

WB MEMBERS

AAMIR DEEN
Unite Here Local 49

APRIL BALLESTERO
One Light Ahead

BILL BETTENCOURT
Placer School for Adults

CAROL PEPPER-KITTREDGE
Sierra College

CHRISTINA NICHOLSON
Whole Person Learning

DANIELA DEVITT
California Employers Association

DIANA SOUZA
NorCal Kenworth

ERIC COOPER
California Indian Manpower Consortium

ERIC ULRICH
Hacker Lab

JACQUELINE HUMENICK
Ponte Palmero

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JOHN TWEEDT
District Council 16

LAUREL BRENT-BUMB
El Dorado Chamber of Commerce

LISA HUTCHINSON
Cokeva

MARCY SCHMIDT
Placer Co. Business Advantage Network

MARK FRAYSER
Department of Rehabilitation

MARTHA ESCOBEDO
Employment Development Department

MICHAEL ZIMMERMAN, *Vice Chair*
MTI College

PAUL CASTRO
California Human Development

RICK LARKEY, *Chair*
North State Building Industry Foundation

ROBERT VERDUGO
Northern California Valley Sheet Metal JATC

ROBIN TRIMBLE
Rocklin Area Chamber of Commerce

TINK MILLER
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

YVETTE ELAM
United Domestic Workers of America

GOLDEN SIERRA WORKFORCE BOARD EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA

Thursday, September 21, 2017 –12:30 PM

**North State BIA
Board Room
1536 Eureka Rd
Roseville, CA 95661**

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

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|------|--|------|
| I. | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u> | |
| II. | <u>APPROVAL OF AGENDA</u> | 1 |
| III. | <u>CONSENT AGENDA</u> | |
| | 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 August 31, 2017 EC Meeting | 2-4 |
| | b) Attendance Log | 5 |
| IV. | <u>PUBLIC COMMENT – FOR ITEMS ON THE AGENDA</u> | |
| V. | <u>2017-2018 WIOA TITLE I FINAL BUDGET</u> | 6-15 |
| VI. | <u>NEXT MEETING</u> | |
| | Thursday, October 19, 2017 – 1:00 PM. Roseville Connections | |
| VII. | <u>ADJOURNMENT</u> | |

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

Thursday, August 31, 2017 – 1:00 PM

**Roseville Connections
115 Ascot Drive, Suite 180
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), Martha Escobedo, Laurel Brent-Bumb, Jason Buckingham, Greg Geisler

Absent: Carol Pepper-Kittredge

Guests: Michael Indiveri, Lorna Magnussen, Carline Chavez

II. APPROVAL OF AGENDA

Motion to approve the agenda by Brent-Bumb, second by Escobedo

Motion approved unanimously

III. CONSENT AGENDA

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

Request to amend Consent Agenda to remove Approval of Minutes from August 2, 2017 EC/GB Meeting

- Approval of Minutes from August 2, 2017 EC/GB Meeting [removed – refer to item III.a.]
- Review of Minutes from July 20, 2017 WB Meeting
- Attendance Log

Motion to approve the Consent Agenda as amended, by Brent-Bumb, seconded by Escobedo.

Motion approved unanimously

III.a. APPROVAL OF MINUTES FROM AUGUST 2, 2017 EC/GB MEETING

Amended minutes were distributed to clarify language on page 4 paragraphs 1-3.

Motion to approve the amendment to the August 2, 2017 minutes by Zimmerman, second by Geisler.

Motion approved unanimously

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

Magnussen announced that the Workforce Board membership is in full compliance and now has 25 active members.

V. WORKGROUP - LEADERSHIP & BEST PRACTICES

- Strategic Planning Priorities

Buckingham requested clarification regarding the survey discussed at the last meeting; should the survey be based on the three focus areas discussed at the last meeting or on the items from the retreat.

Larkey stated that his intent was to continue with the planning groups and assign members to a group they would like to participate in. He also believes that the groups need to be reformed and repopulated.

Brent-Bumb added that the members should revisit the fundamentals of the workgroups to give them the opportunity to choose a workgroup they would prefer.

Magnussen suggested reaching out to the members and asking them to choose first and second choice from the three groups in which they would like to be assigned to.

The Executive Committee members decided to include an orientation prior to the Workforce Board meeting on 9/21/17 from 11:30 am to 12:30 pm.

Larkey asked staff to send out emails to the new members for the orientation and, an additional email to ask all the members to solicit what workgroups they would prefer to be a part of. Buckingham agreed to write summary of each planning group and send out a survey.

