

GOVERNING BODY MEMBERS

SUZANNE JONES, *Chair*
Board of Supervisors
Placer County

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

IRVIN JIM
Board of Supervisors
Alpine 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**

Friday, April 22, 2022 @ 10:00 am

This meeting is being held in compliance with AB 361 to mitigate the spread of 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. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Body and included in the record.

Public Location:

<https://us02web.zoom.us/j/82440300229?pwd=dElwSENJWXJHR1UwWjlrSilzb0NqZz09>

Meeting ID: 824 4030 0229

Passcode: 964654

One tap mobile

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- 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.
 - Approval of Minutes from February 24, 2022 GB/EC Meeting 3-5
- IV. BROWN ACT – AB 361 BOARD POLICY 6-7
- V. PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA
- VI. FY 2021-2022 FINANCIAL STATEMENTS/SINGLE AUDIT 8

Jeff Peek, CLA

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.

VII.	<u>RESOLUTION 21-03 – POSITION ROSTER</u>	9-11
VIII.	<u>RESOLUTION 21-04 – PENSION ADDITIONAL DISCRETIONARY PAYMENT (ADP)</u>	12-13
IX.	<u>PY 2022-2023 SUBGRANT SIGNATURE AUTHORITY</u>	14
X.	<u>FY 21-22 AGENCY BUDGET - MODIFICATION 2</u>	15-24
XI.	<u>MEMORANDUM OF UNDERSTANDINGS (MOU)</u>	25-35
XII.	<u>WORKFORCE BOARD MEMBERSHIP</u>	36-41
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XIV.	<u>WIOA SERVICE PROVIDER REPORTS (INFO)</u>	
	• ADVANCE - Alpine / South Lake Tahoe	44
	• Golden Sierra Job Training Agency - Placer & El Dorado County	45-46
XV.	<u>CLOSED SESSION – EXECUTIVE DIRECTOR'S EVALUATION</u>	
	PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION (GOVERNMENT CODE §54957)	
	TITLE: EXECUTIVE DIRECTOR	
XVI.	<u>FUTURE AGENDA ITEMS</u>	
XVII.	<u>NEXT MEETING</u>	
	Thursday June 23, 2022 @ 10:00 am	
XVIII.	<u>ADJOURNMENT</u>	

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
and
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

**JOINT REGULAR MEETING
MINUTES**

Thursday, February 24, 2022 @ 10:00 am

This meeting was held in compliance with AB 361 to mitigate the spread of the COVID-19 Pandemic, the Golden Sierra Job Training Agency Governing Body conducted this meeting on Zoom.

Public Location:

<https://us02web.zoom.us/j/82708919423?pwd=bWpjOXRWVndrT0x1bHpYdlplphdm1Xdz09>

Meeting ID: 827 0891 9423

Passcode: 596804

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order at 10:02 am by Chair Jones

Governing Body:

Lori Parlin (Chair) Suzanne Jones (Vice-Chair)
 Irvin Jim

Executive Committee:

Rick Larkey (Chair) Michael Zimmerman (Vice-Chair)
 Greg Geisler Laurel Brent-Bumb
 Jason Buckingham Robin Trimble
 John Tweedt

GSJTA Staff:

Jason Buckingham Lorna Magnussen Lisa Nelson

GUESTS: none

II. APPROVAL OF AGENDA (GB/EC)

Motion to approve agenda by Parlin, second by Zimmerman

Motion approved unanimously by roll call vote

III. CONSENT AGENDA (GB)

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

Jones requested minutes to be removed for corrections.

- Approval of Minutes from December 13, 2021 GB Meeting

No action taken

III.a. DECEMBER 16, 2021 GB MINUTES (GB)

Correction: date of meeting listed as December 13, 2021, on Item III was corrected to December 16, 2021, under Item III.a.

Motion to approve minutes by Parlin, second by Jones

Motion approved unanimously by roll call vote

IV. BROWN ACT - AB 361 BOARD POLICY (GB/EC)

Motion to adopt Brown Act – AB 361 Board Policy by Parlin, second by Zimmerman

Motion approved unanimously by roll call vote

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

None

VI. WORKFORCE BOARD MEMBERSHIP (EC)

Magnussen reported out as outlined in the agenda packet

Motion to accept and recommend WB applications to Governing Body by Brent-Bumb, second by Geisler

Motion approved unanimously by roll call vote

VII. WORKFORCE BOARD MEMBERSHIP (GB)

Magnussen reported out as outlined in the agenda packet

Motion to approve WB applications by Parlin, second by Jones

Motion approved unanimously by roll call vote

VIII. GOVERNING BODY/EXECUTIVE COMMITTEE ROUNDTABLE (GB/EC)

Introductions, open roundtable, and board highlights were discussed.

IX. WIOA SERVICE PROVIDER REPORTS

Information & Reports shared in agenda packet; no action required.

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

X. FUTURE AGENDA ITEMS

Governing Body:

- Budget Modification
- Executive Director Evaluation
- Single Audit
- Signature Authority
- WB Membership

Executive Committee:

- Budget Modification
- WB Membership

XI. NEXT MEETING

Governing Body: April 28, 2022 @ 10:00 am

Executive Committee: March 17, 2022 @ 12 pm

XII. ADJOURNMENT

Motion to adjourn at 10:55am by Parlin, second by Zimmerman

Motion approved unanimously

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: April 22, 2022

TO: Governing Body (GB)

FROM: Lorna Magnussen, WB Analyst

SUBJECT: Brown Act – Teleconference Meeting Pursuant to Government Code Section 54953(e) (Assembly Bill 361)

Before the Board for review and approval is a vote to authorize modified teleconference meetings pursuant to Government Code section 54953(e), as modified by Assembly Bill 361.

Background:

On March 4, 2020, the Governor proclaimed a state of emergency due to the COVID-19 virus pandemic. That proclamation remains valid and applicable statewide today. On March 17, 2020, the Governor passed Executive Order N-29-20, which authorized modified teleconference meetings for public agency meetings subject to the Brown Act, Government Code section 54950 et seq. Executive Order N-29-20 expired September 30, 2021. Thus, all Brown Act meetings must now comply with the Brown Act without exception.

Traditional Brown Act provisions require all teleconference locations to be listed on the meeting agenda and be open to the public, and a quorum of members to be within the jurisdiction, among other things. As recently amended by Assembly Bill 361 (effective September 16, 2021), Government Code section 54953(e) permits a legislative body to meet via modified teleconference procedures in certain situations and so long as certain procedures are followed. One such situation is where (1) there is a Governor-proclaimed state of emergency and (2) as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The Board must decide, via majority vote, that such a situation exists. Such a vote is only valid for 30 days. It must be reevaluated and renewed via majority vote, otherwise it expires as a matter of law.

When meeting pursuant to Section 54953(e) the Board and staff are required to take actions to preserve public access and public participation, give notice of the meeting and post agendas as otherwise required, allow members of the public to access the meeting via teleconference, provide details on the agenda on how to access the meeting and give public comment, give an opportunity to comment pursuant to Government Code section 54954.3 and allow a reasonable amount of time during public comment for a person to register, login, and comment, and monitor the line to ensure no disruption hinders access or ability to comment, if there is, take no action until public access is restored.

Facts for Board Consideration:

The Governor's March 4, 2020, proclamation of a state of emergency related to the COVID-19 virus pandemic remains valid and applicable statewide, including within the jurisdiction of Golden Sierra.

