

**GOVERNING BODY MEMBERS**

MICHAEL RANALLI, *Chair*  
Board of Supervisors,  
El Dorado County

KATHERINE RAKOW, *Vice Chair*  
Board of Supervisors,  
Alpine County

KIRK UHLER  
Board of Supervisors,  
Placer County

**WB MEMBERS**

AAMIR DEEN  
Unite Here Local 49

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

JACQUELINE HUMENICK  
Ponte Palmero

JASON BUCKINGHAM  
Golden Sierra Job Training Agency

JOHN TWEEDT  
District Council 16

LAUREL BRENT-BUMB  
El Dorado Chamber of Commerce

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

ROBIN TRIMBLE  
Rocklin Area Chamber of Commerce

TINK MILLER  
Placer Independent Resource Services

VIC WURSTEN  
PRIDE Industries

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
AND  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE  
JOINT REGULAR MEETING  
AGENDA**

**Wednesday, August 2, 2017 – 10:30 am**

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

- |       |  |       |
|-------|--|-------|
| I.    | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u>  |       |
| II.   | <u>APPROVAL OF AGENDA</u>  | 1     |
| III.  | <u>PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA</u>  |       |
| IV.   | <u>CONSENT AGENDA (EC)</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 May 15, 2017 EC Meeting  | 2-7   |
|       | b) Attendance Log  | 8     |
| V.    | <u>WORKFORCE BOARD APPLICATION RECOMMENDATIONS (EC)</u>  | 9-25  |
| VI.   | <u>WORKFORCE BOARD APPLICATION APPROVAL (GB)</u>   | 26    |
| VII.  | <u>EC/GB DISCUSSION ON WDB DIRECTION</u>   | 27-28 |
| VIII. | <u>FUTURE AGENDA ITEMS/NEW BUSINESS</u>  |       |
|       | Governing Body   |       |
|       | Executive Committee  |       |
| IX.   | <u>NEXT MEETING</u>  |       |
|       | EC – Thursday, August 17, 2017 1:00 pm – Roseville Connections   |       |
|       | GB – Wednesday, October 4, 2017 10:00 am– GSJTA Auburn   |       |
|       | EC – Thursday, October 19, 2017 1:00 pm – Roseville Connections  |       |
| X.    | <u>ADJOURNMENT</u>   |       |

**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 (530) 823-4635 (Voice). TTY users please call the California Relay Service at 711.

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

**Monday, May 15, 2017 – 1:30 PM**

**North State BIA  
1536 Eureka Rd.  
Roseville, CA 95661**

**Teleconferencing locations**

**El Dorado (1)  
Chamber of Commerce  
542 Main Street  
Placerville, CA 95667**

**Sierra College (2)  
Building B-1  
5100 Sierra College Blvd  
Rocklin, CA 95677**

**135 Merritt Way (3)  
Sacramento, CA 95864**

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

Quorum was established and meeting was called to order at 1:30 p.m. by Chair Larkey

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair) (3), Martha Escobedo, Carol Pepper-Kittredge (2), Laurel Brent-Bumb (1)

Absent: None

Guests: Michael Indiveri, Marcy Schmidt, Lorna Magnussen, Terrie Trombley, Carline Chavez,

*\*Denotes late arrival or early departure*

*(#) Indicates teleconference location*

**II. APPROVAL OF AGENDA**

**Motion** to approve agenda by Zimmerman, second by Brent-Bumb

**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 February 6, 2017 EC Meeting

b) Review of Minutes from March 16, 2017 WB Meeting

c) Attendance Log

**Motion** to approve consent agenda items A-C by Zimmerman, second by Brent-Bumb

**Motion** approved unanimously by roll call vote

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

None

V. 2017-2018 WIOA TITLE I DRAFT BUDGET

Buckingham explained that the board has two main types of responsibilities. System responsibilities and responsibilities associated with Title I of the Act. Most of the action items today are related to WIOA Title I. This budget represents a draft budget presentation for WIOA Title I.

The key points are:

- Built with an assumed 10% reduction in funds. While the federal award is rumored to be flat, the agency does not believe that California's award or the local award formula will be flat.
- Increased the Direct Training Leverage percentage from 5% to 10% which frees up funding from the training pool for other purposes such as staffing.
- Meets all required components of the Act such as work based learning and support for the required Comprehensive Center.
- Transfer 50% dislocated worker to Adult.

