

WB MEMBERS

AMY SCHULZ
Sierra College

BRITT AZOUZ
Azouz Dental Practices

CARIANNE HUSS
Employment Development Department

CHRISTINA NICHOLSON
Whole Person Learning

DANIELA DEVITT
California Employers Association

DAVID LUKE
Department of Rehabilitation

ERIC COOPER
California Indian Manpower Consortium

ERIC ULRICH
Hacker Lab

JAMIE BROWN
JB Real Estate Group-Premier Property
Management

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JOHN TWEEDT
District Council 16

KEVIN FERREIRA
Sacramento Sierra Building &
Construction Trade Council

LAUREL BRENT-BUMB
El Dorado Chamber of Commerce

MICHAEL SNEAD
Sierra Consulting Services, Inc.

MICHAEL ZIMMERMAN, *Vice Chair*
MTI College

PAUL CASTRO
California Human Development

RICK LARKEY, *Chair*
North State Building Industry Foundation

ROBIN TRIMBLE
Rocklin Area Chamber of Commerce

SHERRI CONWAY
Placer County Office of Economic
Development

STEVEN CASPERITE
Placer School for Adults

TINK MILLER
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

VOLMA VOLCY
Sacramento Central Labor Council
AFL-CIO

WILLIAM REED
United Domestic Workers of America

GOLDEN SIERRA WORKFORCE BOARD EXECUTIVE COMMITTEE REGULAR MEETING AGENDA

Thursday, January 21, 2021 @ 12:00 PM

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

Members of the public are encouraged to participate in the meeting by submitting written comments by email to magnussen@goldensierra.com. Public comments will be accepted until the adjournment of the meeting, distributed to the Executive Committee and included in the record.

Public Location:

<https://us02web.zoom.us/j/85637638330?pwd=Uk84aFYreHFldHpvRkxQM1QxSFNoUT09>

Meeting ID: 856 3763 8330

Passcode: 555995

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

One tap mobile

+16699009128,,85637638330#,,,,*555995# US (San Jose)

+12532158782,,85637638330#,,,,*555995# US (Tacoma)

Dial by your location

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

I. ROLL CALL AND INTRODUCTION OF GUESTS

II. APPROVAL OF AGENDA

1-2

III. CONSENT AGENDA

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

- a. Approval of Minutes from November 19, 2020 EC Meeting 3-5
- b. Attendance Log 6

EQUAL OPPORTUNITY

Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request.

Special requests for services, aids and/or special formats need to be made by calling (916)-773-8540 (Voice). TTY users please call the California Relay Service at 711.

- IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA
- V. FY 2020-2021 AGENCY BUDGET – FINAL 7-15
- VI. ONE-STOP OPERATOR
 - 120 DAY EVALUATION 16-19
 - REPORT OUT & DIRECTION 20-22
- VII. FUTURE AGENDA ITEMS/NEW BUSINESS
- VIII. NEXT MEETING

Thursday, March 18, 2021 @ 12:00 pm
- IX. ADJOURNMENT

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

Thursday, November 19, 2020 @ 12:00 PM

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

Public Location:

<https://us02web.zoom.us/j/83255688826?pwd=SUd2U0dlQ0VPVVN1TmFhdmNvcE03QT09>

Passcode: 460947

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting called to order at 12:03pm by Chair Larkey

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

GSJTA Staff:

☒ Lorna Magnussen
☒ Lisa Nelson

One-Stop Operator:

☒ Michael Indiveri

II. APPROVAL OF AGENDA

Motion to approve agenda by Trimble, second by Geisler

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.

- Approval of Minutes from September 17, 2020 EC Meeting
- Attendance Log

Motion to approve consent agenda items under one blanket motion by Trimble, second by Zimmerman

Motion approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Indiveri - Jenny Wilson with El Dorado County Health and Human Services will be retiring December 14, 2020.

Brent-Bumb, El Dorado County has a lot of Free PPE supplies available for local businesses with up to 100 employees.

V. WORKFORCE BOARD MEMBERSHIP & RECRUITMENT

Magnussen reported out as outlined in agenda packet.

Motion to recommend Carianne Huss application to be forwarded to Governing Body for approval, by Zimmerman, second by Brent-Bumb

Motion approved unanimously

VI. BOARD INITIATIVES

Buckingham reported out as outlined in the agenda packet

1. Local Plan and Procurement
2. Digital Literacy Action Plan
3. Future of Work and Workplace experience
4. Promotional Marketing/Campaign

VII. REGIONAL UPDATES

Buckingham reported out as outlined in the agenda packet

Promotional/Branding and Awareness – In addition to local efforts, Valley Vision (acting as the regional organizer) has been working on our behalf on increasing awareness of the services offered in the Capital Region. On December 1, Valley Vision will be hosting a webinar relating to the services offered and how Workforce Boards reach underserved communities. In addition, advertisements will be placed in the Business Journal, The Business Journal Book of Lists, and Comstock's over the coming months.

Regional / Local Plan – Process running concurrently, calendar has been developed that includes dates for public input.

Regional Grants:

1. Prison to Employment Grant, expenditures lower than anticipated largely due to the Pandemic. 28 months left; 30% of funds have been spent to date; enrollment goals have been met.
2. SB1, fully executed contract has been received, working on subcontracts. Thanks to our partners, Sierra College and Placer School for Adults MC3, classes will be offered in the spring with day and evening courses available in Placer County, Still coordinating the schedule for El Dorado County. SB1 grant ends August 2022.

