

GOVERNING BODY MEMBERS

KATHERINE RAKOW  
Board of Supervisors,  
Alpine County

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

KIRK UHLER, *Chair*  
Board of Supervisors,  
Placer County

JASON BUCKINGHAM  
Executive Director

Golden Sierra Job Training Agency  
1919 Grass Valley Hwy, Suite 100  
Auburn, CA 95603

(530) 823-4635

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
AGENDA**

**Wednesday, June 1, 2016 – 10:00 a.m.**

**Golden Sierra Job Training Agency  
1919 Grass Valley Highway, Suite 100  
Auburn, CA 95603**

- |       |  |       |
|-------|--|-------|
| I.    | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u>  |       |
| II.   | <u>APPROVAL OF AGENDA</u>  | 1-2   |
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| IV.   | <u>PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA</u>  |       |
| V.    | <u>APPROVE RESOLUTION 15-07 – POSITION ROSTER</u>  | 10-12 |
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**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.

XII. WIOA SERVICE PROVIDER UPDATES

38-44

- Alpine County
- El Dorado County
- Golden Sierra Job Training Agency
- PRIDE Industries
- Business Engagement / Rapid Response

XIII. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION  
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

VIII. FUTURE AGENDA ITEMS/NEW BUSINESS

IX. NEXT MEETING

August 3, 2016 – 10:00 am – Auburn Connections

X. ADJOURNMENT

# **GOLDEN SIERRA JOB TRAINING AGENCY**

## **GOVERNING BODY MINUTES**

**Wednesday, April 6, 2016 – 10:00 a.m.**

**Golden Sierra Job Training Agency  
1919 Grass Valley Highway, Suite 100  
Auburn, CA 95603**

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

Quorum was established and the meeting was called to order at 10:03 a.m. by Chair Uhler.

Present: Kirk Uhler – Chair, Michael Ranalli – Vice Chair, Katherine Rakow

Absent: None

Guests: Jason Buckingham, Lorna Magnussen, Kathleen Franklin, Terrie Trombley, Kristianne Seargeant, Herman Williams, Gloria Earl, Stephen Amezcua

### **II. APPROVAL OF AGENDA**

Uhler called for opposition to the agenda; hearing none he moved on to the consent agenda.

### **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 3, 2016 GB Meeting

**Motion** to approve the consent agenda by Ranalli, second by Rakow.

**Motion** approved unanimously.

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

None

### **V. APPROVE RESOLUTION 15-06 – SIGNATURE AUTHORITY**

Buckingham explained that delegation of signature authority is requested annually and has routinely been granted by the Governing Board. Previous approval did not contain dollar limits; however, specific language in the amended Joint Powers Agreement (JPA) requires that the Governing Board establish a dollar limit. The limits being suggested allow the Agency to accept funds not to exceed \$1,000,000 from governmental entities, and not to exceed \$250,000 from non-governmental third parties.

**Motion** to approve Resolution 15-06 by Ranalli, second by Rakow.

**Motion** approved by roll call.

**Aye:** Uhler, Ranalli, Rakow  
**Nay:** None  
**Abstain:** None  
**Absent:** None

VI. APPROVE FY 2014/2015 FINANCIAL STATEMENTS/SINGLE AUDIT; VAVRINEK, TRINE, DAY & CO

Trombley spoke briefly reporting that this year's audit was very routine. She informed the Board that the one significant change this year was the implementation of GASB 68, *Accounting and Financial Reporting for Pensions*. She introduced Herman Williams of Vavrinek, Trine, Day & Co., LLP; Certified Public Accounts who would be doing the audit presentation. She told the Board that unless they had specific questions; Williams would not be going through the financial statements in great detail but would be highlighting those areas he felt were necessary for the Board's understanding of the audit and findings.

Williams presented the independent auditors report on the financial statements, the report on internal control as well as the report on major programs in compliance with A-133 for the year ending on June 30, 2015. He informed the Board that they have issued a clean opinion on all aspects of the audit. The following items were presented and discussed:

- Page 9 of 94 - Qualitative Aspects of Accounting Practices
- Page 10 of 94 - Difficulties Encountered with Performing the Audit; Disagreements with Management; Management Representations; Management Consultations with Other Independent Accounts
- Page 14 of 94 - Audit Opinions
- Page 15 of 94 - Emphasis of Matter
- Page 24 of 94 – Statement of Net Position
- Page 32 of 94 – Effect of New Governmental Accounting Standards Board (GASB) Pronouncements, Future Governmental Accounting Standards Board (GASB) Pronouncements
- Page 36 of 94 – Note F – Pension Plan
- Page 45 of 94 – Restatement of Net Position
- Page 49 of 94 – Schedule of Agency's Proportionate Share of the Net Pension Liability
- Page 50 of 94 – Schedule of the Agency's Pension Contributions
- Page 53 of 94 – Internal Control over Financial Reporting
- Page 55 of 94 – Report on Compliance for each Major Federal Program and Report on Internal Control over Compliance Required by OMB Circular A-133
- Page 59 of 94 – Schedule of Findings and Questioned Costs

Uhler asked Williams to define Fair Value Measurement. Williams explained that the definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Trombley asked if that analysis would have to be done on the Agency's pension investments to which Williams replied yes.

Williams went on to discuss future implementation of Governmental Accounting Standards Pronouncements, specifically with regards to GASB 71. Uhler spoke of his concern that next year the Agency would have to implement OPEB with GASB 71. With regards to the implementation of GASB 73, 74, and 75, Trombley explained that the Agency is having Bartel & Associates, compile required information in order to implement the above noted pronouncements into the Agency's financial statements for FY 2015/2016.

Williams drew the Board's attention to the *Summary of Auditors' Results* stating again that there were no negative findings, no material weaknesses, or significant deficiencies for the audit report of the Fiscal Year ending June 20, 2015. Furthermore he thanked the Agency for their cooperation which enabled the auditors to successfully complete their task.

**Motion** to approve FY 2014/2015 Financial Statements/Single Audit by Rakow, second by Ranalli.

**Motion** approved unanimously.

VII. APPROVE SIGNATURE FOR SUBGRANT

Buckingham explained that this item was necessary following the adoption of Resolution 15-06 as that resolution required that the Executive Director request signature authority from the Governing Board to accept funds exceeding the million dollar threshold. The request is the authority to receive the annual WIOA funds from the State of California Employment Development Department for the new program Year 2016/2017 not to exceed \$3,801,330. This estimated dollar amount 10% greater than the Subgrant agreement from Program Year 2015/16.

**Motion** to approve FY2016/2017 Subgrant Agreement Signature Authority by Ranalli, second by Uhler.

**Motion** approved unanimously.

VIII. APPROVE ADDITIONAL COST CENTER – PLACER SCHOOL FOR ADULTS PROJECT

Buckingham explained that GSJTA has been working closely with the Adult Ed Block Grant entities in the region. Placer School for Adults has asked the Agency to help them do some recruitment for internships and to help them with business engagement. Placer School for Adults does not have a position that allows them to do this kind of activity so they are essentially giving the money to GSJTA to hire someone to help them. The funding will be used to support the following activities in alignment with the goals of AB104, WIOA and the District's Local Control and Accountability (LCAP) including:

Service integration	Regional coordination
Business engagement	Internship development
Basic career services	Employment readiness
Student support services	Career pathway development leading to employment

The funding will cover the costs of one full-time equivalent serving Placer County along with other costs associated with this project in the amount of \$102,408 in the period between March 1, 2016 and June 30, 2017. Buckingham further stated that this would not only help the Placer Adult School but also the other adult schools in the consortium. In addition, it would help GSJTA bolster its own business outreach.

**Motion** to Approve Additional Cost Center-Placer School for Adults Project by Rakow, second by Ranalli.

**Motion** approved unanimously.

IX. APPROVE LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) RECERTIFICATION

Buckingham explained to the Board that this is part of the compliance that must be met with EDD Directive WSD15-16. The recertification is for Program Years 2016-2018. Program, Fiscal and Board staff have reviewed the following sections and are confident that the Agency and Board are in compliance: 1) Local Board Sustained Fiscal Integrity; and 2) Local Board Assurances. Upon approval by the Board, this will be forwarded on to the State to complete the application process.

**Motion** to Approve the Local Board Recertification request by Ranalli, second by Rakow.

**Motion** approved unanimously.

X. APPROVE SPONSORSHIP FOR SUPERVISOR MICHAEL RANALLI TO ATTEND EL DORADO STUDY MISSION

Buckingham explained that the request before the Board was to sponsor out of state travel for Supervisor Ranalli to attend the 2016 El Dorado County Chamber of Commerce Study Mission to Bend, Oregon. This type of request has been considered by the Board in the past and, considered depending on the study mission's ties to economic development or workforce development. Buckingham felt that in this case the ties to both were significant. The study mission involves agriculture and economic development which Supervisor Ranalli has a very close connection with. Finally, Buckingham informed the Board that the Agency has had some savings from the fund for board education this year so the money is available.

Ranalli stated he would recuse himself for the discussion and the vote on this item.

**Motion** to Approve Sponsorship for Supervisor Michael Ranalli to Attend El Dorado Study Mission by Rakow, second by Uhler.

**Motion** approved by roll call.

**Aye:** Uhler, Rakow  
**Nay:** None  
**Recuse:** Ranalli  
**Absent:** None

XI. DIRECTOR'S UPDATE

Buckingham informed the Board that there is much going on in the State with regards to Workforce Development. Not just for workforce boards but also for the secondary and post-secondary system. He will be giving just the highlights of these to the Board and then if the Board Members have any questions he will be happy to answer them.

A. Day at the Capitol

Buckingham stated on March 2, 2016 he attended the "Day at the Capitol" which is the State Association's coordinated opportunity to meet/talk with legislative officials and explain what the workforce system is in California. Buckingham directed the Board's attention to two documents distributed to the Board; one from the State and one from Golden Sierra.

Over 60 representatives from the local system met with more than half the state legislature. Locally, staff met with Frank Bigelow, staff from Beth and Ted Gaines, as well as staff from Jim Nielsen's office. In addition, Buckingham met with Senate Minority Leader, Jean Fuller, as part of the leadership with CWA.

Buckingham stated that one of the things he found interesting is that in the three years he has been attending this event there has been a huge transition in the conversation from the State legislators. The conversation has gone from questioning what the workforce system does, to an understanding of exactly what services are performed by the system and how the system benefits the legislator's constituents.