The following correction was noted on Page 16:

Row 15 – Placer  
Row 16 – El Dorado  
Row 17 - Alpine

**Motion** to approve WIOA Title I Draft Budget as corrected by Escobedo, second by Zimmerman

**Motion** approved unanimously by roll call vote

VI. CTEIG SUMMER INTERNSHIP APPROPRIATIONS

Buckingham commented that the agency has been working on a partnership with the Placer County Office of Education, North State BIA, and Lennar Homes to put on a summer construction internship. Appropriating the funds from this award allows Golden Sierra to act as the employer of record for the instructors providing the educational component of the internship. Students will learn and work in the construction industry for 8 weeks. The funding comes from Placer County Office of Education Career Technical Education Incentive Grant (CTEIG).

**Motion** to approve CTEIG Summer Internship Appropriations by Escobedo, second by Zimmerman

**Motion** approved unanimously by roll call vote

VII. 2017-2018 MEETING SCHEDULE

Larkey noted that a poll had been taken to establish the best time and day of the week for the meeting; the results were to keep meetings on the 3<sup>rd</sup> Thursdays of even months from 1:00 pm to 3:00 pm.

Motion to approve 2017-2018 Meeting Schedule by Brent-Bumb, second by Escobedo

Motion approved unanimously by roll call vote

VIII. EXECUTIVE COMMITTEE MEMBERSHIP

Buckingham stated that Greg Geisler, Program Manager for Placer County Health and Human Services is the current nominee to fill the vacant seat on the Executive Committee. Greg has been an active member in workforce development issues in Placer County for a number of years and will continue to provide a HHS perspective that would otherwise be lost with the absence of Alexis Zoss.

Geisler would fill the Non-Workforce Board member seat on the Executive Committee.

**Motion** to approve Executive Committee Membership by Zimmerman, second by Escobedo.

**Motion** approved unanimously by roll call vote

IX. WB MEMBERSHIP REVIEW PROCESS

Larkey stated that that the Workforce Board currently has the following vacancies:

6 business member, 1 organized labor and, 1 joint labor.

The current members whose terms will be ending June 30, 2017, have agreed to serve an additional 4 year term.

There are 3 applications for business members pending approval by the Governing Body on June 7, 2017.

Magnussen is currently in communication with the labor council to nominate 2 members.

Larkey asked the committee members for their input on the review/screening process. Brent-Bumb said most applicants have been vetted by their nominating entity and doesn't feel an interview process would be necessary.

Pepper-Kittredge asked if the committee's recruitment efforts are targeting certain sectors. Larkey responded that hospitality, healthcare and business associations such as chamber were targeted.

Magnussen noted that the screening process could be to review applicants for appropriateness and forward recommendations on all applicants to Governing Body for consideration and approval if appropriate.

**Motion** to approve WB Membership Review process and recommend current applicants to the Governing Body by Brent-Bumb, second by Pepper-Kittredge

**Motion** approved unanimously by roll call vote

X. WIOA LOCAL PLAN UPDATE

Buckingham stated that the Agency received notice from the State Workforce Board on May 1, 2017, that the Local Plan was conditionally approved, and noted that the approval from the board allows for modifications for requested changes.

XI. CAREER SERVICES APPLICATION UPDATE

Buckingham stated the Agency's application to provide career services was also conditionally approved by the State Workforce Board's Executive Committee on April 27, 2017.

XII. ONE-STOP OPERATOR INTRODUCTION AND DISCUSSION OF ROLES & RESPONSIBILITIES

Buckingham wanted the committee to have an opportunity to hear from Indiveri on his vision on how he will bring value to the group and seek direction from the committee.

Indiveri stated that there are three major areas to start off with; the first is the One Stop Operator (OSO) has the responsibility of tracking and reviewing the provisions and agreements that are outlined in the MOUs. Such as how services are delivered, how customers receive the services, and the associated costs.

The second part of the process will be obtaining the partners reviews on the system and how it operates, and what are their priorities. This would include establishing a matrix that can be used locally for the core partners; knowing the funding sources, how do customers come in and what are the outcomes.

The third part would be to establish communication/feedback dynamic between the OSO and the partners.

Buckingham added that when the scope of work for the OSO was written the following was considered: The board's mission which includes measuring if the board is effectively meeting its goals; whatever metrics are developed should be to help the board move forward in ensuring that the partnership is meeting the needs of industry.

