

## **WB MEMBERS**

AMY SCHULZ  
Sierra College

CARIANNE HUSS  
Employment Development Department

CHRISTINA NICHOLSON  
Whole Person Learning

DANIELA DEVITT  
California Employers Association

JASON BUCKINGHAM  
Golden Sierra Job Training Agency

JOHN TWEEDT  
District Council 16

KEVIN FERREIRA  
Sacramento Sierra Building &  
Construction Trade Council

KYLE ZIMBELMAN  
County of El Dorado

LAUREL BRENT-BUMB  
El Dorado Chamber of Commerce

MICHAEL SNEAD  
Sierra Consulting Services, Inc.

MICHAEL ZIMMERMAN, *Vice Chair*  
MTI College

RANA GHADBAN  
Roseville Chamber of Commerce

RICK LARKEY, *Chair*  
North State Building Industry Foundation

ROBIN TRIMBLE  
Rocklin Area Chamber of Commerce

STEVEN CASPERITE  
Placer School for Adults

TINK MILLER  
Placer Independent Resource Services

VIC WURSTEN  
PRIDE Industries

VIVIAN HERNANDEZ-OBALDIA  
Department of Rehabilitation

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, July 21, 2022 @ 12:00 pm**

This meeting is being held in compliance with AB 361 to mitigate the spread of the COVID-19 Pandemic, the Golden Sierra Job Training Agency 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](mailto:magnussen@goldensierra.com). Public comments will be accepted until the adjournment of the meeting, distributed to the Workforce Board and included in the record.

### **PUBLIC LOCATION:**

<https://us02web.zoom.us/j/81756199290?pwd=bWR3WEIIZ2hncW1VbUpOU0ZTeUMzUT09ht>

Meeting ID: 817 5619 9290

Passcode: 471805

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

+16694449171,,81756199290#,,,,\*471805# US  
+16699009128,,81756199290#,,,,\*471805# US (San Jose)

Dial by your location

+1 669 444 9171 US  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 646 558 8656 US (New York)  
+1 646 931 3860 US  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)

Find your local number: <https://us02web.zoom.us/j/81756199290?pwd=bWR3WEIIZ2hncW1VbUpOU0ZTeUMzUT09ht>

*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.   | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u> |     |
| II.  | <u>APPROVAL OF AGENDA</u>                   | 1-2 |
| III. | <u>BROWN ACT – AB 361 BOARD POLICY</u>      | 3-4 |

### **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. CONSENT AGENDA

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

- a. Approval of Minutes from May 19, 2022 EC Meeting 5-7
- b. Attendance Log 8

V. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

VI. LOCAL AND REGIONAL PLANS PY 21-24 TWO YEAR MODIFICATIONS  
DRAFT DIRECTIVE WSDD-235 9

VII. WORKFORCE BOARD STRATEGIC PLANNING DISCUSSION 10-11

VIII. ONE-STOP OPERATOR

- Report Out & Direction 12-15
- Evaluation Tool & Schedule 16-18

IX. FUTURE AGENDA ITEMS/NEW BUSINESS

- Agency Budget - Final

X. NEXT MEETING

Thursday, September 15, 2022 @ 12:00 pm

XI. ADJOURNMENT

**GOLDEN SIERRA  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** July 21, 2022

**TO:** Executive Committee (EC)

**FROM:** Jason Buckingham, GSJTA Executive Director

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

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

**Background:**

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

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

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

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

### **Facts for Board Consideration:**

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

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

- COVID-19 transmission rates in Golden Sierra Job Training Agency's jurisdiction exceeds the State's current transmission rate as of July 14, 2022.
- Other Placer County, El Dorado County Brown Act public agencies have voted to meet pursuant to Section 54953(e), also known as AB 361, due to the threat to attendee health and safety from the COVID-19 virus pandemic.
- There is limited meeting room availability that would allow attendees to physically distance from one another.

