

GOVERNING BODY MEMBERS

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

MICHAEL RANALLI
Board of Supervisors
El Dorado County

KIRK UHLER, *Chair*
Board of Supervisors
Placer County

JASON BUCKINGHAM
Executive Director

Golden Sierra Job Training Agency
115 Ascot Drive, Suite 100
Roseville, CA 95661

(916) 773-8540

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
AGENDA**

Wednesday, June 6, 2018 – 10:00 am

**Placer County Board of Supervisors
Eureka Field Office
1700 Eureka Road, Suite 160
Roseville, CA 95661**

- | | | |
|-------|--|-------|
| I. | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u> | |
| II. | <u>APPROVAL OF AGENDA</u> | 1-2 |
| III. | <u>CONSENT AGENDA</u> | |
| | All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion. | |
| | a) Approval of Minutes from April 4, 2018 GB Meeting | 3-6 |
| | b) Approval of Minutes from April 23, 2018 GB Special Meeting | 7-8 |
| IV. | <u>PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA</u> | |
| V. | <u>RESOLUTION 17-03 MOU</u> | 9-46 |
| VI. | <u>RESOLUTION 17-04 GOLDEN SIERRA JOB TRAINING AGENCY AMENDED EMPLOYEE HANDBOOK</u> | 47-48 |
| VII. | <u>RESOLUTION 17-05 AMEND POSITION ROSTER</u> | 49-51 |
| VIII. | <u>RESOLUTION 17-06 SIGNATURE AUTHORITY</u> | 52-53 |
| IX. | <u>RESOLUTION 17-07 2018-2019 MEETING SCHEDULE</u> | 54-55 |
| X. | <u>FY 2018-2019 WIOA TITLE I DRAFT BUDGET</u> | 56-63 |
| XI. | <u>WORKFORCE BOARD MEMBERSHIP</u> | 64-68 |
| XII. | <u>OUT OF STATE TRAVEL</u> | 69-71 |
| | • NENA Convention – Louisville, KY | |
| XIII. | <u>COMPREHENSIVE ONE-STOP STRATEGY</u> | 72 |
| XIV. | <u>DEFERRED COMPENSATION</u> | |

EQUAL OPPORTUNITY

Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request. Special requests for services, aids and/or special formats need to be made by calling (916) 773-8540 (Voice). TTY users please call the California Relay Service at 711.

XV. DIRECTOR'S UPDATE

XVI. WIOA SERVICE PROVIDER REPORTS

73-76

- El Dorado County – El Dorado County HHS
- Placer County - Golden Sierra Job Training Agency
- Consortium Business Engagement / Rapid Response

XVII. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

XVIII. FUTURE AGENDA ITEMS/NEW BUSINESS

- OPEB Actuary
- Pension sustainability report out
- CalPERS Actuarial

XIX. NEXT MEETING

Wednesday, August 1, 2018 Golden Sierra Job Training Agency

XX. ADJOURNMENT

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
AGENDA**

Wednesday, April 4, 2018 – 10:00 am

**Golden Sierra Job Training Agency
Board Room
115 Ascot Drive, Suite 100
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum of the Governing Body was established and the meeting was called to order at 10:05 a.m. by Vice-Chair Rakow

Present: Katherine Rakow – Vice-Chair, Michael Ranalli

Absent: Kirk Uhler - Chair

Guests: Jason Buckingham, Carline Chavez, Lorna Magnussen, Terrie Trombley,
Tom Keegan

II. APPROVAL OF AGENDA

Motion to approve agenda by Ranalli, second by Rakow.

Motion approved unanimously

III. CONSENT AGENDA

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

a) Approval of Minutes from October 4, 2017 GB Meeting

b) Approval of Minutes from February 7, 2018 GB Meeting

Item carried over to next meeting; no action taken

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

None

V. RESOLUTION 17-02 DRY PERIOD FINANCING

Motion to approve Resolution 17-02, by Ranalli, second by Rakow

Motion approved unanimously

VI. FY 2016/2017 FINANCIAL STATEMENTS/SINGLE AUDIT; VAVRINEK, TRINE DAY & CO.

Motion to approve FY 2016/2017 Financial Statements/Single Audit, by Ranalli, second by Rakow

Motion approved unanimously

VII. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

Via teleconference Agency Legal Counsel, Laura Izon, presented the modification and extension of the Executive Director's contract as stipulated in the amendment.

Izon noted that only clauses modified, extended or added were included in the amendment; all other language in the contract remains unchanged.

Motion to approve Executive Director Employment Agreement, by Ranalli, second by Rakow

Motion approved unanimously

VIII. FY 2017/2018 WIOA TITLE I BUDGET REVISION

Buckingham stated that the agency is asking for an additional \$32,000 for the Career Services RFP that was recently issued for Alpine County and South Lake Tahoe region; the original RFP was released with a baseline funding level of \$68,000. With the increase the total award will be \$100,000 for the entire region.

Buckingham stated that the agency is requesting an additional \$30,000 be sent to CalPERS to pay down the agency pension liability; currently \$70,000 has been appropriated, and with the increase it will total \$100,000 aligning with resolution 13-08.

Motion to approve FY 2017/2018 WIOA Title I Budget Revision, by Rakow, second by Ranalli

Motion approved unanimously

IX. FY 2018/2019 WIOA TITLE I DRAFT BUDGET ALLOCATION DISCUSSION

Buckingham noted that the agency must have a draft budget in place by June 30, 2018. Additionally, prior to drafting each annual budget staff like to discuss the assumptions used to develop the budget. The Agency Strategy is to use a priority based budget model.

The 2018 omnibus bill has been signed, and it does include an increase in funding to WIOA at the federal level; however, we are uncertain how the formula will impact the award to California since the unemployment rate compared with many other parts of the nation is significantly lower.

The agency plans to start with an assumed 10% budget reduction. In addition, the agency must meet the 30% direct training requirement [20% WIOA funding, and 10% allowable leverage] for Adult & Dislocated Worker funding, as well as the 20% work-based learning requirement for Youth funding.

Buckingham also added that the agency must ensure that they are funding at least one comprehensive center in the region and the one-stop operator as mandated by WIOA.

Buckingham stated that the agency has attempted to maintain the financial support for the agency operations which includes things like legacy and retirement costs. In addition we will begin the transition of managing service delivery for El Dorado County for the time being, as El Dorado County Health & Human Services has notified us that they no longer plan to be the service provider after the end of their current contract.

Buckingham stated that we are continuing to work with our consortium partners on meeting the system goals with our limited financial resources.

Buckingham explained that the agency is trying to maintain the funding levels associated with operations and administrative costs, and any costs that are associated with operating the comprehensive center without significant increases.

X. PY 2018/2019 SUBGRANT SIGNATURE AUTHORITY

Motion to approve PY 2018/2019 Subgrant Signature Authority, by Rakow, second by Ranalli

Motion approved unanimously

XI. CAREER SERVICES RFP

Buckingham stated that an RFP was issued for Career Services for Alpine County and South Lake Tahoe; a bidder's conference was held, followed by the submission of pre-qualification documents. There was one responsive bidder; due to only a single bidder the procurement turned from a competitive process to a sole source award. The respondent was ADVANCE from South Lake Tahoe.

A rating committee of 4 individuals, including a representative from Alpine County, all rated the proposal as responsive.

The Workforce Board, at their March 2018 meeting, made the recommendation to the Governing Body that ADVANCE would be a good provider for these services.

The approval requested is to move forward with the award in the amount of \$100,000; this includes the baseline funding of \$68,000 as well as increase of \$32,000 previously approved.

Rakow asked what the process is now. Buckingham answered that if approved by the Governing Body a 5 day notice of award will go out, if there is no conflict then the next step is to begin the contract negotiation and development process. Rakow stated that Nichole Williamson from Alpine County had expressed concerns about services in Alpine more than once per week. Buckingham stated that he will work with Ms. Williamson and anticipates stronger workforce development activities in the region.

Motion to approve Career Services RFP, by Ranalli, second by Rakow

Motion approved unanimously

XII. WORKFORCE BOARD BYLAWS

Magnussen stated that changes in the amended bylaws incorporate changes required due to final regulations as well as a few operational procedure changes.

Motion to approve Workforce Board Bylaws, by Ranalli, second by Rakow

Motion approved unanimously

XIII. DIRECTOR'S UPDATE

Buckingham stated that El Dorado County Health and Human Services will no longer be the service provider for El Dorado County for the time being Golden Sierra staff will be assuming the role of provider.

Buckingham also updated the Governing Body on the comprehensive center in Roseville. As previously stated in past meetings, EDD does not want to continue being the lease holder, however, in recent meetings with the management team EDD has stated they might consider being the master lease holder if costs could be reduced. This would mean negotiating a smaller lease or reducing the square footage footprint.

There are other options on the table such as utilizing the current administrative office space as the comprehensive center, and securing a lease in suite 140 at the same location for administrative and fiscal staff. This option would be a reduction in space, and would impact EDD's business model as some of their services are not related to the one-stop.

Another option might be space in the Placer County HHS Sunset building in Rocklin.

XIV. WIOA SERVICE PROVIDER REPORTS

- El Dorado County – El Dorado County HHS
- Placer County - Golden Sierra Job Training Agency
- Consortium Business Engagement / Rapid Response

XV. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

Rakow called the meeting into closed session at 10:45 a.m.

Rakow called the meeting back into open session at 10:55 a.m.

Report out of closed session: the Governing Body gave direction to staff.

XVI. FUTURE AGENDA ITEMS/NEW BUSINESS

- Draft Budget
- Closed Session – Public Employment Performance Evaluation

XVII. NEXT MEETING

Wednesday, June 6, 2018 10:00 a.m. – Golden Sierra JTA

XVIII. ADJOURNMENT

Meeting Adjourned by Vice-Chair Rakow at 11:00 am.

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
SPECIAL MEETING
MINUTES**

Monday, April 23, 2018 – 12:00 pm

**Golden Sierra Job Training Agency
Board Room
115 Ascot Drive, Suite 100
Roseville, CA 95661**

Alpine County Administration (1)
99 Waters Street
Markleeville, CA 96120

Placer County District Office (2)
1700 Eureka Road, Suite 160
Roseville, CA 95661

El Dorado County Government Center (3)
Conference Room A
330 Fair Lane
Placerville, CA 95667

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order at 12:00 p.m. by Chair Uhler.

Present: Kirk Uhler – Chair (2), Katherine Rakow – Vice Chair (1), Michael Ranalli (3)

Absent: None

Guests: Jason Buckingham, Lorna Magnussen, Darlene Galipo, Carline Chavez

(#) notes teleconference location

II. APPROVAL OF AGENDA

Motion to approve agenda by Ranalli, second by Rakow.

Motion approved by roll call.

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

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.

Rakow requested the following statement be made public relating to October 4th minutes page 3 item VI Director's Update paragraph 6; she would like to clarify that employee retention had nothing to do with it; it was due to the reduced funding.

Supervisor Uhler stated that the comment accurately reflected the conversation that was had but noted that the comment could be added to the minutes for the current meeting.

- a) Approval of Minutes from October 4, 2017 GB Meeting

Motion to approve consent agenda item a) by Ranalli, second by Uhler.

Motion approved by roll call.

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

- b) Approval of Minutes from February 7, 2018 GB Meeting

Motion to approve consent agenda item b) by Rakow, second by Ranalli.

Motion approved by roll call.

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

IV. PUBLIC COMMENT – FOR THOSE ITEMS ONLY ON THE AGENDA

None

V. OUT OF STATE TRAVEL

VCU WIPA TRAINING

Buckingham stated that this request is to approve travel for a staff member to obtain a WIPA (Work Incentives Planning and Assistance) certification which allows her to provide counseling and benefits analysis to people who are receiving disability benefits who wish to return to work. Admission to the training is via lottery and the agency was just informed of her acceptance therefore, requiring a special meeting for approval.

Motion to approve Out of State Travel by Ranalli, second by Rakow.

Motion approved by roll call.

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

VI. NEXT MEETING

Wednesday, June 6, 2018 Golden Sierra Job Training Agency

VII. ADJOURNMENT

Meeting Adjourned by Chair Uhler at 12:10 pm

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: June 6, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Resolution 17-03 – MOU

Before the board for approval and signature authority is Resolution 17-03 MOU between Golden Sierra Job Training Agency and Stationary Engineers, Local 39 for the period of December 1, 2017 – November 30, 2020.

Stationary Engineers, Local 39 ratified the agreement on May 23, 2018, and will be submitting a signed MOU to Golden Sierra shortly.

Upon receipt of signed copy from Stationary Engineers, Local 39 the Governing Body Chair shall have the authority to sign said agreement.

**Golden Sierra Job Training Agency
Governing Body
Resolution No. 17-03**

A RESOLUTION ADOPTING AGREEMENT WITH GOLDEN SIERRA
JOB TRAINING AGENCY, AND STATIONARY ENGINEERS, LOCAL 39
DATED June 6, 2018.