3. High Road Training Partnership Grant, building training strategies for clean energy jobs, working with Valley Vision to develop and support their application, asking for \$350,000
4. RETAIN Grant, the project aims to strengthen the capacity to better serve people with disabilities with Stay-at-Work/Return-to-Work strategies.

Digital Literacy:

1. Burning Glass has submitted first round of data, Valley Vision will report out during the Board's January meeting. This Data focuses on occupations with high risk of automation and cross walking to more resilient occupations.
2. Metrix Learning Platform to deliver online, anytime, training in a broad array of topics, currently there are 5,000+ courses that will be available free of charge to anyone in the region. Only cost will be for certification/testing fees if required.

VIII. ONE-STOP OPERATOR

- 60 DAY EVALUATION

Buckingham reported out on 60-day OSO evaluation tool, report enclosed in Agenda Packet for review; Indiveri provided clarification when needed.

- REPORT OUT & DIRECTION

Indiveri reported out as outlined in the Agenda Packet, next meeting December 16, 2020 at 2pm via Zoom.

IX. FUTURE AGENDA ITEMS/NEW BUSINESS

- WB Membership
- Budget Modification
- 120 day One Stop Operator evaluation

X. NEXT MEETING

Thursday, January 21, 2021 @ 12:00 pm

XI. ADJOURNMENT

Motion to adjourn meeting at 12:58pm by Geisler, second by Larkey

Motion approved unanimously

ATTENDANCE LOG

01/21/2021

EXECUTIVE COMMITTEE

| Date: | 1/16/20 | 3/10/20 | 3/19/20 | 5/21/20 | 7/16/20 | 9/17/20 | 11/19/20 | Rate |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-------------|
| Executive Committee | EC | EC | EC | EC | EC | EC | EC | |
| Meeting Type | Special | Special | Special | Regular | Regular | Regular | Regular | |
| Rick Larkey- CHAIR | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 100% |
| Michael Zimmerman- VICE CHAIR | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 86% |
| Laurel Brent-Bumb | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 86% |
| Jason Buckingham | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 86% |
| Greg Geisler | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 86% |
| Robin Trimble | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 86% |
| John Tweedt | | | | 0 | 1 | 1 | 1 | 75% |
| | | | | | | | | |

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: January 21, 2021
TO: Executive Committee (EC)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: FY 2020-2021 Agency Budget Modification

Before the Board for review is the Agency Fiscal Year 2020-2021 Mod. 1 Budget. All changes are detailed in the narrative.

This budget will be forwarded to the Workforce Board for final review and recommendation to Governing Body for final approval.

Budget Introduction and Overview

Golden Sierra Job Training Agency is a Joint Powers Authority (JPA) organized between the counties of Placer, El Dorado and Alpine. The Agency's annual source of funds is the Title 1 award from the *Workforce Innovation and Opportunity Act (WIOA)*. Additionally, the Agency administers miscellaneous grants and awards that complement the WIOA Title 1 objectives and the stated purpose of the JPA.

Approach in Developing the Final Budget for Fiscal Year 2020/2021

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 and meeting the debt obligations of the Agency.

The Fiscal Year 2020/2021 Final Budget:

The funding used to develop the budget represents rollover funding from the *Workforce Innovation and Opportunity Act (WIOA)* Title 1 formula fund allocations, Subgrant AA011006 and the new allocation communicated to the Consortium by the Employment Development Department (EDD) via the Workforce Services Information Notice (WSIN) WSIN19-45. Other programs to be administered by the Agency are categorized as Non-Allocation grants. These grants have been awarded via competitive processes. The largest of which include the Prison to Employment Initiative and the SB1 High Road Training Project being awarded by the California Workforce Development Board. This funding is being administered by Golden Sierra on behalf of the Capital Region Workforce Boards including SETA, NCCC, and Yolo County. Additional non-allocation funding includes funding related to pandemic emergency response, and services to individuals with disabilities.

The budget meets mandated funding requirements as follows:

20% of the Adult and Dislocated Worker funding will support *Direct Training* with a planned assumption of 10% leverage in order to meet the full requirement of 30% with a 20/10 ratio of WIOA cash/leverage.

20% of the Youth funding is earmarked to meet the *Youth Work Based Learning (WBL)* requirement as outlined in the WIOA Title I award. To clarify, *Work Based Learning* only includes a participant's enrollment in employment related training such as an On-The-Job Training (OJT) or Work Experience (WEX). It does not include classroom training. Seventy percent of the earmarked WBL funding is planned to support career services for eligible WBL participants in the program.

The remaining cost objectives required of the Title I funding is to maintain a minimum of one *Comprehensive - America's Job Center (AJC)* in the *Local Area* while strategically utilizing financial resources to meet the debt service required payments for the liabilities of the Joint Powers Authority (JPA) while participating in the continued development of both local and regional *Workforce Systems*.

Approved By:
Executive Committee:
Workforce Board:
Governing Body

Allocation Funding Changes

- WSIN19-45 plans for a slight increase in Adult, Dislocated Worker and Youth funding for 2020/2021 over fiscal year 2019/2020. The increase is just under 2%
- Due to Covid-19, Rapid Response was extended, and the Funds Utilization Requirements have been lifted allowing a greater carryover than would normally be allowed
- Rapid Response and Layoff Aversion allocations have been updated to reflect actual awards for 2020/2021 with a slight decrease over 2019/2020
- The Agency has been able to reduce costs in staffing as well as services and supplies from PY19/20
- There is a slight increase in funding for Advance bringing their total award for PY20/21 to \$100,000 (an approx. \$25,000 increase from Draft)
- There is a new line item for the Workforce Board which allows the board to implement \$50,000 worth of initiatives as it sees fit. This is a \$20,000 increase from Draft.
- Included in the budget is a transfer of 80% of the Dislocated Worker funding to the Adult funding stream. This is flexibility allowed in the law that increases access to funds for participants and eases eligibility documentation for the community.
- Services and Supplies, and Professional Services increase slightly from Draft in order to accommodate virtual service models due to the pandemic, WIOA plan development, and contracting as a part of regional grant administration.