### **Board Vote:**

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

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

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

**Thursday, May 19, 2022 @ 12:00 pm**

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

**Public Location:**

<https://us02web.zoom.us/j/88992347705?pwd=3JfGT4gedsJ5zx1DWm3cf-evrm0f-F.1>

Meeting ID: 889 9234 7705

Passcode: 757861

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

Quorum was established and meeting called to order at 12:01 pm by Chair Larkey

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

**GSJTA Staff:**

☒ Lorna Magnussen  
☒ Lisa Nelson  
☒ Darlene Galipo

**One-Stop Operator:**

☒ Michael Indiveri

GUESTS: Vivian Hernandez-Obaldia, Dept. of Rehabilitation

**II. APPROVAL OF AGENDA**

**Motion** to approve agenda by Geisler, second by Trimble

**Motion** approved unanimously by roll call vote

**III. BROWN ACT – AB 361 BOARD POLICY**

**Motion** to approve AB 361 Board policy by Brent-Bumb, second by Geisler

**Motion** approved unanimously by roll call vote

**IV. 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 March 17, 2022 EC Meeting
- b) Attendance Log

**Motion** to approve consent agenda items a-b by Brent-Bumb, second by Trimble

**Motion** approved unanimously by roll call vote

V. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Brent-Bumb discussed Diversity Training her organization participated in, and highly recommends it.

VI. FY 2022-2023 AGENCY DRAFT BUDGET

Buckingham reported out as outlined in the agenda packet.

**Motion** to approve recommendation to move to full Workforce Board for approval by Brent-Bumb, second by Geisler

**Motion** approved unanimously by roll call vote

VII. FY 2022-2023 MEETING SCHEDULE

Magnussen reported out as outlined in the agenda packet.

**Motion** to approve the meeting schedule (tentative-pending new board members in July), by Trimble, second by Geisler.

**Motion** approved unanimously by roll call vote

VIII. WORKFORCE BOARD MEMBERSHIP & RENEWALS

Magnussen reported out as outlined in the agenda packet.

**Motion** to approve recommendation to the Governing Body; renewals of Brent-Bumb, Ferreira, Miller, Reed, Volcy for additional 4 year term.

**Motion** approved unanimously by roll call vote

IX. WORKFORCE BOARD STRATEGIC PLANNING DISCUSSION

Larkey and Buckingham introduced topic and presented information; roundtable discussion took place; top priorities of focus and timeline was discussed; tentative meeting with a facilitator proposed for 9/15/2022.

X. ONE-STOP OPERATOR

- Report out & Direction:

Indiveri reported out as outlined in the agenda packet. Next partners meeting is scheduled for June 15, 2022 In-person at Placer School for Adults in Auburn. September's quarterly meeting will be moved to October.

- 2-Year Evaluation:

Magnussen reported out; approve 1-year contract extension to Indiveri today, establish Evaluation Tool and Timeline at a future meeting.

**Motion** to approve 1-year contract extension to Indiveri by Geisler, second by Trimble

**Motion** approved unanimously by roll call vote

XI. FUTURE AGENDA ITEMS/NEW BUSINESS

- Continue Strategic Planning discussion

XII. NEXT MEETING

Thursday, July 21, 2022 @ 12:00 pm

XIII. ADJOURNMENT

**Motion** to adjourn meeting at 12:33 pm by Larkey

**Motion** approved by Trimble, second by Geisler

# EXECUTIVE COMMITTEE MEETING

## ATTENDANCE LOG

07/21/2022

Date:	5/20/21	9/16/21	11/18/21	1/20/22	2/24/22	3/17/22	5/19/22	Rate
<b>Executive Committee</b>	EC	EC	EC	EC	EC	EC	EC	
<b>Meeting Type</b>	Regular	Regular	Regular	Regular	<i>Joint w/GB</i>	Regular	Regular	
Rick Larkey-CHAIR	1	1	1	1	1	1	1	100%
Michael Zimmerman-VICE CHAIR	1	1	0	1	1	1	0	71%
Laurel Brent-Bumb	1	1	1	1	1	1	1	100%
Jason Buckingham	1	1	1	1	1	1	1	100%
Greg Geisler	1	1	1	1	1	1	1	100%
Robin Trimble	1	0	1	0	0	0	0	29%
John Tweedt	1	1	1	1	0	1	0	71%