Larkey inquired about regional versus local relationships. Buckingham stated that the State Workforce Board did state in their approval of the career services providers and one-stop operators that they encouraged local areas to start exploring regional one-stop operator agreements. Buckingham felt that this would be the role of the Regional Planning Unit (RPU).

*\*Brent-Bumb departed at 3:00 pm*

### XIII. WORKGROUP NEXT STEPS

Larkey asked if the groups would like to continue to meet outside of the board meetings to work on their projects.

Schmidt suggested that the groups should continue to meet outside the meetings to be able to achieve their goals since the meetings are only once every two months.

Larkey noted that Brown Act rules must be considered and adhered to when meeting outside of the regular meetings. If a majority of the Board or Executive Committee meet it should be announced and considered a Brown Act public meeting. He will suggest having special meetings if on the regular scheduled meetings the group is unable to work on the workgroup projects.

#### Partnership and Business Engagement [Schmidt]

- Sat in on SETA's employer outreach committee meeting. Heard about a project they are working called "Build your own workforce" training for staff; launching June with 4 half day training sessions. A Golden Sierra and Placer County staff member were invited to participate.
- Attended the rapid response roundtable meeting in April hosted by SETA.
- Larkey and Buckingham requested a meeting with SETA; scheduled on May 23, 2017 to discuss regional efforts.
- Goal was to meet with Valley Vision to learn more about the "Slingshot" initiative. Hacker Lab was one of the local awardees, and the will attend the upcoming Workforce Board meeting.
- Placer County will most likely move ahead with creating a business center, as it moves forward it will be an important for the business engagement piece.
- Group is going to map out the regional workforce initiatives for the boards, they created a draft, and the idea behind it was to understand what type of workforce initiatives and projects where active and who on the board is participating in them to be able to transmit to the board the information.

#### Leadership & Best Practices [Larkey]

- Working on scheduling joint Executive & Governing Body meeting
- Conference of Mayor link was provided by CWA that provides best practices; CWA is also developing survey to solicit best practices.

### XIV. FUTURE AGENDA ITEMS/NEW BUSINESS

- Review Workforce Board applications
- Workgroups
- Short term deliverables for Local Plan

XV. NEXT MEETING

Thursday, June 15, 2017 – 1:00 PM. Roseville Connections

XVI. ADJOURNMENT

**Motion** to adjourn the meeting at 3:15 pm by Escobedo, second by Zimmerman

**Motion** approved unanimously

<b>Date:</b>	<b>8/18/16</b>	<b>9/15/16</b>	<b>11/9/16</b>	<b>2/6/17</b>	<b>5/15/17</b>	<b>Rate</b>
	EC	EC	EC	EC	EC	
<b>Executive Committee</b>	Regular	Regular	Regular	Special	Regular	
Rick Larkey- <b>CHAIR</b>	1	1	1	1	1	100%
Michael Zimmerman- <b>VICE CHAIR</b>	1	1	1	1	1	100%
Laurel Brent-Bumb	1	1	0	0	1	43%
Jason Buckingham	1	1	1	0	1	86%
Martha Escobedo	0	1	1	1	1	86%
Carol Pepper-Kittredge	1	1	1	1	1	100%



**GOLDEN SIERRA  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** August 2, 2017  
**TO:** Executive Committee (EC)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Workforce Board Membership Review & Recommendations

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Before the board for review and recommendations to be forwarded to the Governing Body are the following Workforce Development Board applicants to fill current vacancies:

**Vacancies**

3 Business members  
1 Organized Labor  
1 Joint Labor

**Applications**

April Ballesteros; representing Business  
Lisa Hutchinson; representing Business  
Eric Ulrich; representing Business [application pending]  
Yvette Elam; representing Organized Labor  
Robert Verdugo; representing Joint Labor

Approval of these applications by the Governing Body will bring the Workforce Board membership into full compliance.

## **MEMBERSHIP APPLICATION FORM**

**Person Nominated:** Coach April Ballesterio **Title:** Owner/Strategic  
Leadership Coach

**Business Name:** One Light Ahead

**Business Address:** 3017 Douglas Blvd, Suite 300, Roseville CA 95661

**Telephone:** 916-201-5146 **FAX:** n/a **E-mail:** CoachApril@onelightahead.com

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**Organization submitting nomination:** Roseville Area Chamber of Commerce  
(ie: Chamber of Commerce, Manufacturing Association, etc.)