Additional Notes

There are several changes to the historical presentation. Perhaps most notable is that all salaries have been separated out from client services. This has been done for the sake of transparency as it allows for a clear review of direct client expenditures. However, it does skew the comparison from FY 19/20 to FY20/21. It does not skew the presentation of Draft to Final.

The Budget presentation has been reduced to two schedules; schedules 1, and 2. This is largely due to Placer County's transition to a new countywide system. We anticipate greater changes to schedule 2 (Cost Center Detail) to be presented at a later date.

The budget presentation from the workforce Board to the Governing Body include minor non material changes from year end close out. These include:

1. DEA 6 budget presented to Workforce Board = \$350,000. As presented to Governing Body \$349,940 = (\$40)
2. P2E Support Services presented to Workforce Board = \$567,422. As presented to Governing Body \$567,544 = +\$122
3. TET budget required salary charges of \$1521 reducing program funding from additional TET award in FY 20/21. \$19,000 – \$1521 = \$17,479. This increased staffing by \$1521 as well.

The agency procured the Workforce Board's One-Stop Operator as required by law and has included costs for that service in Professional Services.

The impact of Covid 19, the lifting of funds utilization, and the roll as regional grant administrator has presented us with a unique opportunity in that it provided us with enough funding to increase funding for activities such as the Board Initiatives, career and training services, and funding the Advance contract at \$100,000.

Approved By:
Executive Committee:
Workforce Board:
Governing Body

Modification 1 (January 21, 2021)

Modification 1 to the FY20/21 Final Budget includes the following:

From Schedule 1:

1. Schedule 1 reflects Rapid Response money moving from Allocation Carryover to Rapid Response Carryover. This is to an error identifying funds at the end of the FY19/20 program year. \$90,576 were identified as WIOA allocation for Carryover per the County System which were later identified as Rapid Response/Layoff Aversion funds via the state reports.
2. Salaries and Benefits were increased by \$72,893 in order to comport with the bargaining agreement as well as to hire two limited term business outreach staff who will be funded by the Rapid Response funding identified in 1
3. Services and Supplies increased by \$13,300 due to increased demand on equipment and maintenance related to a virtual infrastructure
4. Professional services was decreased by \$33,500. This is related to the planned vs actual expenditures correlated to the procurement and provision of virtual services.
5. Total increase in expenditures = \$52,693 offset by reducing carryover for 2021/2022 which assists us in making the Funds Utilization requirement for 2020/2021.

Schedule 2 reflects the details from schedule 1 (Columns D-G):

1. Sources: Admin reflects a reduction of funds from carry-in in order to redistribute those funds in other cost centers
2. Sources: Rapid Response/Layoff Aversion Carry-in from Operations and One-Stop have been moved entirely into the Rapid Response/Layoff Aversion cost centers
3. Expenditures (Lines 9-13): funds moved accordingly by cost center to reflect the changes mentioned in Schedule 1 above
4. No change to Training Expenditures (Lines 14-36)
5. Award expended in second year (line 29): Reduced by \$52,693 in order to meet expense demands and help with meeting the Funds Utilization Requirement.
6. Extra Pension Support (line 27): Distributed amongst Operations and Rapid Response/Layoff Aversion as appropriate,

Approved By:
Executive Committee:
Workforce Board:
Governing Body

| <i>Description of Schedules</i> | | |
|---------------------------------|--|---|
| <u>Schedule 1</u> | <u>Consortium Draft to Final Budget</u> | Schedule is based on estimated rollover funding, non-allocation carry over, and new awards. Expenditures have been adjusted based on anticipated cost increases, WIOA spending requirements, and pension debt service requirements and shows a comparison of FY20/21 draft Budget to the proposed Final Budget for FY2020/2021 |
| <u>Schedule 2</u> | <u>Consortium Cost Center Detail</u> | <p>Consortium Administration: Includes fiscal management, procurement, and human resource functions.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>El Dorado County Career and Training Services: Includes PY 19/20 carry-in funds and PY20/21 WIOA funding to be administered by the Agency.</p> <p>Placer County Career and Training Services: Includes PY 19/20 carry-in funds and PY 20/21 WIOA funds to be administered by the Agency staff.</p> <p>South Lake Tahoe / Alpine County Career and Training Services: Includes balance of contract for PY 19/20 carry-in funds. Services awarded to <u>Advance</u>. Planned PY 20/21 WIOA funding scheduled to be awarded to Advance</p> <p>Non-Allocation Career and Training Services: <u>Cost Centers listed here are non-routine in nature managed by the Agency:</u></p> <p><u>The Disability Employment Accelerator</u>– purpose is for the Agency to provide Work based learning opportunities for college students with disabilities</p> <p><u>Trade and Economic Transition (TET) National Dislocated Worker Grant (NDWG)</u></p> <p><u>The Prison to Employment Grant – Implementation Supportive Services</u></p> <p><u>The Prison to Employment Grant – Implementation Direct Services</u></p> |

