

GOVERNING BODY MEMBERS

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

IRVIN JIM, *Vice Chair*
Board of Supervisors
Alpine County

BONNIE GORE
Board of Supervisors
Placer County

JASON BUCKINGHAM
Executive Director

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

(916) 773-8540

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
AGENDA**

Friday, November 17, 2023 @ 11:00 am

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

Teleconferencing Locations:

**El Dorado County Administration
Building A
330 Fair Lane
Placerville, CA 95667**

**Placer County Administration
1211 Pleasant Grove Blvd, Ste. #100
Roseville, CA 95678**

- 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 September 28, 2023 GB Meeting 3-4
- IV. PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA
- V. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS
(Government Code §54957.6)

AGENCY DESIGNATED REPRESENTATIVES:
JASON BUCKINGHAM, DARLENE GALIPO, MELISSA KEEFE
- VI. RESOLUTION 23-01 – 2023-2026 MOU 5-11
- VII. RESOLUTION 23-02 – 2024 PEMHCA RATE 12-14
- VIII. RESOLUTION 23-03 – AMENDED POSITION ROSTER 15-18
- IX. DIRECTOR’S UPDATE 19-21
- X. LOCAL AREA SUBSEQUENT DESIGNATION AND LOCAL BOARD RECERTIFICATION PY 2023-2025 22-23

EQUAL OPPORTUNITY

Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request. Special requests for services, aids and/or special formats need to be made by calling (916)-773-8540 (Voice). TTY users please call the California Relay Service at 711.

XI. WIOA SERVICE PROVIDER REPORTS (INFO)

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

24
25-29

XII. FUTURE AGENDA ITEMS

- Conflict of Interest
- Amended Position Roster
- Chair/Vice-Chair Nomination
- FY 23-24 Budget Modification

XIII. NEXT MEETING

Thursday, January 25, 2024 @ 1:00 pm (*note: time change*)

XIV. ADJOURNMENT

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
MINUTES**

Thursday, September 28, 2023 @ 10:00 am

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

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order at 10:01 am by Supervisor Parlin

Governing Body:

Bonnie Gore Lori Parlin Irvin Jim

GSJTA Staff:

Jason Buckingham Melissa Keefe Lisa Nelson

Guests: None

II. APPROVAL OF AGENDA

Motion to approve agenda, by Gore, second by Parlin

Motion approved unanimously by roll call vote

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 25, 2023 GB Meeting

Motion to approve minutes as amended, by Gore, second by Parlin

Motion approved unanimously by roll call vote

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

None

V. FY 2023-2024 AGENCY BUDGET - FINAL

Buckingham reported out as outlined in the agenda packet

Motion to approve FY 2023-2024 Agency Budget – Final as presented, by Gore, second by Parlin

Motion approved unanimously by roll call vote

VI. HIGH PERFORMING BOARD CERTIFICATION – [WSD22-11](#)

Information only - certification shared in agenda packet; no action required

VII. DIRECTOR'S UPDATE

Buckingham reported out as outlined in the agenda packet; no action required

VIII. CLOSED SESSION

Parlin called meeting into closed session at 10:30am

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6)

AGENCY DESIGNATED REPRESENTATIVES:

JASON BUCKINGHAM, DARLENE GALIPO, MELISSA KEEFE

Parlin called meeting back into open session at 11:05am

Parlin reported out of closed session that direction was given for Labor Negotiations

IX. WIOA SERVICE PROVIDER REPORTS

Information & Reports shared in agenda packet; no action required

a) ADVANCE - Alpine / South Lake Tahoe

b) Golden Sierra Job Training Agency – Placer & El Dorado County

X. FUTURE AGENDA ITEMS

- Conflict of Interest Code
- Amended Position Roster

Gore requested the January 25th, 2024 Governing Body meeting be moved from 10:00am to 1:00pm; Parlin agreed; Jim will be notified

XI. NEXT MEETING

Friday, November 17, 2023 @ 11:00 am (*Note: special date and time*)

XII. ADJOURNMENT

Motion to adjourn at 11:09 am by Parlin, second by Gore

Motion approved unanimously

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: November 17, 2023
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Resolution 23-01 2023-2026 MOU

Before the board for approval and signature authority is Resolution 23-01, Memorandum of Understanding (MOU) between Golden Sierra Job Training Agency (Golden Sierra) and Stationary Engineers, Local 39 (Local 39), for the period of December 1, 2023 – October 26, 2026.

Local 39 ratified the agreement on November 8, 2023, and will be submitting a signed MOU to Golden Sierra shortly.

Negotiated changes:

- Article 12 *Payment of Wages*
Article 12.4. - Remove language referring to service fees or agency shop.
- Article 13 *Cost of Living Adjustments (COLA) and Stipends*
Article 13.1 - Modify language to reflect negotiated COLAs for all employees.
- A 3 % cost of living increase to the base wage of Golden Sierra employees, effective the first day of the fiscal year 2024-2025;
 - a 2 % cost of living increase to the base wage of Golden Sierra employees the first day of fiscal year 2025-2026; and
 - a 2% cost of living increase to the base wage of Golden Sierra employees the first day of the fiscal year 2026-2027.
- Appendix B *Cost of Living Adjustments (COLA)*
Modify Salary tables to reflect negotiated COLAs in 13.1.
- Article 24 *Holidays*
Article 24.3 - Add 8 additional hours of Floating Holiday leave for Golden Sierra employees, for a total of 16 hours.
- Article 27 *Sick Leave*
Article 27.1.2 - Modify language to change “spouse’s parent” to “parent-in-law.”