WHEREAS, under the terms of that Agreement, the representatives of the Director have met and conferred with representatives of Golden Sierra Job Training Agency Employees, and Local 39, the recognized employee organization for employees in the Bargaining Unit as designated in said Agreement; and

WHEREAS, these parties have reached agreement on matters relating to the employment conditions of the employees in said Unit, as reflected by the written Agreement entered into by them on June 6, 2018, which Agreement is hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the provisions and agreements contained in this Agreement are fair and proper and in the best interests of Golden Sierra Job Training Agency;

NOW, THEREFORE, BE IT THEREFORE RESOLVED by the Governing Body of the Golden Sierra Job Training Agency, that it adopt in full the terms and conditions contained in the said Agreement.

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

 June 6, 2018 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Signed: _____
 Kirk Uhler, Chairman, Governing Body

Attest: _____
 Lorna Magnussen, Clerk to the Governing Body

MEMORANDUM OF UNDERSTANDING

BETWEEN

GOLDEN SIERRA JOB TRAINING AGENCY

AND

STATIONARY ENGINEERS, LOCAL 39

December 1, 2017 – November 30, 2020

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
PREAMBLE	
ARTICLE 1 REGULAR AND LIMITED TERM EMPLOYEES	1
ARTICLE 2 NEW HIRES	2
ARTICLE 3 POSITION CLASSIFICATIONS.....	2
ARTICLE 4 PERFORMANCE EVALUATIONS/MERIT INCREASES	2
ARTICLE 5 PROMOTIONS.....	3
ARTICLE 6 LATERAL TRANSFERS.....	4
ARTICLE 7 RECLASSIFICATION	4
ARTICLE 8 PART TIME TO FULL TIME TRANSFER	4
ARTICLE 9 MANDATORY WORK SITE TRANSFER	5
ARTICLE 10 ALTERNATE WORK SCHEDULE.....	5
ARTICLE 11 MEAL PERIODS AND REST BREAKS	5
ARTICLE 12 PAYMENT OF WAGES	5
ARTICLE 13 COST OF LIVING ADJUSTMENTS AND STIPENDS.....	6
ARTICLE 14 PAY FOR MANDATORY MEETINGS/TRAINING/TRAVEL	6
ARTICLE 15 OVERTIME.....	7
ARTICLE 16 PERSONNEL RECORDS	7
ARTICLE 17 EMPLOYEE REFERENCES	8
ARTICLE 18 REDUCTION IN FORCE	8
ARTICLE 19 RE-EMPLOYMENT LIST.....	11
ARTICLE 20 REMOVAL FROM ELIGIBILITY LIST	12
ARTICLE 21 INVOLUNTARY TERMINATION AND PROGRESSIVE DISCIPLINE	12
ARTICLE 22 VOLUNTARY TERMINATION.....	16
ARTICLE 23 RETIREMENT	16
ARTICLE 24 HOLIDAYS	17
ARTICLE 25 VACATIONS	18
ARTICLE 26 EMPLOYEE BENEFITS.....	19
ARTICLE 27 SICK LEAVE	20
ARTICLE 28 SICK LEAVE CONTRIBUTIONS	21
ARTICLE 29 LEAVES OF ABSENCE.....	22

TABLE OF CONTENTS
(continued)

	Page
ARTICLE 30 GRIEVANCE PROCEDURE.....	23
ARTICLE 31 FEDERAL AND STATE BUDGET IMPACTS.....	26
ARTICLE 32 REOPENER.....	27
ARTICLE 33 TERM OF MOU	28
APPENDIX A EMPLOYEE BENEFITS	
APPENDIX B SALARY TABLES	

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into by and between the Golden Sierra Job Training Agency, hereinafter referred to as “Golden Sierra,” and the International Union of Operating Engineers, Stationary Local 39, AFL-CIO, hereinafter referred to as the “UNION.” The Agency recognizes Stationary Engineers Local 39 as the exclusive negotiating representative for all employees in the Golden Sierra Job Training Agency Employees Bargaining Unit, as describe in Appendix “B” of this agreement. This Agreement applies only to employees in the above described Representation Unit.

PREAMBLE

It is the purpose of this Memorandum of Understanding to achieve and maintain harmonious relations between Golden Sierra and the Union, to provide for equitable and peaceful adjustment of differences that may arise, and to establish wages, hours, and other conditions of employment.

For many years Golden Sierra has maintained an Employee Handbook that contains those policies applicable to Golden Sierra’s employees. The parties acknowledge that Handbook and agree that it will remain applicable to bargaining unit members unless it is in conflict with the provisions of this MOU, in which case the provisions of the MOU will be applicable.

ARTICLE 1 REGULAR AND LIMITED TERM EMPLOYEES

- 1.1 Regular Employees: Regular employees are those who are hired to work on a year-round basis requiring work on a regular schedule. Regular employees may be classified as full-time or part-time.
- 1.2 Limited Term Employees: The limited-term classification is established to accomplish a specific project that is limited in its duration, but where the intent is that it will continue for a period in excess of six calendar months. Limited-Term employees shall be entitled to the same rights, privileges, and benefit as other regular employees. Limited term appointments may be full-time or part-time. Limited-Term employees with satisfactory reviews remaining employed for more than 2,080 hours shall be reviewed for regular status. If there is a vacant Regular position available, qualified Limited Term employees will be provided an opportunity to compete for the available position prior to the position being open for public recruitment.
- 1.3 Full-time Employees: Regular full-time employees are those who are normally scheduled to work, and who do work, a schedule of 40 hours per week. They are eligible for all employee benefits.
- 1.4 Part-Time Employees: Part-time employees are those who are normally scheduled to work, and who do work, less than 40 hours per week. Employees working 30-39 hour per week will receive full-time employee benefit status. Employees working 20-29 hours per week will receive a prorated employer contribution toward all benefits offered regular full-time employees.

ARTICLE 2 NEW HIRES

- 2.1 All Regular and Limited-Term employees will serve a probationary period. During the probationary period, the employee's supervisor will explain to the employee the job responsibilities and the performance standards expected of the employee. At any time during the probationary period, an employee may be terminated with or without cause. Terminated probationary employees do not have the right of review.
- 2.2 The employee will serve a probationary period of 6 months (1,040 working hours). The probationary period is an essential part of the employee appraisal process. It is utilized to closely observe and appraise the conduct, performance, attitude, adaptability, and job knowledge of the employee to determine whether the employee is qualified for regular status. If the Executive Director determines there is a need to extend an employee's probationary period, the Executive Director may extend the probationary period up to a total of one year (2,080 hours).
- 2.3 If a Limited Term employee is selected to a Regular position within the same classification, and the employee completed a probationary period in the Limited Term position, the employee will not be required to undergo another probationary period within that same classification.

ARTICLE 3 POSITION CLASSIFICATIONS

- 3.1 Subject to meet and confer for bargaining unit members, Golden Sierra classifications are established by action of the Governing Body. The Governing Body, with guidance from the Executive Director, creates new classifications (and establishes the salary range for each classification). Position classification is a system for organizing jobs based on the difficulty of duties and levels of responsibilities and qualifications required to perform the duties. Position classification is also the basis for our Agency's pay structure and the goal of classification is to give equal pay for equal work. Position classification is the official title of the job. Classifications and the corresponding salary of bargaining unit positions are provided in Appendix "B"
- 3.2 Golden Sierra reserves the right, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities within the scope of the employee's job description and in accordance with the rules.

ARTICLE 4 PERFORMANCE EVALUATIONS/MERIT INCREASES

- 4.1 Golden Sierra employees' job performance may be formally evaluated after the completion of the first three months in a regular Golden Sierra position, at the end of the probationary period, and thereafter every 2,080 hours. The intention is to provide an objective appraisal of the employee's performance. The immediate supervisor will fill out the evaluation and meet with the employee to discuss the evaluation.

- 4.2 There are eleven pay steps within each salary range, lettered A¹, A², B¹, B², C¹, C², D¹, D², E, F, and G. New hires to Golden Sierra, normally will start at Step A¹ and then advance to Step A² after successful completion of the probationary period of 1,040 hours. After one year of service in Step A² (2,080 hours), an employee may be considered for an increase to Step B¹ depending upon the employee's progress and productivity. If an employee is hired or promoted to begin at Step B¹ or higher, a probationary performance evaluation will be conducted at 1,040 hours; however, advancement to higher salary steps will not occur until completion of 2,080 hours. Advancement to Step F is made after five years at Step E. Advancement to Step G is made after five years at Step F.
- 4.3 Golden Sierra makes use of the merit system to maintain a high level of proficiency and to offer opportunity and encouragement for career development within the Agency. The merit system provides that initial appointments and subsequent step increases be made according to the ability of the individual to fill the position.
- 4.4 The evaluation affects advancement to regular employee status after the initial probationary period and subsequent merit increases. If an employee believes the evaluation is unfair, they may schedule a meeting with the Executive Director to discuss it. Unsatisfactory Performance Evaluations may be reevaluated in 90 days. Merit increases are granted on the basis of job performance and must be recommended by the employee's supervisor after a formal evaluation. Merit increases are not automatic; they depend on performance and the recommendation of the employee's supervisor.

ARTICLE 5 PROMOTIONS

- 5.1 Employees who receive a promotion must be placed at a step within the payscale of the higher position that is no less than 5% of the lower position promoted from.
- 5.2 Employees who receive a promotion will serve a probationary period of 1,040 hours. Employees who start at step A¹ will be eligible for a merit increase upon completion of this probationary period; however, employees who start at step B¹ or above will still serve the probationary period but are not eligible for merit increase until the completion of 2,080 hours. A performance evaluation will be conducted at 1,040 hours.
- 5.3 To obtain promotion to an announced position, the employee must complete an application and pass an examination, usually oral, for the particular job the employee is seeking. If the employee passes, the employee's name will then be placed on a promotional list for current and future promotions in that particular classification. Lists are usually valid for 6 months.
- 5.4 To obtain a promotion in a flexibly staffed position, the employee must complete an application for the reclassified position, meet the minimum qualifications, and be recommended for promotion by the employee's supervisor. The level of duties and responsibilities must have increased substantially so as to merit a review and reclassification of the employee's position. Flexibly staffed positions are those which can be filled by any level within the series, depending upon the current level of responsibility of the position, (i.e., Business & Employment Specialist) at the discretion of the Executive Director or his or her designee.

ARTICLE 6 LATERAL TRANSFER

- 6.1 Employees who receive a lateral transfer will serve a probationary period of 1,040 hours, but will not be eligible for a merit increase until the 2,080 hours; accrual towards merits will carry over from previous position.
- 6.2 Employee will transfer at the same step as previous position.
- 6.3 A performance evaluation will be conducted at 1,040 hours.

ARTICLE 7 RECLASSIFICATION

- 7.1 Upon the reclassification of a position because of a change in duties, the employee of the superseded classification shall not gain seniority status in the new classification; the employee may only attain status in the new classification in accordance to the rules relating to promotion, reduction in force or other appropriate areas. However, if a position is reclassified to a higher level, Golden Sierra may allow an employee of a reclassified position to noncompetitively promote to the position when it finds that the employee has satisfactorily performed the duties of that position for a continuous period of not less than one year prior to the date the position is reclassified.
- 7.2 If an employee elects demotion, in lieu of layoff, and the top step of the salary range for the position to which he/she elects demotion is less than that earned at the date of such demotion, such employee's salary shall remain unchanged until the range of the position to which he/she sought demotion exceeds such employee's salary. The employee will not be entitled to annual step increases or cost of living adjustments until the range exceeds his/her salary. If such employee elects demotion to a lower position than that to which he/she could elect demotion, or if such employee thereafter declines promotion to a higher classification still under his/her superseded classification, such employee shall only be entitled to receive the difference between his/her original salary and such salary which he/she could have elected to receive; at such time as the salary range of such superseded classification exceeds his/her salary, the employee shall be entitled to annual step increases and cost of living adjustments in the manner provided for all employees.
- 7.3 If such employee of the superseded classification does qualify for such new classification and the top step of the salary range for the new classification is less than that earned by such employee at the date of such reclassification, the employee's salary shall remain unchanged until the range of the new position exceeds such employee's salary; at such time as the range exceeds his/her salary, the employee shall be entitled to annual step increases and cost of living adjustments in the manner provided for all employees.

ARTICLE 8 PART TIME TO FULL TIME TRANSFER

- 8.1 Part-time employees with satisfactory performance reviews will be given the opportunity to compete for a vacant, full-time position prior to an open recruitment for full-time vacancies.

ARTICLE 9
MANDATORY WORK SITE TRANSFER

- 9.1 Mandatory work site transfers between the Auburn and Roseville offices are subject to 10 days' notice to the employee.
- 9.2 So long as the mandatory work site transfers are within a 25 miles, the selection of the employee to be transferred is at the discretion of the Executive Director. If the transfer distance exceeds 25 miles, the mandatory work site transfer should be made in reverse seniority order.
- 9.3 Mandatory work site transfers made for the purpose of employee discipline shall be subject to the disciplinary process included in Article 20 of this MOU.