The COVID-19 virus, and its variants, is spread through the air when a person who is carrying the virus, whether he or she is showing symptoms or not, is in close proximity to another person. Further factors for the Board to consider:

- COVID-19 transmission rate in Golden Sierra Job Training Agency jurisdiction is above the State's current transmission rate.
- Other Placer County and El Dorado County Brown Act public agencies have voted to meet pursuant to Section 54953(e), also known as AB 361, due to the threat to attendee health and safety from the COVID-19 virus pandemic.
- There is limited meeting room availability that would allow attendees to physically distance from one another.

Board Vote:

Shall the Golden Sierra Governing Body meet via teleconference pursuant to Government Code section 54953(e) because there is a governor-proclaimed state of emergency related to the COVID-19 virus pandemic and conditions of that emergency pose an imminent risk to meeting attendee health and safety and direct staff to take all actions necessary to comply with that section?

- If the Boards vote to approve meeting pursuant to Section 54953(e), the Boards may meet via teleconference for the next 30 days without complying with traditional Brown Act teleconference requirements but instead those requirement in Section 54953(e) that guarantee public access and participation.
- If the Board do not vote to approve meeting pursuant to Section 54953(e), the Board will be required to meet via traditional Brown Act teleconference requirements, or completely in-person.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: April 22, 2022
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: FY 2020-2021 Financial Statements/Single Audit

For your review and approval is the *SAS No. 114 Required Auditor's Communication with Those Charged with Governance letter* and the *Combined Annual Financial Reports for Fiscal Year 2020-2021*. The reports are the result of the annual financial audit completed by the firm Clifton Larson Allen LLP (CLA).

The Combined Annual Financial Reports can be reviewed by sections:

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

There were no Financial Statement or Single Audit Findings reported.

Documents can be accessed using the links below:

- 1) [SAS 114 Required Auditor's Communication with Those Charged with Governance letter](#)
- 2) [Combined Annual Financial Reports for Fiscal Year 2020-2021](#)

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: April 22, 2022
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Resolution 21-03 – Amended Position Roster

Attached is Resolution 21-03 to amend position roster for the following changes:

- Salary change to Account Clerk series (includes I, II & Sr.)
- Increase Funded position from 1 FTE to 1.5 FTE
- Amend roster salaries to adjust Account Clerk series Salary Range

The changes to the Allocated Position Roster have been deemed reasonable and necessary to more effectively 1) meet the current and anticipated workload of the agency, and 2) recruit qualified workers in the Account Clerk series'. All changes will be effective April 23, 2022.

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

- Cost to fund .5 FTE - \$21,608
- Salary increase for 1.5 FTE - \$6,307
- Total Fiscal impact – \$27,915

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 to be effective
April 23, 2022.

Resolution No.: 21-03

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

April 22, 2022 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Suzanne Jones, Chair of the 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 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.

<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	\$ 18.0500	\$ 21.9921	} 1.5 FTE	
Account Clerk - II		\$ 20.5000	\$ 24.9771		
Senior Account Clerk		\$ 21.7000	\$ 26.4394		
Accounting Technician		\$ 24.0472	\$ 29.2992		1 FTE
Accountant I	} Promotional Series	\$ 28.2139	\$ 34.3759	} 1 FTE	
Accountant II		\$ 32.6615	\$ 39.7949		
Admin Clerk - I	} Promotional Series	\$ 15.2758	\$ 18.6121	} 1 FTE	
Admin Clerk - II		\$ 16.8419	\$ 20.5204		
Senior Admin Clerk		\$ 18.5683	\$ 22.6236		
Executive Assistant		\$ 23.5260	\$ 28.6642		1 FTE
Program Clerk I	} Promotional Series	\$ 16.8419	\$ 20.5204	} 2 FTE	
Program Clerk II		\$ 18.5683	\$ 22.6236		
Assistant Business and Employment Specialist		\$ 22.8244	\$ 27.8093	7 FTE	
Associate Business and Employment Specialist		\$ 27.7425	\$ 33.8015		
Business and Employment Specialist - Supervisor		\$ 33.7214	\$ 41.0864		1 FTE
Disability Resource Coordinator		\$ 27.7425	\$ 33.8015	1 FTE	
Program Analyst		\$ 27.7425	\$ 33.8015		1 FTE
WB Coordinator/Analyst		\$ 35.4075	\$ 43.1406	1 FTE	
Chief Fiscal Officer		\$ 38.5925	\$ 47.0213		1 FTE
Deputy Director		\$ 46.1608	\$ 56.2426	1 FTE	
Executive Director**				1 FTE	
				14.5 FTE	7 FTE

* 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:

	<u>SALARY RANGE</u>
Hourly	Annually
\$52,8256-\$77,6182	\$109,877-\$161,446

Agenda Packet revised
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**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: April 22, 2022
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Resolution 21-04 Pension Additional Discretionary Payment (ADP)

Background: In April 2019 the Governing Body authorized the Executive Director, or Deputy Director the authority to submit additional funding to the Agency's Pension liability, in an amount not to exceed \$150,000 via Resolution 18-02.

In an effort to continue paying down the Agency's Pension liability, staff is requesting Governing Body approval to make an additional one-time payment of \$150,000 in FY 21-22. Resolution 21-04 would authorize the Executive Director or Deputy Director to submit a one-time payment of \$150,000 in towards the Agency's pension liability in FY 21-22.

The Resolution would not supersede Resolution 18-02, but be in addition to the amount established in Resolution 18-02.

BEFORE THE GOVERNING BODY
GOLDEN SIERRA JOB TRAINING AGENCY

In the matter of: Resolution of the Governing Body of Golden Sierra Job Training approving a one-time FY 21-22 Pension Additional Discretionary Payment (ADP) in addition to annual \$150,000 approved in Resolution 18-02. 21-04

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 April 22, 2022 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Suzanne Jones, 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 the Executive Director, Jason Buckingham, and Deputy Director, Darlene Galipo, to submit a one-time additional payments of \$150,000 to the Golden Sierra Job Training Agency's Pension Liability beyond the annual actuarial determined required contributions and annual additional payments approved under Resolution 18-02.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: April 22, 2022
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: PY 2022-2023 Subgrant Signature Authority

Staff is requesting the Governing Body authorize signature authority for the Executive Director to sign the New Program Year PY 2022-2023 subgrant agreements not to exceed \$3,000,000. The dollar estimate for this request is based on the most recent subgrant award from PY 2021-2022 (AA211006) in the amount \$2,885,639 and inflated to allow for the potential of additional funding awarded.

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

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: April 22, 2022
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: FY 2021-2022 Agency Budget Modification

Before the Board for review and approval is the Fiscal Year 2021-2022 Agency Budget Modification 2. The budget modification is necessary to incorporate the following additional funding stream; Tamarack and Caldor Additional Assistance award.

The budget modification presented has been reviewed by the Executive Committee and the Workforce Board on March 17, 2022, 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 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: March 17, 2022
Workforce Board: March 17, 2022
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 2020/2021.
- 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 20/21 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 and 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.

Modification 1 (November 18, 2021)

Modification 1 to the FY21/22 Final Budget includes the following:

Modification 1 incorporates three funding sources including

DOL CAREER Grant award (\$140,000)

- Anticipated spending over 2 years
- \$60,000 for technology and outreach to expand virtual footprint
- \$60,000 For Direct clients service through the provision of Support Services including digital access
- \$20,000 for Case management
- \$0 for Administration
- \$73,329 carried over to second year.

Approved By:
Executive Committee: March 17, 2022
Workforce Board: March 17, 2022
Governing Body

Tri County Job Fair (\$8,127)

These are funds used to coordinate the Tri County Job Fairs. These are not WIOA funds and have not been required to be included into our annual budget until this Fiscal year.