Article 29 *Leaves of Absence*
29.2.4 - Add bereavement leave language to align with AB 1949.

Article 32 *Reopener*
32.2 - Modify duration of agreement, update dates to 2026.
32.3 - add severability language.

Appendix A *Employee Benefits – Medical Insurance*
Modify Medical Insurance Employer Contribution
Increase employer contribution to healthcare from \$550.41 to \$850 per month, effective the first day of the 2nd month following receipt by CalPERS. (Due to pay period dates, estimated effective date of January 13, 2024)

Appendix A *Employee Benefits - Medical Flexible Spending Account (FSA)*
Modify language to establish that the Flexible Benefit is available for all employees. However, employees hired after December 1, 2023, will have access to the benefit upon completion of their probationary period.

Appendix B *Salary Tables*

a) Revise salary tables to reflect equity adjustments to base wage for Clerk series positions to align with job market trends and results of Class and Compensation Study, effective December 2, 2023; and

b) Revise FY 2024-2025, FY 2025-2026 and FY 2026-2027 salary tables to reflect negotiated annual COLA increases; and

c) Revise job classification titles for the following positions:

- Senior Administrative Clerk to Administrative Clerk III
- Senior Account Clerk to Account Clerk III
- Assistant Business and Employment Specialist to Business and Employment Specialist I
- Associate Business and Employment Specialist to Business and Employment Specialist II

Job Classification	Market Group	Current	Proposed	% increase
Account Clerk I	11	18.4128	19.3500	5.1%
Account Clerk II	12	20.9121	20.9100	--
Account Clerk III	13	22.1362	23.2000	4.8%
Administrative Clerk I	10	15.5828	16.3000	4.6%
Administrative Clerk II	11	17.1804	19.3500	12.6%
Administrative Clerk III	12	18.9415	20.9100	10.4%
Program Clerk I	11	17.1804	19.3500	12.6%
Program Clerk II	12	18.9415	20.9100	10.4%

Upon receipt of a signed copy from Local 39, the Governing Body Chair shall have the authority to sign said agreement. [2023-2026 MOU](#)

BEFORE THE GOVERNING BODY
GOLDEN SIERRA JOB TRAINING AGENCY

In the matter of:	A Resolution Adopting the 2023-2026 Memorandum of Understanding (MOU) With Golden Sierra Job Training Agency, And Stationary Engineers, Local 39	Resolution No. <u>23-01</u> Ordinance No.: _____ First Reading: _____
-------------------	--	---

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that this Body authorizes:

WHEREAS, Under the terms of the MOU, the representatives of the Director have met and conferred with representatives of Golden Sierra Job Training Agency Employees, and Local 39, the recognized employee organization for employees in the Bargaining Unit as designated in said Agreement; and

WHEREAS, (2) These parties have reached agreement on matters relating to the employment conditions of the employees in said Unit, as reflected by the written Agreement entered into by them on November 17, 2023, which Agreement is hereto attached and made a part hereof; and,

WHEREAS, (3) This Board finds that the provisions and agreements contained in this MOU are fair and proper and in the best interests of Golden Sierra Job Training Agency;

NOW, THEREFORE, BE IT THEREFORE RESOLVED by the Governing Body of the Golden Sierra Job Training Agency, that it adopt in full the terms and conditions these parties have reached agreement on matters relating to the employment conditions of the employees in said Unit, as reflected by the written MOU entered into by them on November 17, 2023, which MOU is hereto attached and made a part hereof; and,

WHEREAS, (4) This Board finds that the provisions and agreements contained in this MOU are fair and proper and in the best interests of Golden Sierra Job Training Agency;

NOW, THEREFORE, BE IT THEREFORE RESOLVED by the Governing Body of the Golden Sierra Job Training Agency, that it adopt in full the terms and conditions contained in the said MOU.

Resolution 23-01 was duly passed by the Governing Body of the Golden Sierra Job Training Agency at a regular meeting held

November 17, 2023 By the following vote on roll call:

Ayes:
Noes:
Absent:

Signed and approved by me after its passage.

Attest:

Lori Parlin, Chair of the Governing Body

Melissa Keefe, Clerk to the Governing Body

Golden Sierra Schedule of Classifications and Salary Grades

12/02/2023-06/14/2024

(Clerk Series Rate Increase and Clerk/BES Job Title Revisions)