#### B. WIOA Transition

Buckingham referenced the updated WIOA Action Matrix included in the Board agenda packet. He stated the biggest push for the Agency right now was completing Phase I of the MOUs. There are over twelve MOUs required in our area. There have been numerous meetings on MOUs, in addition to phone calls and emails; the Agency has met with everyone needed to accomplish this task. The timeline is to have everything completed by July 1, 2016. The actual worktime to finalize the MOUs is shortened as everything has to be to the Workforce Board by May for approval, and then to the Governing Board by June for final approval. He is hoping to have everything finished but explained that it is an ambitious timeline since it involves legal review from outside agencies. There is no clear direction as to what the consequences will be of not meeting the July 1 deadline. His opinion is that as long as there is a good faith effort to have the MOUs completed it is likely that only a corrective action plan will be required. The state is fully aware that the timelines are difficult to meet.

Rakow asked Buckingham who it was that was requiring the MOUs. Buckingham explained that the requirement and timeline for MOUs is part of the Federal Act. The state is trying to comply with those requirements. The state has offered some flexibility and extended the due date for resource sharing agreements beyond the federal requirement. Based on this extension, there are now actually three phases of MOUs; first the partnership language, then resource sharing agreements, and lastly after local and regional planning efforts are completed all MOUs will need to be reviewed to ensure the MOUs align with the goals stated in the submitted state plan. Rakow asked if Buckingham was expecting a MOU agreement with the Washoe Tribe. The Washoe tribe is not a required partner for the MOUs; however, working toward an MOU with the tribe as a workforce system partner is a good idea. California Indian Manpower Consortium is the required partner for the GS region for the WIOA MOUs. At this time, Golden Sierra is only working with those groups with whom a MOU is required.

#### C. Funding

Buckingham informed the Board that there was a great deal of money available at this time, both in the broader system and the workforce development system. The Adult Ed Block Grant groups, the Community College system where there is \$200 million and the CTE at the secondary level with \$92 million statewide. Also, the CTE program here in Placer County, CTE Works, has received a grant of \$5 million a year over a three year period. This is the second highest grant award in the State. Golden Sierra is working with that group right now on systems alignment. He commented that what was really timely about their award is that with WIA the Agency was allowed to serve both in school and out of school youth; however, with WIOA the emphasis is clearly on out of school youth. These funds properly aligned will complement the current WIOA and allow the system to serve Community College, Adult Ed and In School Youth without duplication of efforts.

The State Board has released a number of solicitations for funding which include:

- Over \$6 million for WIOA transitional activities including Regional Planning Unit, Incentive Grants and staff development initiatives.
- AB 2060 recidivism reduction
- Workforce Accelerator Grant
- Disability Employment Accelerator Grant
- Human Centered Design Grant

Most of these solicitations have a short turnaround time. Normally the agency would take advantage of all of these, but with the current work load, staff are looking at what the agency is best suited to do. Some of the grants are non-competitive but others are competitive solicitations where staff are working with partners to complete applications for funding. For instance, with the AB 2060 grant staff are working with the Placer County PREP program and SETA. For the Workforce Accelerator grant staff are working with the South Lake Tahoe AEBG consortium. The Agency has previously received disability and unemployment grants so there will be an application for that. Regarding the Human Centered Design grant staff will have to see what the requirements are prior to submitting an application.

Buckingham explained that the Federal Government puts out their formulas that award money to the states and then the State develops their formulas to distribute that money to the local agencies. The state is scheduled to receive a six percent increase in adult funding, six percent increase in youth funding and three percent increase in dislocated worker funding. However that doesn't mean the GS region will see the same allotment as the formula depends on the demographics of the area. Staff always start out budget by planning on a five percent reduction in allocations. It is always easier to add money to a budget that overcomes a deficit. We do know that there will be a required five percent increase in the Direct Training requirement from 25 to 30 percent. This will require an increase in the spending on direct training by five percent to meet that requirement.

On the expenditure side we are nearing the end of the K5 award; awards made in 2014. Staff are working with our subcontractors to identify what funds remain and if there are funds left it will be applied to the consortium's pension liability or "side fund". The K5 funds need to be fully expended by July 1, 2016.

## XII. NAWB REPORT OUT

Uhler reported that this was the first time he had attended the NAWB Conference. He was impressed with the amount of choices there were for workshops to attend. However, with all the classes available, he was surprised there was not a track for governing board members. Because of this he felt that in the future the Agency's dollars might be better spent if another staff member, or possibly a workforce board member went to NAWB instead. He suggested it might be more advantageous if in the future the Board members looked for other opportunities to engage in events geared more towards their educational needs. As an example he stated that the Board used to go to "Cap to Cap". He wondered if it would make more sense to have a Board member go there to advocate on behalf of our regional workforce issues.

Buckingham stated he appreciated Uhler's honest feedback. He also confirmed that it was a missed opportunity on the part of the NAWB planners and would pass on Uhler's concerns.

Rakow stated that she had gone the previous year and it was a good experience to learn exactly what NAWB did but she had felt somewhat the same way. She felt a bit out of place there as a Board member but did enjoy learning about the different aspects of all the programs.



XIII. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION  
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

*Uhler called the meeting into closed session at 10:55 a.m.*

*Uhler called the meeting back into open session at 11:00 a.m.*

Report out: Information was given from Kristianne Seargeant. Direction was given to the Governing Body to continue the item to the following meeting. There was a request to Staff to place the item on the June 1, 2016 agenda for completion of the evaluation process.

XIV. FUTURE AGENDA ITEMS/NEW BUSINESS

None

XV. NEXT MEETING: June 1, 2016 – 10:00 am – Auburn Connections

XVI. ADJOURNMENT

Meeting adjourned by Chair Uhler at 11:06 am.

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 1, 2016  
**TO:** Governing Body Members  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Resolution 15-07 – Amended Position Roster

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☒ Resolution      ☐ Action Item      ☐ Information

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Attached is Resolution 15-07 amended Allocated Position Roster for your review and approval.

The changes to the Allocated Position were necessary to bring Salary Ranges into alignment with current bargaining unit MOU with Stationary Engineers Local 39.

**COST OF LIVING ADJUSTMENT**

Effective pay period 2, June 25, 2016, employees shall receive a 1.5% cost of living adjustment.

**BEFORE THE GOVERNING BODY**  
**GOLDEN SIERRA JOB TRAINING AGENCY**

In the matter of: Resolution amending the  
Golden Sierra Job Training  
Agency Allocated Position  
Roster

Resolution No.: 15-07

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Resolution was duly passed by the Governing  
Body of the Golden Sierra Job Training Agency at a regular meeting held

June 1, 2016 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Kirk Uhler, Chairman, Governing Body

Attest:

Clerk of said Governing Body

\_\_\_\_\_  
Lorna Magnussen

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that the Golden Sierra Job Training Agency Positions Allocation Roster are adopted as the document that describes the structure and staffing of the Golden Sierra Job Training Agency.

# GOLDEN SIERRA

Job Training Agency

## ALLOCATED POSITION ROSTER

Effective June 25, 2016

<u>CLASSIFICATION</u>		<u>SALARY RANGE*</u>		<u># of POSITIONS funded</u>	<u># of POSITIONS unfunded</u>
		<u>From</u>	<u>To</u>		
Accounting Technician		\$ 19.6757	\$ 23.9158	1 FTE	
Account Clerk - I	Promotional Series	\$ 15.2725	\$ 18.5636	1 FTE	
Account Clerk - II		\$ 16.8351	\$ 20.4632		
Senior Account Clerk		\$ 18.5379	\$ 22.5329		
Admin Clerk - I	Promotional Series	\$ 14.3196	\$ 17.4057	2 FTE	
Admin Clerk - II		\$ 15.7877	\$ 19.1901		
Senior Admin Clerk		\$ 17.4060	\$ 21.1572		
Chief Fiscal Officer		\$ 36.1767	\$ 43.9730	1 FTE	
Executive Assistant		\$ 22.0534	\$ 26.8060		1 FTE
Executive Director**		SEE BELOW		1 FTE	
Assistant Business and Employment Specialist		\$ 21.3957	\$ 26.0065	8 FTE	
Associate Business and Employment Specialist		\$ 26.0059	\$ 31.6104		
Business and Employment Specialist - Supervisor		\$ 31.6106	\$ 38.4228	1 FTE	
WB Coordinator/Analyst		\$ 31.6106	\$ 38.4228	1 FTE	
Deputy Director***		\$ 41.2108	\$ 50.0921	1 FTE	
				17 FTE	1 FTE

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

\*\* Executive Director position is exempt from the normal salary structure, as the 5% incremental steps do not apply. Salaries for this position are negotiated at time of hire.

\*\*\* Previously "Program Manager"

This position has a salary range of:

<u>SALARY RANGE</u>	
Hourly	Annually
\$48.3207-\$70.2961	\$100,507-\$146,216

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 1, 2016  
**TO:** Governing Body Members  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Resolution 15-08 – 2016/2017 Meeting Schedule

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☒ Resolution      ☐ Action Item      ☐ Information

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Approval of Resolution Number 15-08 is requested to establish the 2016/2017 Governing Body meeting schedule.

Current schedule for 2015/2016 is 1st Wednesdays of even months; 10:00 am - 12:00 pm.

Section 12 (A, B, and C) of the *Second Amended and Restated Joint Exercise of Powers Agreement for Golden Sierra Job Training Agency* states:

Section 12. Meetings of the Governing Body and Workforce Development Board

- A. The Governing Body shall hold regular meetings. It may, by act of the Chairperson of the Governing Body or a majority of the members, provide for special meetings, including meetings held jointly with the WDB.
- B. The date and hour of such regular meetings shall be fixed by resolution of the Governing Body. The place of such regular meetings are specified in the Governing Body Bylaws.
- C. All meetings of the Governing Body and joint meetings with the WDB shall be called, held, noticed and conducted subject to the provisions of the Brown Act.

**BEFORE THE GOVERNING BODY**  
**GOLDEN SIERRA JOB TRAINING AGENCY**

In the matter of:   Governing Body 2016/2017  
meeting schedule

Resolution No.: **15-08**

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Resolution was duly passed by the Governing Body of the Golden Sierra Job Training Agency at a regular meeting held

**June 1, 2016** by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Kirk Uhler, Chairman, Governing Body

Attest:

Clerk of said Governing Body

Lorna Magnussen

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that in accordance with the Second Amended and Restated Joint Powers Exercise of Power Agreement Section 12 the 2016/2017 meeting schedule has been established.