Approved By:
Executive Committee:
Workforce Board:
Governing Body

SB1 – High Road Training Project

Covid-19 25% Additional Assistance provides financial support services for those suffering wage loss due to the Pandemic

Covid-19 National Dislocated Worker Grant (NDWG) Provides rapid reemployment services, training and SS for those who suffered job loss due to the Pandemic

Board Initiatives: Includes discretionary funding for Workforce Board Initiatives which must be spent by June 30, 2022

Surplus Funds Surplus funds, if available, represent discretionary funding for allocation by the Governing Body

Approved By:
Executive Committee:
Workforce Board:
Governing Body

| L i n e # | | <u>A</u> | | <u>B</u> | | <u>C</u> | | <u>B/A</u> | |
|---------------------------|---|--|--------------------------|---|--------------------------|---|--|---|---|
| | | Consortium Fiscal Year 2020/2021 Final Budget | % of Total Funding | Consortium Fiscal Year 2020/2021 Final Budget - Mod 1 | % of Total Funding | Column A less Column B Change Between Fiscal Year 20/21 Final Budget to 20/21 Final Budget - Mod 1 | | Percent Change from Fiscal Year 20/21 Final Budget to FY 20/21 Final Budget - Mod 1 | |
| | Funding Sources: | | | | | | | | |
| 1 | Carry-In WIOA Allocation | \$ 1,282,495 | 17.93% | \$ 1,191,919 | 16.66% | \$ (90,576) | | -7.06% | SOURCES |
| 2 | Awarded WIOA Allocations | \$ 2,523,548 | 35.27% | \$ 2,523,548 | 35.27% | \$ - | | 0.00% | |
| 3 | Carry-In RR/LA | \$ 56,696 | 0.79% | \$ 147,272 | 2.06% | \$ 90,576 | | 159.76% | |
| 4 | Awarded Rapid Response Funds | \$ 239,112 | 3.34% | \$ 239,112 | 3.34% | \$ - | | 0.00% | |
| 5 | Awarded Layoff Aversion Funds | \$ 56,758 | 0.79% | \$ 56,758 | 0.79% | \$ - | | 0.00% | |
| 6 | Non Allocation Awards Carried In | \$ 1,127,108 | 15.75% | \$ 1,127,108 | 15.75% | \$ - | | 0.00% | |
| 7 | Non-Allocation Awards (New) | \$ 1,868,960 | 26.12% | \$ 1,868,960 | 26.12% | \$ - | | 0.00% | |
| 8 | Total Funding Sources PY 20 | \$ 7,154,677 | | \$ 7,154,677 | | \$ - | | 0.00% | |
| | Expenditures: | | | | | | | | |
| 9 | Retiree Benefits | \$ 751,903 | 10.73% | \$ 751,903 | 10.73% | \$ - | | 0.00% | EXPENDITURES |
| 10 | Salaries and Benefits | \$ 1,308,200 | 18.68% | \$ 1,381,093 | 19.72% | \$ 72,893 | | 5.57% | |
| 11 | Services and Supplies | \$ 321,496 | 4.59% | \$ 334,796 | 4.78% | \$ 13,300 | | 4.14% | |
| 12 | Professional Services | \$ 209,846 | 3.00% | \$ 176,346 | 2.52% | \$ (33,500) | | -15.96% | |
| 13 | Salaries, Services, and Encumbrances Total | \$ 2,591,445 | 37.00% | \$ 2,644,138 | 37.75% | \$ 52,693 | | 2.03% | |
| | Career & Training Services | | | | | | | | |
| 14 | Placer County | \$ 492,718 | 7.03% | \$ 492,718 | 7.03% | \$ - | | 0.00% | DIRECT CLIENT EXPENDITURES |
| 15 | El Dorado County | 316,232 | 4.51% | 316,232 | 4.51% | \$ - | | 0.00% | |
| 16 | So Tahoe & Alpine County | 173,445 | 2.48% | 173,445 | 2.48% | \$ - | | 0.00% | |
| 17 | Non Allocation Carried in From Prev FY | 160,687 | 2.29% | 160,687 | 2.29% | \$ - | | 0.00% | |
| 18 | Non-Allocation Awards (New) | 169,033 | 2.41% | 169,033 | 2.41% | \$ - | | 0.00% | |
| | Regional Contracts | 1,699,604 | 24.26% | 1,699,604 | 24.26% | | | | |
| 19 | Career & Training Services Total | \$ 3,011,719 | 43.00% | \$ 3,011,719 | 43.00% | \$ - | | 0.00% | |
| 20 | Board Initiatives | \$ 50,000 | 0.71% | \$ 50,000 | 0.71% | \$ - | | 0.00% | WORKFORCE BOARD EXPENDITURES |
| | Non allocation Carry-out to New FY | 434,625 | 6.20% | 434,625 | 6.20% | \$ - | | 0.00% | |
| 21 | Allocation carry-out to New FY | \$ 916,888 | 13.09% | \$ 864,195 | 12.34% | \$ (52,693) | | -5.75% | CARRYOUT |
| | Carry-out to PY 21 Total | \$ 1,351,513 | 19.29% | \$ 1,298,820 | 18.54% | \$ (52,693) | | -3.90% | |
| 22 | TOTAL EXPENDITURES | \$ 7,004,677 | | \$ 7,004,677 | | \$ - | | 0.00% | |
| 23 | Net Surplus vs (Deficit) | \$ 150,000 | | \$ 150,000 | | \$ - | | 0.00% | Surplus vs (Deficit) Surplus for GB distribution. Used to reduce pension liability. |