Classification	A ¹	A ²	B ¹	B ²	C ¹	C ²	D ¹	D ²	E	F	G
Account Clerk I	19.35	19.85	20.35	20.85	21.40	21.95	22.50	23.05	24.20	24.80	25.40
Account Clerk II	20.80	21.35	21.90	22.45	23.05	23.65	24.25	24.85	26.10	26.75	27.40
Account Clerk III	23.20	23.80	24.40	25.05	25.70	26.35	27.00	27.65	29.05	29.80	30.55
Accountant I	28.79	29.51	30.24	31.00	31.77	32.57	33.38	34.22	35.07	36.83	38.67
Accountant II	33.32	34.16	35.01	35.88	36.78	37.70	38.64	39.61	40.60	42.63	44.76
Accounting Technician	24.54	25.15	25.78	26.42	27.08	27.76	28.45	29.16	29.89	31.39	32.96
Administrative Analyst (Confidential)*	35.04	35.92	36.82	37.74	38.68	39.65	40.64	41.65	42.69	44.83	47.07
Administrative Clerk I	16.30	16.70	17.15	17.60	18.05	18.50	19.00	19.45	20.40	20.90	21.40
Administrative Clerk II	19.35	19.85	20.35	20.85	21.40	21.95	22.50	23.05	24.20	24.80	25.40
Administrative Clerk III	20.80	21.35	21.90	22.45	23.05	23.65	24.25	24.85	26.10	26.75	27.40
Business & Employment Specialist I	23.29	23.87	24.47	25.08	25.71	26.35	27.01	27.68	28.37	29.79	31.28
Business & Employment Specialist II	28.31	29.01	29.74	30.48	31.24	32.02	32.82	33.65	34.49	36.21	38.02
Business and Employment Specialist Supervisor	34.40	35.26	36.15	37.05	37.98	38.92	39.90	40.89	41.92	44.01	46.21
Chief Fiscal Officer (unfunded)	39.37	40.36	41.37	42.40	43.46	44.55	45.66	46.80	47.97	50.37	52.89
Deputy Director	47.09	48.27	49.48	50.71	51.98	53.28	54.61	55.98	57.38	60.25	63.26
Disability Resource Coordinator	28.31	29.01	29.74	30.48	31.24	32.02	32.82	33.65	34.49	36.21	38.02
Executive Assistant (unfunded)	24.00	24.60	25.22	25.85	26.50	27.16	27.84	28.53	29.25	30.71	32.24
Human Resources Officer (unfunded)	36.53	37.45	38.38	39.34	40.33	41.33	42.37	43.43	44.51	46.74	49.07
Program Analyst	28.31	29.01	29.74	30.48	31.24	32.02	32.82	33.65	34.49	36.21	38.02
Program Clerk I	19.35	19.85	20.35	20.85	21.40	21.95	22.50	23.05	24.20	24.80	25.40
Program Clerk II	20.80	21.35	21.90	22.45	23.05	23.65	24.25	24.85	26.10	26.75	27.40
WB Coordinator/Analyst	36.12	37.03	37.95	38.90	39.87	40.87	41.89	42.94	44.01	46.21	48.52
Executive Director	This position has a salary range of \$55,499.99 to \$81,547.60. It is exempt from the normal salary structure as the 5% incremental steps do not apply. Salary is negotiated at time of hire.										
*Includes 5% Confidential Supplemental Compensation											
Shaded positions = base wage increase (based on result of classification and compensation study)											
Shaded positions = job title revision											
Shaded positions = base wage increase and job title revision											

Golden Sierra Schedule of Classifications and Salary Grades FY 2024-2025
(COLA - 3% Rate Increase)
Effective 6/15/2024

Classification	A ¹	A ²	B ¹	B ²	C ¹	C ²	D ¹	D ²	E	F	G
Account Clerk I	19.94	20.45	20.97	21.48	22.05	22.61	23.18	23.75	24.93	25.55	26.17
Account Clerk II	21.43	22.00	22.56	23.13	23.75	24.36	24.98	25.60	26.89	27.56	28.23
Account Clerk III	23.90	24.52	25.14	25.81	26.48	27.15	27.81	28.48	29.93	30.70	31.47
Accountant I	29.66	30.40	31.15	31.93	32.73	33.55	34.39	35.25	36.13	37.94	39.84
Accountant II	34.32	35.19	36.07	36.96	37.89	38.84	39.80	40.80	41.82	43.91	46.11
Accounting Technician	25.28	25.91	26.56	27.22	27.90	28.60	29.31	30.04	30.79	32.34	33.95
Administrative Analyst (Confidential)*	36.10	37.00	37.93	38.88	39.85	40.84	41.86	42.90	43.98	46.18	48.49
Administrative Clerk I	16.79	17.21	17.67	18.13	18.60	19.06	19.57	20.04	21.02	21.53	22.05
Administrative Clerk II	19.94	20.45	20.97	21.48	22.05	22.61	23.18	23.75	24.93	25.55	26.17
Administrative Clerk III	21.43	22.00	22.56	23.13	23.75	24.36	24.98	25.60	26.89	27.56	28.23
Business & Employment Specialist I	23.99	24.59	25.21	25.84	26.49	27.15	27.83	28.52	29.23	30.69	32.22
Business & Employment Specialist II	29.16	29.89	30.64	31.40	32.18	32.99	33.81	34.66	35.53	37.30	39.17
Business & Employment Specialist Supervisor	35.44	36.32	37.24	38.17	39.12	40.09	41.10	42.12	43.18	45.34	47.60
Chief Fiscal Officer (unfunded)	40.56	41.58	42.62	43.68	44.77	45.89	47.03	48.21	49.41	51.89	54.48
Deputy Director	48.51	49.72	50.97	52.24	53.54	54.88	56.25	57.66	59.11	62.06	65.16
Disability Resource Coordinator	29.16	29.89	30.64	31.40	32.18	32.99	33.81	34.66	35.53	37.30	39.17
Executive Assistant (unfunded)	24.72	25.34	25.98	26.63	27.30	27.98	28.68	29.39	30.13	31.64	33.21
Human Resources Officer (unfunded)	37.63	38.58	39.54	40.53	41.54	42.57	43.65	44.74	45.85	48.15	50.55
Program Analyst	29.16	29.89	30.64	31.40	32.18	32.99	33.81	34.66	35.53	37.30	39.17
Program Clerk I	19.94	20.45	20.97	21.48	22.05	22.61	23.18	23.75	24.93	25.55	26.17
Program Clerk II	21.43	22.00	22.56	23.13	23.75	24.36	24.98	25.60	26.89	27.56	28.23
WB Coordinator/Analyst	37.21	38.15	39.09	40.07	41.07	42.10	43.15	44.23	45.34	47.60	49.98
Executive Director	This position has a salary range of \$55,4999 to \$81,5476 It is exempt from the normal salary structure as the 5% incremental steps do not apply. Salary is negotiated at time of hire.										