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 1, 2016  
**TO:** Governing Body Members  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Resolution 15-09 – SETA contract authorization

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☒ Resolution      ☐ Action Item      ☐ Information

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An increased emphasis on regional partnerships including regional applications for workforce funding lead staff to recommend for approval, Resolution 15-09.

Resolution 15-09 will allow Golden Sierra Job Training Agency to receive funding from Sacramento Employment & Training Agency (SETA) when funds are awarded to them as a regional or partner grant administrator. This eliminates the need to come to the board with individual resolutions. All funding received is still subject to limits approved via Signature Authority Resolution 15-06.

Resolution will remain in effect until June 30, 2021.

**BEFORE THE GOVERNING BODY**  
**GOLDEN SIERRA JOB TRAINING AGENCY**

In the matter of: Resolution authorizing  
Execution of standard  
contract from the Sacramento  
Employment and Training  
Agency

Resolution No.: 15-09

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

Whereas, GOLDEN SIERRA JOB TRAINING AGENCY, has a successful history of contracting with Sacramento Employment and Training Agency, and

Whereas, GOLDEN SIERRA JOB TRAINING AGENCY, may enter into future contract with Sacramento Employment and Training Agency through June 30, 2021.

Therefore, be it resolved that the GOLDEN SIERRA GOVERNING BODY hereby extends the individual(s) listed below universal authorization to negotiate and execute contracts with and submit claims and reports to Sacramento Employment and Training Agency [and in accordance with Resolution 15-06 Signature Authority], for any services relevant to and aligned with workforce development.

**AUTHORIZED TO EXECUTE CONTRACTS:**

<u>Executive Director</u>	<u>Jason Buckingham</u>	_____
Title	Name	Signature
<u>Deputy Director</u>	<u>Darlene Galipo</u>	_____
Title	Name	Signature

**AUTHORIZED TO SUBMIT CLAIMS:**

<u>Chief Fiscal Officer</u>	<u>Terrie Trombley</u>	_____
Title	Name	Signature

The following Resolution was duly passed by the Governing

Body of the Golden Sierra Job Training Agency at a regular meeting held

June 1, 2016 by the following vote on roll call:

Ayes:  
Noes:  
Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Kirk Uhler, Chairman, Governing Body

Attest: Clerk of said Governing Body

\_\_\_\_\_  
Lorna Magnussen



**BEFORE THE GOVERNING BODY  
GOLDEN SIERRA JOB TRAINING AGENCY**

In the matter of: A resolution granting the  
Executive Director,  
Jason Buckingham, and  
Deputy Director,  
Darlene Galipo, signatory  
authority.

Resolution No.: 15-06

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Resolution was duly passed by the Governing  
Body of the Golden Sierra Job Training Agency at a regular meeting held

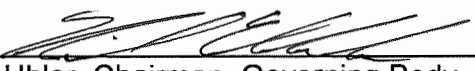
April 6, 2016 by the following vote on roll call:

Ayes:

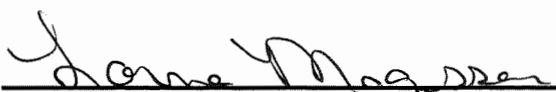
Noes:

Absent:

Signed and approved by me after its passage.

  
Kirk Uhler, Chairman, Governing Body

Attest:

  
Lorna Magnussen, Clerk of Golden Sierra Governing Body

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that this Body authorizes and directs the Executive Director, and/or Deputy Director to accept funds and execute grants, subgrants, amendments and modifications to such grants and subgrants from any governmental entity in an amount not to exceed one million dollars (\$1,000,000.00 dollars). The Governing Body of the Golden Sierra Job Training Agency that this Body authorizes and directs the Executive Director, and/or Deputy Director to execute any agreements, amendments, modifications, and other required documents with non-governmental third parties, other than those which specify Governing Body or Workforce Development Board Chairman's signature, up to, but not to exceed two hundred and fifty thousand dollars (\$250,000.00 dollars).

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 1, 2016  
**TO:** Governing Body Members  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** 2016/2017 Draft Budget - Consortium

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☐ Resolution      ☒ Action Item      ☐ Information

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Staff is presenting the Title I Fiscal Year 2016/2017 Draft Budget for review and approval. The budget has been developed with a focus on the goals of the Local Workforce Development System requirements. The WIOA Title I financial resources are limited and unable to meet the full array of the Local System goals. Discussions will need to focus on developing Resource Sharing Agreements that assist in filling these gaps.

This budget was reviewed and recommended for approval by the Executive Committee and Workforce Board on May 19, 2016.

### ***Budget Introduction and Overview***

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

### ***Approach in Developing the Draft Budget for Fiscal Year 2016/2017***

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 obtain cost-efficient and effective ways to meet the requirements of the *Workforce Innovation and Opportunity Act (WIOA)* while minimizing service interruptions to participants.

*The Fiscal Year 2016/2017 Draft Budget:*

The primary sources of funding for this budget are the estimated rollover funding from Subgrant K698360 and the newly awarded Subgrant K7102029 for Adult, Dislocated Work and Youth with estimates assumed for the Rapid Response and Layoff Aversion funding, the assumption utilized was a 10% reductions from the prior year's award.

#### **The budget meets mandated funding requirements as follows:**

25% of the Adult and Dislocated Worker funding will support *Direct Training* with a planned assumption of 5% leverage in order to meet the full requirement of 30% with a 25/5 ratio of WIOA cash/leverage.

20% of the Youth funding is earmarked to meet the *Work Based Learning* goals indicated in the WIOA Title I award.

The remaining cost objectives required of the Title 1 funding are to maintain a *Comprehensive One-Stop Center* in the *Local Area* while strategically utilizing financial resources to meet obligations of the JPA and while both leading and participating in the continued development of both local and regional *Workforce Systems*.

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

- No increases in the percentages of funding needed to support Administration, Program Operations & Consortiums Comprehensive One-Stop.
- Continue financial support to member counties for Career Services and Direct Training.

Approved By:  
Executive Committee 5/19/16  
Workforce Board 5/19/16  
Governing Body

<b>Description of Schedules</b>		
<i>Note: Schedule numbers in this budget correspond to those utilized in the Fiscal Year 2015/2016 annual budget presentations.</i>		
<b><u>Schedule 1</u></b>	<b><u>Consortium Sources and Uses</u></b>	Schedule is based on estimates for funding, carry over, and new awards. Expenditures have been adjusted based on anticipated cost increases, WIOA spending requirements and pension funding requirements.
<b><u>Schedule 2</u></b>	<b><u>Consortium Cost Center Detail</u></b>	
	Consortium Administration:	Includes fiscal management, procurement, and human resource functions.
	Consortium Program Operations:	Includes program oversight and technical assistance to member counties. Staff and consultants have expertise in ADA/EO compliance, program monitoring, WIOA implementation, and database management.
	Consortium Rapid Response and Layoff Aversion:	Includes activities related to business outreach, workshop facilitation, and labor exchange. Staff have expertise in helping affected employees return to work as quickly as possible following a layoff and developing early-warning systems to prevent layoffs altogether.
	Consortium Comprehensive One-Stop:	Includes the physical location and related operating expenses of the required job center that offers universal access and comprehensive employment-related programs and services.
	El Dorado County Career and Training Services:	Includes PY 15/16 carry-in funds to be administer by El Dorado County HHS and PY 16/17 WIOA funding as well.
	Placer County Career and Training Services:	Includes PY 15/16 carry-in funds and PY 16/17 WIOA funds to be administered by the JTA staff.
	Alpine County Career and Training Services:	Includes PY 15/16 carry-in funds to be administer by El Dorado County HHS and PY 16/17 WIOA funding as well.
	Non-Allocation Career and Training Services:	Includes remaining second year training dollars from the Disability Employment Accelerator (DEA) award and second year Sector Partnerships National Emergency Grant (SPNEG). The Agency was also awarded a second round of Prop 39 and has Round Two Disability Employment Initiative Grant funding for attending meetings.
<b>Schedule 3</b>	<b>Consortium Contracted Services</b>	Schedule provides detail for contracts administered by the Agency for newly awarded funds and re-budgeted contracts for Consortium Operations and Programmatic Career Services and Training.
<b>Schedule 4</b>	<b>Consortium Allocation of Sub grant Award</b>	Schedule is based on a funding award for the new WIOA Allocation Awards and Rapid Response and Layoff Aversion. The schedule also separated funding based on the new WIOA legislation.
<b>Schedule 5</b>	<b>Consortium Leverage Requirements</b>	Schedule provides dollar amounts required to be captured as leveraged resources in order to meet the state imposed 30% Direct Training requirement for Adult and Dislocated Working funding streams.

Approved By:  
Executive Committee 5/19/16  
Workforce Board 5/19/16  
Governing Body

Schedule 1  
Consortium Sources and Uses  
Draft Budget FY 2016/2017  
Presented: May 2016