Ticket to Work (\$186,904)

Ticket to Work funding is also non allocation funding that has not been required as a part of our budget process until this fiscal year. These funds are generated as a part of the Agency's designation as an Employment Network. By successfully assisting Persons With Disabilities (PWD) the agency earns milestone payments. These funds have been set aside for use at Agency, or Governing Body discretion for items that cannot be funded by other sources.

From Schedule 1:

Schedule 1 reflects a \$335,031 increase in source revenue which includes the fund sources mentioned above

Under "Expenditures" there is a proposed \$134,500 increase in services and supplies which includes a \$100,000 increase in outreach from WIOA, a \$30,000 increase for equipment and communications from CAREER, and \$4,500 for Staff Development.

Under "Direct Clients Expenditures" there is a proposed reduction in Support Services from Placer, and El Dorado in order to fund a greater outreach effort to enhance enrollments. There is also \$30,000 added for client Support Services funded by the CAREER award. Total reduction in funding for Direct Client Expenditures is \$70,000 however Support Services had been increased by \$200,000 in Final Budget. Because of this there is still a significant increase in Direct Client Expenditures from the previous fiscal year (see "Additional Notes" above).

Carryout reflects a \$270,531 increase which includes the second year funds from the CAREER grant, as well as the Tri County and Ticket to Work cost centers. There is also a small amount of WIOA allocation carryover that comes from a staffing offset related to the CAREER grant.

Approved By:
Executive Committee: March 17, 2022
Workforce Board: March 17, 2022
Governing Body

Modification 2 (March 17, 2022)

Modification 2 to the FY 21/22 budget incorporates funding for the **Tamarack and Caldor Additional Assistance Award** in the amount of \$445,000.

Tamarack and Caldor Funding notes:

Can be spent in the areas Counties impacted by Tamarack, Caldor, River, and Bridge fires

Dislocated Worker funding

Anticipated duration 18+ months with the possibility of extensions (current term 6/30/23)

Current budget reflects 20% expenditures in FY 21/22 (\$89,000) with 80% (\$356,000) being carried over for use in FY 22/23

For FY 21/22

- \$42,000 Staffing - provides funding for Disaster Case Manager (DCM) services, as well as Client Case Management Services
- \$7,000 Services/Supplies
- \$28,000 Training/Wages
- \$12,000 Financial Support Services for enrollees
- \$356,000 Carryover
- Reduces funding required for staffing in Comprehensive OneStop therefore increasing Allocation Carry out by \$42,000. This is reflected in Schedule 1, Column C, Line 23

Approved By:
Executive Committee: March 17, 2022
Workforce Board: March 17, 2022
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: March 17, 2022
 Workforce Board: March 17, 2022
 Governing Body

<u>Schedule 2</u>	<u>Consortium Cost Center Detail</u>	<u>(continued)</u>
	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>COVID-19 National Dislocated Worker Grant (NDWG)</u> Provides rapid reemployment services, training and SS for those who suffered job loss due to the Pandemic</p> <p><u>CAREER Grant</u> - Comprehensive and Accessible Reemployment through Equitable Employment Recovery.</p> <p><u>Tri County</u> – Non Allocation funds used to administer the Tri County Job Fairs</p> <p><u>Ticket to Work</u> – Funds received through the Ticket to Work program for successfully assisting Persons with Disabilities (PWD) find gainful, and long-term employment.</p> <p><u>Tamarack and Caldor Additional Assistance Funds:</u> Provide assistance to those dislocated workers in the River, Bridge, Tamarack, and Caldor fire regions.</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	Not funded at draft however, initiatives funded under PY 20/21 are still underway and ar included in professional services
	Surplus Funds	<u>Surplus funds, if available, represent discretionary funding for allocation by the Governing Body and are generally used to reduce pension liabilities.</u>

Approved By:
 Executive Committee: March 17, 2022
 Workforce Board: March 17, 2022
 Governing Body

L i n e #		A		B		C		B/A	Note - Changes assume no carry-over just as a draft.
		Consortium Fiscal Year 2021/2022 Final Mod 1	% of Total Funding	Consortium Fiscal Year 2021/2022 Final Budget Mod 2	% of Total Funding	Column A less Column B Change Between Final Budget Mod 1 to Final Budget Mod 2	Percent Change from Final Budget Mod 1 to Final Budget Mod 2		
Funding Sources:									
1	Carry-In WIOA Allocation	\$ 1,198,386	17.52%	\$ 1,198,386	16.45%	\$ -		0.00%	SOURCES
2	Awarded WIOA Allocations	\$ 2,637,999	38.57%	\$ 2,637,999	36.21%	\$ -		0.00%	
3	Carry-In RR/LA	\$ 122,505	1.79%	\$ 122,505	1.68%	\$ -		0.00%	
4	Awarded Rapid Response Funds	\$ 210,221	3.07%	\$ 210,221	2.89%	\$ -		0.00%	
5	Awarded Layoff Aversion Funds	\$ 62,847	0.92%	\$ 62,847	0.86%	\$ -		0.00%	
6	Non Allocation Awards Carried In	\$ 2,197,724	32.13%	\$ 2,197,724	30.17%	\$ -		0.00%	
7	Non-Allocation Awards (New)	\$ 409,794	5.99%	\$ 854,794	11.73%	\$ 445,000		108.59%	
8	Total Funding Sources PY 21	\$ 6,839,476		\$ 7,284,476		\$ 445,000		6.51%	
Expenditures:									
9	Retiree Benefits	\$ 682,300	9.98%	\$ 682,300	9.37%	\$ -		0.00%	EXPENDITURES
10	Salaries and Benefits	\$ 1,448,414	21.18%	\$ 1,448,414	19.88%	\$ -		0.00%	
11	Services and Supplies	\$ 446,419	6.53%	\$ 453,419	6.22%	\$ 7,000		1.57%	
12	Professional Services	\$ 157,190	2.30%	\$ 157,190	2.16%	\$ -		0.00%	
13	Salaries, Services, and Supplies Total	\$ 2,734,323	39.98%	\$ 2,741,323	37.63%	\$ 7,000		0.26%	
Career & Training Services									
14	Placer County	\$ 431,928	6.32%	\$ 431,928	5.93%	\$ -		0.00%	DIRECT CLIENT EXPENDITURES
15	El Dorado County	355,130	5.19%	355,130	4.88%	\$ -		0.00%	
16	So Tahoe & Alpine County	200,000	2.92%	200,000	2.75%	\$ -		0.00%	
17	Non Allocation Carried in From Prev FY	292,817	4.28%	292,817	4.02%	\$ -		0.00%	
18	Non-Allocation Awards (New)	45,000	0.66%	85,000	1.17%	\$ 40,000		88.89%	
19	Regional Contracts	1,528,041	22.34%	1,528,041	20.98%	\$ -		0.00%	
20	Career & Training Services Total	\$ 2,852,916	41.71%	\$ 2,892,916	39.71%	\$ 40,000		1.40%	
21	Board Initiatives	\$ -	0.00%	\$ -	0.00%	\$ -		0.00%	WORKFORCE BOARD EXPENDITURES
22	Non allocation Carry-out to New FY	317,940	4.65%	673,940	9.25%	\$ 356,000		111.97%	CARRYOUT
23	Allocation carry-out to New FY	\$ 934,297	13.66%	\$ 976,297	13.40%	\$ 42,000		4.50%	
24	Carry-out to PY 23 Total	\$ 1,252,237	18.31%	\$ 1,650,237	22.65%	\$ 398,000		31.78%	
25	TOTAL EXPENDITURES	\$ 6,839,476		\$ 7,284,476		\$ 445,000		6.51%	
26	Net Surplus vs (Deficit)	\$ -		\$ -		\$ -			Surplus vs (Deficit)