Brent-Bumb expressed that networking could be further developed on the board.

Larkey agreed and has seen models for facilitated workshops that would aid the board with this role.

Zimmerman commented that the workshop model might encourage members to be more engaged during meetings.

Buckingham added that the workshop would generate conversations around the table on how members can meet each other's needs.

Members agreed to hold the workshop at the November 16, 2017 Workforce Board meeting.

VI. ONE-STOP OPERATOR REPORT OUT AND DIRECTION

Indiveri handed out his summary notes to the members regarding the meeting with the partners that was held on August 22, 2017. The notes outline the first encounter with the One-Stop Operator and the partners of the AJCC system.

The purpose of this meeting was to establish or reestablish relationships between the partners. His role is to facilitate communication between the partners and the Workforce Board.

The 2 year process for the AJCC certification was discussed; the initial phase will be helpful in identifying who is doing what and how it is affecting customers, and later to know how to improve the delivery of services through coordination, integration and alignment.

Indiveri noted to the members that input is welcome. He will also be getting feedback from customers and partners.

Future items will include updates to the board on outreach efforts to the community, especially on how the employer outreach is happening, and what the view from the private sector is.

Another important item is the coordination between the partners to identify value added services such as joint activities with customers that could include co-enrollments and/or co-funding of customers training.

Reporting and universal outcomes were discussed including the possibility of a future dashboard to summarize the data system wide to assist the board in reviewing and responding to the data.

Larkey requested that as Indiveri develops, with the partners, a common set of reporting elements for performance outputs and outcomes, this information be presented to the board.

Larkey would like a report on the status of the regional collaboration and combining data.

VII. FUTURE AGENDA ITEMS/NEW BUSINESS

- WORKFORCE BOARD

Workshop on 11/16/17

Orientation on 9/21/17

Workgroups

- EXECUTIVE COMMITTEE

VIII. NEXT MEETING

Special - Thursday, September 21, 2017 – 12:30 PM. NSBIA

Regular – Thursday, October 19, 2017 – 1:00 PM. Roseville Connections

IX. ADJOURNMENT

Larkey adjourned the meeting at 2:30 pm.

Date:	9/15/16	11/9/16	2/6/17	5/15/17	8/2/17	8/31/17	Rate
Executive Committee	EC	EC	EC	EC	EC/GB	EC	
Meeting Type	Regular	Regular	Special	Regular	Joint	Regular	
Rick Larkey- CHAIR	1	1	1	1	1	1	100%
Michael Zimmerman- VICE CHAIR	1	1	1	1	0	1	83%
Laurel Brent-Bumb	1	0	0	1	1	1	67%
Jason Buckingham	1	1	0	1	1	1	83%
Martha Escobedo	1	1	1	1	1	1	100%
Carol Pepper-Kittredge	1	1	1	1	1	0	83%
Gregg Geisler					1	1	100%

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: September 21, 2017

TO: Executive Committee (EC)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJ: Workforce Innovation and Opportunity Act (WIOA) Title I Final Budget

Before the Board for review is the WIOA Title I Fiscal Year 2017/2018 Final Budget. The WIOA Title I budget is a part of Workforce Board responsibilities as per WIOA. The Act requires the Board to develop a program budget in partnership with the Governing Body. The Action requested is to make a recommendation to the Governing Body to approve the WIOA Title I final budget for 2017/2018. The budget has been developed with a focus on the WIOA Local Workforce System requirements. See the budget narrative for additional details.

Budget Introduction and Overview

Golden Sierra Job Training Agency is a Joint Powers Authority (JPA) organized between the counties of Placer, El Dorado and Alpine. The Agency's primary purpose is to administer the JPA's 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 stated purpose of the JPA.

Approach in Developing the Final Budget for Fiscal Year 2017/2018

The model used to develop the Consortium's annual budget is the Priority Based Budget model. The goal is to develop a budget based on the relationship between program funding levels and expected results from that program. The objectives are to retain cost-efficient and effective ways to meet the requirements of the *Workforce Innovation and Opportunity Act (WIOA)* while providing quality services to participants.