		<u>A</u>		<u>B</u>		<u>C</u>		<u>D</u>		<u>A-D</u>	<u>A/D</u>
Line #		Consortium Fiscal Year 2015/2016 Revised Final Budget	% of Total Funding	Actual Expenditures and Encumbrances as of April 30th 2016	% of Total Funding	Projected Expenditures and Encumbrances for Fiscal Year End 2015/2016	% of Total Funding	Consortium Fiscal Year 2016/2017 Draft Budget	% of Total Funding	Difference between Fiscal Year 2015/2016 Revised Final Budget and Fiscal Year 2015/2016 Final Budget	Percent Change from Fiscal Year 2015/2016 Revised Final Budget to Draft Budget FY 2016/2017
	<b>Funding Sources:</b>										
1	Carry-In Allocation PY 15	\$ 1,888,875		\$ 1,745,814		\$ 1,888,875		\$ 1,624,866		\$ (264,009)	-13.98%
2	Actual PY16 WIOA Allocations	3,451,348		2,116,436		3,451,348		3,206,496		(244,852)	-7.09%
3	Estimated Rapid Response Funds PY16	236,657		121,210		236,657		212,991		(23,666)	-10.00%
4	Estimated Layoff Aversion Funds PY16	65,401		65,401		65,401		58,861		(6,540)	-10.00%
5	Actual Non-Allocation Awards	539,509		215,712		539,509		473,500		(66,009)	-12.24%
6	<b>Total Funding Sources</b>	<b>\$ 6,181,790</b>		<b>\$ 4,264,573</b>		<b>\$ 6,181,790</b>		<b>\$ 5,576,714</b>		<b>\$ (605,076)</b>	<b>-9.79%</b>
	<b>Expenditures:</b>										
	<b>Consortium Operations</b>										
7	Retiree Benefits	\$ 457,054	7.39%	\$ 442,138	10.37%	\$ 457,054	7.39%	\$ 481,854	8.64%	\$ 24,800	5.43%
8	Salaries and Benefits	1,222,240	19.77%	948,017	22.23%	1,339,440	21.67%	1,037,635	18.61%	(184,605)	-15.10%
9	Services and Supplies	428,928	6.94%	315,050	7.39%	428,928	6.94%	365,974	6.56%	(62,954)	-14.68%
10	Professional Services	\$ 35,000	0.57%	15,986	0.37%	\$ 35,000	0.57%	\$ 17,719	0.32%	(17,281)	-49.37%
11	<b>Consortium Operations Total</b>	<b>\$ 2,143,222</b>	<b>34.67%</b>	<b>\$ 1,721,191</b>	<b>40.36%</b>	<b>\$ 2,260,422</b>	<b>36.57%</b>	<b>\$ 1,903,182</b>	<b>34.13%</b>	<b>\$ (240,040)</b>	<b>-11.20%</b>
	<b>Career &amp; Training Services</b>										
12	Placer County	\$ 1,328,863	21.50%	\$ 978,384	22.94%	\$ 1,332,054	21.55%	\$ 1,188,428	21.31%	(140,435)	-10.57%
13	El Dorado County	1,257,339	20.34%	1,230,764	28.86%	1,244,339	20.13%	1,161,297	20.82%	(96,042)	-7.64%
14	Alpine County	113,667	1.84%	110,766	2.60%	113,667	1.84%	101,689	1.82%	(11,978)	-10.54%
15	Non-Allocation Awards	416,605	6.74%	215,712	5.06%	300,658	4.86%	387,552	6.95%	(29,053)	-6.97%
16	<b>Career &amp; Training Services Total</b>	<b>\$ 3,116,474</b>	<b>50.41%</b>	<b>\$ 2,535,626</b>	<b>59.46%</b>	<b>\$ 2,990,718</b>	<b>48.38%</b>	<b>\$ 2,838,966</b>	<b>50.91%</b>	<b>\$ (277,508)</b>	<b>-8.90%</b>
17	<b>Committee Budget</b>	<b>\$ 15,000</b>	<b>0.24%</b>	<b>\$ 7,756</b>	<b>0.18%</b>	<b>\$ 10,000</b>	<b>0.16%</b>	<b>\$ 5,000</b>	<b>0.09%</b>	<b>\$ (10,000)</b>	<b>-66.67%</b>
18	<b>PY 16 Award Expend in Second Year</b>	<b>\$ 907,094</b>	<b>14.67%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 920,650</b>	<b>14.89%</b>	<b>\$ 829,566</b>	<b>14.88%</b>	<b>\$ (77,528)</b>	<b>-8.55%</b>
19	<b>TOTAL EXPENDITURES</b>	<b>\$ 6,181,790</b>		<b>\$ 4,264,573</b>		<b>\$ 6,181,790</b>		<b>\$ 5,576,714</b>		<b>\$ (605,076)</b>	<b>-9.79%</b>
20	<b>Net Income/(Loss)</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	

Approved by:  
Executive Committee: 05/19/16  
WB: 05/19/16  
Governing Board:

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
L i n e #		Consortium Admin	Consortium Program Operations	Consortium Rapid Response and Layoff Aversion	Local Area One-Stop Delivery System	El Dorado County Career and Training Services	Placer County Career and Training Services
	<b>Funding Sources:</b>						
1	Carry-In Allocation Funds from PY 15	\$ 335,986	\$ 183,888	\$ -	\$ 112,106	\$ 566,294	\$ 369,903
2	Actual PY 16 WIOA Allocations	320,651	902,980	-	350,651	595,003	992,211
3	<i>Estimated Rapid Response Funds PY16</i>	-	63,897	127,795	21,299	-	-
4	<i>Estimated Layoff Aversion Funds PY16</i>	-	17,658	35,317	5,886	-	-
5	Actual Non-Allocation Awards	-	-	-	-	-	-
6	<b>Total Funding Sources</b>	<b>\$ 656,637</b>	<b>\$ 1,168,423</b>	<b>\$ 163,112</b>	<b>\$ 489,942</b>	<b>\$ 1,161,297</b>	<b>\$ 1,362,114</b>
	<b>Expenditures:</b>						
	<b>Consortium Operations:</b>						
7	Retiree Benefits	\$ -	\$ 481,854	\$ -	\$ -	\$ -	\$ -
8	Salaries and Benefits	349,617	255,748	126,135	306,135	-	-
9	Services and Supplies	32,432	192,744	19,258	121,540	-	-
10	Professional Services	-	-	\$ 17,719	-	\$ -	-
11	<b>Consortium Operations Total</b>	<b>\$ 382,049</b>	<b>\$ 930,346</b>	<b>\$ 163,112</b>	<b>\$ 427,675</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Career &amp; Training Services</b>						
	<b>Program Year 2015/2016 WIOA/Other - Rebudget</b>						
12	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Placer County	-	-	-	-	-	369,903
14	El Dorado County	-	-	-	-	566,294	-
15	Alpine County	-	-	-	-	-	-
	<b>Program Year 2016/2017 WIOA/Other</b>						
16	Non-Allocation Awards	-	-	-	-	-	-
17	Placer County	-	-	-	-	-	754,855
18	El Dorado County	-	-	-	-	595,003	-
19	Alpine County	-	-	-	-	-	-
20	<b>Career &amp; Training Services Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,161,297</b>	<b>\$ 1,124,758</b>
21	<b>Committee Budget</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
22	<b>PY 16 Award Expend in Second Year</b>	<b>\$ 274,588</b>	<b>\$ 233,077</b>	<b>\$ -</b>	<b>\$ 62,267</b>	<b>\$ -</b>	<b>\$ 237,356</b>
23	<b>TOTAL EXPENDITURES</b>	<b>\$ 656,637</b>	<b>\$ 1,168,423</b>	<b>\$ 163,112</b>	<b>\$ 489,942</b>	<b>\$ 1,161,297</b>	<b>\$ 1,362,114</b>
24	<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Cost Center Share of Available Funding</b>	<b>11.77%</b>	<b>20.95%</b>	<b>2.92%</b>	<b>8.79%</b>	<b>20.82%</b>	<b>24.43%</b>

Approved by:  
 Executive Committee: 05/19/16  
 WB: 05/19/16  
 Governing Board:

		<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>
L i n e #		Alpine County Career and Training Services	Prop 39 Round Two	Disability Employment Initiative Round Two	Disability Employment Accelerator Round One	Sector Partnerships National Emergency Grant	Placer School for Adult Award	Total of all Funding Sources and Expenditures
	<b>Funding Sources:</b>							
1	Carry-In Allocation Funds from PY 15	\$ 56,689	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,624,866
2	Actual PY 16 WIOA Allocations	45,000	-	-	-	-	-	3,206,496
3	<i>Estimated Rapid Response Funds PY16</i>	-	-	-	-	-	-	212,991
4	<i>Estimated Layoff Aversion Funds PY16</i>	-	-	-	-	-	-	58,861
5	Actual Non-Allocation Awards	-	104,670	3,191	52,158	211,073	102,408	473,500
6	<b>Total Funding Sources</b>	<b>\$ 101,689</b>	<b>\$ 104,670</b>	<b>\$ 3,191</b>	<b>\$ 52,158</b>	<b>\$ 211,073</b>	<b>\$ 102,408</b>	<b>\$ 5,576,714</b>
	<b>Expenditures:</b>							
	<b>Consortium Operations:</b>							
7	Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 481,854
8	Salaries and Benefits	-	-	-	-	-	-	1,037,635
9	Services and Supplies	-	-	-	-	-	-	365,974
10	Professional Services	-	\$ -	\$ -	\$ -	\$ -	\$ -	17,719
11	<b>Consortium Operations Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,903,182</b>
	<b>Career &amp; Training Services</b>							
	<b>Program Year 2015/2016 WIOA/Other - Rebudget</b>							
12	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ 52,158	\$ 211,073	\$ -	\$ 263,231
13	Placer County	-	-	-	-	-	-	369,903
14	El Dorado County	-	-	-	-	-	-	566,294
15	Alpine County	56,689	-	-	-	-	-	56,689
	<b>Program Year 2016/2017 WIOA/Other</b>							
16	Non-Allocation Awards	-	104,670	3,191	-	-	80,130	187,991
17	Placer County	-	-	-	-	-	-	754,855
18	El Dorado County	-	-	-	-	-	-	595,003
19	Alpine County	45,000	-	-	-	-	-	45,000
20	<b>Career &amp; Training Services Total</b>	<b>\$ 101,689</b>	<b>\$ 104,670</b>	<b>\$ 3,191</b>	<b>\$ 52,158</b>	<b>\$ 211,073</b>	<b>\$ 80,130</b>	<b>\$ 2,838,966</b>
21	<b>Committee Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
22	<b>PY 16 Award Expend in Second Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,278</b>	<b>\$ 829,566</b>
23	<b>TOTAL EXPENDITURES</b>	<b>\$ 101,689</b>	<b>\$ 104,670</b>	<b>\$ 3,191</b>	<b>\$ 52,158</b>	<b>\$ 211,073</b>	<b>\$ 102,408</b>	<b>\$ 5,576,714</b>
24	<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Cost Center Share of Available Funding</b>	<b>1.82%</b>	<b>1.88%</b>	<b>0.06%</b>	<b>0.94%</b>	<b>3.78%</b>	<b>1.84%</b>	<b>100.00%</b>

Approved by:  
 Executive Committee: 05/19/16  
 WB: 05/19.16  
 Governing Board:

Line #		A	B	C	D	E	F	
			Dislocated					
		Dislocated	Worker			Rapid	Other &	
		Worker	Tran to Adult	Adult	Youth - Out	Response	Layoff Aversion	TOTAL
	<b>Consortium Operations Budgeted and Rebudgeted</b>							
	<b>Services and Supplies</b>							
1	Chivalry IT Services (Agency & Placer IT Services)	\$ 2,942	\$ 2,500	\$ 6,558	\$ 8,000	\$ 2,500	\$ 1,500	\$ 24,000
2	Vavrinek, Trine, Day & Co. VTD (Agency Annual Financial Auditing Services)	2,000	5,000	5,750	5,750	750	750	20,000
3	EMRL -Outreach & Media Services	-	-	-	-	-	-	-
4	Kronick, Moskovitz, Tiedemann & Girard (Agency & Governing Board Legal Counsel)	6,711	4,500	5,289	4,750	750	500	22,500
5	State of California Employment Development Department (Agency Roseville Location)	12,500	11,000	23,500	23,500	-	-	70,500
6	Duff Brothers (Agency Auburn Location July - September	3,250	6,000	7,000	7,885	-	-	24,135
7	Location TBD Fiscal/Administration October - June	3,250	7,500	7,500	8,000	-	-	26,250
	<b>Professional Services - (Consortium Program Services)</b>							
8	Business Engagement Services (Consortium Services)	-	-	-	-	14,719	3,000	17,719
9	One Stop Operator (Consortium Contracted Services) - Vendor - TBD	5,000	7,500	7,500	10,000	-	-	30,000
10	<b>Consortium Operation Services - Contracted Total</b>	<b>\$ 35,653</b>	<b>\$ 44,000</b>	<b>\$ 63,097</b>	<b>\$ 67,885</b>	<b>\$ 18,719</b>	<b>\$ 5,750</b>	<b>\$ 235,104</b>
	<b>Consortium Career Services Budgeted and Rebudgeted</b>							
	<b>WIOA - Career Services PY15/16 Re-Budgeted</b>							
	<b>Career Services</b>							
11	El Dorado County - Awarded via Competitive Procurement	\$ 130,000	\$ -	\$ 134,449	\$ 126,561	\$ -	\$ -	\$ 391,010
12	Alpine County - Awarded via Competitive Procurement	16,051	-	30,000	3,949	-	-	50,000
	<b>Direct Training</b>							
13	El Dorado County - Awarded via Competitive Procurement	29,512	-	82,924	-	-	-	112,436
14	Alpine County - Awarded via Competitive Procurement	-	-	4,765	-	-	-	4,765
15	Placer County Agency	50,000	58,106	-	-	-	138,908	247,014
	<b>Work Based Learning (Youth)</b>							
16	El Dorado County - Awarded via Competitive Procurement	\$ -	\$ -	\$ -	\$ 62,848	\$ -	\$ -	\$ 62,848
17	Alpine County - Awarded via Competitive Procurement	-	-	-	1,924	-	-	1,924
18	Placer County	-	-	-	61,296	-	-	61,296
	<b>WIOA - Career Services PY16/17 Budgeted</b>							
	<b>Career Services</b>							
19	El Dorado County - Awarded via Competitive Procurement	\$ 28,372	\$ 85,116	\$ 90,512	\$ -	\$ -	\$ -	\$ 204,000
20	Alpine County - Awarded via Competitive Procurement	767	2,300	31,415	-	-	-	34,482
21	Placer County - Agency	47,542	142,627	151,669	-	-	-	341,838
	<b>Direct Training</b>							
22	El Dorado County - Awarded via Competitive Procurement	28,372	85,116	90,512	-	-	-	204,000
23	Alpine County - Awarded via Competitive Procurement	767	2,300	2,446	-	-	-	5,513
24	Placer County - Agency	47,542	142,627	151,669	-	-	-	341,838
	<b>Work Based Learning (Youth)</b>							
25	El Dorado County - Awarded via Competitive Procurement	\$ -	\$ -	\$ -	\$ 68,474	\$ -	\$ -	\$ 68,474
26	Alpine County - Awarded via Competitive Procurement	-	-	-	1,802	-	-	1,802
27	Placer County - Agency	-	-	-	109,290	-	-	109,290
28	<b>Consortium Career Services - Contracted Total</b>	<b>\$ 378,925</b>	<b>\$ 518,192</b>	<b>\$ 770,361</b>	<b>\$ 436,144</b>	<b>\$ -</b>	<b>\$ 138,908</b>	<b>\$ 2,242,530</b>
29	<b>Total Contracted Services</b>	<b>\$ 414,578</b>	<b>\$ 562,192</b>	<b>\$ 833,458</b>	<b>\$ 504,029</b>	<b>\$ 18,719</b>	<b>\$ 144,658</b>	<b>\$ 2,477,634</b>

Approved by:  
 Executive Committee: 05/19/16  
 WB:05/19/16  
 Governing Board:



Consortium Budget Schedule 4  
Consortium Allocation of Subgrant Award  
Draft Budget FY 2016/2017  
Presented: May 2016

			A	B	C	D	E	F	G
L	Allocation Funding Categories								
i			Dislocated	75% Dislocated Worker			Estimated	Estimated	
n			Worker	Transfer to Adult	Adult	Youth Out 100%	Rapid Response	Layoff Aversion	Total
e									
#			Worker	Transfer to Adult	Adult	Youth Out 100%	Rapid Response	Layoff Aversion	Total
1	Funding Awards for New Fiscal Year Consortium Operations		\$ 306,725	\$ 920,175	\$ 978,508	\$ 1,001,088	\$ 212,991	\$ 58,861	\$ 3,478,348
2	Administration	10.00%	\$ 30,673	\$ 92,018	\$ 97,851	\$ 100,109	\$ -	\$ -	\$ 320,651
3	WDB Support/Legacy Costs/Program Operations	30.00%	\$ 92,018	\$ 276,053	\$ 293,552	\$ 300,326	\$ 63,897	\$ 17,658	\$ 1,043,504
4	Consortium Sponsored Cost Centers	10.00%	\$ 30,673	\$ 92,018	\$ 97,851	\$ 100,109	\$ 21,299	\$ 5,886	\$ 347,836
5	Consortium Operating Cost Totals		\$ 153,364	\$ 460,089	\$ 489,254	\$ 500,544	\$ 85,196	\$ 23,544	\$ 1,711,991
6	Award less Consortium Operating Cost		\$ 153,361	\$ 460,086	\$ 489,254	\$ 500,544	\$ 127,795	\$ 35,317	\$ 1,766,357
7	Rapid Response/Layoff Aversion Cost Center		\$ -	\$ -	\$ -	\$ -	\$ 127,795	\$ 35,317	\$ 163,112
8	Required Direct Training Adult & DW	25.00%	\$ 76,681	\$ 230,044	\$ 244,627	\$ -	\$ -	\$ -	\$ 551,352
9	Work Based Learning (Youth)	20.00%	\$ -	\$ -	\$ -	\$ 180,196	\$ -	\$ -	\$ 180,196
10	Allocation for Career Services		\$ 76,680	\$ 230,042	\$ 244,627	\$ 320,348	\$ -	\$ -	\$ 871,697
	Youth - Adult - Dislocated Worker Allocation								
	Career Services								
11	Placer	62.00%	\$ 47,542	\$ 142,626	\$ 151,669	\$ 198,616	\$ -	\$ -	\$ 540,453
12	El Dorado	37.00%	\$ 28,372	\$ 85,116	\$ 90,512	\$ 118,529	\$ -	\$ -	\$ 322,529
13	Alpine	1.00%	\$ 767	\$ 2,300	\$ 2,446	\$ 3,203	\$ -	\$ -	\$ 8,716
	Direct Training								
14	Placer	62.00%	\$ 47,542	\$ 142,627	\$ 151,669	\$ -	\$ -	\$ -	\$ 341,838
15	El Dorado	37.00%	\$ 28,372	\$ 85,116	\$ 90,512	\$ -	\$ -	\$ -	\$ 204,000
16	Alpine	1.00%	\$ 767	\$ 2,300	\$ 2,446	\$ -	\$ -	\$ -	\$ 5,513
	Work Based Learning (Youth)								
17	Placer	61.00%	\$ -	\$ -	\$ -	\$ 109,920	\$ -	\$ -	\$ 109,920
18	El Dorado	38.00%	\$ -	\$ -	\$ -	\$ 68,474	\$ -	\$ -	\$ 68,474
19	Alpine	1.00%	\$ -	\$ -	\$ -	\$ 1,802	\$ -	\$ -	\$ 1,802
	Total Title 1 Allocations by County								
20	Placer		\$ 95,084	\$ 285,253	\$ 303,338	\$ 308,536	\$ -	\$ -	\$ 992,211
21	El Dorado		\$ 56,744	\$ 170,232	\$ 181,024	\$ 187,003	\$ -	\$ -	\$ 595,003
22	Alpine		\$ 1,534	\$ 4,600	\$ 4,892	\$ 5,005	\$ -	\$ -	\$ 16,031
23								Check Figure	\$ 3,478,348

Approved by:  
Executive Committee: 05/19/16  
WB: 05/19/16  
Governing Board:

Funding Categories					
			Dislocated Worker		
		Dislocated Worker	Transfer to Adult	Adult	Total
Funding Awards PY 2016/2017		\$ 306,725	\$ 920,175	\$ 978,508	\$ 2,205,408
Direct Training Requirement*	30.00%	\$ 92,018	\$ 276,053	\$ 293,552	\$ 661,623
Requirement met via:					
Program Year 2016/2017 WIOA Cash	25.00%	\$ 76,681	\$ 230,044	\$ 244,627	\$ 551,352
Program Year 2016/2017 Planned Leverage	5.00%	\$ 15,337	\$ 46,009	\$ 48,925	\$ 110,271
Adult & Dislocated Worker Distribution					
			Dislocated Worker		
		Dislocated Worker	Transfer to Adult	Adult	Total
25 % WIOA Cash Award					
Placer	62.00%	\$ 47,542	\$ 142,627	\$ 151,669	\$ 341,838
El Dorado	37.00%	\$ 28,372	\$ 85,117	\$ 90,512	\$ 204,001
Alpine	1.00%	\$ 767	\$ 2,300	\$ 2,446	\$ 5,513
5 % Leveraged Funds					
Placer	62.00%	\$ 9,509	\$ 28,526	\$ 30,334	\$ 68,369
El Dorado	37.00%	\$ 5,675	\$ 17,023	\$ 18,102	\$ 40,800
Alpine	1.00%	\$ 153	\$ 460	\$ 489	\$ 1,102
Total Required Direct Training (Check Figure)		\$ 92,018	\$ 276,053	\$ 293,552	\$ 661,623
* Employment Development Department Workforce Services Directive 11-9					

Approved by:  
Executive Committee: 05/19/16  
WB: 05/19/16  
Governing Board

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 1, 2016  
**TO:** Governing Body Members  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Additional Cost Center – Sierra College

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☐ Resolution      ☒ Action Item      ☐ Information

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Staff is requesting the approval of an additional cost center to the Agency's annual budget for Fiscal Year 2015/2016. The additional cost center will support planning, recruitment assistance, individualized career services for participants in the Northern California Community College Apprenticeship Initiative. The funding for this cost center will be via a pass-thru contract between Golden Sierra Job Training Agency and Sierra College. The funding for this project has been awarded by the Department of Labor to the Los Rios Community College District as the grant administrator.