**Contact Person:** Michelle Culbertson **Title:** Business Development

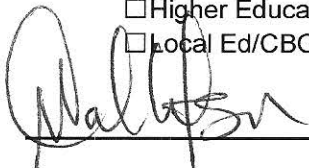
**Business Address:** 650 Douglas Blvd | Roseville, CA 95678

**Telephone:** 916-757-6881 **FAX:** n/a **E-mail:** michelle@rosevilleareachamber.  
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 checked="" type="checkbox"/> <b>Business</b>  | <input type="checkbox"/> <b>Governmental and Economic and Community Development</b> |
| <input type="checkbox"/> <b>Workforce</b>  | <input type="checkbox"/> Economic & Community Development                           |
| <input type="checkbox"/> Labor organizations   | <input type="checkbox"/> Wagner-Peyser Representative                               |
| <input type="checkbox"/> Joint labor-management apprenticeship program or apprenticeship program | <input type="checkbox"/> Vocational Rehabilitation Representative                   |
| <input type="checkbox"/> CBO w/Barrier   | <input type="checkbox"/> Transportation/Housing/Public Assistance                   |
| <input type="checkbox"/> Youth   | <input type="checkbox"/> Philanthropic Organization                                 |
| <input type="checkbox"/> <b>Education &amp; Training</b>   | <input type="checkbox"/> <b>Other</b>   |
| <input type="checkbox"/> Adult Education/Literacy Representative                                 |   |
| <input type="checkbox"/> Higher Education Representative   |   |
| <input type="checkbox"/> Local Ed/CBO w/Training Barrier   |   |



**Signature**

5/12/2017

**Date**

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

Return all information to:

**Lorna Magnussen, WB ANALYST**

## **NARRATIVE QUESTIONS**

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

Coach April Ballestero has served with Roseville Area Chamber over last two years on the Membership Council for the Chamber, as well as helps facilitate an Entprenuer Development Group. She has 20 plus years in business, 16 years in real estate, and 8 years in coaching. She has also served as a Regional Occupation Program teacher for San Juan School District where she placed a number of students in internships in businesses in EDH, SAC, and Placer counties.

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

Coach April also had an intern from SJUSD when her office was on Sunrise in Roseville. She went on to employ a Golden Sierra Youth Employee and she is now actively employed with another company from her experience under One Light Ahead. Overall, her bubbly personality, high enthusiasm, and driven focus to connect people, cultivate relationships, and grow small business is contagious.

**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 (530) 823-4635.**

## **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.*)

Acting Team Lead for Bridges - a ministry of PTLB - faith fun and friendship singles community.

Owner of One Light Ahead - women owned small business approved for federal, state, and local bids for coaching and consulting services.

Masters student at William Jessup

Daughter just got an offer from state to be employed in security at State Capitol

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.**

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

05/12/17  
\_\_\_\_\_  
Date



**Roseville Area  
CHAMBER  
of COMMERCE**

650 Douglas Blvd.  
Roseville, CA 95678  
tel 916.783.8136  
fax 916.783.5261

May 15, 2017

To Whom it May Concern,

April sits on the Roseville Area Chamber of Commerce Member Communication Council which relies heavily on membership involvement.

The Chamber is always looking for ways to aid the success of our members - they meet to review current chamber benefits and connect for new ideas.

She also facilitated the EDG - Entrepreneurs' Development Group. Small business owners (1-15 employees) get together to discuss growth areas for their business.

Thank you,

Michelle Culbertson  
Business Development  
916-757-6881

## **MEMBERSHIP APPLICATION FORM**

**Person Nominated:** Lisa Hutchinson **Title:** HR Manager

**Business Name:** Cokeva

**Business Address:** 9000 Foothills Blvd Ste 150 Roseville, CA 95747

**Telephone:** 916-462-6041 **FAX:** 916-462-6045 **E-mail:** [lisa.hutchinson@cokeva.com](mailto:lisa.hutchinson@cokeva.com)

**Organization submitting nomination:** SAHTEA- Sacramento Area High Technology Employers Association  
(ie: Chamber of Commerce, Manufacturing Association, etc.)