ARTICLE 10
ALTERNATE WORK SCHEDULE

- 10.1 Golden Sierra may implement an alternate work schedule for employees. Employees will be notified at the time of hire the days and hours they will work. The employee's scheduled days and hours are subject to change by management.

ARTICLE 11
MEAL PERIODS AND REST BREAKS

- 11.1 Employees are provided with a minimum of 30 minutes, non-paid, meal period and a maximum of a one hour, unpaid meal period. The employee is relieved of all duty during this meal period and are free to leave the premises. The employee is also allowed two 15-minute rest breaks, one in the morning and another in the afternoon. Rest breaks are paid as timed worked. Again, the employee may leave the premises on the employee's rest break as long as the employee notifies the appropriate staff. The employee's supervisor retains discretion to approve the times for his or her employees' unpaid meal periods and rest periods so as to ensure ongoing operations and the needs of the Agency. However, the supervisors shall use their best efforts to arrange unpaid meal periods nearest the timeframe requested by the employee.

ARTICLE 12
PAYMENT OF WAGES

- 12.1 All of Golden Sierra's regular employees are paid every two weeks, which means the employee will receive twenty-six paychecks a year. If the employee has their check on a "direct deposit" basis, checks are normally deposited late on Thursday or early on Friday morning. If not, the employee's check will be available the following Monday morning, unless a holiday should fall on that day, in which case, the employee will be notified when their check will be available.

- 12.2 Deductions From The Employee's Pay: The following deductions will be taken from each paycheck the employee receives:
- 12.2.1 Federal and State Income Tax: The amount depends on the employee's salary and the number of dependents the employee claims as deductions;
 - 12.2.2 Employee paid CalPERS contributions;
 - 12.2.3 Employee Health Insurance contributions.
- 12.3 In addition, the employee may authorize voluntary deductions available through the available cafeteria plan.
- 12.4 In addition, the following deductions may be taken from the employee's paycheck based on union status:
- 12.4.1 Union dues or service fees.
 - 12.4.2 The Union shall have the sole and exclusive rights to have membership dues, or service fees deducted from the pay of employees covered by this Memorandum of Understanding.
 - 12.4.3 The Union agrees to indemnify, defend and hold the Employer harmless against any claims made of any nature and against any suit instituted against the Employer arising from its check off for the dues, fees, insurance, or benefit programs of the Union. The Agency agrees to allow an election on Agency Shop to be held in the manner consistent with Government Code Section 3502.5(b).

ARTICLE 13

COST OF LIVING ADJUSTMENTS AND STIPENDS

- 13.1 Effective June 23, 2018, all bargaining unit members will receive a one percent (1%) cost of living adjustment. Effective June 22, 2019, all bargaining unit members will receive a one percent (1%) cost of living adjustment. Effective June 20, 2020, all bargaining unit members will receive a one percent (1%) cost of living adjustment.
- 13.2 Flexible compensation benefit: All employees opting for employer health coverage will receive a flexible compensation benefit equal to 6.5% of salary plus \$398 per month. All employees opting not to participate in employer health coverage will receive a flexible compensation benefit equal to 6.5% of salary plus \$133 per month. The flexible compensation benefit will be pro-rated for pay-periods with unpaid hours when the employee is on an approved leave that would not be otherwise considered a medical leave under state and federal laws (whether applicable or not).

ARTICLE 14

PAY FOR MANDATORY MEETINGS/TRAINING/TRAVEL

- 14.1 Expenses associated with mandatory training and travel will be reimbursed according to state and federal law and as provided for in the Employee Handbook.

ARTICLE 15 OVERTIME

- 15.1 It is the general policy of Golden Sierra to avoid the necessity for overtime work whenever possible. Overtime shall be held to a minimum consistent with efficient operation and shall only be used to cover emergencies or where working employees overtime is more economical than adding regular or extra-help employees.
- 15.2 Definitions.
- 15.2.1 Overtime: That period of authorized work performed by an employee in excess of 40 hours worked in a designated workweek.
- 15.2.2 Workday: Workday means a 24 hour period which begins at 5:01 p.m. each calendar day.
- Workweek: The calendar period that begins at 5:01 p.m. on Friday and which ends at 5:00 p.m. on the following Friday.
- 15.3 General Provisions:
- 15.3.1 All work performed beyond 40 hours per week shall be paid at time and one-half.
- 15.3.2 Overtime must be authorized in writing, in advance, by the appropriate Supervisor or the Executive Director. If overtime is worked without prior authorization by the Supervisor or Executive Director, disciplinary actions may be taken.
- 15.3.3 When overtime is necessary to provide essential Golden Sierra service, and it has been authorized, the employee working overtime shall submit to his/her supervisor, a written statement within one working day of authorization, stating:
- (a) Employee's name;
 - (b) Date and hours of overtime worked; and
 - (c) Nature of service performed during such overtime.
- 15.3.4 This statement shall be initialed by the supervisor and attached to the employee's time sheet for the period in which the overtime was worked.
- 15.3.5 Overtime earned will be paid in the form of wages.

ARTICLE 16 PERSONNEL RECORDS

- 16.1 The employee has the right to inspect his or her personnel file as provided by law. An employee can petition the Executive Director or his or her designee to have adverse disciplinary documentation removed from his or her file after three years from the date of the adverse action if no subsequent discipline has occurred.

- 16.2 Golden Sierra will attempt to restrict disclosure of the employee's personnel file to authorized individuals within Golden Sierra. Any request for information from personnel files must be directed to the Executive Director or supervisor. Only the Executive Director or his or her designee is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, Golden Sierra will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.
- 16.3 Personnel files are maintained in the Administrative Office. The employee is responsible for keeping personal information updated.

ARTICLE 17 EMPLOYEE REFERENCES

- 17.1 All requests for references must be directed to the Executive Director or designee. Golden Sierra's policy as to references for employees who have left the Agency is to disclose only the dates of employment and the title of the last position held. If the employee authorizes disclosure in writing, Golden Sierra may also provide a prospective employer with the information on the amount of salary or wage the employee last earned.

ARTICLE 18 REDUCTION IN FORCE

Golden Sierra is a publicly funded agency. Layoffs may occur because of a reduction in funds.

- 18.1 Layoff Plan: When the employer determines there is a need to layoff Local 39 represented employees, the Union will be given a written notice at least fourteen (14) calendar days prior to issuing layoff notices to employees. This notice shall include the job classifications and the anticipated number of employees slated for layoffs. The employer or the Union shall have the right, at any time during the term of this Agreement, to initiate discussions between the parties as to possible alternatives to layoff. The employer, however, retains the right to proceed with layoffs according to the procedures set forth in this Agreement.
- 18.2 Seniority Lists: When a notice is issued pursuant to section 17.1 above, the employer will provide the Union seniority lists for the impacted classifications which will include classification and employer seniority.
- 18.3 Layoff Notification: The Employer shall send written notice to the last known address of each employee affected by a layoff at least fourteen (14) calendar days prior to the effective date of such action. The notice shall include:
- 18.3.1 The reason(s) for layoff;
 - 18.3.2 The position being offered for transfer or demotion pursuant to this Agreement, if any;
 - 18.3.3 Effective date of the action;
 - 18.3.4 The employee's seniority scores;

- 18.3.5 Rules regarding waiver of reinstatement and voluntary withdrawal from the reinstatement list; and
- 18.3.6 Appeal right of the employee; excluding layoff resulting from abolition of position.
- 18.4 In the event of a layoff of bargaining unit members, the Executive Director shall determine which class or classes will be affected. Unit members with the least amount of seniority, within a classification, will be laid-off first. Seniority will be determined by paid hours.
- 18.5 Prior to laying off probationary or full-time employees whose last recorded performance ratings are “Acceptable,” the following will be laid off in this sequence:
 - 18.5.1 Extra-help employees.
 - 18.5.2 New-Hire, Limited-Term and Regular employees whose last recorded performance ratings are “Unacceptable.”
 - (a) Probationary employees shall be laid off, by class, in the inverse order of seniority within a classification. Seniority will be based on paid hours.
 - (b) Limited-Term shall be laid off, by class, in the inverse order of seniority within a classification. Seniority will be based on paid hours.
 - (c) Regular employees shall be laid-off off, by class, in the inverse order of seniority within a classification. Seniority will be based on paid hours.
 - (d) Ties: In the event of a tie in seniority (above), the tie will be broken by ranking in inverse order of seniority within Golden Sierra. In the event that the above methods fail to break the tie, the tie will be broken by ranking in inverse order of seniority as measured by scheduled hours. In the event that the above methods fail to break the tie, the final decision will be made by lottery. The lottery method is defined as drawing names. All affected employees must be present during drawing.
 - 18.5.3 New-Hire, Limited-Term and Regular employees with acceptable or better ratings.
 - (a) Probationary employees shall be laid-off, by class, in the inverse order of seniority within a classification. Seniority will be based on paid hours.
 - (b) Limited-Term shall be laid-off, by class, in the inverse order of seniority within a classification. Seniority will be based on paid hours.

- (c) Regular employees shall be laid-off off, by class, in the inverse order of seniority within a classification. Seniority will be based on paid hours.
 - (d) Ties: In the event of a tie in seniority (above), the tie will be broken by ranking in inverse order of seniority within Golden Sierra. In the event that the above methods fail to break the tie, the final decision will be made by lottery. The lottery method is defined as drawing names. All affected employees must be present during drawing.
- 18.5.4 Bumping: An employee designated to be laid off may bump into a vacant position in the same class elsewhere in Golden Sierra Job Training Agency, or into a position of the same class held by an employee with lesser seniority credit elsewhere in the agency. The determination of the individual to be bumped will be the employee and position with the least Agency seniority. If no such position exists, the employee may bump into the next lower classification if the employee possesses greater seniority than another employee in the lower class. Again, the determination of the individual to be bumped will be the employee and position with the least Agency seniority. Thereafter, an employee may bump into any previously held permanent position in the Agency, provided that the occupant of such position has lesser Agency seniority than the employee being laid off, again, the employee will the lowest seniority score will be impacted. Except as otherwise provided in subsection 18.5.6, an employee who is bumped shall be laid off in the same manner as an employee whose position is abolished.
- 18.5.5 When an employee receives notice of layoff, it will be assumed they may accept any offer of transfer or demotion. The employee has the right to refuse such offer without impact to their status on the reinstatement list as long as they give the Employer at least three (3) days' notice of refusal.
- 18.5.6 Layoff of Bumped Employee: A bumped employee, or an employee laid off as a result of a displaced employee's reversion to a lower classification, shall receive written notice of layoff not less than fourteen (14) calendar days prior to the effective date of the layoff.
- 18.5.7 Ties. In the event of a tie in seniority (above), the tie will be broken by ranking in inverse order of seniority within Golden Sierra. In the event that the above methods fail to break the tie, the final decision will be made by lottery. The lottery method is defined as drawing names. All affected employees may be present during drawing but the drawing can be held without them.
- 18.5.8 An employee demoted as a result of a lay off will be placed at the step of the salary range closest to the employees' current rate of pay, but not higher than the top step of the salary range of the position the employee demoted into.
- 18.5.9 These layoff procedures may be deviated from if agreed upon by both parties.

ARTICLE 19

RE-EMPLOYMENT LIST

- 19.1 Re-Employment List: If the employee should be laid off, the employee's name is placed on a re-employment eligible list for a period of two years for the classification from which the employee was laid-off. This list has priority over any other eligible list for the position. Rank order shall be determined by years of total continuous service. An employee on such re-employment list shall be entitled to a noncompetitive promotion to any position to which he or she could have elected demotion from his or her original classification. If possible and practical, an employee may accept a demotion to any class with the same or lower maximum salary in which he/she had previously served or in a class in the same line of work but of lesser responsibility in which he/she has previously served. The employee may not displace another employee whose total service exceeds that of the employee being laid-off.
- 19.2 If a limited term appointment ends before the re-employment list expires, the acceptance of the limited term appointment does not alter status on the re-employment list other than the addition of hours worked during the limited term appointment. If the employee quits a limited term appointment before the list expires, the employee will remain on the list until the expiration date of the re-employment list.
- 19.3 Notice of Recall from Layoff: Notice of recall from layoff shall be given by return receipt requested mail. A notice will be delivered to the first three people on the reemployment list to determine their interest in returning to work. The person with the highest seniority expressing interest shall be appointed. The notice shall specify the date for reporting to work, which shall be within fourteen (14) days from the date the notice is received. Notice shall be deemed to have been received when sent to the last known address on file with the Agency, and attempted delivery or actual delivery is certified by the Postal Service. Upon receiving notice, the person on layoff shall have three (3) days to accept or decline the recall opportunity.