The funding will cover staff time as follows.

Year 1: Planning

Years 2 – 5: Employer Outreach, Job Readiness Skills Instruction

This cost center was reviewed and recommended for approval by the Executive Committee and Workforce Board on May 19, 2016.

# GOLDEN SIERRA GOVERNING BODY

## MEMORANDUM

**DATE:** June 1, 2016  
**TO:** Governing Body Members  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Memorandums of Understanding (MOUs)

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☐ Resolution      ☒ Action Item      ☐ Information

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Before the board for signature approval is the completed Phase I, WIOA required partner MOUs. The Board is responsible for 17 total partner MOUs locally however, there are a number that have been combined as the partner operates multiple programs. Golden Sierra, for example, operates three programs while the Employment Development Department operates four. This reduces the number of required documents to eleven.

All partners have received the draft MOU language and are aware of the requirements.

Completed MOUs include:

- AARP - Title V Older Americans Act
- [Alpine County HHS](#) – TANF
- [California Human Development Corporation](#) – Migrant Seasonal Farmworkers (Section 167)
- [California Indian Manpower Consortium](#) – Native American Programs (Section 166)
- [Department of Rehabilitation](#) – WIOA Title IV Vocational Rehabilitation
- El Dorado County HHS – TANF
- [Employment Development Department \(EDD\)](#) - WIOA Title III Wagner-Peyser; Veterans; Trade Adjustment Assistance Act; and Unemployment Insurance
- [Experience Works](#) – Title V Older Americans Act
- [Golden Sierra Job Training Agency](#) – WIOA Title I Adult, Dislocated Worker & Youth
- [Placer County HHS](#) – TANF
- [Sierra Joint Consortium for Adult Education](#) – WIOA Title II Adult Education & Literacy

Also included in your packet is MOU timeline submitted in accordance with EDD Directive [WSD15-12](#).

**Workforce Innovation and Opportunity Act (WIOA)**  
**Golden Sierra Regional Workforce Board**  
**Memorandum of Understanding Phase I Timeline**

**MOU Phase I Timeline**

<b>Date Of Activity</b>	<b>Schedule of Activities</b>	<b>Status Update</b>
9/23/14	Introduced WIOA Overview to partners	Complete
10/20/14	Sent letter to partners informing them of WIOA Title I,II,III,IV requirements	Complete
4/15	<b>System Mapping with individual partners</b> <ul style="list-style-type: none"> <li>Identifying common services</li> <li>Identifying common populations</li> <li>Identifying services best suited to be provided by each partner (expertise)</li> </ul>	Complete
System Mapping Rounds 2, 3 and 4 (7/15-8/15)	<b>Initial Meeting of All Partners</b> <ul style="list-style-type: none"> <li>Further refined partner expertise and commonalities</li> <li>Review the list of MOU provisions required under WIOA Section 121(c)</li> <li>Introduced Draft I of MOU</li> </ul>	Complete
Round 4 (9/30/15)	<b>Partners develop system mission</b> <ul style="list-style-type: none"> <li>Developed Mission, Vision for local workforce system</li> <li>Review the shared vision and outcomes of all partners as identified in WIOA</li> </ul>	Complete Mission, Vision adopted by Workforce Board 11/19/15
1/20/16	<b>WSD15-12 Introduced</b>	Complete

**Workforce Innovation and Opportunity Act (WIOA)  
Golden Sierra Regional Workforce Board  
Memorandum of Understanding Phase I Timeline**

1/28/16	<b>Discussed system values and guiding principals</b>	In-process of refinement
2/3/16	<b>Partners attended Greg Newton MOU Session</b>	Complete
2/16	<b>Establish a schedule and process for the development of the MOU</b> <ul style="list-style-type: none"> <li>• Identify required partners for MOU</li> <li>• Develop and draft MOU language with attachments</li> <li>• Bring partner signed MOUs to Workforce Board 5/19/16</li> <li>• Bring partner and workforce board signed MOUs to CLEO 6/1/16</li> <li>• Submit completed MOUs to State 6/30/16</li> </ul>	In-Process
3/15/16	<b>Introduced first Draft of Phase I of the MOU</b> <ul style="list-style-type: none"> <li>• Reviewed requirements and Sample MOU language with required partners</li> </ul>	Complete
4/16-5/18/16	<b>Additional Meetings with Partners</b> <ul style="list-style-type: none"> <li>• Identify any items or questions that require further discussion by each partner</li> <li>• Redraft as required by partner legal review</li> <li>• Follow-up with partners to ensure timeline met</li> </ul>	In-Process
5/19/16	<b>Workforce Board Approves Signature of MOUs</b> <ul style="list-style-type: none"> <li>• Present partner completed MOUs to Workforce Board for signature</li> </ul>	Scheduled
3/16-6/16	<b>Obtain Signature of All Required Partners</b> <i>In the Golden Sierra Region there are a total of 17 MOU's required to be compliant. Within those 17</i>	On-going

**Workforce Innovation and Opportunity Act (WIOA)**  
**Golden Sierra Regional Workforce Board**  
**Memorandum of Understanding Phase I Timeline**

	<p><i>partners we have been able to combine a total of 9 because one organization meets the requirements of multiple WIOA partners.</i></p> <p><b>Partner Signed MOUs received (5/13/16)</b></p> <ul style="list-style-type: none"> <li>• Golden Sierra (Title I Ad/DW/Youth)</li> <li>• Placer County TANF</li> <li>• Alpine County TANF</li> <li>• Sierra Assets (Title II Placer School for Adults and Roseville Adult School)</li> <li>• Ca Human Development Corp (MSFW)</li> <li>• Department of Vocational Rehabilitation (Title IV)</li> <li>• Experience Works Placer County Title V Older Americans Act</li> </ul> <p><b>Outstanding:</b></p> <ul style="list-style-type: none"> <li>• El Dorado County TANF (In legal review at county)</li> <li>• EDD (Title III) In review with staff</li> <li>• California Indian Manpower Corp: In review with CMIC</li> <li>• AARP (Title V OA El Dorado Co) Local contact sent language to Washington for review</li> </ul> <p><i>Communications are occurring with all partners who have MOUs that remain outstanding.</i></p>	
5/19/16	<b>Present Partner Signed MOUs to Workforce Board for Signature</b>	Scheduled
6/1/16	<b>Present Partner and Workforce Board Approved MOUs to CLEO for Signature.</b>	Scheduled
6/30/16	<i>Work with partners and collect outstanding documents for signature, hold special executive committee and CLEO meetings to complete docs.</i>	On-going

# WIOA Action Matrix

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	Action Item = Green   Pending = Yellow   Complete = Blue
<b><u>Establish Local Area</u></b>					
Revise JPA to reference WIOA			X		<ul style="list-style-type: none"> <li>• Ongoing – Working with KMTG should be sent to county counsel in late Feb/March</li> <li>• Out to county counsel for review April 1, 2015 (45 day review period)</li> <li>• On GB Agenda for review April 9, 2015</li> <li>• Out to BOS' for Approval</li> <li>• 7/21 Alpine County – BOS approved</li> <li>• 7/21 El Dorado County – BOS approved</li> <li>• 9/15/15 Placer – BOS Approved</li> <li>• 10/7/15 GS GB Approved</li> </ul>
Request Designation as Local Area	The Governor is required to designate (initially) local areas who have performed successfully and who have had fiscal integrity for the previous two years. Golden Sierra meets these criteria. No process has been defined but I recommend the WIB, in conjunction with the Governing Body, submit a letter requesting designation.	X	X	X	<ul style="list-style-type: none"> <li>• Approved by WIB 11/20/14</li> <li>• Approved by GB 12/15/14</li> <li>• Mailed 12/21/14</li> <li>• Draft Directive WSDD-111 released 1/16/15; Directive WSD14-10 released 2/20/15 (updated 3/9/15)</li> <li>• Request approval from WIB 3/19/15</li> <li>• Sent unsigned copy to EDD 3/26/15</li> <li>• GB approved 4/9/15</li> <li>• Application sent to state 4/27/15</li> <li>• Received recommendation for approval letter 5/19/2015</li> <li>• Approved 6/23/15</li> </ul>



Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	Action Item = Green   Pending = Yellow   Complete = Blue
Establish Local Area (continued)					
Request approval to remain one-stop operator	According to WIOA each local area is required to have one One-Stop (at a minimum) and that One-Stop must be collocated with EDD staff. Currently, the Golden Sierra region has five centers only one of which is collocated with EDD (Roseville). The designation would eliminate our requirement to competitively procure the operator for the region. This is the most cost effective and efficient scenario. It does not eliminate the requirement to procure youth and career services.	X	X	X	<ul style="list-style-type: none"><li>• Approved by WIB 11/20/14</li><li>• Approved by GB 12/15/14</li><li>• Mailed 12/21/14</li><li>• According to NRPM must be competitively procured prior to receiving “waiver”. Procurement must be completed by June 30, 2017</li><li>• CWA launched campaign to alter regulations, GB and WDB Exec sent letter to Secretaries of Labor and Education. (8/20/15)</li><li>• Awaiting clarification from DOL – Indicated additional clarification could come Jan 2016.</li></ul>
Workforce Board					
Governance					
Review WDB Functions for gaps/opportunities	WDB (ADA accessibility policies)	X			<ul style="list-style-type: none"><li>• WDB functions to include partnering with Core agencies, systems alignment and setting local performance indicators</li><li>• Updates to WDB ongoing</li><li>• Board functions reviewed 7/15/15</li></ul>
Review Bylaws	Review bylaws for consistency with responsibilities and functions of WDB	X	X		<ul style="list-style-type: none"><li>• Working with KMTG</li><li>• GB Bylaws for review/approval at GB meeting 4/9/15</li><li>• WDB Bylaws under review</li><li>• Draft Presented to WDB EC 10/17/15</li><li>• Bylaws redrafted. Included in WDB packet 1/19/16 for review and approval</li><li>• <b>Approved by WDB 1/19/16</b></li><li>• <b>Approved by GB 2/3/16</b></li></ul>
Re-write WDB/Governing Body Agreement	Review current agreement for consistency with WIOA	X	X		<ul style="list-style-type: none"><li>• Working with KMTG</li><li>• Draft completed – GB Review 4/9/15</li><li>• Approved by WDB Exec 4/16/15</li><li>• Approved by GB 6/3/15</li></ul>