**GOLDEN SIERRA  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** July 21, 2022

**TO:** Executive Committee (EC)

**FROM:** Jason Buckingham, GSJTA Executive Director

**SUBJECT:** Local and Regional Plans PY 21-24 Two Year Modifications  
Draft Directive WSDD-235

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Before the Committee for review is the required 2-year WIOA Local and Regional Plans Modification Draft Directive for the period of 2021-2024. This policy provides guidance and establishes the procedures regarding the two-year modification of the Regional and Local Plans for Program Year (PY) 2021-2024 as required by the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Regional Planning Units (RPU) and Local Workforce Development Boards (Local Board) and is effective on the date of issuance.

[Local and Regional Plans PY 21-24 Two Year Modifications Draft Directive WSDD-235](#)

Regional and Local Plans must be submitted to the CWDB no later than **Friday, March 31, 2023**.

**GOLDEN SIERRA  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** July 21, 2022

**TO:** Executive Committee (EC)

**FROM:** Rick Larkey

**SUBJECT:** New Five Year Strategic Plan Development Process (Proposal)

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It has been awhile (2016?) since the Board developed a Strategic Plan. Since that time we have had a lot of turnover, COVID, and we face an uncertain economic future (Stagflation, Inflation, or/and recession). A strategic plan could help us focus and bond.

My suggestion (for discussion) for the process:

**Proposed Strategic Plan Process:**

1. **Review Existing Plans:** What have we accomplished: (90 min)
  - a. Review Local Plan & Regional Plan deliverables
  - b. Are these deliverables what we locally deem important?
  - c. Review existing Mission, Vision, etc. Statements
2. **Review/Revise Vision Statement** (210 min)
  - a. What will Placer, El Dorado, & Alpine Counties look like in 3-5 years?  
Vision Statement (Economic Development): Panel Discussion from  
Chamber & Economic Development people from each county (6 total) (90 min)
  - b. What will the workforce look like in the next 3-5 years in Golden  
Sierra's service area. New occupations, reskilling needs based upon  
technology, employment projections. Panel discussion, Cara Welch,  
EDD and Aaron Wilcher, Center for Excellence. (60 min)
  - c. Review and revise (if necessary) current Vision Statement. (60 min)
3. **Present State:** (390 min)
  - a. **What issues** will need to be addressed in the next 3-5 years to have  
employers workforce needs met and residents have access to high valued  
-high paying jobs. Rank issues of importance. (60 min)
  - b. **Actors Addressing Issues:** What are the various collective efforts in the  
region addressing needs of employers and/or needs of labor force  
(employed, underemployed, and unemployed) and what issues are they  
addressing: (panel reporting findings) (60 min)
    - Regional Efforts: Capital Region Workforce Boards, North/Far North  
Community College Consortium, Valley Vision, GSAC, SMCC-Cap2Cap, etc.
    - El Dorado Co: FLCC-El Dorado Center, El Dorado Chamber, El Dorado Ec.  
Development
    - Placer Co: Sierra CC, Placer Chambers, Placer Co. Ec. Development.
      - Alpine Co:
      - Support Services: Transportation, Broadband, Childcare

- c. **Given above, what issues should the Workforce Board** (120 min)
  - be focused on where it has a possibility/ability to have impact;
  - support the efforts of others through funding/representatives/advocates
  - highlight as being important but without a designated group addressing the issue.
- 4. **Develop Five Year Goals** based on these discussions. (90 min)
- 5. **Develop Two Year Objectives** (by June 30, 2024) with due dates and champions assigned. (90 min)
- 6. **Review draft and adopt:** and make assignments (60 min)
- 7. **July 2023, begin report outs on progress** (30 min)