Surplus reflected in Draft Budget applied to pension per direction from Governing Body

Approved by:
 Executive Committee: March 17, 2022
 Workforce Board: March 17, 2022
 Governing Body:

	<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
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-LA			\$ 44,348				
6 Awarded Rapid Response Funds PY 22	\$ -	\$ -	\$ 210,221	\$ -	\$ -	\$ -	\$ -
7 Awarded Layoff Aversion Funds PY 22			\$ 62,847	\$ -	\$ -	\$ -	\$ -
8 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	137,573	106,719	228,148	-
12 Services and Supplies	21,396	144,737	20,990	87,169	52,350	67,400	-
13 Professional Services	34,800	99,440	21,350	1,600	-	-	-
14 Consortium Operations Total	\$ 244,379	\$ 813,688	\$ 379,577	\$ 226,342	\$ 159,069	\$ 295,548	\$ -
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	-	-	-	\$ -	\$ -	374,065	\$ -
21 El Dorado County	-	-	-	\$ -	245,245	\$ -	\$ -
22 Alpine County	-	-	-	\$ -	\$ -	\$ -	100,000
Regional Contracts							
23 Career & Training Services Total	\$ -	\$ -	\$ -	\$ -	\$ 355,130	\$ 431,928	\$ 200,000
24 Board Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25 PY22 Award Expend in Second Year	\$ 269,754	\$ 200,104	\$ 996	\$ 281,806	\$ 78,694	\$ 144,943	\$ -
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: March 17, 2022
 Workforce Board: March 17, 2022
 Governing Body:

	H	I	J	K	L	M	N	O	P	Q	R
	HRCC: SB1	HRCC:CCI	DEA 6	Covid-ER	Prison to Employment Implementation Supportive Services	Prison to Employment Implementation Direct Services	NDWG CAREERS	Tamarack and Caldor Wildfires AA (PG710029)	TriCounty	Ticket to Work	Total of all Funding Sources and Expenditures
Funding Sources:											
1 Carry-In Allocation Funds from PY 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 1,198,386
2 Allocation Awards PY 22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 2,637,999
3 Carry-In Rapid Response	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 78,157
4 Carry-LA											\$ 44,348
6 Awarded Rapid Response Funds PY 22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 210,221
7 Awarded Layoff Aversion Funds PY 22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 62,847
8 Carry-In Non-Allocation from PY 21	\$ 1,346,045		\$ 216,327	\$ 26,119	\$ 330,601	\$ 83,601			\$ 8,127	\$ 186,904	\$ 2,197,724
8 Actual Non-Allocation Awards PY 22		\$ 254,794		\$ 15,000			\$ 140,000	\$ 445,000			\$ 854,794
9 Total Funding Sources	\$ 1,346,045	\$ 254,794	\$ 216,327	\$ 41,119	\$ 330,601	\$ 83,601	\$ 140,000	\$ 445,000	\$ 8,127	\$ 186,904	\$ 7,284,476
Expenditures:											
Consortium Operations:											
10 Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 532,300
11 Salaries and Benefits	250,631	14,330	92,092	3,742	2,466	1,411	6,671	42,000			\$ 1,448,414
12 Services and Supplies	12,272	6,557	448		3,100		30,000	7,000			\$ 453,419
13 Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 157,190
14 Consortium Operations Total	\$ 262,903	\$ 20,887	\$ 92,540	\$ 3,742	\$ 5,566	\$ 1,411	\$ 36,671	\$ 49,000			\$ 2,591,323
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				\$ 30,000	\$ 40,000			\$ 85,000
20 Placer County	-	-	-	-	-	-					\$ 374,065
21 El Dorado County	\$ -	-	-	-	-	-					\$ 245,245
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	\$ 30,000	\$ 40,000	\$ -	\$ -	\$ 2,892,916
24 Board Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25 PY22 Award Expend in Second Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 976,297
26 Future Year Expend Non-Allocation	\$ 38,559	\$ 11,021	\$ -	\$ -	\$ -	\$ -	\$ 73,329	\$ 356,000	\$ 8,127	\$ 186,904	\$ 673,940
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	\$ 140,000	\$ 445,000	\$ 8,127	\$ 186,904	\$ 7,284,476
29 Net Income/(Loss)	\$ -	\$ (0)	\$ 1	\$ -	\$ 0	\$ (1)	\$ -	\$ -	\$ -	\$ -	\$ 0

Approved by:
 Executive Committee: March 17, 2022
 Workforce Board: March 17, 2022
 Governing Body:

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: April 22, 2022

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Memorandum of Understanding (MOU)

EDD Directive [WSD-18-12](#) instructs Local Boards to develop MOUs with required AJCC partners. In March, each partner was invited to participate in the negotiation process to update the MOUs signed in 2019. A draft MOU is presented herein for information purposes only. The final document (including attachments) will be routed for signatures and submitted to the Employment Development Department before the June 30, 2022 deadline.

Before the board is a request for the following authority for WIOA required partner MOUs in accordance with EDD Directive [WSD-18-12](#):

1. Grant signature authority to the Board Chair.
2. Grant authority to staff to make reasonable and necessary modifications to Memorandums of Understanding and Cost Sharing Agreements.

Required Partner Program	Responsible Entity
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency
WIOA Title II – Adult Education and Literacy	Roseville Joint Union High School District <ul style="list-style-type: none"> • Roseville Adult School Placer Union High School District <ul style="list-style-type: none"> • Placer School for Adults
Career and Technical Education Programs	Sierra Joint Community College District Lake Tahoe Community College
Wagner-Peyser	Employment Development Department
Veterans	Employment Development Department
Trade Adjustment Assistance Act	Employment Development Department
Unemployment Insurance	Employment Development Department
Vocational Rehabilitation	Department of Rehabilitation
Senior Community Service Employment Program	AARP Area 4 Agency on Aging
Native American (WIOA Sec. 166)	California Indian Manpower Consortium
Migrant/Seasonal Farmworker (WIOA Sec. 167)	California Human Development Corporation
Temporary Assistance for Needy Families/CalWORKs	Placer County Health and Human Services County of El Dorado Alpine County Health and Human Services
Job Corps	N/A: Services Not Available in Local Area
Second Chance Act	N/A: Services Not Available in Local Area
Community Service Block Grant	N/A: Services Not Available in Local Area
Department of Housing and Urban Development	N/A: Services Not Available in Local Area

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
MEMORANDUM OF UNDERSTANDING**

I. PREAMBLE

Section 121(c) of the Workforce Innovation and Opportunity Act (WIOA) requires each Local Board, with the agreement of the Chief Local Elected Official, to develop and enter into a Memorandum of Understanding (MOU) with required one-stop partners concerning the operation of the one-stop delivery system in the Local Area. For purposes of this MOU, the following definitions apply:

Local Area: the Golden Sierra Consortium which includes Placer, El Dorado, and Alpine Counties

Local Board: the Golden Sierra Workforce Development Board

Chief Local Elected Official: the Golden Sierra Job Training Agency Governing Body

Required One-Stop Partners:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (WIOA Section 166)
- Migrant Seasonal Farmworkers (WIOA Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/CalWORKS

II. PARTIES TO THE AGREEMENT

The Golden Sierra Workforce Development Board (hereinafter called THE BOARD) and _____ (hereinafter called THE REQUIRED PARTNER) agree to establish a cooperative working relationship in order to advance the vision of the one-stop delivery system as described in Training and Employment Guidance Letter WIOA No. 4-15 and the State of California Workforce Development Strategic Plan.