*Includes 5% Confidential Supplemental Compensation

Golden Sierra Schedule of Classifications and Salary Grades FY 2025-2026

(COLA - 2% Rate Increase)

Effective First Pay Period of FY 2025-2026

Classification	A¹	A²	B¹	B²	C¹	C²	D¹	D²	E	F	G
Account Clerk I	20.34	20.86	21.39	21.91	22.50	23.07	23.65	24.23	25.43	26.07	26.70
Account Clerk II	21.86	22.44	23.02	23.60	24.23	24.85	25.48	26.12	27.43	28.12	28.80
Account Clerk III	24.38	25.02	25.65	26.33	27.01	27.70	28.37	29.05	30.53	31.32	32.10
Accountant I	30.26	31.01	31.78	32.57	33.39	34.23	35.08	35.96	36.86	38.70	40.64
Accountant II	35.01	35.90	36.80	37.70	38.65	39.62	40.60	41.62	42.66	44.79	47.04
Accounting Technician	25.79	26.43	27.10	27.77	28.46	29.18	29.90	30.65	31.41	32.99	34.63
Administrative Analyst (Confidential)*	36.83	37.74	38.69	39.66	40.65	41.66	42.70	43.76	44.86	47.11	49.46
Administrative Clerk I	17.13	17.56	18.03	18.50	18.98	19.45	19.97	20.45	21.45	21.97	22.50
Administrative Clerk II	20.34	20.86	21.39	21.91	22.50	23.07	23.65	24.23	25.43	26.07	26.70
Administrative Clerk III	21.86	22.44	23.02	23.60	24.23	24.85	25.48	26.12	27.43	28.12	28.80
Business & Employment Specialist I	24.47	25.09	25.72	26.36	27.02	27.70	28.39	29.10	29.82	31.31	32.87
Business & Employment Specialist II	29.75	30.49	31.26	32.03	32.83	33.65	34.49	35.36	36.25	38.05	39.96
Business & Employment Specialist Supervisor	36.15	37.05	37.99	38.94	39.91	40.90	41.93	42.97	44.05	46.25	48.56
Chief Fiscal Officer (unfunded)	41.38	42.42	43.48	44.56	45.67	46.81	47.98	49.18	50.40	52.93	55.57
Deputy Director	49.49	50.72	51.99	53.29	54.62	55.98	57.38	58.82	60.30	63.31	66.47
Disability Resource Coordinator	29.75	30.49	31.26	32.03	32.83	33.65	34.49	35.36	36.25	38.05	39.96
Executive Assistant (unfunded)	25.22	25.85	26.50	27.17	27.85	28.54	29.26	29.98	30.74	32.28	33.88
Human Resources Officer (unfunded)	38.39	39.36	40.34	41.35	42.38	43.43	44.53	45.64	46.77	49.12	51.57
Program Analyst	29.75	30.49	31.26	32.03	32.83	33.65	34.49	35.36	36.25	38.05	39.96
Program Clerk I	20.34	20.86	21.39	21.91	22.50	23.07	23.65	24.23	25.43	26.07	26.70
Program Clerk II	21.86	22.44	23.02	23.60	24.23	24.85	25.48	26.12	27.43	28.12	28.80
WB Coordinator/Analyst	37.96	38.92	39.88	40.88	41.90	42.95	44.02	45.12	46.25	48.56	50.98
Executive Director	This position has a salary range of \$55,4999 to \$81,5476 It is exempt from the normal salary structure as the 5% incremental steps do not apply. Salary is negotiated at time of hire.										

*Includes 5% Confidential Supplemental Compensation

Golden Sierra Schedule of Classifications and Salary Grades FY 2026-2027
(COLA - 2% Rate Increase)
Effective First Pay Period of FY 2026-2027