**Meetings to accomplish work:**

- 1. Sept meet devoted to 1. Review the existing Plans (90 min)
- 2. Oct workshop 2. Revise Vision Statement (360 min)
- 3. Nov Meeting 2.a. Economic Dev. 3 to 5 year Vision/Projections (90 min)
- 4. Jan Meeting: 2.b. 3 to 5 year labor force projections & 2.c. Revise Vision Statement (120 min)
- 5. Feb Workshop: 3.a. Issues & 3.b. Actors addressing issues (120 min)
- 6. March Meeting 3.c. Workforce Board's issue focus (120 min)
- 7. April Workshop: 4. Develop Five Year Goals (120 min)
- 8. May Meeting: 5. Develop Two Year Objectives (by June 30, 2025) with due dates and champions assigned. (90 min)
- 9. July Meeting: 6. Review draft and adopt: and make assignments (60 min)
- 10. September 2023, begin report outs on progress (30 min)

# ONE-STOP OPERATOR MEMO

**To:** Workforce Development Board Executive Committee

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

**Date:** July 21, 2022

**Subj:** Progress Report

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## Introduction

This One-Stop Operator (OSO) Progress Report will report out the MOU Partner's Quarterly Meeting held on June 15, 2022, covering the following agenda items: OSO Remarks on labor market highlights (LMI): service integration and coordination opportunities, Partner Agency Roundtable and MOU/CSA updates. This was an in-person meeting, the first in over two years. It was hosted by Placer School for Adults (PSA) in north Auburn. Many thanks to PSA for hosting this meeting.

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)

**BLS:** The Bureau of Labor Statistics; U.S. Department of Labor

## OSO Remarks:

In attendance with the OSO was Golden Sierra Job Training Agency (GSJTA), Placer County HHS Business Advantage Network (BAN), North State Building Foundation, Valley Vision, Sierra College, State Department of Vocational Rehabilitation (DOR) and Placer School for Adults. State EDD and the California Conservation Corps (CCC) emailed notices that they could not attend.

The OSO related several takeaways from the latest national and state labor market Information reports. Job growth is still solid with the national unemployment rate well under 4% and the state rate now around 4.6 %. The nation has almost recovered most of the twenty-two million jobs lost at the onset of the pandemic in March-April 2020. And in a good sign, more people are coming off the sideline and are

rejoining the labor force. According to the WSJ, “Roughly two million people aged 25 to 54 have joined the labor force since September 2021.” The labor-force participation rate has ticked up to 62.3% but still is down from the rate of 63.4% in February 2020. That difference represents many hundreds of thousands of potential workers still not engaged. Positive job growth should be the norm for the remainder of 2022, but weekly unemployment insurance claims are ticking up and many expect a tightening of the economy, if not a recession of some sort in 2023.

### **MOU Partner Roundtable**

The OSO stressed that the Partner Roundtable is a great opportunity for partner service integration and coordination information sharing. The main takeaways are that the partners are increasing in-person services and are stepping up outreach and enrollments. *During the following presentations, each Partner shared contact information on how other Partners staff and the public can link into their services via on-line, phone or walk-in. Partners also discussed the best ways to refer customers between agencies.*

### **GSJTA:**

The Roseville AJCC One-Stop is open for in-person activities two days a week. They are using an appointment system. Customers can utilize the Metric Career Pathway to assist them in career and training options. They service all jobseekers, including displaced workers, youth, and low-income persons. Basic Job Search, Intensive Services and training are available through the One-Stop. Information and services are also provided through social media and virtual platforms, such as virtual workshops and on-line orientations. On June 22 they are conducting “Stay Connected” via a virtual platform. They are also planning the next Tri-County Job Fair via virtual including a virtual Employers Booth where job seekers can connect with businesses. On August 17<sup>th</sup> they are participating in an in-person job fair at Destiny Community Center, expecting 65-80 persons. Also on August 3, they are doing GET HIRIED! A VIRTUAL JOB FAIR ON-LINE. Their email blasts to employers and job seekers are getting a 40% open rate, which is considered particularly good.

