OSO demonstrates an understanding of the State, Regional, and Local Plans, as well as the goals of the system partners and can therefore, recommend and can promote staff development that adds value across the spectrum of partners.	<p>60 day evaluation (9/16/21): As OSO, I keep posted on national and state developments pertaining to workforce services being delivered to our customers. I review the State EDD Directives and Information Notices, and the Valley Vision and CWDB websites for updates. In the past year I have also participated in several seminars of the California Workforce Association (CWA). As the OSO for the Yolo Workforce Area, I have a regional perspective.</p> <p>120 day evaluation (11/18/21): 180 day evaluation (1/20/22): Annual evaluation (5/19/22):</p>

Evaluation Schedule:

- September 16, 2021 – 60 days
- November 18, 2021 – 120 days
- January 20, 2022 – 180 days
- May 19, 2022 – Annual: need to complete eval at this time in order to issue 3rd year contract.