Approved by:
Executive Committee:
Workforce Board:
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 (WIOA) | Consortium Program Operations (WIOA) | Consortium Rapid Response and Layoff Aversion | Local Area One-Stop Delivery System | El Dorado County Career and Training Services | Placer County Career and Training Services | Alpine County & South Lake Tahoe Career and Training Services |
| L | | | | | | | | |
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| e | | | | | | | | |
| # | | | | | | | | |
| | Funding Sources: | | | | | | | |
| 1 | Carry-In Allocation Funds from PY 20 | \$ 182,522 | \$ 357,175 | | \$ 42,129 | \$ 168,640 | \$ 368,008 | \$ 73,445 |
| 2 | Allocation Awards PY 21 | 252,356 | 958,948 | - | 302,825 | 341,835 | 567,583 | 100,000 |
| 3 | Carry-In Rapid Response/LA | - | - | 147,273 | - | - | - | - |
| 4 | Awarded Rapid Response Funds PY 21 | - | - | 239,112 | - | - | - | - |
| 6 | Awarded Layoff Aversion Funds PY 21 | | | 56,758 | - | - | - | - |
| | Carry-In Non-Allocation from PY 20 | | | | | | | |
| 7 | Actual Non-Allocation Awards PY 21 | | | - | - | - | - | - |
| 8 | Total Funding Sources | \$ 434,878 | \$ 1,316,123 | \$ 443,143 | \$ 344,954 | \$ 510,475 | \$ 935,591 | \$ 173,445 |
| | Expenditures: | | | | | | | |
| | Consortium Operations: | | | | | | | |
| 9 | Retiree Benefits | \$ - | \$ 676,713 | \$ 75,190 | \$ - | \$ - | \$ - | \$ - |
| 10 | Salaries and Benefits | 131,652 | 62,040 | 217,648 | 136,754 | 116,125 | 217,301 | - |
| 11 | Services and Supplies | 11,753 | 146,813 | 56,758 | 83,926 | | 3,000 | - |
| 12 | Professional Services | 27,566 | 89,280 | 26,000 | 33,500 | \$ - | | - |
| 13 | Consortium Operations Total | \$ 170,971 | \$ 974,846 | \$ 375,596 | \$ 254,180 | \$ 116,125 | \$ 220,301 | \$ - |
| | Career & Training Services | | | | | | | |
| | Program Year 2019/2020 WIOA/Other - Rebudget | | | | | | | |
| 14 | Non-Allocation Awards | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 15 | Placer County | - | - | - | - | | 226,242 | - |
| 16 | El Dorado County | - | - | - | - | 141,676 | - | - |
| 17 | Alpine County | - | - | - | - | - | - | 73,445 |
| | Program Year 2020/2021 WIOA/Other | | | | | | | |
| 18 | Non-Allocation Awards | - | - | - | - | \$ - | \$ - | \$ - |
| 19 | Placer County | - | - | - | - | \$ - | 266,476 | \$ - |
| 20 | El Dorado County | - | - | - | - | 174,556 | \$ - | \$ - |
| 21 | Alpine County | - | - | - | - | \$ - | \$ - | 100,000 |
| | Regional Contracts | | | | | | | |
| 22 | Career & Training Services Total | \$ - | \$ - | \$ - | \$ - | \$ 316,232 | \$ 492,718 | \$ 173,445 |
| 23 | Regional Contracts | | | | | | | |
| 24 | Board Initiatives | \$ - | \$ - | \$ 20,000 | \$ 18,202 | \$ - | \$ 11,798 | \$ - |
| | | | | | | | | |
| 25 | PY20 Award Expend in Second Year | \$ 263,907 | \$ 206,277 | \$ 32,547 | \$ 72,572 | \$ 78,118 | \$ 210,774 | \$ - |
| 26 | Future Year Expend Non-Allocation | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 27 | Recommend PY 19/20 WIOA Additional Pension Support | \$ - | \$ 135,000 | \$ 15,000 | \$ - | \$ - | \$ - | \$ - |
| | | | | | | | | |
| 28 | TOTAL EXPENDITURES | \$ 434,878 | \$ 1,316,123 | \$ 443,143 | \$ 344,954 | \$ 510,475 | \$ 935,591 | \$ 173,445 |
| 29 | Net Incorr Funding primarily from unobligated and unsp | \$ (0) | \$ 0 | \$ - | \$ - | \$ (0) | \$ (0) | \$ - |