Classification	A ¹	A ²	B ¹	B ²	C ¹	C ²	D ¹	D ²	E	F	G
Account Clerk I	20.75	21.28	21.82	22.35	22.95	23.54	24.13	24.72	25.94	26.60	27.24
Account Clerk II	22.30	22.89	23.49	24.08	24.72	25.35	25.99	26.65	27.98	28.69	29.38
Account Clerk III	24.87	25.53	26.17	26.86	27.56	28.26	28.94	29.64	31.15	31.95	32.75
Accountant I	30.87	31.64	32.42	33.23	34.06	34.92	35.79	36.68	37.60	39.48	41.46
Accountant II	35.72	36.62	37.54	38.46	39.43	40.42	41.42	42.46	43.52	45.69	47.99
Accounting Technician	26.31	26.96	27.65	28.33	29.03	29.77	30.50	31.27	32.04	33.65	35.33
Administrative Analyst (Confidential)*	37.57	38.50	39.47	40.46	41.47	42.50	43.56	44.64	45.76	48.06	50.45
Administrative Clerk I	17.48	17.92	18.40	18.87	19.36	19.84	20.37	20.86	21.88	22.41	22.95
Administrative Clerk II	20.75	21.28	21.82	22.35	22.95	23.54	24.13	24.72	25.94	26.60	27.24
Administrative Clerk III	22.30	22.89	23.49	24.08	24.72	25.35	25.99	26.65	27.98	28.69	29.38
Business & Employment Specialist I	24.96	25.60	26.24	26.89	27.57	28.26	28.96	29.69	30.42	31.94	33.53
Business & Employment Specialist II	30.35	31.10	31.89	32.68	33.49	34.33	35.18	36.07	36.98	38.82	40.76
Business & Employment Specialist Supervisor	36.88	37.80	38.75	39.72	40.71	41.72	42.77	43.83	44.94	47.18	49.54
Chief Fiscal Officer (unfunded)	42.21	43.27	44.35	45.46	46.59	47.75	48.94	50.17	51.41	53.99	56.69
Deputy Director	50.48	51.74	53.03	54.36	55.72	57.10	58.53	60.00	61.51	64.58	67.80
Disability Resource Coordinator	30.35	31.10	31.89	32.68	33.49	34.33	35.18	36.07	36.98	38.82	40.76
Executive Assistant (unfunded)	25.73	26.37	27.03	27.72	28.41	29.12	29.85	30.58	31.36	32.93	34.56
Human Resources Officer (unfunded)	39.16	40.15	41.15	42.18	43.23	44.30	45.43	46.56	47.71	50.11	52.61
Program Analyst	30.35	31.10	31.89	32.68	33.49	34.33	35.18	36.07	36.98	38.82	40.76
Program Clerk I	20.75	21.28	21.82	22.35	22.95	23.54	24.13	24.72	25.94	26.60	27.24
Program Clerk II	22.30	22.89	23.49	24.08	24.72	25.35	25.99	26.65	27.98	28.69	29.38
WB Coordinator/Analyst	38.72	39.70	40.68	41.70	42.74	43.81	44.91	46.03	47.18	49.54	52.00
Executive Director	This position has a salary range of \$55,4999 to \$81,5476 It is exempt from the normal salary structure as the 5% incremental steps do not apply. Salary is negotiated at time of hire.										

*Includes 5% Confidential Supplemental Compensation

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: November 17, 2023
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Resolution 23-02 – Public Employees’ Medical and Hospital Care Act (PEMHCA)

The following benefit change is being presented for adoption by Resolution 23-02, PEMHCA, and based upon an affirmative vote by members of Stationary Engineers Local 39 on November 17, 2023.

Resolution 23-02 sets the amount of the employer’s contribution for calendar year 2024. The \$850.00 represents the employer’s contribution for each employee or annuitant (self alone) plus administrative fees and contingency reserve fund assessment.

This is based on CalPERS 2024 rate, and consistent with the proposed MOU. Golden Sierra pays the employee or annuitant only portion, not to exceed \$850.00.

BEFORE THE GOVERNING BODY
GOLDEN SIERRA JOB TRAINING AGENCY

In the matter of:	Resolution of the Governing Body of Golden Sierra Job Training Agency to Fix the employer contribution at an equal amount for employees and annuitants under the Public Employees Medical and Hospital Care Act (PEMHCA).	Resolution No. <u>23-02</u>
		Ordinance No.: _____
		First Reading: _____

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that this Body authorizes:

- WHEREAS, (1) Golden Sierra Job Training is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of and not to exceed \$850.00 per month, plus administrative fees and Contingency Reserve Fund assessments, effective January 13, 2024; and be it further
- RESOLVED, (b) Golden Sierra Job Training has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of Golden Sierra Job Training shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that

Golden Sierra Job Training would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

RESOLVED, (d) That the Governing Body appoint and direct, and it does hereby appoint and direct, Clerk to the Governing Body to file with the Board a verified copy of this resolution, and to perform on behalf of Golden Sierra Job Training all functions required of it under the Act.

Resolution 23-02 was duly passed by the Governing Body of the Golden Sierra Job Training Agency at a regular meeting held

November 17, 2023 _____ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Lori Parlin, Chair of the Governing Body

Attest:

Melissa Keefe, Clerk of the Governing Body

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: November 17, 2023
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Resolution 23-03 – Amend Position Roster

Before the board for review and approval is Resolution 23-03, amended Allocated Position Roster. The changes to the Position Roster were necessary to bring Salary Ranges into alignment with current bargaining unit MOU with Stationary Engineers Local 39.

CLERK SERIES BASE WAGE INCREASE

Effective December 2, 2023, consistent with the goals of increasing pay equity, improving recruitment outcomes and reflecting market trends, all employees in the classifications below will receive a base wage increase consistent with the 2023 Classification and Compensation Study:

- Administrative Clerk Series
- Account Clerk Series
- Program Clerk Series

Job Classification	Market Group	Current	Proposed	% increase
Account Clerk I	11	18.4128	19.3500	5.1%
Account Clerk II	12	20.9121	20.9100	--
Account Clerk III	13	22.1362	23.2000	4.8%
Administrative Clerk I	10	15.5828	16.3000	4.6%
Administrative Clerk II	11	17.1804	19.3500	12.6%
Administrative Clerk III	12	18.9415	20.9100	10.4%
Program Clerk I	11	17.1804	19.3500	12.6%
Program Clerk II	12	18.9415	20.9100	10.4%

JOB CLASSIFICATION TITLE REVISIONS

Golden Sierra will revise job titles for some positions. This will include minor formatting changes to their job classifications to increase readability and align with practical job duties. The nature of the positions will not change.