An employee who fails to respond affirmatively in writing within three (3) days, refuses recall, or fails to report on the prescribed date waives all further right to recall and reinstatement as an employee. When recall is declined or waived, the Agency will proceed to the next person on the reinstatement list and follow the same notice and response procedure. This process will continue through the list until recall needs are met or until the list is exhausted. Reinstated persons shall receive the following upon return to service:

- 19.3.1 Retention of permanent full-time service credit accrued as of date of layoff;
- 19.3.2 The salary for the classification in effect as of the date of return, at the same step level as the date of layoff, not to exceed the top step;
- 19.3.3 The accrual rate of vacation and sick leave in effect for the employee's service credit length and class at the time of rehire.

ARTICLE 20

REMOVAL FROM ELIGIBILITY LIST

- 20.1 Names of eligibles may be removed from an eligible list by the director for any of the following reasons:
- 20.1.1 Inability of postal authorities to deliver certified mail to the eligible within reasonable time.
 - 20.1.2 Conviction of a felony or misdemeanor.
 - 20.1.3 Fraud or false statements in the application or fraudulent conduct in connection with an examination.
 - 20.1.4 Regular appointment to a position in the class for which the eligible list was established.
 - 20.1.5 After certification three times without appointment, provided such eligible is interviewed as a result each certification.
 - 20.1.6 Upon request, death or upon resignation from the service of an eligible on a promotional eligible list.
 - 20.1.7 Failure to appear or to arrange for an interview with an appointing authority within a reasonable time after notification of certification, or failure to appear for work after appointment.
 - 20.1.8 Declination of a regular appointment in same class in accordance with the conditions of employment specified by the eligible. Declination of a limited term appointment does not apply.
 - 20.1.9 Whenever an eligible is removed, he or she shall be so notified in writing and informed of his right to appeal. This stipulation shall not apply to eligibles removed in accordance with subsections 19.1.4 and 19.1.6 of this section.

ARTICLE 21

INVOLUNTARY TERMINATION AND PROGRESSIVE DISCIPLINE

- 21.1 Definitions:
- 21.1.1 Discipline shall mean discharge, suspension without pay, demotion, or reduction of wages of a regular employee.
 - 21.1.2 “Day” means calendar day unless otherwise specified.
- 21.2 Power to Discipline: The Executive Director, for cause, may impose discipline on a regular employee as set forth below.

21.3 Grounds for Discipline: The following shall be grounds for disciplinary action:

- 21.3.1 Unauthorized absence.
- 21.3.2 Conviction of a felony, a misdemeanor involving moral turpitude or any criminal act. For purposes of this subsection a plea of nolo contendere, or no contest, to any criminal charge, shall be considered to be a plea of guilty to the charge.
- 21.3.3 Disorderly or immoral conduct.
- 21.3.4 Incompetence or inefficiency.
- 21.3.5 Insubordination, including but not limited to failure or refusal to obey orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- 21.3.6 Causing, creating or participating in a disruption of any kind during working hours on Golden Sierra property.
- 21.3.7 The use of intoxicating liquor or beverages or intoxicated while on duty. The use of drugs or narcotics and/or medications that affects job performance and/or the safety of other persons.
- 21.3.8 Neglect of duty other than incompetence or inefficiency or failure to meet reasonable work performance standards and requirements.
- 21.3.9 Theft, negligence of, or willful damage to, waste of, or unauthorized use or waste of, public supplies, equipment or property.
- 21.3.10 Willful violation of Agency rules or procedures.
- 21.3.11 Failure to meet reasonable work performance standards and requirements.
- 21.3.12 Discourteous treatment of the public or other employees.
- 21.3.13 Illegal political activity.
- 21.3.14 Sexual or unlawful harassment.
- 21.3.15 Retaliation against any other employee or member of the public who in good faith reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority, any facts or information relative to the actual or suspected violation of any ordinance or Golden Sierra occurring on the job.
- 21.3.16 Other failure of good behavior either during or outside of duty hours, which is of such a nature that it causes discredit to the Agency or employment.

21.4 Initiating Discipline: Notice of Proposed Action.

21.4.1 Except as provided below under the section “Interim Suspension with Pay”, disciplinary action shall be commenced by the Executive Director preparing a written Notice of Proposed Action containing the following:

- (a) The name of the employee.
- (b) The rules or regulations violated constituting the charges.
- (c) The reasons for which the disciplinary action is proposed to be taken on such charges.
- (d) Any materials upon which the action is based.
- (e) A statement informing the employee of his/her rights to respond, either orally or in writing, to the Executive Director within five (5) working days.

21.5 Service of Notice of Proposed Action:

21.5.1 The Notice of any Action pursuant to this Article shall be personally served on the employee or served by certified mail.

21.6 Filing Charges:

21.6.1 At the expiration of the time specified in Section 29.4(e), and after considering such responses, oral or written, as the employee may have made, the Executive Director may file, within thirty (30) working days, a written order initiating discipline containing the following:

- (a) The name of the employee.
- (b) The section number or numbers of any rules or regulations violated constituting the charges.
- (c) The reasons for which the disciplinary action is proposed to be taken on such charges.
- (d) Any materials upon which the action is based.

21.7 Filing and Service of Order:

21.7.1 The Executive Director or his/her designated representative shall serve one (1) copy on the employee not later than three (3) working days after the date of the disciplinary action. No copy of such Order may be placed in such employee’s personnel file until the proposed discipline has become effective as provided in Section 20.9.

21.8 Interim Suspension With Pay:

- 21.8.1 Pending investigation by the Executive Director of charges against an employee, the Executive Director may, in writing, order the employee placed on immediate paid leave of absence until charges are filed or for a specified period of time not to exceed thirty (30) working days, whichever comes first. Such suspension may only be made if the Executive Director determines that the security or efficient operation of the department requires such suspension.

21.9 Effective Date of Discipline:

- 21.9.1 Discipline shall become effective upon the filing of charges, subject to the employee's appeal rights set forth below.

21.10 Appeal Procedure:

Level 1

- 21.10.1 If the Employee desires to appeal the discipline imposed, the employee may within ten (10) working days of the receipt of the charges from the Executive Director, or designee, request an appeal of the disciplinary action. The request for a hearing shall be made in writing to the Executive Director, and the parties shall select an impartial hearing officer. If the parties cannot agree on a hearing officer, the parties shall select an arbitrator by way of a 5 person strike list. Upon selection of the hearing officer, the Executive Director shall contact the hearing officer, obtain available hearing dates, and communicate those dates to the Union. The first available date permitted by the parties' schedules will be selected.
- 21.10.2 The hearing officer shall conduct a hearing, which shall result in an appropriate record with a written report that has findings of fact and conclusions that reference the evidence.
- (a) The employee and Executive Director shall have the right to call witnesses and present evidence.
 - (b) The Executive Director shall be required to release employees to testify at the hearing.
 - (c) The hearing officer shall have the authority to issue subpoenas for the attendance of witnesses and subpoenas duces tecum for the production of books, records, documents, and other evidence.
 - (d) The employee shall have the right to representation, including legal counsel, if provided by the employee.
 - (e) The Executive Director shall furnish a copy of the hearing officer's report to the employee or, if the employee is represented by a recognized employee organization or counsel, to that representative, without cost.

- 21.10.3 The Governing Body shall review the hearing officer's report and recommendation as follows:

The Governing Body shall have 30 working days from receipt of the hearing officer's report or receipt of the record of the hearing, whichever is later, to issue a written decision accepting, rejecting or modifying the hearing officer's report or recommendation unless the Governing Body and employee mutually agree to a different timeframe.

- 21.10.4 If the Governing Body rejects or modifies the hearing officer's recommendation, the Governing Body shall specify the reason or reasons why the recommended disposition is rejected in a written statement, which shall have direct reference to the facts, and shall specify whether the material factual findings are supported by substantial evidence. The decision of the Governing Body shall be final, subject to a level 2 appeal.

- 21.10.5 Hearing Officer Cost: Each party shall bear its own expense in connection with the hearing. However, the cost of the hearing officer shall be borne equally.

Level 2

- 21.11 An employee may challenge the decision of the Governing Body rejecting or modifying the hearing officer's recommendation by filing a writ of mandamus pursuant to Section 1094.5 of the Code of Civil Procedure in the appropriate court.

ARTICLE 22 VOLUNTARY TERMINATION

- 22.1 If the employee wishes to leave Golden Sierra, the employee should give at least 2 weeks' notice of such intention to the employee's supervisor.
- 22.2 If the employee decides to resign, no matter what the reason, the employee is entitled to either withdraw the employee's retirement contributions from PERS or leave contributions in the PERS system. In addition, earned vacation balances reflected on the employee's pay stub will be paid out in a lump sum. The employee will also be paid for one-half of all sick leave accumulated over 192 hours, up to a maximum of \$2,000. Unused sick leave for part-time employees is prorated.

ARTICLE 23 RETIREMENT

- 23.1 If the employee is employed by Golden Sierra at the time of the employee's retirement, the employee is entitled to apply all accumulated unused sick leave hours as of the employee's effective retirement date towards PERS Service Credit pursuant to PERS statutes and/or regulations. Earned vacation balances reflected on the employee's pay stub may be withdrawn in a lump sum upon employee's request.

- 23.2 Golden Sierra is contracted with PERS to provide CalPERS retirement plan using the following formulas:

Classic members: 2.5% at 55

If a member's original membership date (with CalPERS or any California public retirement system) is prior to January 1, 2013, he or she would be considered a classic member.

New members: 2% at 62

If a members' original membership date is on or after January 1, 2013, he or she would be considered a new member under PEPPRA. In addition, if a member has a break in service of greater than 6 months and does not return to the same employer where the member was previously employed, he or she would be considered a new member with respect to the new employment.

- 23.3 "Classic" employees pay 8% of the employee contribution to PERS.
- 23.4 "New" members will contribute 50% of the normal contribution rate pursuant to state law.

ARTICLE 24 HOLIDAYS

- 24.1 Golden Sierra employees are granted the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Veterans' Day
President's Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Day

- 24.2 Holidays falling on Saturday are observed on Friday; holidays falling on Sunday are observed on Monday.

Holiday time off is granted based on a full-time workweek of 40 hours. Holiday pay for full-time employees is granted at a rate of 8 hours per day. Part-time employees are paid on a prorated basis. When a holiday falls on an employee's scheduled day off, employees are credited with holiday time. When a holiday falls on a regularly scheduled workday, employees must make up the difference in scheduled hours for that day in order to receive a full paycheck if the employee's regular workday is more than eight hours. The difference can be made up from accrued holiday time, accrued vacation, or time off without pay. The employee's choice will be reflected on the employee's time distribution sheet. An employee must be in paid status on his or her regularly scheduled workday preceding a holiday in order to be eligible to receive holiday pay.

24.3 Floating Holiday

During the first full pay period of the calendar year, eight hours floating holiday will be credited to employees. Hours shall be prorated for part-time employees. Employees unable to complete six months (one thousand forty (1,040) straight time hours) prior to December 31st shall not be eligible for any floating holiday that year.

New employees who are not able to complete six months (one thousand forty (1,040) hours) regular pay equivalent/straight time) prior to December 31st shall not be eligible for any floating holiday in the year he or she is hired.

Floating holidays shall be taken within the calendar year granted, and shall not carry over from year to year.

Compensation for any floating holiday earned but not used at the time of termination shall be included in the employee's final paycheck.

Floating holidays must be taken in minimum units of one-quarter hour.

ARTICLE 25 VACATIONS

- 25.1 After 1,040 hours of continuous employment with Golden Sierra, the employee is eligible for vacation. The amount of vacation received depends upon the total number of hours the employee has worked for Golden Sierra. The allowance is as follows:

HOURS OF SERVICE

<u>Hours of Service</u>	<u>Earned Per Hour</u>	<u>Earned Per Pay period</u> <u>(based on 40 hours worked)</u>
<u>0-4,160</u>	<u>0.0385</u>	<u>3.08</u>
<u>4,161-8,320</u>	<u>0.0461</u>	<u>3.68</u>
<u>8,321-18,720</u>	<u>0.0577</u>	<u>4.61</u>
<u>18,721-39,520</u>	<u>0.0769</u>	<u>6.15</u>
<u>39,521 & over</u>	<u>0.0962</u>	<u>7.69</u>

* 40 hour workweek = 2,080 hours annually

- 25.2 The employee may not carry over more than the maximum amount (indicated below) of vacation hours at any time. If an employee, who has worked 10 years or more, reaches the 360 hours limit, they will not continue to accrue any more vacation hours until the employee's balance falls below the limit.

Full-time regular employees with
less than 10 years of service: 240 hours carryover

Full-time regular employees with
10 or more years of service: 360 hours carryover

- 25.3 Part-time employees shall not accrue a percentage greater than that which the employee's work hours bears to a full-time position. For example, a half-time employee who has worked less than 10 years of service shall not accrue more than 200 hundred vacation hours.
- 25.4 If an employee works less than the employee's scheduled hours during a pay period, vacation hours will be accrued on a prorated basis. For example, if an employee works 70 hours during a pay period and the employee's regular scheduled hours are 80, the employee's vacation will be accrued based on the 70 hours worked.
- 25.5 Although the employee is not eligible for vacation during the employee's probationary period, the employee is accruing vacation time during that period. After the employee has worked 1,040 hours, the employee's account will be credited with hours of accrued vacation.
- 25.6 Vacation - How Taken:
- 25.6.1 Vacation with pay shall be taken in minimum units of one-quarter hour; and
- 25.6.2 It shall not be allowed, or taken, until earned; and
- 25.6.3 It may only be granted upon the approval of the employee's supervisor or the Executive Director, if proper notification has been made.