### **Placer County HHs BAN/Cal Works:**

Placer HHs detailed the Business Advantage network., which brings together many local agencies that assist job seekers and employers seeking referrals for talent. BAN has hiring incentives, job seeker assistance, recruiting, advertising, worker screening and other services. Their activities are still virtual, hoping to have some services in-person soon. Their email job blasts ads go to thousands of persons.

The Cal Works programs for person on aid, is working to building up their enrollment levels that were impacted by the pandemic. They can offer work experience positions (WEX), supportive employment such as OJT and other hiring incentives. They have brought on board, Mary Baker as a community outreach specialist.

### **North State Building Foundation (BIF):**

BIF represents numerous regional construction firms. One of their main aims is the development of a workforce for the construction trades. Today’s presenter, David Darling, is a retired construction

worker/supervisor who assists in outreach to potential trades workers. He works with many trade training programs and helps to connect potential workers to internships, especially youth. BIF is partnering with Sierra College for a Construction Bootcamp, Aug 23-September 29, 2022. It is a 6-week course in preparing persons for trades & construction jobs. It is tuition free noncredit course series, no textbooks, with safety equipment and tools provided. Once students complete the course, they are provided job placement services.

**Sierra College:**

Amy Schulz, the Dean of Career Continuing & Technical Education gave a detailed overview of their career services. Their offerings include traditional 2-year AA degree programs, transfer credits to 4-year colleges, upskilling returning students, dual enrollment with local high schools and short-term certificated industry specific vocational courses. They have Career Technical training in high demand fields (nursing, business IT, manufacturing among others). They can also provide ESL, MC3 and, and credit or noncredit bootcamps. The average age of their student population is twenty-eight. Their offerings are a hybrid of in-person and virtual.

**DOR:**

DOR is a statewide agency that serves folks with physical, medical, or mental health impairments. Some medical conditions may need verification from a physician or medical authority. Their goal is to prepare their clients for a sustainable long-term career. They also conduct a youth program (16+) with local high schools. Their services include OJT, WEX, relocation services, employment preparation, job coaching and job search. In addition to skill or job training, they also provide independent living skills training and assistive technology. They have an active job placement component.

**Valley Vision:**

Valley Vision is the Sacramento/Capital area's Regional One-Stop Operator. They assisted in the coordination of the current regional WIOA Plan for the workforce areas of Golden Sierra, Sacramento, Yolo, and the North Central consortium. At a future MOU Partner's meeting Valley Vision will be making a presentation on the key take aways from the WIOA regional plan that touches on the services of the MOU Partners.

**PSA:**

Eric Vereyken Principal of PAS announced that he was retiring at the end of June and that his replacement would be Randy Ittner, the Principal of Placer Hing School. This will take place July 1, 2022. Good Luck Eric!

Eric shared the status of the just completed school. They are part of the Sierra Joint Consortium which is funded through the Adult Education Block Grant. The consortium includes Nevada County Adult Ed, PSA, Roseville Adult ED, Tahoe-Truckee Adult Ed, and Sierra College. Their main offerings include ESL, GED, Career Tech Training, pre-apprentice programs, Adults with disabilities and the Nevada and Placer County Jail programs.

Their classes are both in-person and virtual. They are trying to do more in-person teaching as they have found out that students retain more material and test better with in-person instruction. They are building back their total enrollment from the lows caused by the pandemic.