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	Action Item = Green   Pending = Yellow   Complete = Blue
Workforce Board (continued)					
Governance (continued)					
Set Qualifications for Director	The WDB will need to set qualifications for the Director. Will probably need to wait for regulations to do so.	X	X		<ul style="list-style-type: none"><li>Designated to GB since the Agency sets qualifications for and employs Director</li></ul>
Review WIB Directives	Current WIB Directives will need to be reviewed and revised or eliminated for accuracy within the new system.	X			<ul style="list-style-type: none"><li>Initial Review and Discussion at Exec 4/16/15</li><li>WIA Directives expire June 30, 2015</li><li>New based on broad policy issues, alignment etc.</li><li>WDB focus on systems building</li></ul>
Membership					
Review WDB membership for compliance and strategic direction	Is membership in line with key sectors and new requirements?		X		<ul style="list-style-type: none"><li>As required by WIOA and as referenced in WSD14-10, the Governing Body will be required to provide direction to staff to develop and approve a recruitment process that identifies and appoints appropriate members as defined by WIOA and state policy. Must be in compliance by July 2016.</li><li>Membership reviewed, missing one required member (Adult Education) for compliance. Further review and possible restructuring may need to take place to meet requirements of local initiatives.</li><li>Board membership in Compliance 10/7/15 with addition of Adult Ed</li><li>Reviewed for planning and strategy 10/17/15</li><li>Membership structure outlined in Bylaws.</li><li><b>Membership is in compliance but should be reviewed as new members are added to ensure key sectors are represented and membership is distributed as equitably as practicable</b></li></ul>

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	Action Item = Green   Pending = Yellow   Complete = Blue
Workforce Board (continued)					
Structure					
Review Committee Structure	The WDB should review its committee structure to ensure that it can meet its new role. No youth council is required, new partners included in performance (performance committee), New business engagement metrics, new emphasis on pathways and pathway development, Education and economic development continuous improvement, accessibility... Joint mtgs with SETA? (See initiatives)	X	X		<ul style="list-style-type: none"><li>Some of this may need to be completed regionally as a part of the regional planning requirements</li><li>Initial recommendations will be proposed for June Executive Committee</li><li>Delayed slightly awaiting direction from state</li><li>Initial Thoughts: Combine WDB Exec and Finance, and use ad hoc committees</li><li>Bylaws drafted to provide maximum flexibility</li></ul>
Planning/Service Delivery					
Convene Core Partners to discuss the design of the future system and MOUs	Executive Committee should convene leaders from DOR, EDD, Adult ED to discuss partnering in the new system, MOU's and Cost Sharing Agreements.	X			<ul style="list-style-type: none"><li>Email intro CWA WIOA Overview – 9/23/14</li><li>Letter intro WIOA 10/20/14</li><li>First meetings with EDD/Adult Ed April 2015</li><li>First meetings held with Adult Ed, EDD, HHS and DOR (April 2015)</li><li>Round 2 7/27/15</li><li>Round 3 occurred 8/8/15</li><li>Round 4 9/30/15 – Discussing Mission, Vision, Values draft</li><li><b>Round 5 1/28/16 – Vision &amp; Guiding Principals</b></li><li><b>Round 6 3/15/16 - MOU</b></li></ul>
Meet with SETA to Consider Joint Committees and policies with SETA and CAIZ group	WIOA will require a regional planning effort. We may want to have our subcommittees start meeting jointly with SETA.	X			<ul style="list-style-type: none"><li>Attending SETA Planning Committee late January.</li><li>Meeting cancelled; next meeting in February,</li><li>Though we are jointly coordinating many activities. This meeting has not occurred as of July 2015</li><li>Currently working on Slingshot and Sector Based NEG Grants</li><li><b>Discussing regional MOU for planning region stakeholders</b></li><li><b>Regionally completing Labor Market Study and inventory of Business leadership Councils.</b></li></ul>

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	Action Item = Green   Pending = Yellow   Complete = Blue
Workforce Board (continued)					
Planning/Service Delivery (continued)					
Review One-Stop locations and service delivery model	Review service delivery. Should all current locations remain one-stops or should we target special projects in certain areas. Should we open population-specific job centers? Other LWIAs have centers that focus on youth only or business only or sectors. Should we reduce the number of physical centers and set-up remote access instead (the community colleges would be a likely host). (Recommendations to GB)	X	X		<ul style="list-style-type: none"><li>Met with Alpine County on 1/29/15 to discuss program services needs and model.</li><li>Consider new model with one comprehensive site, multiple Affiliate sites and designated access points. Only Affiliate and Comprehensive sites have access to Training money. All sites offer some version of Career Services GS manages the payments of contracts etc.</li><li>Need to develop a way to recognize access points (DOL, Calworks, DRCs Etc) as part of the system. Possible that Access points may be able to refer eligible clients directly.</li><li>Locations will be a product of RFP process and WIOA Comprehensive one-stop requirements</li><li><b>Working on system and resource map as a part of the MOU process to help identify and define scope of the local system in addition to cost sharing</b></li></ul>
Publish RFQ for vender services	Establishing a vendor list for services will greatly enhance our ability to provider services without a full RFP process for each service	X			<ul style="list-style-type: none"><li>Working with staff to define services – anticipate release 2/10/15</li><li>Released 2/10/15</li></ul>
Publish RFQ for Training Services and/or One-Stops	Prepare for competitive bid requirement by obtaining lists of qualified/interested sub-recipients	X			<ul style="list-style-type: none"><li>In development/ may need to separate “one-Stop Operator” functions from one-stop service delivery (core function = coordination)</li><li>Deadline for completion July 2017.</li><li>Do not award “K6” money beginning of program year 2015. Must develop and complete RFP for Services to be awarded Dec/Jan (2016) for 18 months</li><li>This (K6) implementation plan was reviewed and approved at Finance committee May 20, 2105; approved at WDB May 21, 2015.</li><li>RFP Released 7/8/2015</li><li>Rated 8/28/15</li><li>To WDB for approval 9/17/15</li></ul>

Action	Comments	Responsibility			Status
		WDB	GB/CLEO	CWDB/ Governor	Action Item = Green   Pending = Yellow   Complete = Blue
Workforce Board (continued)					
Planning/Service Delivery (continued)					
Technology	How does the WDB want to address the new emphasis on Technology	X			
Branding	Consider adopting unified Identifier	X	X		<ul style="list-style-type: none"><li>WIOA NRPMS identify One-stop brand as “American Job Centers” do we want to keep local brand? Will state board enforce “America’s Job Centers of California”</li></ul>
Accessibility	How will we address accessibility				<ul style="list-style-type: none"><li>Could be a function of the one-stop operator if contracted out.</li></ul>
LMID	How will we ensure we have proper data for planning – Contract that out				<ul style="list-style-type: none"><li>Save costs by eliminating EMSI and Work closely with LMID consultant</li></ul>
Performance					
Metrix	Review and identify performance metrics for WIA services or initiatives (i.e. expenditures related to OJT vs classroom training?) Training in critical clusters? Pathway development, apprenticeship enrollment – Business engagement etc.	X			<ul style="list-style-type: none"><li>Initial local performance metrics to be proposed to Exec June 2015</li><li>Delayed slightly awaiting direction from state subcommittee meetings</li></ul>
Initiatives	Brand Initiatives i.e. NEXT, Vital Assets, Youth@Work etc. - maybe reduce committees but have ad hocs that manage the initiatives?	X			<ul style="list-style-type: none"><li>Currently Branded “NEXT” for business services/RR</li><li>Working on “Service First” for Veterans</li><li>Working on Brand for Persons with Disabilities (PWD)</li><li>Also need youth brand</li><li>Implementing centrally administered RR Services. The RR implementation plan was reviewed and approved at Finance committee May 20, 2105; approved at WDB May 21, 2015.</li><li>“Advance” Branding developed for serving PWD’s</li></ul>

## TITLE I SERVICE PROVIDER REPORT

Report Period: 3/5/2015-4/29/2016

Prepared By: Alpine County (RL)

### ACTIVITY SUMMARY

<input type="checkbox"/>	New Enrollments	No new enrollments-one adult WIOA application under review
<input type="checkbox"/>	New ITA Contracts	
<input type="checkbox"/>	New OJT Contracts	
<input type="checkbox"/>	New WEX Contracts	
<input checked="" type="checkbox"/>	New One-Stop Visitors	4 new visitors
<input checked="" type="checkbox"/>	Total One-Stop Visitors	44 total visitors-14 for March and 30 for April

### PROGRAM UPDATES

Youth Meeting with youth for college planning and grant/scholarship search

Adult Career center busy with resume' updating and creation-focus of job re-entry for other clients who have been employed

Dislocated Worker Met with one dislocated worker to discuss possible career choices

Prop 39 N/A

Disability Employment Accelerator (Advance) N/A

National Emergency Grant (SP-NEG) N/A

### EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
03/29/2016	UC Davis PATH Housing webinar	supporting young adults to develop housing plans
04/12/2016	UC Davis PATH Employment webinar	supporting clients in obtaining GED and continuing to post-secondary education
04/21/2016	Health and Wellness Coalition	Interagency/Partner meeting to discuss Career Center outreach efforts from multi-agency collaboration
4/30/2016	Girls' Empowerment Day	Meeting with girls 9-17 years old to discuss the importance of education, career planning and motivational techniques to reach fullest potential.

### NOTEABLE OUTCOMES

Labor Exchange Services

Business Engagement Working with local business owners to connect job seekers with business needs in the community. Working on connecting with Nevada employers.

Partner Engagement Working with Native Wellness Advocate and youth leadership to establish a work group of leaders in supporting other youth in education and empowerment in goal setting. Working with Alpine Office of Education to develop strategies as career/educational liaison between the career center and community colleges.