**Contact Person:** Courtney Camp **Title:** HR Manager Harris & Bruno

**Business Address:** 8585 Washinton, Blvd Roseville, CA

**Telephone:** 916-781-7676 **FAX:** 916-781-3572 **E-mail:** [courtneyc@harris-bruno.com](mailto:courtneyc@harris-bruno.com)  
ext 212

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

Lisa Hutchinson  
**Signature**

5/12/17  
**Date**

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

Return all information to:

Lorna Magnussen, WB ANALYST

## **NARRATIVE QUESTIONS**

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

I have been in Humas Resources for over 20 years. Over my time ,I have been involved in many associations and programs related to employment, insurance ang education. In addition to this I give back and volunteer at many non profit groups in the area. ( WEAVE, Roseville Moose Lodge, American Cancer Society, and animal shelters to name a few)

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

I was an active member of the Business Services Committee with Golden Sierra from 2012-2015. During that time I spoke at the community college, SETA and at Professional Edge events. I currently serve as the Education Chair with SAHTEA- Sacramento Area High Technology Employers Association. I have been a member for 3 years.

**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 (530) 823-4635.**

## **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.**

Lisa Hutchinson

Signature of Applicant

5/12/17

Date



May 17, 2017

RE: Lisa Hutchinson

To Whom It May Concern:

This letter is to certify that Lisa Hutchinson is an active member of SAHTEA (Sacramento Area High Tech Employers Association) and is currently serving as the Education Chair for the organization. She has been a member for several years, attends meetings regularly, participates and adds meaningful contribution to group discussion along with completely the duties of the Education Chair for each meeting. She researches and schedules relevant speakers for members that function in high level HR positions within the community.

I would recommend her for membership in the Workforce Development Board.

Thank you,



Courtney Camp  
SAHTEA Membership Chair

## MEMBERSHIP APPLICATION FORM

Person Nominated: Yvette Elam Title: Regional Coordinator

Business Name: United Domestic Workers of America

Business Address: 4220 Rocklin Road # 3 Rocklin, CA 95677

Telephone: 916751-2450 FAX: 916-872-1292 E-mail: yelam@udwa.org

Organization submitting nomination: Sacramento Central Labor Council  
(ie: Chamber of Commerce, Manufacturing Association, etc.)

Contact Person: Fabrizio Sasso Title: Executive Director

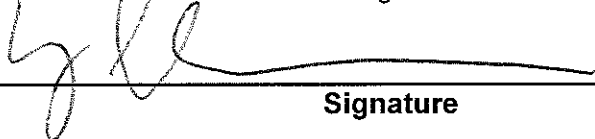
Business Address: 2840 El Centro Rd, Suite 111 Sacramento, CA 95833

Telephone: 916.927.9772 FAX: \_\_\_\_\_ E-mail: fabrizio@sacramentolabor.org

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

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

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

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

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

Return all information to:

Lorna Magnussen, WB ANALYST  
Golden Sierra Job Training Agency  
1919 Grass Valley Hwy Ste. 100  
Auburn, CA 95603

## **NARRATIVE QUESTIONS**

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

I've worked in the labor and with community organizations with of for over 15 years.

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

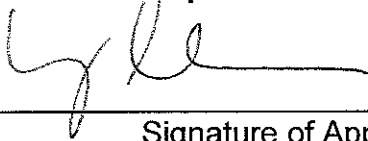
I feel my work in the community with home care workers and previous experience working with the low income also social justice work can bring some additional insight.

**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 (530) 823-4635.**

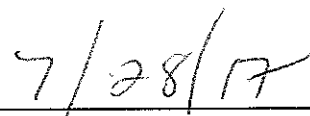
## **CONFLICT OF INTEREST INFORMATION**

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.**



Signature of Applicant



Date



**SACRAMENTO CENTRAL LABOR COUNCIL AFL - CIO**

*Embracing Amador, El Dorado, Nevada, Placer, Yolo and Sacramento Counties*

July 28, 2017

Lorna Magnussen, WB Analyst  
Golden Sierra Job Training Agency  
1919 Grass Valley Hwy Ste. 100  
Auburn, CA 95603

Dear Ms. Magnussen,

On behalf of the Sacramento Central Labor Council, AFL-CIO, I would like to officially nominate Yvette Elam from the American Federation of State, County and Municipal Employees – United Domestic Workers (AFSCME-UDW) to fill the current vacant labor seat on the Golden Sierra Workforce Investment Board.

Ms. Elam is a professional and dedicated advocate for workers. We believe her years of experience representing workers and knowledge of the workforce will add great value to the Golden Sierra WIB.

Please feel free to contact me if you have any questions. Thank you.