III. TERM OF AGREEMENT

This MOU shall become effective July 1, 2022 and terminate June 30, 2025. This MOU shall be reviewed not less than once every 3 years to ensure it contains up-to-date information regarding funding, service delivery, and signature authority.

IV. MODIFICATION

This MOU may be modified as necessary, by mutual consent of all parties, by the issuance of a written amendment, signed and dated by the parties. If any provision of this MOU is held invalid or otherwise stricken, the remainder of this MOU shall remain in full force and effect.

V. TERMINATION

In the event it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

VI. ONE-STOP DELIVERY SYSTEM

Services Provided

WIOA Section 121(c)(2)(a)(i) requires this MOU to include a description of the services that will be provided through the area's one-stop service delivery system and to identify the method(s) in which the services will be delivered. Section XVII describes how THE REQUIRED PARTNER will participate in the operation of the one-stop delivery system and provide access to its programs, services, and activities at the America's Job Center of California (AJCC) located at 115 Ascot Drive, Suite 100, Roseville, CA 95661.

System Design

THE REQUIRED PARTNER agrees to support the following mission, vision, and strategic goals:

- *Mission:* THE BOARD convenes industry leaders and key partners to identify workforce initiatives, create innovative solutions, and measure the success of the system's ability to meet industry needs.
- *Vision:* A fully integrated workforce system that capitalizes on the expertise of industry and workforce partners to continuously meet the needs of business, and facilitate pathways to success for students, workers, and job seekers.
- *Strategic Goals:* (1) Meet the workforce needs of high demand sectors of the state and regional economies, by providing quality training, employment services, and business resources to California's workforce system with integrity, accountability, and fiscal responsibility. (2) Ensure the services and resources throughout the one-stop delivery system meet the needs of an evolving economic climate. (3) Strengthen awareness of network services and resources to California's workforce by supporting system alignment and continuous improvement efforts.

VII. COST SHARING AGREEMENT

WIOA Section 121(c)(2)(a)(ii) requires this MOU to include a description of how the *infrastructure costs* and *other system costs* will be funded. Attachment A describes the cash and in-kind contributions provided by THE REQUIRED PARTNER.

VIII. METHODS OF REFERRAL

The parties to this MOU agree to jointly develop and mutually implement referral processes that are customer-focused and delivered with the highest level of customer service. THE REQUIRED PARTNER agrees to accept referrals made electronically, verbally, or through traditional correspondence. THE REQUIRED PARTNER further agrees to participate in cross-training and staff development, as appropriate, in order to learn about the full spectrum of services available from other one-stop partners.

IX. SPECIAL CONSIDERATIONS

To address the needs of workers, job seekers, youth, veterans, people with disabilities, and individuals with barriers to employment THE REQUIRED PARTNER agrees to demonstrate compliance with the provisions of the Fair Employment and Housing Act (Government Code Section 12990), the Americans with Disabilities Act of 1990 (ADA), Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and related applicable regulations. THE REQUIRED PARTNER further agrees to offer services (when appropriate) to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and individuals with barriers to employment, including veterans and individuals with disabilities.

X. CONFIDENTIALITY

The parties to this MOU agree to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and related privacy laws to ensure that sensitive and personally identifiable information:

- Is collected, used, and stored in a manner that ensures that it will not be accessible to anyone not authorized to access it;
- Is not collected unless needed for the provision of some service or to determine eligibility for a program;
- Is not used for any purpose other than the program or service for which it was collected, unless the subject of the information (if the subject is an adult), or a parent of the subject (if the subject is a minor or dependent), provides consent for the information to be shared;
- Can be released to the subject of the information upon his or her request;
- Is not accessible to anyone other than those authorized to access it (including agents of oversight and regulatory entities, and in cases in which the information has been subpoenaed, parties to the legal matter); and
- Is published only in aggregate form, preventing readers from being able to identify, or reasonably infer the identity of, any individual subject.

XI. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

THE REQUIRED PARTNER shall not discriminate against any individual on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief. THE REQUIRED PARTNER agrees to take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, THE REQUIRED PARTNER will provide appropriate auxiliary aids and services to qualified individuals with disabilities.

XII. GRIEVANCE AND COMPLAINT PROCEDURES

THE REQUIRED PARTNER agrees to establish and maintain a grievance and complaint procedure that is applicable to customers and other affected parties. THE REQUIRED PARTNER further agrees to communicate openly and directly to resolve any disputes in a cooperative manner and at the lowest level of intervention possible. Conflicts that may arise regarding the interpretation of the clauses of this MOU will be resolved by the Governing Body, and that decision will be considered final and not subject to further appeal or to review by any outside court or other tribunal.

XIII. SUPERVISION OF STAFF

In the event THE REQUIRED PARTNER is colocated at the AJCC, the day-to-day supervision of staff will be the responsibility of the AJCC site supervisor. The primary employer will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the AJCC site supervisor and the management of the primary employer.

The office hours for the staff at the AJCC will be established by the site supervisor and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the AJCC site supervisor at the beginning of each fiscal year. Disciplinary actions may result in removal of colocated staff from the AJCC and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

XIV. COMMUNICATION

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

XV. INSURANCE

Each party agrees to maintain in full force and effect during the term of this MOU and any extension thereof, workers' compensation insurance and commercial general liability insurance, or self-insurance, with limits of not less than \$1,000,000 single limit coverage per occurrence for bodily injury, personal injury, and property damage. Upon request from either party, the other party shall provide an appropriate certificate evidencing such insurance, or self-insurance, to the requesting party.

XVI. HOLD HARMLESS / INDEMNIFICATION

In accordance with provisions of Section 895.4 of the California Government Code, all parties to this MOU hereby agrees to indemnify, defend and hold harmless the other parties to this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts of omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. Such an indemnification includes any attorney's fees and costs. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU as long as the disputed acts or omission occurred during the term of the MOU.

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XVII. SERVICES AND ASSIGNED CONTACTS

THE REQUIRED PARTNER

Basic Career Services	Type of Access
Title I Program Eligibility Determinations	Direct linkage through technology
Outreach, Intake, and Orientation	Direct linkage through technology
Initial Assessment of Skill Levels	Direct linkage through technology
Labor Exchange Services/Job Search Assistance	Direct linkage through technology
Referrals to Other Programs and Services	Direct linkage through technology
Labor Market Information	Direct linkage through technology
Information about Eligible Training Providers	Direct linkage through technology
Information about Local Area Performance	Direct linkage through technology
Information about Supportive Services	Direct linkage through technology
Eligibility for Non-WIOA Financial Aid Programs	Direct linkage through technology
Assistance with Unemployment Insurance	Direct linkage through technology
Individualized Career Services	Type of Access
Comprehensive and Specialized Assessment	Direct linkage through technology
Development of an Individual Employment Plan	Direct linkage through technology
Group Counseling	Direct linkage through technology
Individual Counseling	Direct linkage through technology
Career Planning (e.g. case management)	Direct linkage through technology
Short-term Prevocational Services	Direct linkage through technology
Internships or Work Experience	Direct linkage through technology
Workforce Preparation Activities	Direct linkage through technology
Financial Literacy Services	Direct linkage through technology
Out-of-Area Job Search	Direct linkage through technology
English Language Acquisition	Direct linkage through technology

MOU Contact

Name
 Organization
 Address 1
 Address 2
 Phone
 Email

Program Contact

Name
 Organization
 Address 1
 Address 2
 Phone
 Email

SIGNATURES

Golden Sierra Job Training Agency Governing Body
Suzanne Jones, Chairperson

Date

Golden Sierra Workforce Development Board
Rick Larkey, Chairperson

Date

The Required Partner
Name, Title

Date

**ATTACHMENT A
COST SHARING AGREEMENT**

I. BACKGROUND

Under WIOA, each partner that carries out a program or activities within an AJCC must use a portion of the funds available for their program and activities to help maintain the AJCC delivery system, including proportionate payment of the infrastructure costs of the AJCC (WIOA Joint Final Rule Section 678.700).