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

| | | H | I | J | K | L | M | N | O |
|---------------------------|---|---------------------|--|-------------------|---------------------|-------------------|---|---|---|
| | | SB1 High Road | Trade and Economic Transition National Dislocated Worker Grant | DEA 6 | Gov's Addition Asst | Covid-NDWG | Prison to Employment Implementation Supportive Services | Prison to Employment Implementation Direct Services | Total of all Funding Sources and Expenditures |
| L i n e # | Funding Sources: | | | | | | | | |
| 1 | Carry-In Allocation Funds from PY 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$ 1,191,919 |
| 2 | Allocation Awards PY 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$ 2,523,547 |
| 3 | Carry-In Rapid Response/LA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 147,273 |
| 4 | Awarded Rapid Response Funds PY 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 239,112 |
| 6 | Awarded Layoff Aversion Funds PY 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 56,758 |
| | Carry-In Non-Allocation from PY 20 | | 25627.05 | | 23969 | 154452 | 567543.44 | 355517 | 1,127,108 |
| 7 | Actual Non-Allocation Awards PY 21 | 1,500,000 | 19,000 | 349,960 | | | | | 1,868,960 |
| 8 | Total Funding Sources | \$ 1,500,000 | \$ 44,627 | \$ 349,960 | \$ 23,969 | \$ 154,452 | \$ 567,543 | \$ 355,517 | \$ 7,154,677 |
| | Expenditures: | | | | | | | | |
| | Consortium Operations: | | | | | | | | |
| 9 | Retiree Benefits | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 751,903 |
| 10 | Salaries and Benefits | 130,848 | 1,521 | 108,671 | | 74,452 | 102,341 | 81,740 | 1,381,093 |
| 11 | Services and Supplies | 7,075 | - | 5,187 | - | | 15,284 | 5,000 | 334,796 |
| 12 | Professional Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 176,346 |
| 13 | Consortium Operations Total | \$ 137,923 | \$ 1,521 | \$ 113,858 | \$ - | \$ 74,452 | \$ 117,625 | \$ 86,740 | \$ 2,644,138 |
| | Career & Training Services | | | | | | | | |
| | Program Year 2019/2020 WIOA/Other - Rebudget | | | | | | | | |
| 14 | Non-Allocation Awards | \$ | 25,627 | \$ | 23,969 | \$ | 80,000 | \$ | 160,687 |
| 15 | Placer County | - | - | - | - | - | - | - | 226,242 |
| 16 | El Dorado County | - | - | - | - | - | - | - | 141,676 |
| 17 | Alpine County | - | - | - | - | - | - | - | 73,445 |
| | Program Year 2020/2021 WIOA/Other | | | | | | | | |
| 18 | Non-Allocation Awards | 66,697 | 17,479 | 84,857 | - | | | | 169,033 |
| 19 | Placer County | - | - | - | - | - | - | - | 266,476 |
| 20 | El Dorado County | - | - | - | - | - | - | - | 174,556 |
| 21 | Alpine County | - | - | - | - | - | - | - | 100,000 |
| | Regional Contracts | 1,012,000 | | | | | 418,827 | 268,777 | 1,699,604 |
| 22 | Career & Training Services Total | \$ 1,078,697 | \$ 43,106 | \$ 84,857 | \$ 23,969 | \$ 80,000 | \$ 449,918 | \$ 268,777 | \$ 3,011,719 |
| 23 | Regional Contracts | | | | | | | | - |
| 24 | Board Initiatives | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 25 | PY20 Award Expend in Second Year | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 864,195 |
| 26 | Future Year Expend Non-Allocation | \$ 283,380 | \$ - | \$ 151,245 | \$ - | \$ - | \$ - | \$ - | \$ 434,625 |
| 27 | Recommend PY 19/20 WIOA Additional Pension Support | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 150,000 |
| 28 | TOTAL EXPENDITURES | \$ 1,500,000 | \$ 44,627 | \$ 349,960 | \$ 23,969 | \$ 154,452 | \$ 567,543 | \$ 355,517 | \$ 7,154,677 |
| 29 | Net Incorr Funding primarily from unobligated and unsp | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 0 | \$ - | \$ (0) |

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

Golden Sierra Workforce Board OSO Evaluation Tool
120 Day Evaluation [January 21, 2021]

| <i>Service</i> | <i>Evaluation</i> | <i>One-Stop Operator Comment</i> |
|---|---|---|
| In conjunction with Workforce Board oversight and designated administrative staff, the One-Stop Operator will coordinate the implementation of negotiated Memorandums of Understanding (MOUs) and Cost Sharing Agreements (CSA) with all mandated partners. | The OSO demonstrates an understanding of who the required One-Stop partners are, what they have agreed to, and what contributions they make to the local workforce development system and its one-stop center(s). | <p>60 day evaluation (11/19/20): I have stressed MOU/CSAs by making the MOU process a regular agenda item of the Partner Quarterly Meetings. As OSO I am following up with the Partners on Attachment D commitments.</p> <p>120 day evaluation (1/21/21): This continues as stated before.</p> |
| Conduct One-Stop Certification as required - In accordance with WIOA Section 121(g) and in compliance with https://edd.ca.gov/Jobs_and_Training/pubs/wsd16-20.pdf conduct the one-stop certification process. The certification process includes both Baseline and Hallmarks of Excellence; this will include but not be limited to Continuous Improvement Opportunities identified in Hallmarks of Excellence outcomes. | The OSO complies with relevant One-Stop Certification Directives and timelines, conducts an appropriate certification, identifies opportunities for improvement and implements a strategy that utilizes the findings to improve the local system. | <p>60 day evaluation (11/19/20): When the State issues timelines on the One-Stop Certification process, I will inform both the WDB & the Partners of their roles. As the partnership was implementing the CIPs findings pre-COVID, now we must identify opportunities for improvement in the virtual era.</p> <p>120 day evaluation (1/21/21): With the release of the draft Certification Process & timelines in December, the Certification process has begun. This must be Submitted to the State by April 30, 2021. The goal is to have this completed by me and the partners by early March for WDB review and approval.</p> |