Respectfully,

Fabrizio G. Sasso  
Executive Director,  
Sacramento Central Labor Council, AFL-CIO

## **MEMBERSHIP APPLICATION FORM**

**Person Nominated:** Robert Verdugo **Title:** Director

**Business Name:** Northern California Valley Sheet Metal JATC

**Business Address:** 3665 Blckely St Mather CA

**Telephone:** 916-922-9381 **FAX:** 916-922-3574 **E-mail:** rverdugo@sheetmetaltraining.com

**Organization submitting nomination:** Sacramento Central Labor Council, AFL -CIO  
(ie: Chamber of Commerce, Manufacturing Association, etc.)

**Contact Person:** Fabrizio G. Sasso **Title:** Excutive Director

**Business Address:** 2840 El Centro Rd. Suite 111

**Telephone:** 96-927-9772 **FAX:** 916-712-1238 **E-mail:** fabrizio@sacramentolabor.org

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

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

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

Robert Verdugo  
Signature

5/24/2017  
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  
1919 Grass Valley Hwy Ste. 100  
Auburn, CA 95603

## **NARRATIVE QUESTIONS**

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

In my career one of my major goals along with educating the youth I taught was to provide them with skills necessary to be successful and productive adults. As my career moved out of the classroom and more into an administrative role I continued to push for career readiness for all students, but I also was able to start making connections with the workforce side to ensure the training that students were receiving in the class was what industry needed.

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


My career in education has allowed me to work with Career Technical Education programs at the local and state level and from the K-12 to Post Secondary via Apprenticeship Programs. With my vast experience in CTE I believe I will be an asset to the Golden Sierra Workforce Board.

**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 (530) 823-4635.**

## **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.**

  
Signature of Applicant

5/21/2017  
Date





**SACRAMENTO CENTRAL LABOR COUNCIL AFL - CIO**

*Embracing Amador, El Dorado, Nevada, Placer, Yolo and Sacramento Counties*

May 24, 2017

Lorna Magnussen, WB Analyst  
Golden Sierra Job Training Agency  
1919 Grass Valley Hwy Ste. 100  
Auburn, CA 95603

Dear Ms. Magnussen,

On behalf of the Sacramento Central Labor Council, AFL-CIO, I would like to officially nominate Robert Verdugo from the Northern California Valley Sheet Metal Workers' Training Center to represent the joint labor management seat on the Golden Sierra Workforce Investment Board.

Please feel free to contact me if you have any questions. Thank you.

Respectfully,

Fabrizio G. Sasso  
Executive Director,  
Sacramento Central Labor Council, AFL-CIO

# **GOLDEN SIERRA GOVERNING BODY**

## **MEMORANDUM**

**DATE:** August 2, 2017  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Workforce Board Membership

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Your approval is requested for the Workforce Board membership renewals and new appointments as outlined below.

The membership term will be July 1, 2017 To June 30, 2021.

### **Vacancies**

3 Business members  
1 Organized Labor  
1 Joint Labor

***Refer to agenda packet pages 10-21 for applications***

### **Applications**

April Ballesteros; representing Business  
Lisa Hutchinson; representing Business  
Eric Ulrich; representing Business [application pending]  
Yvette Elam; representing Organized Labor  
Robert Verdugo; representing Joint Labor

Approval of these applications will bring the Workforce Board membership into full compliance.