II. COMPREHENSIVE ONE-STOP

America’s Job Center of California - Roseville
115 Ascot Drive, Suite 100
Roseville, CA 95661

III. INFRASTRUCTURE FUNDING AGREEMENT

The following co-located partners are included in the Infrastructure Funding Agreement (IFA) for the comprehensive AJCC:

Partner Program	Responsible Entity
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency

The agreed upon cost allocation method is based on square footage and the partner program’s occupancy percentage. The initial proportionate share of infrastructure costs allocated to each partner, estimated total contribution amount, and contribution type (i.e. cash, non-cash) are described herein.

IV. OTHER SYSTEM COSTS BUDGET

The following partners are included in the Other System Costs budget for the comprehensive AJCC:

Required Partner Program	Responsible Entity
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency
WIOA Title II – Adult Education and Literacy	Roseville Joint Union High School District <ul style="list-style-type: none"> • Roseville Adult School Placer Union High School District <ul style="list-style-type: none"> • Placer School for Adults
Career and Technical Education Programs	Sierra Joint Community College District Lake Tahoe Community College
Wagner-Peyser	Employment Development Department
Veterans	Employment Development Department
Trade Adjustment Assistance Act	Employment Development Department
Unemployment Insurance	Employment Development Department
Vocational Rehabilitation	Department of Rehabilitation
Senior Community Service Employment Program	AARP Area 4 Agency on Aging
Native American (WIOA Sec. 166)	California Indian Manpower Consortium
Migrant/Seasonal Farmworker (WIOA Sec. 167)	California Human Development Corporation
Temporary Assistance for Needy Families/CalWORKs	Placer County Health and Human Services County of El Dorado Alpine County Health and Human Services
Job Corps	N/A: Services Not Available in Local Area
Second Chance Act	N/A: Services Not Available in Local Area
Community Service Block Grant	N/A: Services Not Available in Local Area
Department of Housing and Urban Development	N/A: Services Not Available in Local Area

The agreed upon cost allocation method is based on the partner program’s proportionate share of applicable career services as identified in Attachment A. The initial proportionate share of other system costs allocated to each partner, estimated total contribution amount, and contribution type (i.e. cash, non-cash) are described herein.

V. RECONCILIATION

The Local Board is responsible for ensuring that all of the infrastructure costs are paid according to the provisions of the MOU. Staff to the Local Board shall reconcile partner contributions to ensure consistency with the selected cost allocation methodology and compliance with the terms of the MOU. Staff shall distribute and collect contribution statements from partners on a quarterly basis. Consistent with federal guidelines, the entire MOU shall be reviewed and updated a minimum of every three years. However, the IFA budgets shall be reviewed annually and updated if there are substantial changes.

VI. ASSURANCE FROM NON-COLOCATED PARTNERS

At this time, there is no statewide data tracking system that can provide accurate and reliable data for allocating the benefit received by non-located partners. In order to remain in compliance with Uniform Guidance cost allocability rules, the requirement to contribute to infrastructure costs at this time *only applies to those partners who are physically colocated in the job centers.*

Once the requisite statewide data are available, all non-located partners who are receiving benefit from the comprehensive AJCC will also be required to contribute their proportionate share towards infrastructure costs. As such, all non-located partners agree to renegotiate the cost sharing agreement and pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination. The only exception is that Native American programs are not required to contribute to infrastructure funding (WIOA Section 121[h][2][D][iv]).

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Infrastructure Funding Agreement
 July 1, 2022 - June 30, 2023

Budget Category	Infrastructure Budget	Partner Contribution
Facilities		
Full Service Lease Agreement	\$ 18,740.00	\$ -
Subtotal	\$ 18,740.00	\$ -
Utilities		
Electric	\$ -	\$ -
Gas	\$ -	\$ -
Water	\$ -	\$ -
High Speed Internet	\$ 5,700.00	\$ -
Telephone	\$ 1,909.00	
Document Destruction	\$ 130.00	\$ -
Subtotal	\$ 7,739.00	\$ -
Maintenance		
Network Maintenance	\$ 10,125.00	\$ -
Website Maintenance	\$ 8,956.00	\$ -
Equipment Maintenance	\$ 5,611.00	\$ -
Subtotal	\$ 24,692.00	\$ -
Equipment/Supplies		
Assistive Technology	\$ 895.00	\$ -
Copier	\$ 4,368.00	\$ -
Fax	\$ -	\$ -
Computers/Software	\$ 4,668.00	\$ -
Telephones	\$ -	\$ -
Consumable Office Supplies	\$ 445.00	\$ -
Subtotal	\$ 10,376.00	\$ -
Universal Access		
Outreach	\$ 4,000.00	\$ -
Printed Materials	\$ 650.00	\$ -
Common Identifiers (e.g. Signage)	\$ -	\$ -
Subtotal	\$ 4,650.00	\$ -
Total	\$ 66,197.00	\$ -

Other System Costs
 July 1, 2022 - June 30, 2023

Budget Category	Other System Costs	Partner Contribution
Basic Career Services		
Determinations of Title I eligibility	\$ 149,530.97	\$ -
Outreach, intake, & orientation to available services	\$ 865,304.99	\$ -
Initial assessment	\$ 44,951.29	\$ -
Labor exchange services & job search assistance	\$ 417,490.49	\$ -
Referrals to other programs and services	\$ 216,906.50	\$ -
Provision of labor market information	\$ 232,464.89	\$ -
Provision of information re: training providers	\$ 54,787.69	\$ -
Provision of information re: local area performance	\$ 9,961.40	\$ -
Referrals for supportive services	\$ 179,692.50	\$ -
Determinations of eligibility for non-WIOA programs	\$ 4,980.70	\$ -
Information re: unemployment insurance	\$ 24,989.50	\$ -
Other Basic Career Services	\$ 628,387.00	\$ -
Individualized Career Services		
Comprehensive assessment	\$ 123,488.46	\$ -
Development of an Individual Employment Plan (IEP)	\$ 154,446.58	\$ -
Group counseling	\$ 18,523.27	\$ -
Individual counseling	\$ 3,077,251.58	\$ -
Career planning (case management)	\$ 52,226.96	\$ -
Short-term prevocational services	\$ 728,236.85	\$ -
Internships and work experience	\$ 355,159.91	\$ -
Workforce preparation activities	\$ 867,225.54	\$ -
Financial literacy services	\$ 69,117.85	\$ -
Out-of-area job search assistance	\$ 12,348.85	\$ -
English language acquisition	\$ 321,411.85	\$ -
Other Individualized Career Services	\$ 117,554.00	\$ -
Total	\$ 8,726,439.57	\$ -

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: April 22, 2022
TO: Governing Body (GB)
FROM: Lorna Magnussen, WB Analyst
SUBJECT: Workforce Board Membership

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, as well as seeking approval for application(s).

Resignation(s):

David Luke, Department of Rehabilitation, representing Vocational Rehabilitation, resignation effective 9/30/21.