ARTICLE 26 EMPLOYEE BENEFITS

- 26.1 All regular Golden Sierra employees whose work schedule is at least 20 hours per week are entitled to benefits in addition to regular pay. The amount of Golden Sierra's contribution is pro-rated depending on the number of hours the employee was scheduled to work.
- 26.1.1 Following is a list of benefits offered to all regular Golden Sierra employees:
- Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Accidental Death & Dismemberment Insurance
 - Life Insurance
 - Retirement
 - Deferred Compensation
 - Long-term Disability Insurance
 - Aflac products
 - Medical FSA (IRS 125 Plan)

Details of above listed benefits are outlined in Appendix A.

ARTICLE 27 SICK LEAVE

- 27.1 Definition: Sick leave is defined to mean absence from duty by any employee because:
- 27.1.1 Of his own illness or medical or dental examinations, or injury or exposure to contagious diseases which incapacitates such employee from performing his duties; or
 - 27.1.2 Absence from duty for attendance upon a spouse, child, brother, sister, parent, spouse's parent, grandparents, or grandchild, because of illness, injury, death, or exposure to contagious disease and where attendance is definitely required.
- 27.2 How Computed: Each Golden Sierra employee shall be entitled to sick leave with pay which shall accrue on the basis of .0462 hours for each paid regularly scheduled working hour of regular employment.
- 27.2.1 Unused sick leave with pay may be accumulated from year to year; and
 - 27.2.2 All employees shall be allowed to use accrued sick leave as earned, whether or not on probationary status.
- 27.3 Limitations, General:
- 27.3.1 Sick leave absences with pay because of death in the employee's immediate family shall not exceed ten days for each instance.
 - 27.3.2 Limitations, Workers' Compensation Benefits: An employee receiving Workers' Compensation benefits representing payment for wages, shall only be entitled to utilize accumulated sick leave to the extent that sick leave compensation represents the difference between Workers' Compensation benefits and employee's normal wage.
 - 27.3.3 Health Insurance Continuation:
 - (a) Golden Sierra will pay the employer's share of medical insurance premium for any employee covered by Golden Sierra's group medical insurance plan who is on a medical leave, and whose illness or injury has extended over a period of more than 30 calendar days, and who has exhausted all current income from salary, accrued sick leave, and vacation for a period not to exceed one year.
 - (b) Golden Sierra will pay the employer's share of medical insurance premiums for any employee covered by Golden Sierra's group medical insurance plan who is drawing benefits for industrial injury or illness and whose industrial injury or illness has extended over a period of more than 30 calendar days, and who has exhausted all current income from salary and sick leave.

- (c) For those employees who are on a family care leave or leave for a serious health condition, Golden Sierra will pay its employer contribution for group health insurance for the first twelve workweeks of the leave in a 12-month period. The employee will be responsible for the employee's customary share of health premium, if any. This does not include payment for dental, vision, life or accidental death insurance.
- (d) If the employee fails to return from leave, Golden Sierra will recover the premiums paid on the employee's behalf.

27.3.4 Sick Leave - How Taken:

- (a) Sick Leave with pay shall be taken in minimum units of one-quarter hour; and
- (b) It shall not be allowed, or taken, until earned;
- (c) It may only be granted upon the approval of the employee's supervisor or the Executive Director or his or her designee, if proper notification has been made; and
- (d) In cases where the employee is absent for five or more consecutive days, the employee must provide a medical verification upon return to work. In cases where the employee previously has been counseled for sick leave misuse, the Agency can require a medical verification for any subsequent absence until such time as the employee has completed one year of satisfactory attendance.

ARTICLE 28
SICK LEAVE CONTRIBUTIONS

- 28.1 Regular employees shall be entitled to voluntarily donate vacation hours to another employee, based on the following criteria:
 - 28.1.1 To be eligible to receive donations, an employee or immediate family member must have a verifiable long-term illness or injury, i.e., cancer, heart attack, stroke, serious injury, etc., and must have exhausted all personal vacation, and sick leave, or soon will have exhausted such leave, resulting in the employee being in a no-pay status.
 - 28.1.2 Donations to be made to specified individuals only.
 - 28.1.3 The person receiving the donated hours must have obtained regular status with Golden Sierra.
 - 28.1.4 Donated vacation hours must be in increments of one hour. Hours donated will be converted at the donor's hourly rate, and credited to the sick leave balance of the donee by converting the dollar amount donated to the donee's hourly rate. Example: Employee A is at twenty dollars (\$20.00) per hour and donated one hour to Employee B who is making ten dollars (\$10.00) per hour, then employee B would be credited with two hours of sick leave. Conversions for crediting will be rounded to the nearest one-half hour increment. Management is exempt from participating.

- 28.1.5 Once donated to an individual, vacation hours cannot be reclaimed by donor. Example: Employee A donates five vacation days to Employee B. Employee B needs to use only four days, and then returns to work. That remaining day is Employee B's to keep-it does not revert back to Employee A's vacation account.
- 28.1.6 When an employee is utilizing donated hours, they will not accrue additional vacation, sick leave or seniority time.
- 28.1.7 The maximum time that may be initially donated into an employees' account is one thousand forty (1,040) hours. Additional time may be donated in amounts not exceeding four thousand one hundred and sixty (4,160) hours (equivalent to two years full-time employment). To be eligible to receive more than the original one thousand forty (1,040) hour limit, there must be a favorable prognosis for recovery and a predictable date of return to work.
- 28.1.8 In no event shall donated time have the effect of altering the employment rights of Golden Sierra or the recipient employee, nor shall it extend or alter the limitations otherwise applicable to leaves of absence or sick leave.
- 28.1.9 Management staff are not eligible to donate hours.

ARTICLE 29 LEAVES OF ABSENCE

- 29.1 Temporary Leaves: The Executive Director may grant leaves without pay for temporary periods that shall not exceed 30 days. Leaves of absence of five days or less during each fiscal year are not normally treated as leaves, but rather as excused absences without pay.
- 29.2 Extended Leaves: The Executive Director may grant a leave of absence, without pay, for a period of not less than 30 days and not longer than one year, for illness, disability, or personal reasons. The maximum extent to which the initial approval of a leave of absence will be granted is six months. The Executive Director may grant an extension not to exceed an additional six months. Extensions beyond one year, up to a maximum of one additional year, may be approved in increments of not more than six months. However, such circumstances must be clearly based on unusual circumstances or, where the leave is for medical reasons, there must be a favorable prognosis for recovery and a predicted date of return to work.
- 29.2.1 On-the-Job Injury: An on-the-job injury shall be approved automatically, subject to determination by the Executive Director that it is, in fact, an on-the-job injury. Such leave will terminate upon certification from the doctor stating that the employee is released for full duty or one year has elapsed, or it is determined that the employee is permanently disabled, whichever occurs first. Extensions beyond one year, up to a maximum of one additional year, may be approved by the Executive Director in increments of not more than six months; however, there must be a favorable prognosis for recovery and a predicted date of return to work.

29.2.2 Pregnancy Disability Leave: An appointing authority shall grant not less than four months Pregnancy Disability Leave if requested by the affected employee (per California Government Code Section 12945(b)(2)). This section does not prohibit an appointing authority from approving Pregnancy Disability Leaves in excess of 4 months.

29.2.3 Filling Vacancies: An allocated position held by an employee on authorized leave of absence will be filled by the Executive Director in the same manner as any other position. If such position is filled by a probationary or regular appointee, such appointee, at the time of appointment, shall be informed by the Executive Director of the possibility of layoff when the employee on leave returns.

ARTICLE 30 GRIEVANCE PROCEDURE

30.1 Purpose:

The purpose of this procedure is to provide for an orderly process for reviewing and resolving employee grievances at the lowest possible administrative level in the shortest possible time.

30.2 Definitions:

30.2.1 Grievance: A grievance is a claimed violation, misapplication or misinterpretation of a specific provision of this MOU that adversely affects the grievant.

30.2.2 Grievant. A grievant is the union or an employee in the unit who is filing a grievance as defined above. Alleged violations, misapplication or misinterpretations may be consolidated as a group grievance and thereafter represented by a single person or the Union.

30.2.3 Unless otherwise identified, all days are calendar days.

30.3 General Provisions:

30.3.1 This procedure shall be the exclusive procedure for adjusting grievances of employees within the bargaining unit.

30.3.2 No reprisal of any nature shall be taken against any employee for participating in the grievance procedure.

30.3.3 The grievant may be represented by a representative of his/her choosing at any level of this procedure after an initial discussion with his/her supervisor.

30.3.4 The grievant, the grievant's witnesses and representative staff shall suffer no loss of compensation or benefits while participating in this procedure.

30.3.5 Proceedings shall, whenever possible, be held during normal working hours. Grievance meetings with management shall be considered time worked.

- 30.3.6 If a grievant fails to carry his/her grievance forward to the next level within the prescribed time period the grievance shall be considered settled based upon the decision rendered at the most recent step utilized and any right to pursue the grievance further shall be deemed waived and abandoned.
- 30.3.7 If a supervisor or manager fails to respond with an answer within the prescribed time period the grievance will automatically proceed to the next highest level in the grievance procedure.
- 30.3.8 Time limits are considered an integral and important part of this procedure and may not be waived or ignored except by mutual agreement confirmed in writing.
- 30.3.9 Any written response or meeting requirement by a Manager or other Employer representative may be provided by his/her designee.
- 30.3.10 Document service between parties to a grievance shall be made in person, by properly addressed first class U.S. Mail, or by FAX with confirming copy mailed.

30.4 Informal Resolution:

- 30.4.1 An aggrieved employee shall first discuss the grievance with his/her immediate supervisor and identify the discussion as the informal step of the procedure.
- 30.4.2 Within fifteen (15) days from the event-giving rise to the grievance or fifteen (15) days from the date the employee could reasonably have expected to have had knowledge of such event, the grievant shall discuss orally his/her grievance with his/her immediate supervisor. The supervisor shall have five working days to give an oral response to the employee.

30.5 Formal Levels:

- 30.5.1 Level 1: If a grievant is not satisfied with the resolution proposed at the informal level, the employee and/or representative may within seven (7) days of receipt of such answer file a formal written grievance on a completed grievance form with the Department Manager. Within seven (7) days, the Department Manager or designee shall have a meeting with the grievant and/or representative and within seven (7) days thereafter given a written answer to the grievant.
- 30.5.2 Level 2: If the grievant is not satisfied with the written answer from the Department Manager, the grievant may, within seven (7) days of such answer, file a written appeal to the Executive Director. Within ten (10) working days of receipt of the written appeal, the Executive Director or his/her designee shall investigate the grievance, which shall include a meeting with the concerned parties unless waived by the parties, and thereafter, give a written answer to the grievant within ten (10) working days, which answer shall be final and binding unless appealed.

- 30.5.3 Level 3: If the grievant is not satisfied with the decision made by the Executive Director, the grievant may request that the matter be submitted to mediation within ten working days of receipt of the Executive Director's decision. If the Executive Director and the grievant cannot agree upon a mediator, the parties will contact the California State Mediation Service and ask that a mediator be appointed. The mediation shall be scheduled for the first date available for all of the parties and the mediator.
- 30.5.4 Level 4: If the grievance has not been resolved by mediation, the Union may within thirty (30) days of the conclusion of mediation request a hearing of the grievance by a hearing officer. The request for a hearing shall be made in writing to the Executive Director, and the parties shall select an impartial hearing officer. If the parties cannot agree on a hearing officer, the parties shall request a list of arbitrators from the California State Mediation Service and alternatively strike off the list until one remaining arbitrator is left. The first available date permitted by the parties' schedules will be selected.
- (a) The hearing officer shall conduct a hearing, which shall result in an appropriate record with a written report that has findings of fact and conclusions that reference the evidence.
 - (b) The employee and Executive Director shall have the right to call witnesses and present evidence.
 - (c) The Executive Director shall be required to release employees to testify at the hearing.
 - (d) The hearing officer shall have the authority to issue subpoenas for the attendance of witnesses and subpoenas duces tecum for the production of books, records, documents, and other evidence as provided in Section 1282.6 of the Code of Civil Procedure.
 - (e) The employee shall have the right to representation, including legal counsel, if provided by the employee.
 - (f) The Executive Director shall furnish a copy of the hearing officer's report to the employee or, if the employee is represented by a recognized employee organization or counsel, to that representative, without cost.
- 30.5.5 The Governing Body shall review the hearing officer's report and recommendation as follows:
- (a) The Governing Body shall have 30 working days from receipt of the hearing officer's report or receipt of the record of the hearing, whichever is later, to issue a written decision accepting, rejecting or modifying the hearing officer's report or recommendation unless the Governing Body and employee mutually agree to a different timeframe.