GOLDEN SIERRA WDB STRATEGIC ACTION CALENDAR

GROUPS	LAUNCH	OCT-DEC 2016 QT 1	JAN-MAR 2017 QT 2	APR-JUNE 2017 QT 3	JULY-SEPT 2017 QT 4	VICTORY!!
<b>TRAINING</b>	Overview to Staff and Board on AB 86, Doing What Matters and Strong Task Force	<ul style="list-style-type: none"> <li>- Meet with AB86</li> <li>- Meet with Strong Workforce Taskforce Region</li> </ul>	<ul style="list-style-type: none"> <li>- Meet with Industry Sector Navigators</li> <li>- Schedule and meet with union reps</li> </ul>	<ul style="list-style-type: none"> <li>- Internal discussion on bridging training to market efficiently</li> <li>- Schedule and meet with union reps</li> </ul>	<ul style="list-style-type: none"> <li>- Meeting with training providers to discuss findings from sector partnerships</li> </ul>	Agreement with at least 1 training provider to ensure relevant and timely training within sectors
<b>LEADERSHIP &amp; STRATEGY</b>	Presentation on Strategic Action Calendar 16-17	<ul style="list-style-type: none"> <li>- Schedule and meet with regional BOS to determine workforce priorities</li> <li>- Schedule and meet with regional Economic Development Orgs to determine workforce initiatives</li> <li>- Discussion and definition of success measures for partnerships</li> </ul>	<ul style="list-style-type: none"> <li>- Schedule and meet with regional BOS to determine workforce priorities</li> <li>- Schedule and meet with regional Economic Development Orgs to determine workforce initiatives</li> <li>- WDB update on Strategic Action Calendar progress</li> </ul>	<ul style="list-style-type: none"> <li>- Facilitated conversation at WDB on aggregate priorities/initiatives and develop action</li> <li>- WDB update on Strategic Action Calendar progress</li> <li>- Conversation on fiscal growth and sustainability</li> </ul>	<ul style="list-style-type: none"> <li>- Begin discussion on PR to BOS and Economic Development</li> <li>- WDB update on Strategic Action Calendar progress</li> </ul>	<p>Fully developed PR plan to BOS and Economic Development</p> <p>Completion of 70% of task on Strategic Action Calendar</p>
<b>MARKETING</b>	Brainstorming session on value proposition and WDB accomplishments	<ul style="list-style-type: none"> <li>- Focus groups with job seekers and businesses to get expectations and experience of system</li> </ul>	<ul style="list-style-type: none"> <li>- Development of partnerships to support AJCCs</li> </ul>	<ul style="list-style-type: none"> <li>- Develop communication/PR strategy for community outreach</li> </ul>	<ul style="list-style-type: none"> <li>- Develop marketing presentation for "roadshow" on benefits of WDB</li> </ul>	Speaker bureau developed with board members using the presentation

GOLDEN SIERRA WDB STRATEGIC ACTION CALENDAR

GROUPS	LAUNCH	OCT-DEC 2016 QT 1	JAN-MAR 2017 QT 2	APR-JUNE 2017 QT 3	JULY-SEPT 2017 QT 4	VICTORY!!
<b>BEST PRACTICES</b>	Connect with CWA to identify best practice examples on strategic planning or sector work	<ul style="list-style-type: none"> <li>- Follow up on local WDB best practice contacts</li> </ul>	<ul style="list-style-type: none"> <li>- Report to WDB findings from best practice calls</li> </ul>	<ul style="list-style-type: none"> <li>- Identify Board members who use the system and report experiences</li> <li>- Choose 1-3 Board members to work with to try to work with system</li> </ul>		2 WDB Members who have implemented a successful partnership with AJC services
<b>BUSINESS ENGAGEMENT</b>	Meet as WDB and determine sectors (1-2) to work within in each county	<ul style="list-style-type: none"> <li>- Meet with SETA Employer Outreach Committee to pursue partnership</li> <li>- Survey chambers and biz improvement orgs on workforce initiatives</li> </ul>	<ul style="list-style-type: none"> <li>- Hold sector engagement meetings in each county to determine business need, partnerships, and recovery plans</li> </ul>	<ul style="list-style-type: none"> <li>- I.D. any current initiatives to support vs. lead</li> <li>- Hold sector engagement meetings in each county to determine business need, partnerships, and recovery plans</li> </ul>	<ul style="list-style-type: none"> <li>- Meet with Greater Sacramento Metro Chamber and Valley Vision to develop possible partnerships</li> <li>- Analyze information from sector summits to develop implementation plan on service delivery</li> </ul>	Board business summit to unveil sector plans
<b>Project Management</b>	GSWDB EC Meet to refine plan, propose assignments, & set up monthly reporting system 11/07/16	<ul style="list-style-type: none"> <li>- Assigned people report results and Jason/Rick generate monthly reports for Nov GSWDB EC work out any issues</li> </ul>	<ul style="list-style-type: none"> <li>- Assigned people report results and Jason/Rick generate monthly reports for Dec, Jan, &amp; Feb GSWDB EC work out any issues</li> </ul>	<ul style="list-style-type: none"> <li>- Assigned people report results and Jason/Rick generate monthly reports for Mar, Apr, &amp; May GSWDB EC work out any issues</li> <li>- Organize Annual Evaluation &amp; Planning Session</li> </ul>	<ul style="list-style-type: none"> <li>- Assigned people report results and Jason/Rick generate monthly reports for Jun, Jul, &amp; Aug GSWDB EC work out any issues.</li> <li>- Hold Annual Evaluation and Planning Session</li> </ul>	Board report on FY16-17 Plan and Accomplishments