Positions with a title change to their job classifications are:

- Senior Administrative Clerk to Administrative Clerk III
- Senior Account Clerk to Account Clerk III
- Assistant Business and Employment Specialist to Business and Employment Specialist I
- Associate Business and Employment Specialist to Business and Employment Specialist II

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
December 2, 2023.

Resolution No.: 23-03

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

November 17, 2023 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Lori Parlin, Chair of the Governing Body

Attest:

Melissa Keefe, Clerk of the 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 are adopted as the document that describes the structure and staffing of the Golden Sierra Job Training Agency.

GOLDEN SIERRA

Job Training Agency

ALLOCATED POSITION ROSTER

Effective December 2, 2023

CLASSIFICATION		SALARY RANGE*		# of POSITIONS FUNDED	# of POSITIONS UNFUNDED	
		From [A]	To [E]			
Account Clerk I	}	Promotional Series	19.35	24.20	2 FTE	1 FTE
Account Clerk II			20.80	26.10		
Account Clerk III			23.20	29.05		
Accounting Technician			24.54	29.89		1 FTE
Accountant I	}	Promotional Series	28.79	35.07	1 FTE	
Accountant II			33.32	40.60		
Administrative Clerk I	}	Promotional Series	16.30	20.40	1 FTE	
Administrative Clerk II			19.35	24.20		
Administrative Clerk III			20.80	26.10		
Executive Assistant			24.00	29.25		1 FTE
Program Clerk I	}	Promotional Series	19.35	24.20	1 FTE	2 FTE
Program Clerk II			20.80	26.10		
Business and Employment Specialist I			23.29	28.37	7 FTE	
Business and Employment Specialist II			28.31	34.49		
Business and Employment Specialist Supervisor			34.40	41.92		1 FTE
Disability Resource Coordinator			28.31	34.49	1 FTE	
Program Analyst			28.31	34.49	1 FTE	
Administrative Analyst (Confidential)**			35.04	42.69	1 FTE	
WB Coordinator/Analyst			36.12	44.01	1 FTE	
Chief Fiscal Officer			39.37	47.97		1 FTE
Deputy Director			47.09	57.38	1 FTE	
Executive Director***					1 FTE	
				13.8 FTE	6 FTE	

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

** Includes 5% Confidential Supplemental Compensation

*** 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.



Director's Update 11/17/23

Sector Specific Convenings:

Energy, Construction and Utilities – Valley Vision held a **water related careers advisory on October 27th**. Panelists included the CA Department of Water Resources, City of Sacramento, Sacramento Area Water Works Association, and Valley Water. A [recent statewide report](#) released by COE will be featured along with an industry panel discussion. In addition to post-secondary, the event was marketed to high school counselors to increase exposure for these careers.

[Video Recording](#)

Information, Communications and Technology – The advisory for this sector was held on **October 12th at SCOE** with post-event collaboration and networking. The theme “**Building the Full Stack**,” looking at short term stackable credentials in addition to overall skills requested by employers. Panelists include Swinterton, Placer County, CA Department of Technology, City of Roseville and others. We hope to utilize this advisory to more fully develop the career pathways progression charts to ICT occupations begun with the California Workforce Association.

[Video Recording](#)

Public Safety – Valley Vision are considering a focus on **dispatcher occupations** for the next advisory in this sector. Dispatchers' income averages \$60K a year, and the position is in high demand with no advanced degree required. The advisory is being planned for **spring of 2024** with a potential keynote speaker from the City of Sacramento's Police Department's Communications Academy.

Activities aligned with regional workforce development efforts:

Community Economic Resilience Fund: The Summer of Collective Learning series has been completed. The sessions included information from other regions and a brief look at early Brookings data for our region. These learning sessions were designed to build a collective baseline of understanding and verbiage toward building a unified inclusive vision for the region through the CERF process. Awards for sub-regional conveners for each of the five subregions are underway

The CERF Leadership Council Nomination Process is underway. The Leadership Council will play a vital role in advancing Capital Region decision-making during the CERF Planning Phase. The Council will achieve this by: (1) hearing recommendations, (2) applying the CERF core values of inclusivity and equity, and (3) advising on regional strategic planning.

CERF Subregional Hub Partners:

Valley Vision completed the RFP and contracting process for the majority of the Subregional Hub Partners. These partners will oversee the Subregional Committees which will convene monthly to identify subregional priorities and recommendations, as well as conduct community engagement that will inform the regional strategy.