- (b) If the Governing Body rejects or modifies the hearing officer's recommendation, the Governing Body shall specify the reason or reasons why the recommended disposition is rejected in a written statement, which shall have direct reference to the facts, found and shall specify whether the material factual findings are supported by substantial evidence. The decision of the Governing Body shall be final.

30.6 Hearing Officer Cost:

Each party shall bear its own expense in connection with the hearing. However, the cost of the hearing officer shall be borne equally.

**ARTICLE 31
FEDERAL AND STATE BUDGET IMPACTS**

- 31.1 The purpose of this section is to implement steps and actions which will minimize or eliminate the adverse effects on bargaining unit employees should funds not be appropriated or approved by Congress or the State's counterpart.
- 31.2 Accordingly, the parties have agreed to meet and confer when a Government shutdown appears to be imminent. The parties have agreed to cooperate to the maximum extent feasible in adapting Golden Sierra actions and reducing the impact of the budget cuts or failure to provide funding by Congress on employees.
- 31.3 In the event of a sequestration, government shutdown, rescission or reformulation of government funding streams that has the effect of preventing Golden Sierra from being able to meet its immediate financial obligations, Golden Sierra will notify the Union of the event. During such an event, Golden Sierra can bypass the layoff provisions found within Article 17 of this MOU and, in consultation with the union and with 5-day notice, initiate the furlough of employees in a manner deemed necessary to the Agency.
 - 31.3.1 Golden Sierra shall deliver furlough notices to impacted employees five days prior to furlough.
 - 31.3.2 Furlough notices will be delivered to individual employees either in person during work hours or by certified mail, return receipt requested, at their last known address.
 - 31.3.3 Notices will indicate the actions and steps which the Golden Sierra has identified to lessen the impact of the furlough on employees.
 - 31.3.4 Employees who are furloughed will be retroactively paid and otherwise compensated (CalPERS, health benefits, leave accrual, etc.) when appropriations are approved only if the appropriations include pay for the period affected by the financial event identified above.
 - 31.3.5 Cost-cutting actions; such as furloughs, freezes, etc., will be terminated at the point where funding is restored or provided.
 - 31.3.6 Furloughed hours shall be considered as hours worked for purposes of calculating seniority.

ARTICLE 32
REOPENER

- 32.1 The parties agree, that, in the event of unforeseen circumstances such as emergency, catastrophe or severe economic hardship which would cause or prevent Golden Sierra from meeting or being able to meet any of its obligations under this MOU, the parties will commence the meet and confer process, and bargain in good faith regarding the impacts of layoffs in an attempt to mitigate or eliminate the reduction of staff in light of the condition or conditions of the emergency, catastrophe or severe economic hardship.
- 32.2 The parties hereto agree that this MOU concludes all discussions on compensation and fringe benefits and that no further discussions, except as provided herein or by Federal or State Law, are required on this subject as specifically provided herein until commencement of meet and confer on or about October 2017, coinciding with the termination of this MOU on November 30, 2017. It is intended that all other present resolutions, ordinances, practices and policies shall continue in force and effect during said period, without change. It is agreed that this labor agreement contains the full and complete agreement on all subject upon which the parties did bargain or could have bargained. Neither party shall be required during the term of this Agreement, to negotiate or bargain upon any other issue except as otherwise stated in this MOU. All matters not included in this Agreement shall be deemed to have been raised and disposed of as if covered herein.

**ARTICLE 33
TERM OF MOU**

This MOU shall become effective on the date of execution by both parties and shall remain in full force and effect up to and including November 30, 2017.

**INTERNATIONAL UNION OF
OPERATING ENGINEERS,
LOCAL 39, AFL-CIO**

**GOLDEN SIERRA JOB TRAINING
AGENCY**

By: _____
JERRY KALMAR,
BUSINESS MANAGER

By: _____
JASON BUCKINGHAM
EXECUTIVE DIRECTOR

By: _____
BOB ALDRICH,
PRESIDENT

By: _____
KIRK UHLER, CHAIRPERSON
GOVERNING BODY

By: _____
STEVE CROUCH,
DIRECTOR OF PUBLIC EMPLOYEES

By: _____
CHUCK THIEL,
BUSINESS REPRESENTATIVE

APPENDIX A

EMPLOYEE BENEFITS

MEDICAL INSURANCE

CalPERS is the Plan Administrator.

Golden Sierra will contribute \$550.41 to employees' health care premiums for the duration of this agreement. Golden Sierra will provide for employees to purchase medical insurance for their dependents: a spouse or legal domestic partner; and/or children under the age of 26 who have never been married. Employees who retire from Golden Sierra Job Training Agency also receive this benefit.

The availability of HMO plans is based upon the zip code of the employee's home or work address. The employee should contact the plan to be sure that the desired HMO coverage is available in his/her zip code area, and that the HMO is accepting new patients in that area. Current employees may also use work address zip code for eligibility. There are no zip code restrictions for PPOs.

If an employee is off of work on an applicable legally protected leave, such as FMLA, CFRA, and/or PDL, and has exhausted all accrued leave, the flexible compensation benefit detailed in section 12.2 will continue during the length of the applicable legally protected leave in an amount not to exceed the employee's share of his or her portion of health and dental insurance premiums. At the conclusion of the employee's legally protected leave, up to 16 weeks depending on the nature of the leave, and provided the employee continues on unpaid leave status beyond what is provided for in state and federal laws, Golden Sierra will cease providing the flexible compensation benefit in any amount until the employee returns to paid status.

DENTAL INSURANCE

Delta Dental is the plan administrator. Employee dental coverage is at no cost to the employee. Golden Sierra provides employee dental coverage and the employee may enroll eligible dependents at a cost to the employee.

Benefit premiums will be deducted biweekly for 24 pay periods.

Rate are determined annually and provided during the Open Enrollment process.

VISION INSURANCE

Vision Service Plan is the plan administrator. Employee vision coverage is no cost to the employee.

Golden Sierra provides employee vision coverage and the employee may enroll eligible dependents at a cost to the employee.

Benefit premiums will be deducted biweekly for 24 pay periods.

Rate are determined annually and provided during the Open Enrollment process.

APPENDIX A **EMPLOYEE BENEFITS**

AD&D – PERSONAL ACCIDENT INSURANCE

Golden Sierra, through the Placer County plan, provides \$10,000 Accidental Death and Dismemberment coverage for each employee. Additional coverage, for the employee is available up to \$500,000 and benefit levels for the employee's spouse is available in amounts from \$10,000 to \$300,000. Coverage for employee's dependent children is available in amounts from \$5,000 to \$25,000.

Reminders:

- Benefit amounts over \$250,000 cannot be greater than 10 times the employee's annual earnings.
- Benefit amounts for spouse and children cannot exceed the employee amount.
- Verify that your dependents are still eligible for coverage and delete those that are not eligible. Your spouse is eligible to age 70. Your unmarried dependent children under age 19 (or under age 25 if they are full-time students) are eligible for coverage.

Benefit premiums will be deducted biweekly for 24 pay periods

Benefit Level	Cost for Employee	Cost for Spouse	Cost for Child/ren
\$ 5,000	---	---	\$ 0.11
10,000	---	\$ 0.22	0.22
25,000	\$ 0.38	0.50	0.50
50,000	0.75	1.00	---
75,000	1.13	1.50	---
100,000	1.50	1.99	---
150,000	2.26	3.00	---
200,000	3.00	4.00	---
250,000	3.75	5.01	---
300,000	4.50	6.00	---
350,000	5.26	---	---
400,000	6.00	---	---
450,000	6.75	---	---
500,000	7.50	---	---

LIFE INSURANCE

Assurant Insurance is the carrier name. Golden Sierra, at no cost to the employee, provides \$10,000 life insurance to employees and \$2,000 on spouse and dependents. It includes double indemnity, seat belt coverage and an accelerated benefit clause. Increased dollar amount of coverage is not available. Coverage includes dependents up to 23 years old.

APPENDIX A

EMPLOYEE BENEFITS

RETIREMENT PLAN

Regular employees of Golden Sierra are members of the California Public Employees' Retirement System (CalPERS). Refer to CalPERS Local Miscellaneous booklet (PERS PUB-8) for detailed information. Golden Sierra's PERS retirement formula is:

Classic members:	2.5% at 55
New members:	2% at 62

As defined in section 23.2 of the MOU

DEFERRED COMPENSATION PLAN

Providers [until June 30, 2018]:

- Mass Mutual: plan providers for 401 (K) and 457 plans. You can contact Mass Mutual toll free at 1-888-811-4839 for further information.
- CalPERS/VOYA Financial: plan providers for Supplemental Income 457 plan. You can contact CalPERS at 1-800-260-0659.

Those enrolled with current providers will be transition to new provide by July 1, 2018.

Provider [effective July 1, 2018]:

- Lincoln Financial Group (LFG): plan provides 401 (K) and 457 plans.

LONG TERM DISABILITY

Jefferson Pilot Financial Insurance Company is the plan provider. The plan is available to all regular employees at no cost to the employee.

AFLAC

The following benefits are paid in full by employee.

- Cancer Care
- Dental
- Accident Indemnity
- Specified Health
- Hospital
- Life Insurance *
- Short Term Disability Insurance*

*these benefits are not pre-taxed

MEDICAL FLEXIBLE SPENDING ACCOUNT (FSA) (WAGEWORKS) MANAGED BY AFLAC)

Medical Flexible Spending Accounts allow for reimbursement for eligible expenses by way of a debit card. This debit card allows direct payment to providers and pharmacies for eligible transactions.

APPENDIX B **SALARY TABLES**

new structure											
<u>Classification</u>	<u>A¹</u>	<u>A²</u>	<u>B¹</u>	<u>B²</u>	<u>C¹</u>	<u>C²</u>	<u>D¹</u>	<u>D²</u>	<u>E</u>	<u>F</u>	<u>G</u>
Account Clerk I	\$ 15.5016	\$ 15.8891	\$ 16.2863	\$ 16.6935	\$ 17.1108	\$ 17.5386	\$ 17.9771	\$ 18.4265	\$ 18.8872	\$ 19.8316	\$ 20.8232
Account Clerk II	\$ 17.0876	\$ 17.5148	\$ 17.9527	\$ 18.4015	\$ 18.8615	\$ 19.3330	\$ 19.8163	\$ 20.3117	\$ 20.8195	\$ 21.8605	\$ 22.9535
Senior Account Clerk	\$ 18.8160	\$ 19.2864	\$ 19.7686	\$ 20.2628	\$ 20.7694	\$ 21.2886	\$ 21.8208	\$ 22.3663	\$ 22.9255	\$ 24.0718	\$ 25.2754
Accounting Technician	\$ 19.9708	\$ 20.4701	\$ 20.9819	\$ 21.5064	\$ 22.0441	\$ 22.5952	\$ 23.1601	\$ 23.7391	\$ 24.3326	\$ 25.5492	\$ 26.8267
Administrative Clerk I	\$ 14.5344	\$ 14.8978	\$ 15.2702	\$ 15.6520	\$ 16.0433	\$ 16.4444	\$ 16.8555	\$ 17.2769	\$ 17.7088	\$ 18.5942	\$ 19.5239
Administrative Clerk II	\$ 16.0245	\$ 16.4251	\$ 16.8357	\$ 17.2566	\$ 17.6880	\$ 18.1302	\$ 18.5835	\$ 19.0481	\$ 19.5243	\$ 20.5005	\$ 21.5255
Senior Administrative Clerk	\$ 17.6671	\$ 18.1088	\$ 18.5615	\$ 19.0255	\$ 19.5011	\$ 19.9886	\$ 20.4883	\$ 21.0005	\$ 21.5255	\$ 22.6018	\$ 23.7319
Executive Assistant (unfunded)	\$ 22.3842	\$ 22.9438	\$ 23.5174	\$ 24.1053	\$ 24.7079	\$ 25.3256	\$ 25.9587	\$ 26.6077	\$ 27.2729	\$ 28.6365	\$ 30.0683
Program Clerk I	\$ 16.0245	\$ 16.4251	\$ 16.8357	\$ 17.2566	\$ 17.6880	\$ 18.1302	\$ 18.5835	\$ 19.0481	\$ 19.5243	\$ 20.5005	\$ 21.5255
Program Clerk II	\$ 17.6671	\$ 18.1088	\$ 18.5615	\$ 19.0255	\$ 19.5011	\$ 19.9886	\$ 20.4883	\$ 21.0005	\$ 21.5255	\$ 22.6018	\$ 23.7319
Assistant Business & Employment Specialist	\$ 21.7166	\$ 22.2595	\$ 22.8160	\$ 23.3864	\$ 23.9711	\$ 24.5704	\$ 25.1847	\$ 25.8143	\$ 26.4597	\$ 27.7827	\$ 29.1718
Associate Business & Employment Specialist	\$ 26.3960	\$ 27.0559	\$ 27.7323	\$ 28.4256	\$ 29.1362	\$ 29.8646	\$ 30.6112	\$ 31.3765	\$ 32.1609	\$ 33.7689	\$ 35.4573
Disability Resource Clerk	\$ 26.3960	\$ 27.0559	\$ 27.7323	\$ 28.4256	\$ 29.1362	\$ 29.8646	\$ 30.6112	\$ 31.3765	\$ 32.1609	\$ 33.7689	\$ 35.4573
Program Analyst	\$ 26.3960	\$ 27.0559	\$ 27.7323	\$ 28.4256	\$ 29.1362	\$ 29.8646	\$ 30.6112	\$ 31.3765	\$ 32.1609	\$ 33.7689	\$ 35.4573