| <i>Service</i> | <i>Evaluation</i> | <i>One-Stop Operator Comment</i> |
|---|--|---|
| Convene and facilitate meetings with workforce leadership within the Golden Sierra region that focus on systems alignment, process improvement and building value added collaboration amongst system partners toward meeting industry need. These meetings should occur at least quarterly. | The OSO demonstrates an understanding of who the required partners are and has included these partners and other valued stakeholders to the integration meetings. These meetings are documented as having been conducted at least quarterly | <p>60 day evaluation (11/19/20): We have great Quarterly participation with our core partners. Currently I am tracking down the non/ low participation level Partners. Sierra College has reengaged. CHD, Indian Manpower & AARP are on the target list.</p> <p>120 day evaluation (1/21/21): The effort to engage participation beyond the core partners is bearing fruit. Indian Manpower participated at the last meeting.</p> |
| Support ongoing dialogue between labor, business, education, community, economic development, and all partners throughout the public workforce system in an effort to encourage alignment and promote services to individuals with barriers to employment. | The OSO integration meetings are designed to add value to all system partners by facilitating dialogue and partnership in order to meet business and industry need. This process is shared with, and discussed with the Executive Committee. | <p>60 day evaluation (11/19/20): At the Quarterly meetings, Partners report on their activities. The agenda format is being crafted to stress service integration and the dialogue between all sectors of the workforce system.</p> <p>120 day evaluation (1/21/21): At the last Quarterly Meeting, service issues & service integration were discussed. Also covered was how the current pandemic was affecting business & industry workforce needs.</p> |
| Support workforce leadership and the workforce board by cataloging relevant initiatives, identifying implementation opportunities, challenges, and policy obstacles within the Golden Sierra Region. | Reports out to the Workforce Board on promising opportunities, system challenges, and policy obstacles | <p>60 day evaluation (11/19/20): The Partner meetings cover the full range of successes, initiatives, and challenges, including the severe labor market situation. These items are reported to the WDB on a regular basis.</p> <p>120 day evaluation (1/21/21): This is continuing via the Quarterly Meetings. The pandemic shock to our local labor market and how the Partnership is coping is a focus the OSO. These issues can also be addressed through the Certification process.</p> |

| <i>Service</i> | <i>Evaluation</i> | <i>One-Stop Operator Comment</i> |
|---|---|--|
| Support implementation of the Capital Region's Regional Plan by coordinating activities with the Capital Region's Regional Organizer. | Utilizes the expertise and work products of the Regional Organizer (and the Regional Plan) to inform the local workforce partnership in order to align services to meet relevant industry sector needs. | <p>60 day evaluation (11/19/20): I have been following the work products of the RO, Valley Vision(like "Industry Clusters"). My plan is to share this with the Partners. I am considering having Valley Vision share at one of our meetings.</p> <p>120 day evaluation (1/21/21): Valley Vision, as the RO, is doing public & private interactions with entities in the Obey-Stop system. We can utilized their efforts to further the integration & coordination of the MOU Partnership.</p> |
| Identify and share promising practices and successful convening efforts that link policy and practice. | Reports to the Workforce Board | <p>60 day evaluation (11/19/20): This is my ongoing practice and it occurs regularly at the meetings.</p> <p>120 day evaluation (1/21/21): This an on-going effort conducted through OSO Progress reports to the Board & Zoom meetings.</p> |
| The One-Stop Operator will act as a liaison between the Workforce Board and the system partners and as such will be required to attend meetings of workforce board or its Executive Committee to receive direction and to report on progress no less than three times annually. | The OSO participated as expected. | <p>60 day evaluation (11/19/20): I have participated at all Executive Committee meetings and WDB meetings.</p> <p>120 day evaluation (1/21/21): This is an on-going practice.</p> |

| <i>Service</i> | <i>Evaluation</i> | <i>One-Stop Operator Comment</i> |
|--|--|---|
| Work with Regional Training Coordinators, regional coalitions, professional development partners, and the CWDB to build capacity of workforce and partner staff as needed. | The OSO demonstrates an understanding of the State, Regional, and Local Plans, as well as the goals of the system partners and can therefore, recommend and can promote staff development that adds value across the spectrum of partners. | <p>60 day evaluation (11/19/20): Ongoing cross staff training has occurred. I will be asking the partners of how to conduct this in the Covid era. I keep updated with the State, Regional, Local Plans. I also have been following updates on the CWDB website.</p> <p>120 day evaluation (1/21/21): As regional and local Plan Development is occurring, I will interact with those items that deal with services to common customers. When the pandemic era starts to fade, I will ask the Partnership to prioritize staff development to provide continuous improvement in services to customers.</p> |

ONE-STOP OPERATOR MEMO

To: Workforce Development Board Executive Committee

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

Date: January 17, 2021

Subj: Progress Report

Introduction

There have been significant developments since my last update. The first is the most recent quarterly meeting of the MOU One-Stop Partners. The second, and quite important, is the December release by the Employment Development Department's Workforce Services Division of the draft Directive on the 2021 Certification of the local One-Stop System and the Comprehensive Career Center. This memo will highlight the key takeaways from both developments.

Use of terms.

AJCC: America's Job Centers of California

WIOA: Workforce Innovation and Opportunity Act of 2014

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

MOU Partner's Update

The OSO and the MOU One-Stop Partners conducted their quarterly meeting on December 16, 2020, via Zoom. In addition to the OSO, participating partners were the California Indian Manpower Consortium (CIMC), Advance Program from South Lake Tahoe, Placer School for Adults (PSA), California Conservation Corps (CCC), Golden Sierra Job Training Agency (GSJTA) and Rick Larky, WDB Chair. This is notable in that this was first time that CIMC have participated. The State Department of Vocational Rehab could not participate but did provide updates via email to the OSO. EDD also could not participate but the OSO had obtained EDD information from the prior week's Yolo County Meeting. The OSO will also request information from the other partners who did not participate.