Britt Randall-Azouz, Azouz Dental Practices, representing Business, resignation effective 03/14/22.

Application(s):

Vivian Hernandez-Obaldia, Department of Rehabilitation, representing Vocational Rehabilitation

Vacancies:

1 – Business member

MEMBERSHIP APPLICATION FORM

Person Nominated: Vivian Hernandez-Obaldia **Title:** Acting Regional
Director/District Administrator

Business Name: Department of Rehabilitation

Business Address: 721 Capitol Mall, Ste, 110, Sacramento, CA 95814

Telephone: (916)558-5324 **FAX:** **E-mail:** vivian.hernandez-
obaldia@dor.ca.gov

Organization submitting nomination: PRIDE Industries

(ie: Chamber of Commerce, Manufacturing Association, etc.)

Contact Person: Diana Erickson **Title:** Employment Services
Director

Business Address: 4225 Northgate Blvd #2 Sacramento CA 95834

Telephone: 916-871-0468 **FAX:** **E-mail:** diana.erickson@prideindustries.
com

(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"/> Business | <input checked="" type="checkbox"/> Governmental and Economic and Community Development |
| <input type="checkbox"/> Workforce | <input type="checkbox"/> Economic & Community Development |
| <input type="checkbox"/> Labor organizations | <input type="checkbox"/> Wagner-Peyser Representative |
| <input type="checkbox"/> Joint labor-management apprenticeship program or apprenticeship program | <input checked="" 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"/> Education & Training | <input type="checkbox"/> Other |
| <input type="checkbox"/> Adult Education/Literacy Representative | |
| <input type="checkbox"/> Higher Education Representative | |
| <input type="checkbox"/> Local Ed/CBO w/Training Barrier | |

Vivian Hernandez-Obaldia

Signature

03/08/2022

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

NARRATIVE QUESTIONS

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

I possess over thirty years in the administration of vocational rehabilitation services to people with disabilities and partnerships with community based members and businesses.

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

As the Acting Regional Director/District Administrator for the Department of Rehabilitation, Norther Sierra District, I possess the skills necessary to partner and leverage services for our mutually served consumers and partners. My experience in direct and indirect provision of services provides for a beneficial partnership.

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.

Vivian Hernandez-Obaldia
Signature of Applicant

03/08/2022
Date



To whom it may concern,

I write this letter on behalf of Vivian Hernandez. I have had the pleasure of working with Vivian for 20 years working with the Department of Rehabilitation. Vivian was a Counselor referring cases to PRIDE Industries Employment Services Dept. when we first met. She has always been committed to providing the best services to the individuals on her case load, always providing the best supports for their success. Vivian then moved on to be the District Administrator for the Northern Sierra District. In this position she was able to support all the Team Managers in her District to ensure that all individuals with barriers to employment would receive what they needed to become successful and financially independent.

Recently, Vivian accepted the position of Regional District Manager, in this position she can make more of an impact. She can be more connected with all agencies that provide services to individuals with disabilities and barriers to employment. Vivian is a caring compassionate person who has developed long standing relationships with providers in her district. She understands support and resources to help individuals get back on their feet.

As a service provider, I can call on her for help to provide more outreach to the district or guidance to an agency that may offer services mine does not. Vivian would be an asset to any organization with her knowledge. It has been my pleasure to work and learn from her over my career and I am positive that it will continue into the future.

Sincerely,

Diana Erickson

Employment Services Manager

PRIDE Industries



Director's Update 4/22/22

Fire Response:

Additional Assistance for Caldor, Tamarack, River, and Bridge Fires

Golden Sierra received \$445,000 in Additional Assistance funding to provide assistance to those impacted by the region's fires. These funds will be used, in part, to implement a Disaster Case Manager (DCM). The DCM will work with those suffering losses due to the fire and coordinate services with other community organizations. The long-term goal will be to connect those served to employment opportunities as appropriate. Additional services will include financial support services, mental health services, targeted job search, hiring incentives, and training as necessary. The funds will last a minimum of 18 months

Additionally, we continue to partner with the Lake Tahoe Community College, Advance, Sierra College, Placer School for Adults, and others to identify and fill gaps in the forestry management space.

Pandemic Response:

The most requested business service continues to be recruitment assistance. The Agency is partnering with employers, Chambers, Economic Developers, Cities, Counties and others to provide recruitment events throughout the region. The next large event will be in May in Partnership with the City of South Lake Tahoe.

Virtual services are well received and you can see in the "Service Provider Reports" that traffic continues to grow for both in-person, and virtual assistance. Traffic has followed the usual trend of dipping prior to the holidays then increasing at the beginning of the year.

Regional Efforts:

Prison to Employment

The regional Prison to Employment grant, or P2E wrapped up at the end of March. The effort was successful despite interruptions caused by the Pandemic. The region was to serve 118 individuals who could be co-enrolled into two grants. The data shows 343 individuals were enrolled throughout the Capital region. Golden Sierra was to serve 20 but far exceeded that by enrolling 70.



High Road Construction Careers: SB1

Golden Sierra is currently running its second Cohort for the High Road Construction Careers: SB1 (HRCC: SB1) project. Our goal is to train 25 individuals in the Multi-Craft Core Curriculum which certifies pre-apprentices in the construction trades. The Agency currently has enrolled 50, and have approximately 33 that will complete the training. Overall, the regional initiative should train 100 individuals with our partners Sacramento Employment and Training Agency, and Yolo County. Regionally, we have met those enrollment numbers already. The grant ends at the end of February 2023.

High Road Construction Careers: California Climate Investments

Valley Vision is working with Golden Sierra to help promote training and cohorts under HRCC: CCI, expanding marketing and outreach efforts including social media and online platforms. Additional marketing materials are being developed to promote the construction trades overall with emphasis on earnings potential.

Regional Equity and Recovery Partnerships

The Workforce Boards in the Capital Region are completing an application for the Regional Equity Recovery Partnerships grant. If awarded, the grant will provide funding for Valley Vision to continue to coordinate activities as the Regional Organizer and provide funding to assist low-income households and English Language Learners earn Industry Identified certifications. The region's application will support previous work done focusing on digital inclusion and will target providing digital literacy skills, access to broadband, and access to equipment. Training will support occupations in multiple sectors. We expect to receive between \$1,500,000 and \$2,000,000 to serve between 158 and 211 people region-wide. Golden Sierra has agreed to act as the fiscal agent for the grant. The application is due May 6.

SERVICE PROVIDER REPORT

ADVANCE at Lake Tahoe Community College

Report Period: Jan-Feb 2022

Prepared By: Frank Gerdeman

PARTICIPANT STATUS			
	<u>Actual</u>	<u>Goal</u>	<u>% of Goal</u>
Number who received basic career services	88 (5)	100	88%
Number who received individualized career services	33 (3)	50	66%
Number who received training services	10	15	66%
On-site hours in Alpine County			

ACTIVITY SUMMARY

Please note that numbers above are cumulative for the entire contract period. Numbers in parenthesis are those served in Alpine County. We continued to offer services on-campus, at our off-site office, and virtually with a slight increased focus on housing support which remains a significant issue in the Basin. Long-term rentals continue to be sold and transitioned to primary residences (fortunately at a slower rate than the past 6-9 months) even as employers struggle to find staff.

PRACTICES WITH PROMISE

Nothing new to add to previous reports though we did begin working on a five-year retrospective of our work in the Basin. One feature article will focus on the partnership between Golden Sierra and Advance and includes an interview with Jason Buckingham. There is also a feature about our partnership with JOIN, Inc., our Nevada WIOA Title I partner as well. Once the publication is finished, we will share the e-version (hopefully in our March-April report)..