1% COLA effective 06-23-2018											
<u>Classification</u>	<u>A¹</u>	<u>A²</u>	<u>B¹</u>	<u>B²</u>	<u>C¹</u>	<u>C²</u>	<u>D¹</u>	<u>D²</u>	<u>E</u>	<u>F</u>	<u>G</u>
Account Clerk I	\$ 15.6566	\$ 16.0480	\$ 16.4492	\$ 16.8604	\$ 17.2819	\$ 17.7139	\$ 18.1567	\$ 18.6106	\$ 19.0759	\$ 20.0297	\$ 21.0312
Account Clerk II	\$ 17.2585	\$ 17.6899	\$ 18.1321	\$ 18.5854	\$ 19.0500	\$ 19.5263	\$ 20.0145	\$ 20.5149	\$ 21.0278	\$ 22.0792	\$ 23.1832
Senior Account Clerk	\$ 19.0042	\$ 19.4793	\$ 19.9663	\$ 20.4655	\$ 20.9771	\$ 21.5015	\$ 22.0390	\$ 22.5900	\$ 23.1548	\$ 24.3125	\$ 25.5281
Accounting Technician	\$ 20.1705	\$ 20.6748	\$ 21.1917	\$ 21.7215	\$ 22.2645	\$ 22.8211	\$ 23.3916	\$ 23.9764	\$ 24.5758	\$ 25.8046	\$ 27.0948
Administrative Clerk I	\$ 14.6797	\$ 15.0467	\$ 15.4229	\$ 15.8085	\$ 16.2037	\$ 16.6088	\$ 17.0240	\$ 17.4496	\$ 17.8858	\$ 18.7801	\$ 19.7191
Administrative Clerk II	\$ 16.1847	\$ 16.5894	\$ 17.0041	\$ 17.4292	\$ 17.8649	\$ 18.3115	\$ 18.7693	\$ 19.2385	\$ 19.7195	\$ 20.7055	\$ 21.7408
Senior Administrative Clerk	\$ 17.8438	\$ 18.2899	\$ 18.7471	\$ 19.2158	\$ 19.6962	\$ 20.1886	\$ 20.6933	\$ 21.2106	\$ 21.7409	\$ 22.8279	\$ 23.9693
Executive Assistant (unfunded)	\$ 22.6080	\$ 23.1732	\$ 23.7525	\$ 24.3463	\$ 24.9550	\$ 25.5789	\$ 26.2184	\$ 26.8739	\$ 27.5457	\$ 28.9230	\$ 30.3692
Program Clerk I	\$ 16.1847	\$ 16.5894	\$ 17.0041	\$ 17.4292	\$ 17.8649	\$ 18.3115	\$ 18.7693	\$ 19.2385	\$ 19.7195	\$ 20.7055	\$ 21.7408
Program Clerk II	\$ 17.8438	\$ 18.2899	\$ 18.7471	\$ 19.2158	\$ 19.6962	\$ 20.1886	\$ 20.6933	\$ 21.2106	\$ 21.7409	\$ 22.8279	\$ 23.9693
Assistant Business & Employment Specialist	\$ 21.9338	\$ 22.4821	\$ 23.0442	\$ 23.6203	\$ 24.2108	\$ 24.8161	\$ 25.4365	\$ 26.0724	\$ 26.7242	\$ 28.0604	\$ 29.4634
Associate Business & Employment Specialist	\$ 26.6600	\$ 27.3265	\$ 28.0097	\$ 28.7099	\$ 29.4276	\$ 30.1633	\$ 30.9174	\$ 31.6903	\$ 32.4826	\$ 34.1067	\$ 35.8120
Disability Resource Clerk	\$ 26.6600	\$ 27.3265	\$ 28.0097	\$ 28.7099	\$ 29.4276	\$ 30.1633	\$ 30.9174	\$ 31.6903	\$ 32.4826	\$ 34.1067	\$ 35.8120
Program Analyst	\$ 26.6600	\$ 27.3265	\$ 28.0097	\$ 28.7099	\$ 29.4276	\$ 30.1633	\$ 30.9174	\$ 31.6903	\$ 32.4826	\$ 34.1067	\$ 35.8120

APPENDIX B **SALARY TABLES**

1% COLA effective 06-22-2019											
Classification	A ¹	A ²	B ¹	B ²	C ¹	C ²	D ¹	D ²	E	F	G
Account Clerk I	\$ 15.8132	\$ 16.2085	\$ 16.6137	\$ 17.0290	\$ 17.4547	\$ 17.8911	\$ 18.3384	\$ 18.7969	\$ 19.2668	\$ 20.2301	\$ 21.2416
Account Clerk II	\$ 17.4311	\$ 17.8668	\$ 18.3135	\$ 18.7713	\$ 19.2406	\$ 19.7216	\$ 20.2146	\$ 20.7200	\$ 21.2380	\$ 22.2999	\$ 23.4149
Senior Account Clerk	\$ 19.1942	\$ 19.6741	\$ 20.1660	\$ 20.6702	\$ 21.1870	\$ 21.7167	\$ 22.2596	\$ 22.8161	\$ 23.3865	\$ 24.5558	\$ 25.7836
Accounting Technician	\$ 20.3722	\$ 20.8815	\$ 21.4035	\$ 21.9386	\$ 22.4871	\$ 23.0493	\$ 23.6255	\$ 24.2161	\$ 24.8215	\$ 26.0626	\$ 27.3657
Administrative Clerk I	\$ 14.8265	\$ 15.1972	\$ 15.5771	\$ 15.9665	\$ 16.3657	\$ 16.7748	\$ 17.1942	\$ 17.6241	\$ 18.0647	\$ 18.9679	\$ 19.9163
Administrative Clerk II	\$ 16.3466	\$ 16.7553	\$ 17.1742	\$ 17.6036	\$ 18.0437	\$ 18.4948	\$ 18.9572	\$ 19.4311	\$ 19.9169	\$ 20.9127	\$ 21.9583
Senior Administrative Clerk	\$ 18.0222	\$ 18.4728	\$ 18.9346	\$ 19.4080	\$ 19.8932	\$ 20.3905	\$ 20.9003	\$ 21.4228	\$ 21.9584	\$ 23.0563	\$ 24.2091
Executive Assistant (unfunded)	\$ 22.8341	\$ 23.4050	\$ 23.9901	\$ 24.5899	\$ 25.2046	\$ 25.8347	\$ 26.4806	\$ 27.1426	\$ 27.8212	\$ 29.2123	\$ 30.6729
Program Clerk I	\$ 16.3466	\$ 16.7553	\$ 17.1742	\$ 17.6036	\$ 18.0437	\$ 18.4948	\$ 18.9572	\$ 19.4311	\$ 19.9169	\$ 20.9127	\$ 21.9583
Program Clerk II	\$ 18.0222	\$ 18.4728	\$ 18.9346	\$ 19.4080	\$ 19.8932	\$ 20.3905	\$ 20.9003	\$ 21.4228	\$ 21.9584	\$ 23.0563	\$ 24.2091
Assistant Business & Employment Specialist	\$ 22.1531	\$ 22.7069	\$ 23.2746	\$ 23.8565	\$ 24.4529	\$ 25.0642	\$ 25.6908	\$ 26.3331	\$ 26.9914	\$ 28.3410	\$ 29.7581
Associate Business & Employment Specialist	\$ 26.9266	\$ 27.5997	\$ 28.2897	\$ 28.9969	\$ 29.7218	\$ 30.4648	\$ 31.2264	\$ 32.0071	\$ 32.8073	\$ 34.4477	\$ 36.1701
Disability Resource Clerk	\$ 26.9266	\$ 27.5997	\$ 28.2897	\$ 28.9969	\$ 29.7218	\$ 30.4648	\$ 31.2264	\$ 32.0071	\$ 32.8073	\$ 34.4477	\$ 36.1701
Program Analyst	\$ 26.9266	\$ 27.5997	\$ 28.2897	\$ 28.9969	\$ 29.7218	\$ 30.4648	\$ 31.2264	\$ 32.0071	\$ 32.8073	\$ 34.4477	\$ 36.1701

1% COLA effective 06-20-2020											
Classification	A ¹	A ²	B ¹	B ²	C ¹	C ²	D ¹	D ²	E	F	G
Account Clerk I	\$ 15.9713	\$ 16.3706	\$ 16.7799	\$ 17.1994	\$ 17.6294	\$ 18.0701	\$ 18.5219	\$ 18.9849	\$ 19.4595	\$ 20.4325	\$ 21.4541
Account Clerk II	\$ 17.6054	\$ 18.0455	\$ 18.4966	\$ 18.9590	\$ 19.4330	\$ 19.9188	\$ 20.4168	\$ 20.9272	\$ 21.4504	\$ 22.5229	\$ 23.6490
Senior Account Clerk	\$ 19.3861	\$ 19.8708	\$ 20.3676	\$ 20.8768	\$ 21.3987	\$ 21.9337	\$ 22.4820	\$ 23.0441	\$ 23.6202	\$ 24.8012	\$ 26.0413
Accounting Technician	\$ 20.5759	\$ 21.0903	\$ 21.6176	\$ 22.1580	\$ 22.7120	\$ 23.2798	\$ 23.8618	\$ 24.4583	\$ 25.0698	\$ 26.3233	\$ 27.6395
Administrative Clerk I	\$ 14.9748	\$ 15.3492	\$ 15.7329	\$ 16.1262	\$ 16.5294	\$ 16.9426	\$ 17.3662	\$ 17.8004	\$ 18.2454	\$ 19.1577	\$ 20.1156
Administrative Clerk II	\$ 16.5101	\$ 16.9228	\$ 17.3459	\$ 17.7795	\$ 18.2240	\$ 18.6796	\$ 19.1466	\$ 19.6253	\$ 20.1159	\$ 21.1217	\$ 22.1778
Senior Administrative Clerk	\$ 18.2024	\$ 18.6575	\$ 19.1239	\$ 19.6020	\$ 20.0921	\$ 20.5944	\$ 21.1093	\$ 21.6370	\$ 22.1779	\$ 23.2868	\$ 24.4511
Executive Assistant (unfunded)	\$ 23.0625	\$ 23.6390	\$ 24.2300	\$ 24.8358	\$ 25.4567	\$ 26.0931	\$ 26.7454	\$ 27.4140	\$ 28.0994	\$ 29.5044	\$ 30.9796
Program Clerk I	\$ 16.5101	\$ 16.9228	\$ 17.3459	\$ 17.7795	\$ 18.2240	\$ 18.6796	\$ 19.1466	\$ 19.6253	\$ 20.1159	\$ 21.1217	\$ 22.1778
Program Clerk II	\$ 18.2024	\$ 18.6575	\$ 19.1239	\$ 19.6020	\$ 20.0921	\$ 20.5944	\$ 21.1093	\$ 21.6370	\$ 22.1779	\$ 23.2868	\$ 24.4511
Assistant Business & Employment Specialist	\$ 22.3746	\$ 22.9340	\$ 23.5074	\$ 24.0951	\$ 24.6975	\$ 25.3149	\$ 25.9478	\$ 26.5965	\$ 27.2614	\$ 28.6245	\$ 30.0557
Associate Business & Employment Specialist	\$ 27.1958	\$ 27.8757	\$ 28.5726	\$ 29.2869	\$ 30.0191	\$ 30.7696	\$ 31.5388	\$ 32.3273	\$ 33.1355	\$ 34.7923	\$ 36.5319
Disability Resource Clerk	\$ 27.1958	\$ 27.8757	\$ 28.5726	\$ 29.2869	\$ 30.0191	\$ 30.7696	\$ 31.5388	\$ 32.3273	\$ 33.1355	\$ 34.7923	\$ 36.5319
Program Analyst	\$ 27.1958	\$ 27.8757	\$ 28.5726	\$ 29.2869	\$ 30.0191	\$ 30.7696	\$ 31.5388	\$ 32.3273	\$ 33.1355	\$ 34.7923	\$ 36.5319

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: June 6, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Resolution 17-04 – Amended Employee Handbook

Before the board for approval is the amended Golden Sierra Job Training Agency Employee Handbook effective June 6, 2018.