The OSO gave an update on the national and state labor market conditions. To sum up, we had a summer and early fall of job growth. In recent months that growth has stalled. Weekly Unemployment Insurance claims, while falling a bit, are still historically high. And with the 2nd (or 3rd) wave of Covid-19 upon us, the improvement in labor market conditions will be impacted.

The general takeaway regarding the Partner's services and activities, is that due to the ups and down of the pandemic situation, many program changes are being "made on the fly". Enrollment levels have been down compared to a year ago, but some programs were seeing enrollment growing. There are

little on-site in-person services. Schools were doing a hybrid mix of in-person and distance learning and this approach is constantly being adjusted. The group shared resources on the Zoom chat room relating to childcare and housing issues for customers/clients/students.

Advance reported on the activities and economic conditions at the Lake. Their economic base of restaurants, hotels, casinos, and hospitality have been severely affected. They are working with the local Chamber and the Tahoe Prosperity Center to make sure that all local businesses are aware of Covid-19 resources. They have seen some increase in enrollments. They have generated some new apprenticeship opportunities. They are also refining their Skill Match tools and Case management systems. They shared several resources with the group in the Zoom chat room, including WOIA Holistic Case Management

PSA: With the increase in COVID-19 restrictions they are ramping up their on-line and distant learning activities. They are also moving ahead with their “Goal 4 It” assessment screening tool. This is being done in conjunction with Sierra College. It is a possibility that other Partners can also use this tool, thus assisting in the integration of MOU Partner services, a goal of WIOA. The Placer Employment Group has been introduced to this tool. PSA is revamping the Office training courses, a dual program with Sierra College. They have seen an increase in their High School Diploma program.

California Indian Manpower: While coping with the pandemic, they have brought on board a new staff person for the region, David Karr. He will be covering the El Dorado and Placer County regions. They have been currently enrolling 3-4 persons a month in Career Skills and Job Training & Job retention.

CCC: They are continuing with their year-round service mission. After the California wildfire firefighting season, they are working with the various entities responsible for trail maintenance and erosion control. They currently have 14 corps members enrolled in ETM training. Their current enrollment has remained steady.

GSJTA: They are working with several initiatives of Valley Vision, including the Workforce Recovery Plan. This interacts with regional partners with a focus on communities of need. As far as service issues, as the One-Stop Resource Room is still closed, they are providing their services on-line and in virtual formats. They are also focusing on Work based learning and enhancing their Rapid Response services to employers who are affected by the pandemic and the slowdown in the economy.

North State Building Industry Foundation: Rick reported that they are working with 500 plus construction industry employers. They have an immediate need of many dozens of new employees. Many of the jobs start at the \$15-16 per hour with advance opportunities. Their current experience is that many of the current job applicants have challenges, including an “out-of-sorts” resume.

State DOR Update:

All DOR offices are open for business and are considered “essential services”. Therefore, our physical sites are open. That said, we encourage people to call ahead of time as many times we may be closed for lunch, breaks, etc.... as many offices may only have one staff member minding the store. We are also encouraging phone and Zoom intakes and meetings.

1. Application paperwork (see attached) and most all documents needed to apply for services can be sent to clients via email (and vice versa). We are attaching client emails along with application paperwork in lieu of a signature.
2. John Pillsbury, counselor of 25 years in the South Lake Tahoe office is retiring. Pamela Buck and Thuy Luu from the Auburn and Grass Valley offices, respectively, will be covering John's

caseload until a new counselor is hired. New referrals will continue to be done by South Lake Tahoe Service Coordinator, Charles Bowyer. Advertising for the replacement counselor position will likely be published on Cal Careers within the next 2-3 weeks.

3. The Auburn office will soon be advertising for a "Work Incentives Planner" that will assist DOR clients with understanding their Social Security Work Incentives as they transition to work. This position/classification will be under the "Staff Services Analyst" (SSA) and will also likely be advertised in the next 2-3 weeks.
4. The Auburn office will also be advertising for an Office Technician (OT) position. This position like the above WIP position will be housed at the Auburn DOR location.

EDD Update: Jeff Richard is the new EDD representee to the local Workforce Development Boards. He will be keeping us informed on the latest from EDD. Currently the Workforce Services Division is basically close with staff folks working mostly from home. For much of the year they helped to staff the UI claim processing side of EDD to help deal with the huge onslaught of pandemic UI claims. Most of their services to customers are now remote. Many laid off persons are using Cal JOBS to seek employment.

AJCC Certification of the One-Stop System

Federal and State policy requires that the local One-Stop System and the Comprehensive One-Stop Career Center in Roseville to be certified every three years. The process this time appears to be like the one from 3 years ago with one major difference. There is no required rating matrix on the required eight rating areas. This local assessment of our system must be completed by and submitted to the State by April 30, 2021.

AS OSO, I will be conducting the assessment in January and February of this year, hopefully with vital input from all system partners. The WDB must review and approve this assessment. *The WDB is also encouraged to give input and feedback to the assessment.* I will be sharing the EDD draft Directive to all the partners early in January. Shortly after that, I will be preparing and sending to the partners a concise and easy to complete feedback form for them to give their views of the current system and interactions among the partners and their suggestions on improvements. As to be expected, some of forthcoming assessment and analysis will speak to the current Covid-19 situation, but the assessment areas from the State are looking to a non-COVID-19 future.