Here are the enrollment numbers for the last three school years.:

<u>Year</u>	<u>Regular enrollment</u>	<u>Jail enrollment</u>	<u>total enrollment</u>
2019-20	1,822	606	2,428
2020-21	694	178	872
2021-22	917	787	1,704

**MOU/CSA UPDATE:**

The MOU and Cost Sharing Agreements have been updated. The next meeting of MOU Partners group will have an update on that process.

**Next Meeting:**

The next meeting of the MOU Partner's group will be October 12, 2022. Notices will go out in late August and September.

**GOLDEN SIERRA  
WORKFORCE BOARD  
EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** July 21, 2022

**TO:** Executive Committee (EC)

**FROM:** Lorna Magnussen, WB Analyst

**SUBJECT:** One-Stop Operator Evaluation Tool & Schedule

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Before the board for review and approval is the One-Stop Operator evaluation tool and revised schedule for FY 2022-2023. The board approved a 3<sup>rd</sup> year service agreement based on successful outcomes identified the prior evaluation tool in accordance with the RFQ and Service Agreement.

Extracted from the RFQ & Service Agreement:

An evaluation will be conducted no less than annually by the workforce board, or the executive committee on the Board's behalf. The tools and mechanism for this evaluation will be established by the workforce board, and finalized during the contract negotiation process.

**Current evaluation:** as approved by EC on 5/21/20, incremental evaluations at 60, 120 & 180 days upon execution of agreement will occur in addition to annual reviews. Successful annual reviews will be necessary prior to approval of years 2-4 of services.

**Proposed evaluation:**

Incremental evaluations bi-annual (7 months) and annual (11 months) upon execution of agreement will occur; the 11 month evaluation will be considered as the annual review. Successful annual reviews will be necessary prior to approval of year 4 of services.

The evaluation tool attached will remain the same and be based on the revised schedule.



**Golden Sierra Workforce Board OSO Evaluation Tool**  
***Bi-Annual or Annual Evaluation [Date]***

<b><i>Service</i></b>	<b><i>Evaluation</i></b>	<b><i>One-Stop Operator Comments</i></b>
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).	<b>Bi-annual evaluation (1/19/23):</b> <b>Annual evaluation (5/18/23):</b>
Conduct One-Stop Certification as required - In accordance with WIOA Section 121(g) and in compliance with <a href="https://edd.ca.gov/Jobs and Training/pubs/wsd16-20.pdf">https://edd.ca.gov/Jobs and Training/pubs/wsd16-20.pdf</a> 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.	<b>Bi-annual evaluation (1/19/23):</b> <b>Annual evaluation (5/18/23):</b>
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	<b>Bi-annual evaluation (1/19/23):</b> <b>Annual evaluation (5/18/23):</b>
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 needs. This process is shared with, and discussed with the Executive Committee.	<b>Bi-annual evaluation (1/19/23):</b> <b>Annual evaluation (5/18/23):</b>

**Golden Sierra Workforce Board OSO Evaluation Tool**  
***Bi-Annual or Annual Evaluation [Date]***

<i>Service</i>	<i>Evaluation</i>	<i>One-Stop Operator Comments</i>
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	<b>Bi-annual evaluation (1/19/23):</b> <b>Annual evaluation (5/18/23):</b>
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.	<b>Bi-annual evaluation (1/19/23):</b> <b>Annual evaluation (5/18/23):</b>
Identify and share promising practices and successful convening efforts that link policy and practice.	Reports to the Workforce Board	<b>Bi-annual evaluation (1/19/23):</b> <b>Annual evaluation (5/18/23):</b>
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 the 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.	<b>Bi-annual evaluation (1/19/23):</b> <b>Annual evaluation (5/18/23):</b>
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.	<b>Bi-annual evaluation (1/19/23):</b> <b>Annual evaluation (5/18/23):</b>

*Evaluation Schedule:*

- January 19, 2023 – Bi-annual
- May 18, 2023 – Annual - need to complete eval at this time in order to issue 4th year contract.