The Fiscal Year 2017/2018 Final Budget:

The primary sources of funding are the unaudited rollover funding from Sub-grant K-7102029 and the newly awarded Sub-grant K-8106175 in the form of Adult, Dislocated Worker, Youth, Rapid Response and Layoff Aversion funding. Currently, all figures in the final budget have been communicated by the Employment Development Department (EDD) via Workforce Services Information Notices (WSIN). The Agency received its allotted portions for Round 1 (July 1, 2017 release). However, Round 2 (October 1, 2017 release) funding was not finalized as of this update and EDD has not received the Notice of Award (NOA) from the Department of Labor. The NOA confirms the funding of an appropriated award. It is anticipated to be completed when the Federal Fiscal Year 2018 budget is adopted or a Continuing Resolution is put in place.

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 an employment related training such as an On-The-Job Training (OJT) or Work Experience (WEX). It does not include classroom training. Fifty percent of the earmarked WBL funding is used to support the career services to eligible participants in the program.

The remaining cost objectives required of the Title I funding are to maintain a *Comprehensive One-Stop Center* in the *Local Area* while strategically utilizing financial resources to meet obligations of the JPA and while both leading and participating in the continued development of both local and regional *Workforce Systems*.

Approved By:
Executive Committee:
Workforce Board:
Governing Body

What we have been able to maintain in spite of reductions in funding:

- Over the past two fiscal years the Agency has scheduled the use of 50% of funding from the new allocation for the combined support of Administration, Program Operations & the Consortium's Comprehensive One-Stop. This percentage has remained the same however, the allocation has been reduced. In addition to not filling a vacant position, a 3% reduction in support for the Comprehensive One-Stop is required in order to maintain Program Operations and Administration.
- Continued financial support to member counties for Career Services and Direct Training is being maintained with additional financial resources coming from taking advantage of the allowable 10% for Direct Training Leverage instead of the 5% which has been utilized in the past.

Description of Schedules

Schedule 1 **Consortium Sources and Uses**

Schedule is based on unaudited rollover funding, carry over, and new awards. Expenditures have been adjusted based on anticipated cost increases, WIOA spending requirements, and pension funding requirements.

Schedule 2 **Consortium Cost Center Detail**

Consortium Administration: Includes fiscal management, procurement, and human resource functions.

Consortium Program Operations: Includes program oversight and technical assistance to member counties. Staff and consultants have expertise in ADA/EO compliance, program monitoring, WIOA continual refinement, and database management.

Consortium Rapid Response and Layoff Aversion: Includes activities related to business outreach, workshop facilitation, and labor exchange. Staff have expertise in helping affected employees return to work as quickly as possible following a layoff and developing early-warning systems to prevent layoffs altogether.

Consortium Comprehensive One-Stop: Includes the physical location and related operating expenses of the required job center that offers universal access and comprehensive employment-related programs and services.

El Dorado County Career and Training Services: Includes unaudited PY 16/17 carry-in funds to be administered by El Dorado County HHS and planned PY 17/18 WIOA funding.

Placer County Career and Training Services: Includes unaudited PY 16/17 carry-in funds and planned PY 17/18 WIOA funds to be administered by the Agency staff.

Alpine County Career and Training Services: Includes unaudited PY 16/17 carry-in funds to be administered by Agency staff. Planned PY 17/18 WIOA funding currently in development stage of new service delivery model.

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Non-Allocation Career and Training Services:		Includes remaining second year training dollars from the Disability Employment Accelerator (DEA) award and third year of the Sector Partnerships National Emergency Grant (SP-NEG). The Disability Employment Initiative technical assistance funding to participate in quarterly meetings. In addition, the Agency continues to expend prior year awarded non-allocation awards AB2060, Round Two and Three of the Disability Employment Accelerator grant.
Schedule 3	Consortium Contracted Services	Schedule provides detail for contracts administered by the Agency for newly awarded funds and re-budgeted contracts for Consortium Operations and Programmatic Career Services and Training.
Schedule 4	Consortium Allocation of Sub grant Award	Schedule is based on a funding award for the new WIOA Allocation Awards and Rapid Response and Layoff Aversion. The schedule is separated by funding based on the WIOA legislation.
Schedule 5	Consortium Leverage Requirements	Schedule provides dollar amounts required to be captured as "leverage" in order to meet the state imposed 30% Direct Training requirement for Adult and Dislocated Working funding streams.