Golden Sierra

These Hub Partners include:

- **El Dorado/Placer**
 - Lead: Sierra Business Council
 - Subcontractors: Placer Community Foundation and El Dorado Community Foundation
- **Nevada/Tahoe**
 - Co-Leads: Nevada County Economic Resource Council & Tahoe Prosperity Center
 - Subcontractor: Sierra Business Council
- **Sacramento/Yolo**
 - Business: Sacramento Asian Pacific Chamber of Commerce
 - Community: Civic Thread
 - Subcontractors: Black Artist Foundry and Everyday Impact Consulting
- **Yuba/Sutter**
 - Lead: Civic Thread
 - Subcontractors: Center for Workers' Rights, Yuba-Sutter Economic Development Corporation, and Everyday Impact Consulting
- **Colusa:** In Progress

If you would like to participate in the subregional convenings in your areas you may register for those through the [Subregional Committee Signup Form](#)

Funding Opportunities:

STEPS

The California Department of Rehabilitation (DOR), in coordination with the Foundation for California Community Colleges (FOUNDATION), announces the availability of federal Workforce Innovation and Opportunity Act (WIOA) Title IV Vocational Rehabilitation funds through the Student Training and Employment Program (STEP):

- \$18,000,000 in total sustainable funding available for the three year program
- \$6,000,000 in sustainable funding available for year one
- Annual option for renewal and additional funds over three years

This funding opportunity represents a commitment to supporting projects that provide work experience; job preparation training; job exploration and postsecondary enrollment counseling; and self-advocacy training for students with disabilities (SWD).

Golden Sierra has applied for \$490,000.00 under this project which will build and or further partnerships with local secondary programs serving SWDs, the Department of Rehabilitation, the Foundation for California Community Colleges and intermediaries with expertise in providing services to SWDs.



Golden Sierra

The STEP project goals include providing SWDs:

- Job preparation training, including job exploration, workplace readiness skills training and work-based learning experiences
- Year-round paid W2 work-based learning experiences
- Training in self-advocacy and setting personal goals
- Counseling in postsecondary training opportunities
- Career exploration counseling

Breaking Barriers to Employment Initiative

Golden Sierra is working with a collaborative of Adult School partners to develop an application for up to \$500,000 in funding under the Breaking Barriers to Employment Initiative. The funding would be used to provide vocational training scholarships to English Language Learners, CalWORKs participants, and other populations with barriers.

From the Request for Applications (RFA):

Breaking Barriers provides individuals with barriers to employment the services they need to enter, participate in, and complete broader workforce preparation, training, and education programs aligned with regional labor market needs. Under the initiative, services shall be delivered principally through a collaborative partnership between mission-driven community-based organizations (CBOs) and local workforce development boards to strengthen the America's Job Center of California (AJCC) system.

This initiative focuses on innovative approaches to, and proven practices for, addressing racial, ethnic, and socioeconomic disparities in the labor market. Successful projects will create pipelines to quality jobs, upward mobility, and income security for workers historically excluded from quality jobs and economic prosperity.

More information is available through the following link:

<https://cwdb.ca.gov/initiatives/breakingbarriers/breaking-barriers-2-0-solicitation/>

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: November 17, 2023
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Local Area Subsequent Designation and Local Board Recertification
PY 2023-2025 Approval

In compliance with Employment Development Department [WSD22-14](#), Golden Sierra's *Local Area Subsequent Designation and Local Board Recertification PY 2023-2025* was submitted to the California Workforce Development Board (CWDB) in May of 2023.

On November 2, 2023, Golden Sierra received an approval letter from the CWDB for its *Local Area Subsequent Designation and Local Board Recertification PY 23-25* application packet.

Angelo Farooq, Chair

Gavin Newsom, Governor

November 3, 2023

Golden Sierra Workforce Development Board
115 Ascot Drive, Suite 100
Roseville, CA 95661
Attention: Jason Buckingham

Subject: Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25

Dear Director Buckingham,

The California Workforce Development Board (CWDB) has received and carefully assessed your Local Area Subsequent Designation and Local Board Recertification PY 23-25 application, in accordance with the criteria established in Workforce Services Directive [WSD22-14](#). We are pleased to inform you that you have received approval through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,



Curtis Notsinneh, Acting Executive Director
California Workforce Development Board

Cc: Gabriel Garcia, Regional Advisor

SERVICE PROVIDER REPORT

ADVANCE at Lake Tahoe Community College

Report Period: July-October 2023

Prepared By: Frank Gerdeman

PARTICIPANT STATUS			
	<u>Actual</u>	<u>Goal</u>	<u>% of Goal</u>
Number who received basic career services	67	100	67%
Number who received individualized career services	16 (2)	50	32%
Number who received training services	8 (1)	15	53%

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. The Barton CNA client/graduate passed her CNA Certification Exam in early May (attached) and our client enrolled in the Heavy Equipment Training program successfully completed and earned his certificate of completion (attached).

PRACTICES WITH PROMISE

Internally, shared/holistic case management remains a valuable asset to our team, including the provision of services under our contract with GSJTA. This continues to include access to behavioral/mental health support services through our partnership with LTCC and TimelyCare. Over 45 total Advance clients have been accessing this service, a number of whom are also enrolled in WIOA. A quick update to our shared use of our career/personality survey (Traitify) shows that the number of administrations by GSJTA staff since July 1, 2022 is now 287, an in-kind value of \$11,480.00.

CHALLENGES/BARRIERS

Housing issues continue to be the primary issue and barrier in stabilizing life for many clients and potential clients in Tahoe. Potential budget reductions in funding for operations and/or client support appear to be an increasing likelihood as we enter the next contract cycle despite the ongoing need in the Basin.