CHALLENGES/BARRIERS

As referenced above, housing remains the critical issue for the Tahoe basin and the shortage of available staff continues to be an issue, especially as we are heading into the winter season.

EVENT PARTICIPATION	
<u>Date</u>	<u>Event</u>
1/6/22	Tahoe GSJA Event co-branding meeting
1/11/22	Alpine EDAC meeting
1/13/22	Culinary Apprenticeship follow-up meeting with West Shore Cafe
2/4/22	CEO Roundtable Meeting – South Lake Tahoe
2/8/22	Alpine EDAC meeting
2/24/22	Aramark – Advance meeting: staffing and apprenticeship exploration

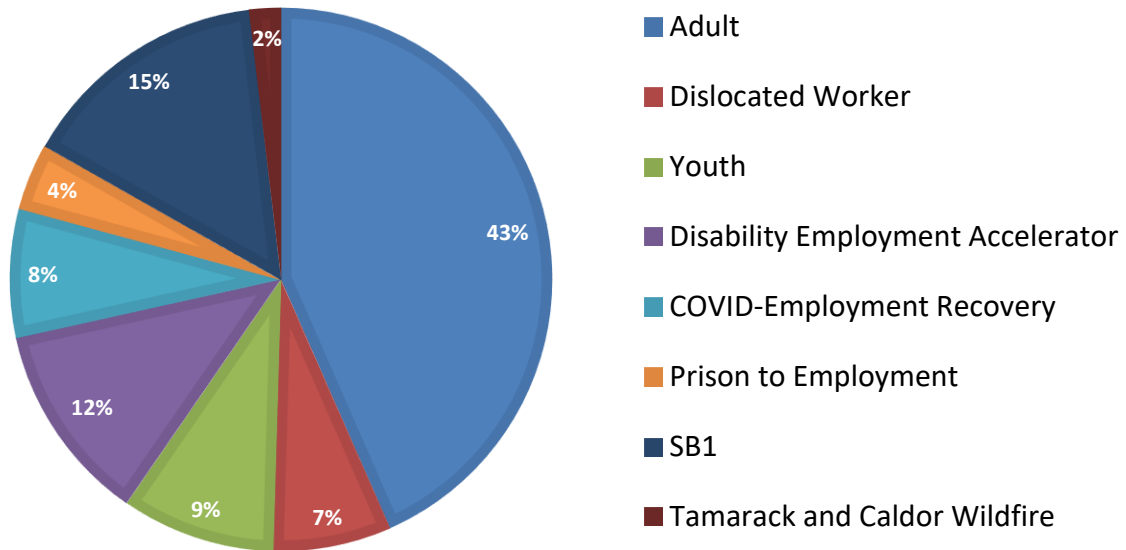
SERVICE PROVIDER REPORT
Golden Sierra Job Training Agency

Report Period: 07/01/21 – 03/31/22

Prepared By: Darlene M. Galipo

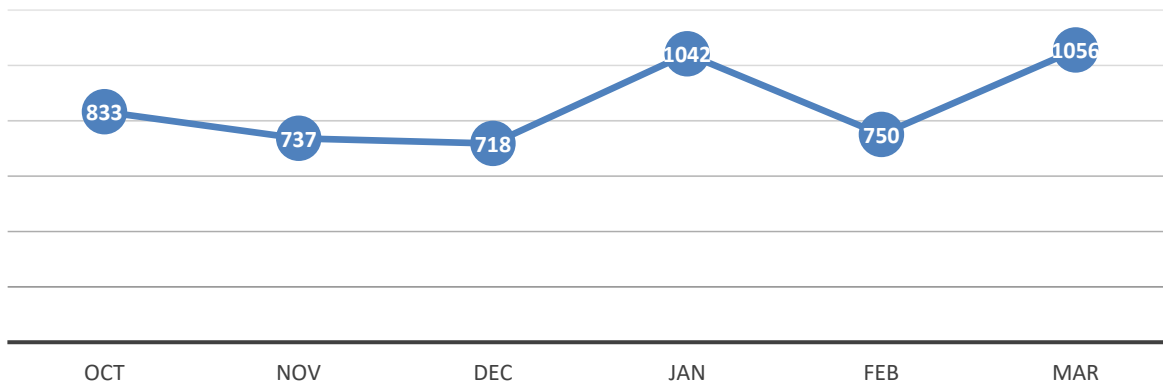
PY21/22: ACTIVE CASES BY GRANT

327 ACTIVE CASES: JULY 1 - MARCH 31
RECEIVED A WIOA-FUNDED SERVICE



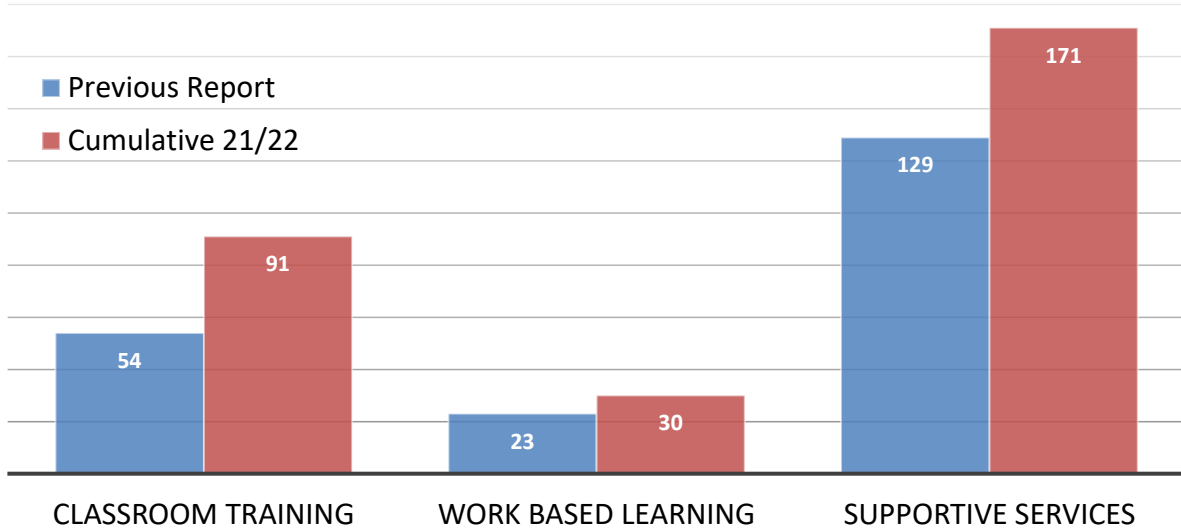
JOB CENTER VISITORS

Visitor Traffic by Month
In-Person + Virtual



SERVICES PROVIDED

WIOA-Funded Services Provided in 2021/2022



SUCCESS STORIES



Meet John. He received a scholarship to attend the Teamsters Truck School. He earned a Class A license and secured employment immediately after graduation. After experiencing years of unemployment and incarceration John is happy to be on the road in his brand new truck. He remains in contact with his case manager and always thanks her for the support and the second chance offered by the Prison to Employment project.

Meet Christina. She received services from Golden Sierra last summer. When she first joined the Youth Program she did not have a high school diploma. She was buried in debt and had outstanding traffic tickets preventing her from getting a license. She was placed at a small business in Roseville to gain work experience; she needed something flexible so she could attend school and complete her High School diploma. She is making great progress toward her goals and plans to enroll in a Medical Assisting program next semester.