Approved By:
Executive Committee:
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Governing Body

		A	B	C	D	D-C	1-(D/C)
		Actual Expenditures and Encumbrances as of June 30th 2016	Unaudited Actual Expenditures and Encumbrances as of June 30th 2017	Consortium Fiscal Year 2017/2018 Draft Budget	Consortium Fiscal Year 2017/2018 Final Budget	Change Between Fiscal Year 2017/2018 Draft to Final Budget	Percent Change from Fiscal Year 2017/2018 Budget Draft to Final
#		% of Total Funding	% of Total Funding	% of Total Funding	% of Total Funding		
Funding Sources:							
1	Carry-In WIOA Allocation PY 16	\$ 1,888,875	\$ 1,853,531	\$ 2,007,471	\$ 1,709,676	\$ (297,795)	-14.83%
2	Awarded WIOA Allocations PY 2017	2,015,896	2,252,121	2,885,517	2,824,646	(60,871)	-2.11%
3	Carry-In Rapid Response Funds PY16	166,430	83,300	50,375	150,795	100,420	199.34%
4	Awarded Rapid Response Funds PY17	65,401	-	210,112	209,395	(717)	-0.34%
5	Carry-In Layoff Aversion Funds PY16	-	10,691	-	51,262	51,262	100.00%
6	Awarded Layoff Aversion Funds PY17	-	-	59,514	35,641	(23,873)	-40.11%
7	Actual Non-Allocation Awards	237,493	458,801	414,738	513,004	98,266	23.69%
8	Total Funding Sources	\$ 4,374,095	\$ 4,658,444	\$ 5,627,727	\$ 5,494,419	\$ (133,308)	-2.37%
Expenditures:							
Consortium Operations							
9	Retiree Benefits	\$ 516,385	\$ 575,787	\$ 594,522	\$ 593,374	\$ (1,148)	-0.19%
10	Salaries and Benefits	1,171,392	833,543	927,322	953,528	26,206	2.83%
11	Services and Supplies	364,971	318,179	489,455	486,668	(2,787)	-0.57%
12	Professional Services	27,616	28,200	60,403	51,268	(9,135)	-15.12%
13	Consortium Operations Total	\$ 2,080,364	\$ 1,755,709	\$ 2,071,702	\$ 2,084,838	\$ 13,136	0.63%
Career & Training Services							
14	Placer County	\$ 1,162,141	\$ 997,392	\$ 1,156,828	\$ 941,548	\$ (215,280)	-18.61%
15	El Dorado County	813,362	1,117,783	1,093,162	932,281	(160,881)	-14.72%
16	Alpine County	72,767	102,433	103,924	98,731	(5,193)	-5.00%
17	Non-Allocation Awards	237,403	683,602	411,738	482,651	70,913	17.22%
18	Career & Training Services Total	\$ 2,285,673	\$ 2,901,210	\$ 2,765,652	\$ 2,455,211	\$ (310,441)	-11.22%
19	Committee Budget	\$ 8,058	\$ 1,525	\$ 15,000	\$ 14,991	\$ (9)	-0.06%
20	PY 17 Award Expend in Second Year	\$ 1,807,695	\$ 1,426,641	\$ 775,373	\$ 939,379	\$ 164,006	21.15%
21	TOTAL EXPENDITURES	\$ 6,181,790	\$ 6,085,085	\$ 5,627,727	\$ 5,494,419	\$ (133,308)	-2.37%
22	Net Income/(Unexpended)**	\$ (1,807,695)	\$ (1,426,641)	\$ -	\$ -	\$ -	
** Funding primarily from unobligated and unspent prior year WIOA award.							

Approved by:
Executive Committee:
WB:
Governing Board:

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
		Consortium Admin	Consortium Program Operations	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 Career and Training Services
Line #								
	Funding Sources:							
1	Carry-In Allocation Funds from PY 16	\$ 280,726	\$ 501,967		\$ 37,830	\$ 408,118	\$ 450,304	\$ 30,731
2	Awarded - PY 17 WIOA Allocations	282,466	878,257	-	197,726	524,163	874,034	68,000
3	Carry-In Rapid Response Funds PY16	-	62,888	87,907	-	-	-	-
4	Awarded Rapid Response Funds PY17	-	69,100	125,637	14,658	-	-	-
5	Carry-In Layoff Aversion Funds PY16	-	51,262	-	-	-	-	-
6	Awarded Layoff Aversion Funds PY 17	-	11,762	21,384	2,495	-	-	-
7	Actual Non-Allocation Awards	-	8,761	-	-	-	-	-
8	Total Funding Sources	\$ 563,192	\$ 1,583,997	\$ 234,928	\$ 252,709	\$ 932,281	\$ 1,324,338	\$ 98,731
	Expenditures:							
	Consortium Operations:							
9	Retiree Benefits	\$ -	\$ 593,374	\$ -	\$ -	\$ -	\$ -	\$ -
10	Salaries and Benefits	280,797	421,257	175,814	75,660	-	-	-
11	Services and Supplies	82,384	245,223	33,992	125,069	-	-	-
12	Professional Services	-	-	25,122	26,146	-	-	-
13	Consortium Operations Total	\$ 363,181	\$ 1,259,854	\$ 234,928	\$ 226,875	\$ -	\$ -	\$ -
	Career & Training Services							
	Program Year 2016/2017 WIOA/Other - Rebudget							
14	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Placer County	-	-	-	-	-	450,304	-
16	El Dorado County	-	-	-	-	408,118	-	-
17	Alpine County	-	-	-	-	-	-	30,731
	Program Year 2017/2018 WIOA/Other							
18	Non-Allocation Awards	-	-	-	-	-	-	-
19	Placer County	-	-	-	-	-	491,244	-
20	El Dorado County	-	-	-	-	524,163	-	-
21	Alpine County	-	-	-	-	-	-	68,000
22	Career & Training Services Total	\$ -	\$ -	\$ -	\$ -	\$ 932,281	\$ 941,548	\$ 98,731
23	Committee Budget	\$ -	\$ 10,491	\$ -	\$ 4,500	\$ -	\$ -	\$ -
24	PY 17 Award Expend in Second Year	\$ 200,011	\$ 313,652	\$ -	\$ 21,334	\$ -	\$ 382,790	\$ -
25	TOTAL EXPENDITURES	\$ 563,192	\$ 1,583,997	\$ 234,928	\$ 252,709	\$ 932,281	\$ 1,324,338	\$ 98,731
26	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Cost Center Share of Available Funding	10.25%	28.83%	4.28%	4.60%	16.97%	24.10%	1.80%

L i n e #		H Disability Employment Initiative Round Two & Seven	I Disability Employment Accelerator Round Two & Three	K Sector Partnerships National Emergency Grant	K Supervised Population Training Grant AB2060	L Total of all Funding Sources and Expenditures
	Funding Sources:					
1	Carry-In Allocation Funds from PY 16	\$ -	\$ -	\$ -	\$ -	\$ 1,709,676
2	Awarded - PY 17 WIOA Allocations	-	-	-	-	2,824,646
3	Carry-In Rapid Response Funds PY16	-	-	-	-	150,795
4	Awarded Rapid Response Funds PY17	-	-	-	-	209,395
5	Carry-In Layoff Aversion Funds PY16	-	-	-	-	51,262
6	Awarded Layoff Aversion Funds PY 17	-	-	-	-	35,641
7	Actual Non-Allocation Awards	10,230	248,005	51,953	194,055	513,004
8	Total Funding Sources	\$ 10,230	\$ 248,005	\$ 51,953	\$ 194,055	\$ 5,494,419
	Expenditures:					
	Consortium Operations:					
9	Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ 593,374
10	Salaries and Benefits	-	-	-	-	953,528
11	Services and Supplies	-	-	-	-	486,668
12	Professional Services	\$ -	\$ -	\$ -	\$ -	51,268
13	Consortium Operations Total	\$ -	\$ -	\$ -	\$ -	\$ 2,084,838
	Career & Training Services					
	Program Year 2016/2017 WIOA/Other - Rebudget					
14	Non-Allocation Awards	\$ 2,230	\$ 71,559	\$ 51,953	\$ 194,055	\$ 319,797
15	Placer County	-	-	-	-	450,304
16	El Dorado County	-	-	-	-	408,118
17	Alpine County	-	-	-	-	30,731
	Program Year 2017/2018 WIOA/Other					
18	Non-Allocation Awards	4,000	158,854	-	-	162,854
19	Placer County	-	-	-	-	491,244
20	El Dorado County	-	-	-	-	524,163
21	Alpine County	-	-	-	-	68,000
22	Career & Training Services Total	\$ 6,230	\$ 230,413	\$ 51,953	\$ 194,055	\$ 2,455,211
23	Committee Budget	\$ -	\$ -	\$ -	\$ -	\$ 14,991
24	PY 17 Award Expend in Second Year	\$ 4,000	\$ 17,592	\$ -	\$ -	\$ 939,379
25	TOTAL EXPENDITURES	\$ 10,230	\$ 248,005	\$ 51,953	\$ 194,055	\$ 5,494,419
26	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -
27	Cost Center Share of Available Funding	0.19%	4.51%	0.95%	3.53%	100.00%

ExecutiveCommittee:

WB:

Governing Board:

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