EVENT PARTICIPATION	
<u>Date</u>	<u>Event</u>
7/21/23	Tahoe-Douglas Visitors Authority Monitoring Meeting (Event Center management)
8/9/23	Tahoe Environmental Summit
8/15/23	Vail Heavenly Community Roundtable
8/29/23	Apprenticeship Meeting – California Community College Chancellor’s Office
8/30/23	Meeting with GM and Food and beverage Director at Tahoe Blue Event Center
9/25/23	CERF Kickoff Meeting – Tahoe Basin
10/20/23	Tahoe Prosperity Center Economic Summit
10/27/23	Tahoe Chamber Business Expo

Service Provider Report

**Golden Sierra
Job Training Agency**

Prepared by Darlene M. Galipo

Report Period

07/01/23 – 10/31/23



Active Cases

July 1, 2023 to October 31, 2023

	Active	% of Total
● Adult	87	47%
● Dislocated Work	18	10%
● Youth	26	14%
● CAREER	8	4%
● QUEST Disaster Recovery	18	10%
● RERP	16	9%
● Prison to Employment	11	6%

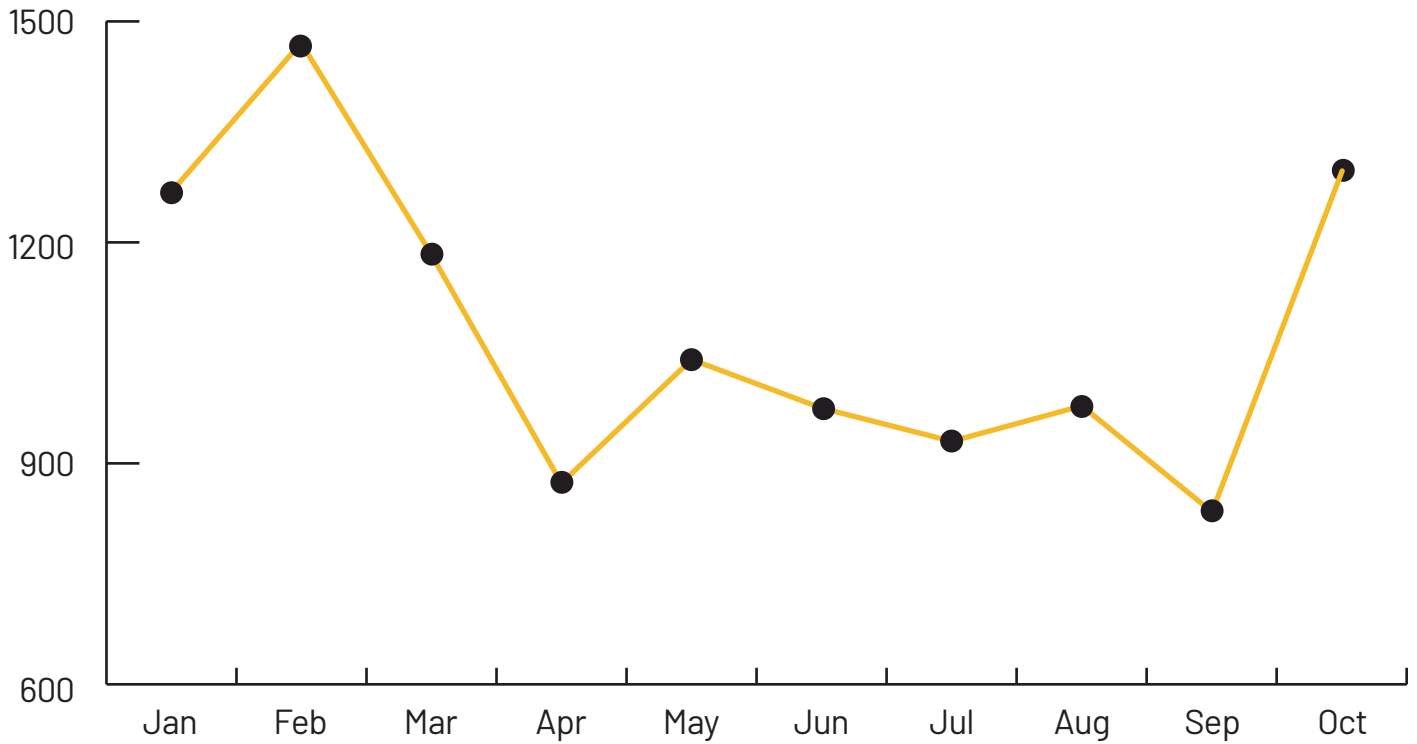


Total: 184

These are individuals who received a grant-funded service during the report period.

Job Center Traffic

Virtual and In-Person



Services Provided

	Previous Report	Cumulative 23/24
Classroom Training	16	28
Work Based Learning	5	6
Supportive Services	29	64

Virtual Reality Career Exploration

Sierra College Construction Bootcamp and Expo



Job Fair Events

Tri County Job Fair



Customer Success Story

Frank came to Golden Sierra in the summer of 2023 after being laid off from a long-time position as a general foreman. After spending years commuting from Roseville to San Francisco, he was ready to find a less physically demanding career based closer to home. After enrolling in the QUEST Grant program for dislocated workers, he was able to research the labor market and visit several truck driving schools. Frank had an expired Class A license and enjoyed driving, so he asked for assistance in obtaining a new Class A license with the intention of finding work as a truck driver. Funding through the QUEST Grant allowed for Frank to attend an approved program, where he excelled and was able to obtain the relevant training needed to help him obtain his Class A driver's license. A week after completing training, Frank was able to secure full-time employment driving concrete. His new position offered a starting wage of \$30.00 per hour and offered many options for working overtime. Frank is grateful for both the stability he is experiencing in his new career and the support he received through Golden Sierra.