Service Delivery Strategies Increasing awareness to community of career center and what the career center offers, more marketing to community member. Continuing efforts to establish positive business relationships with business owners for employment development between employees and employers.

WIOA Transition Attending WIOA webinars and trainings related to changes that will occur from WIA to WIOA-attending webinars and trainings related to WIOA

## TITLE I SERVICE PROVIDER REPORT

Report Period: March - April 2016

Prepared By: El Dorado (JW)

### ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	14
<input checked="" type="checkbox"/>	New ITA Contracts	12
<input checked="" type="checkbox"/>	New OJT Contracts	1
<input checked="" type="checkbox"/>	New WEX Contracts	1
<input checked="" type="checkbox"/>	Total One-Stop Visitors	865
<input checked="" type="checkbox"/>	Unique One-Stop Visitors	90

### PROGRAM UPDATES

Youth Met with Leona Allen, from the SLT Community College Fire Science Academy. We strategized approaches to identifying potential attendees/ WIOA applicants prior to enrollment. Based upon lessons learned from last year.

Adult Developing a reverse referral form with DOR .

Dislocated Worker

Prop 39 N/A

Disability Employment Accelerator (Advance) N/A

National Emergency Grant (SP-NEG) N/A

### EVENT PARTICIPATION

Date	Event Name	Outcomes
3/8/16	Transition Night/Parents of Workability Students	Presented WIOA information to over 35 parents.
3/16/16	Career Fair EDUHSD/Union Mine	Presented information about WIOA Youth programs. Three staff spoke with parents and students for 2 hours. Approx. 1500 people attended the event.
3/15/16	Business Walk SLT	Chamber is in the process of assessing the feedback received from the Business surveys.
3/30/16	Resource Fair at South Lake Tahoe Community College	We were able to assist with Resume Workshops and provide information about WIOA.
4/12/16	Participated with WTW (shared a Table) at the Tahoe Regional Community Job Fair	Connected with a number of Businesses that will hopefully result in OJTs. Also met with a large number of job seekers. Eight people from the Job Fair attended our next WIOA Information Session.
4/28/16	Staff presented an Employability Skills workshop to students at El Dorado High School.	Developed a good connection with Career Services staff and we were able to assist 8 students in their job search.

## NOTEABLE OUTCOMES

Labor Exchange Services April 25, 2016, Employer Forum for Visiting Angels,

Business Engagement Monthly WIOA report to CEDAC (Community Economic Development Advisory Council); Attended one Chamber luncheon on April 13, 2016. Coordinate with Tammy Cornelison from Golden Sierra re. Job referrals etc.

Partner Engagement SLT AEBG Mtg 3/10/16, and April 14, 2016. Working with Denise castle from JOIN, Nevada on an AB 86 project. Weekly confering with Candace Neil, from DOR while she is on-site at the One Stop. April 21, 2016 Partner meeting with DOR Manager Al Holmes. In March, three Employability Skills workshops (1 in SLT and 2 in Placerville) were delivered to Mental Health clients. Participation in the monthly Joint Welfare to Work and WIOA staff meeting. Identified a new AARP Work Experience Worker for the One Stop. Scheduled to start in May.

Service Delivery Strategies Through the One Stop, the following workshops were offered in March and April to the Public: 1) In March- a) 5 WIOA Information Sessions, b) 2 Gain Assessment workshops, c) 5 DOR information Sessions, d) 1 Resume, 1 Interviewing and 1 Math Workshop, e) 4 Get Healthy Nutrition classes and f) 5 classes dealing with Employment Anxiety and Employment Management, and g) 1 class re. How to Get a State Job. Twenty Five classes were offered through the Placerville One Stop. In South Lake Tahoe, WIOA staff offered one Interviewing class and one Math class. In April the same classes and information sessions were offered for a total of 21 events.

WIOA Transition We are developing: 1) a Vocational Assessment workshop to be offered through the One Stop that would benefit the public, WTW and WIOA participants, 2) Financial Literacy Workshop and 3)Bringing back the NEXT Skills Employability Workshop.



**TITLE I**  
**SERVICE PROVIDER REPORT**

Report Period: 03/01/16 – 04/30/16

Prepared By: Placer County (DG)

**ACTIVITY SUMMARY**

<input checked="" type="checkbox"/>	New Enrollments	35
<input checked="" type="checkbox"/>	New ITA Contracts	7
<input checked="" type="checkbox"/>	New OJT Contracts	12
<input checked="" type="checkbox"/>	New WEX Contracts	8
<input type="checkbox"/>	Total One-Stop Visitors	Unable to collect via CalJOBS
<input type="checkbox"/>	Unique One-Stop Visitors	Unable to collect via CalJOBS

**PROGRAM UPDATES**

Youth Golden Sierra sponsored a youth hackathon. Initiated a Service Agreement with HackerLab to provide career exploration and workforce preparation activities to out-of-school youth (OSY).

Adult Enrollments and expenditures on track. Placed an Administrative Assistant at \$14/hour.

Dislocated Worker Enrollments and expenditures on track. Placed an Auto Body Repair Technician at \$18.50/hour.

Prop 39 Pre-apprenticeship training (MC3 certification) scheduled 07/18/16 to 08/05/16 at Sierra College.

Disability Employment Accelerator (Advance) Submitted an application for additional funding from EDD.

National Emergency Grant (SP-NEG) Conducted a direct mail campaign to 2,040 UI claimants likely to exhaust their benefits. Total enrollments = 3/20. Project end date extended to 06/30/17.

**EVENT PARTICIPATION**

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
03/31/16	Business and Internship Expo (WJU)	connected with 20 employers
04/06/16	Career and Internship Fair (FLC)	connected with 45 employers
04/12/16	Trades Job Fair	40 employers, 45% of attendees received interviews
04/28/16	Honor a Hero, Hire a Vet Job Fair	120 employers, 512 job seekers (45% veterans)
04/29/16	Youth Hackathon	

**NOTEABLE OUTCOMES**

Labor Exchange Services We assisted Thunder Valley, Goodwill, Durham School Services, Villara, Chipotle, Wendy's, Verde Creations, Asurea, Ponte Palmero, AppleOne, HR Management, Siemens, Atlas Disposal and Ridge Telecom, Inc. with job orders and recruitment events.

Business Engagement There are 12 upcoming workshops on topics such as managing stress, hiring a diverse workforce, employee retention, reasonable accommodations, and marketing strategies.

Partner Engagement Strengthened partnership with Roseville Adult School. New activity scheduled in May.

Service Delivery Strategies Provided off-site orientations at HHS and Probation to notify target populations about job center services/resources.

WIOA Transition Agency staff provided training and technical assistance to partners and subrecipients.

**TITLE I**  
**SERVICE PROVIDER REPORT**

Report Period: 3/1/2016-4/30/2016

Prepared By: Amanda Cozington

**ACTIVITY SUMMARY**

<input type="checkbox"/>	New Enrollments	No new enrollments
<input type="checkbox"/>	New ITA Contracts	N/A
<input type="checkbox"/>	New OJT Contracts	N/A
<input type="checkbox"/>	New WEX Contracts	N/A
<input type="checkbox"/>	Total One-Stop Visitors	N/A
<input type="checkbox"/>	Unique One-Stop Visitors	N/A

**PROGRAM UPDATES**

Youth PRIDE will be giving this program back to Golden Sierra and a new agency will take over the contract.

Adult N/A

Dislocated Worker N/A

Prop 39 N/A

Disability Employment Accelerator (Advance) N/A

National Emergency Grant (SP-NEG) N/A

**EVENT PARTICIPATION**

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>

**NOTEABLE OUTCOMES**

Labor Exchange Services N/A

Business Engagement N/A

Partner Engagement N/A

Service Delivery Strategies N/A

WIOA Transition Transition to WIOA will be fully implemented when the new agency takes over the program. PRIDE will no longer be working with this contract.

# TITLE I

## BUSINESS SERVICES AND RAPID RESPONSE REPORT

Report Period: 03/01/16 – 04/30/16

Prepared By: Business Engagement Team

### ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Placer Contacts	15
<input checked="" type="checkbox"/>	New El Dorado Contacts	30
<input type="checkbox"/>	New Alpine Contacts	
<input checked="" type="checkbox"/>	New Job Orders Received	19+
<input checked="" type="checkbox"/>	Total Active Job Orders	300+
<input type="checkbox"/>	Rapid Response Events	0 official on-site events; Sport Chalet, Sports Authority, Intel, Diversified Transportation, and Rude Brothers were contacted about available services

### EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
03/01/16	Hiring Event: HR Management	15 candidates hired
03/15/16	South Lake Tahoe Business Walk	200+ employers reached
03/30/16	El Dorado Hills Business Walk	200+ employers reached
04/08/16	Business Advisory Board	5 employers attended
04/12/16	Hiring Event: HR Management	4 candidates hired
04/19/16	Business Service Workshop (EDC)	5 employers attended
04/20/16	Business Service Workshop (Placer)	13 employers attended
04/26/16	Hiring Event: Chipotle	3 candidates hired
04/26/16	Business Service Workshop (Placer)	12 employers attended
04/26/16	Loomis Business Walk	50+ employers reached
04/28/16	Business Service Workshop (EDC)	5 employers attended
04/28/16	Honor a Hero, Hire a Vet Job Fair	500+ job seekers; 115 employers

### ACTIVE JOB ORDER TRENDS

Hospitality and Tourism A number of new food service locations have opened and hired for entry-level positions.

Retail There are over 120 active local job orders in CalJOBS for this industry.

Health Care Services

Information Technology

Construction/Trades There are over 125 active local job orders in CalJOBS for this industry. Job developers find it extremely difficult to fill these positions with qualified talent.

Business and Financial Services

Professional and Technical Services



# Trades Job Fair Report

April 12, 2016 | Rocklin Event Center



**40** Total Exhibitors | **7** Training Programs  
**97%** interested in participating next year  
**94%** felt the fair was helpful in their  
 applicant search



**106** Attendees | **223** Registered  
**93%** felt the fair was helpful in their job  
 search  
**45%** Interviewed | **22** Hired and counting\*

## Employer Comments

"Best job fair this year for us."

"Great event, professional, interview room  
 and translator were a nice touch!"



## Job Seeker Comments

"Very useful. I will most likely find work  
 because of this fair."

"Best one I've been to so far."

\*Employers are still being surveyed about the results of the fair