The purpose of this handbook amendment is to revise and update policies applicable to Golden Sierra's employees, and to align with new salary structures. This handbook will remain applicable to bargaining unit members unless it is in conflict with the provision of current MOU, in which case the provisions of the MOU will be applicable for represented employees.

Employee Handbook

- [Redline](#)
- [Final](#)

BEFORE THE GOVERNING BODY
GOLDEN SIERRA JOB TRAINING AGENCY

In the matter of: Resolution amending the
Golden Sierra Job Training
Agency Employee Handbook

Resolution No.: 17-04

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 6, 2018 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 Employee Handbook is adopted as the document that describes personnel process and practices of the Golden Sierra Job Training Agency.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: June 6, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Resolution 17-05 – Amend Position Roster

Before the board for review and approval is Resolution 17-05 amended Allocated Position Roster.

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 23, 2018, employees shall receive a 1% 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.: 17-05

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 6, 2018 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 23, 2018

<u>CLASSIFICATION</u>		<u>SALARY RANGE*</u>		<u># of POSITIONS funded</u>	<u># of POSITIONS unfunded</u>
		<u>From [A]</u>	<u>To [E]</u>		
Account Clerk - I	Promotional Series	\$ 15.6566	\$ 19.0759	1 FTE	
Account Clerk - II		\$ 17.2585	\$ 21.0278		
Senior Account Clerk		\$ 19.0042	\$ 23.1548		
Accounting Technician		\$ 20.1705	\$ 24.5758	1 FTE	
Admin Clerk - I	Promotional Series	\$ 14.6797	\$ 17.8858	1 FTE	1 FTE
Admin Clerk - II		\$ 16.1847	\$ 19.7195		
Senior Admin Clerk		\$ 17.8438	\$ 21.7409		
Executive Assistant		\$ 22.6080	\$ 27.5457		1 FTE
Program Clerk I	Promotional Series	\$ 16.1847	\$ 19.7195	2 FTE	
Program Clerk II		\$ 17.8438	\$ 21.7409		
Assistant Business and Employment Specialist		\$ 21.9338	\$ 26.7242	7 FTE	
Associate Business and Employment Specialist		\$ 26.6600	\$ 32.4826		
Business and Employment Specialist - Supervisor		\$ 32.4056	\$ 39.4831		1 FTE
Disability Resource Coordinator		\$ 26.6600	\$ 32.4826	1 FTE	
Program Analyst		\$ 26.6600	\$ 32.4826		1 FTE
WB Coordinator/Analyst		\$ 32.4056	\$ 39.4831	1 FTE	
Chief Fiscal Officer		\$ 37.0866	\$ 45.1864	1 FTE	
Deputy Director***		\$ 42.2473	\$ 51.4744	1 FTE	
Executive Director**		SEE BELOW		1 FTE	
				17 FTE	4 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:

SALARY RANGE

Hourly
\$49.5360-\$72.0640

Annually
\$103,035-\$149,893

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: June 6, 2018

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJ: Resolution 17-06 – Approve Delegated Signature Authority

Before the Board is Resolution 17-06 which authorizes the Executive Director and Deputy Director of Golden Sierra Job Training Agency to execute the following types of agreements pursuant to the terms contained in the Resolution. This authority permits for the following: submit applications, execute revenue contracts, and execute non-monetary cooperative agreements. It also delegates authority to sign leases, grant award agreements, Agency payables and staff employment contracts.

Background: The delegation of signature authority has routinely been granted by the Governing Board and is approved annually. This practice allows for the streamlining of business operations within the Agency. In the past no dollar limit has been stated however specific language in the amended Joint Powers Agreement (JPA) requires that the Governing Board establish a dollar limit.

Specific language contained in the amended JPA:

“Section 7c The Governing Body delegate’s contract approval function, including authority to enter into contracts, to Golden Sierra’s Executive Director for contracts at or below a threshold amount and that are consistent with the purposes of this Agreement. Such threshold amount shall be established by way of a resolution adopted by the Governing Body. Such resolution shall provide that contracts above the threshold amount must be reviewed and approved by the Governing Body prior to execution. Such resolution may provide that the Governing Body may appropriate funds to be approved as a line item on the budget, and may separately authorize the Executive Director to approve and enter into contracts for specified goods or services consistent with the amounts appropriated.”

**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.: 17-06

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

June 6, 2018 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 WORKFORCE BOARD

MEMORANDUM

DATE: June 6, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Resolution 17-07 – 2018-2019 Meeting Schedule

Approval of Resolution Number 17-07 is requested to establish the 2018-2019 Governing Body meeting schedule.

Current schedule for 2017-2018 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 2018-2019
meeting schedule as follows:

Resolution No.: 17-07

Ordinance No.: _____

First Wednesday of even
months @ 10:00 am

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 6, 2018** _____ 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 2018-2019 meeting schedule has been established.

**GOLDEN SIERRA
WORKFORCE BOARD**

MEMORANDUM

DATE: June 6, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: 2018-2019 WIOA Title I Draft Budget

Before the Board for review and approval is the Title I Fiscal Year 2018-2019 Draft Budget. 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 needs. Discussions will need to focus on developing partnerships and Resource Sharing Agreements that assist in filling these system gaps.

This budget has been recommended for approval by both the Executive Committee on May 17, 21018, and the Workforce Development Board on May 17, 2018.

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 2018/2019

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 2018/2019 Draft Budget:

The primary sources of funding for this budget are the *estimated* rollover funding from Subgrant K8106175 and the assumed new award in the form of Adult, Dislocated Worker, Youth, Rapid Response and Layoff Aversion funding. Currently all figures in the draft budget are estimates based on Workforce Services Information Notice 17-32 (WSIN17-32).

The budget meets mandated funding requirements as follows:

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

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

The remaining cost objectives required of the Title I funding are to maintain a *Comprehensive One-Stop Center* in the *Local Area* while strategically utilizing financial resources to meet obligations of the JPA and 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:

- Over the past two fiscal years the Agency has scheduled the use of 50% of funding from the new allocation for the combined support of Administration, Program Operations & the Consortium's Comprehensive One-Stop. For 2018/2019 increased pension costs and the reduction of allocation funding has forced an increase in this percentage despite our reducing Administrative staffing costs by not filling vacant positions which were made available via attrition.
- Balanced financial support to member counties for Career Services and Direct Training is being maintained with resources coming from taking advantage of the allowable 10% for Direct Training Leverage.
- Of note is an increase in the transfer from Dislocated Worker to Adult from 50% to 80%. This reflects the current economy's low unemployment rate and the demographics of those accessing services.

Approved By:
Executive Committee: 05/17/2018
Workforce Board: 05/17/2018
Governing Body:

<i>Description of Schedules</i>		
<u>Schedule 1</u>	<u>Consortium Sources and Uses</u>	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.
<u>Schedule 2</u>	<u>Consortium Cost Center Detail</u>	
	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 estimated PY 17/18 carry-in funds to be administered by El Dorado County HHS and estimated PY 18/19 WIOA funding.
	Placer County Career and Training Services:	Includes estimated PY 17/18 carry-in funds and estimated PY 18/19 WIOA funds to be administered by the JTA staff.
	Alpine County Career and Training Services:	Includes estimated PY 17/18 carry-in funds to be administered by Alpine County HHS and estimated PY 18/19 WIOA funding.
	Non-Allocation Career and Training Services:	Includes remaining second year training dollars from the Disability Employment Accelerator (DEA) award Round Three. Round Seven of the Disability Employment Accelerator grant.
Schedule 3	Consortium Contracted Services	Schedule provides detail for contracts administered by the Agency for newly awarded funds and re-budgeted contracts for Consortium Operations and Programmatic Career Services and Training.
Schedule 4	Consortium Allocation of Sub grant Award	Schedule is based on a funding award for the new WIOA Allocation Awards and Rapid Response and Layoff Aversion. The schedule also separates funding based on the new WIOA legislation.
Schedule 5	Consortium Leverage Requirements	Schedule provides dollar amounts required to be captured as “leverage” in order to meet the state imposed 30% Direct Training requirement for Adult and Dislocated Working funding streams.

Approved By:
Executive Committee: 05/17/2018
Workforce Board: 05/17/2018
Governing Body:

Schedule 1
Consortium Sources and Uses
Draft Budget FY 2018/2019
Presented: May 2018

		<u>A</u>		<u>B</u>		<u>C</u>		<u>C-B</u>		<u>C/B</u>
L i n e #		Actual Expenditures and Encumbrances as of June 30th 2017	% of Total Funding	Consortium Final Budget June 30th, 2018	% of Total Funding	Consortium Fiscal Year 2018/2019 Draft Budget	% of Total Funding	Difference between Fiscal Year 2017/2018 Final Budget and Fiscal Year 2018/2019 Draft Budget		Percent of Fiscal Year 2017/2018 Final Budget Compared to Draft Budget FY 2018/2019
	Funding Sources:									
1	Carry-In WIOA Allocation PY 17	\$ 1,853,531		\$ 1,709,676		\$ 1,577,554		\$ (132,122)		92.27%
2	Awarded WIOA Allocations PY 2018	2,252,121		2,824,646		2,608,355		\$ (216,291)		92.34%
3	Carry-In Rapid Response Funds PY17	83,300		150,795		167,416		\$ 16,621		111.02%
4	Awarded Rapid Response Funds PY18	-		209,395		187,753		\$ (21,642)		89.66%
5	Carry-In Layoff Aversion Funds PY17	10,691		51,262		15,000		\$ (36,262)		29.26%
6	Awarded Layoff Aversion Funds PY18	-		35,641		31,474		\$ (4,167)		88.31%
7	Actual Non-Allocation Awards	458,801		513,004		94,354		\$ (418,650)		18.39%
8	Total Funding Sources	\$ 4,658,444		\$ 5,494,419		\$ 4,681,906		\$ (812,513)		85.21%
	Expenditures:									
	Consortium Operations									
9	Retiree Benefits	\$ 575,787	9.46%	\$ 593,374	10.80%	\$ 537,425	11.48%	\$ (55,949)		90.57%
10	Salaries and Benefits	833,543	13.70%	953,528	17.35%	930,154	19.87%	\$ (23,374)		97.55%
11	Services and Supplies	318,179	5.23%	486,668	8.86%	301,307	6.44%	\$ (185,361)		61.91%
12	Professional Services	28,200	0.46%	51,268	0.93%	46,538	0.99%	\$ (4,730)		90.77%
13	Consortium Operations Total	\$ 1,755,709	28.86%	\$ 2,084,838	37.94%	\$ 1,815,424	38.78%	\$ (269,414)		87.08%
	Career & Training Services									
14	Placer County	\$ 997,392	16.39%	\$ 941,548	17.14%	\$ 1,106,690	23.64%	\$ 165,142		117.54%
15	El Dorado County	1,117,783	18.37%	932,281	16.97%	844,069	18.03%	\$ (88,212)		90.54%
16	Alpine County	102,733	1.69%	98,731	1.80%	173,056	3.70%	\$ 74,325		175.28%
17	Non-Allocation Awards	683,602	11.24%	482,651	8.78%	84,004	1.79%	\$ (398,647)		17.40%
18	Career & Training Services Total	\$ 2,901,510	47.69%	\$ 2,455,211	44.69%	\$ 2,207,819	47.16%	\$ (247,392)		89.92%
19	Committee Budget	\$ 1,525	0.03%	\$ 14,991	0.27%	\$ -	0.00%	\$ (14,991)		0.00%
20	PY 17 Award Expend in Second Year	\$ 1,425,641	23.43%	\$ 939,379	17.10%	\$ 658,663	14.07%	\$ (280,716)		70.12%
21	TOTAL EXPENDITURES	\$ 6,084,385		\$ 5,494,419		\$ 4,681,906		\$ (812,513)		85.21%
22	Net Income/(Unexpended)**	\$ (1,425,941)		\$ -		\$ -		\$ -		
	** Funding primarily from unobligated and unspent prior year WIOA award.									

Approved by:
Executive Committee: 5/17/2018
WB: 5/17/2018
Governing Board:

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</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	Alpine County Career and Training Services	Disability Employment Initiative Round Seven	Disability Employment Accelerator Round Three	Total of all Funding Sources and Expenditures
	Funding Sources:										
1	Carry-In Allocation Funds from PY 17	\$ 217,041	\$ 278,490		\$ 21,334	\$ 415,580	\$ 545,109	\$ 100,000	\$ -	\$ -	\$ 1,577,554
2	Awarded - PY 18 WIOA Allocations	260,836	929,659	-	202,148	428,489	714,167	73,056	-	-	2,608,355
3	Carry-In Rapid Response Funds PY17	-	-	167,416	-	-	-	-	-	-	167,416
4	Awarded Rapid Response Funds PY18	-	71,346	101,856	14,551	-	-	-	-	-	187,753
5	Carry-In Layoff Aversion Funds PY17	-	-	15,000	-	-	-	-	-	-	15,000
6	Awarded Layoff Aversion Funds PY 18	-	11,960	17,075	2,439	-	-	-	-	-	31,474
7	Actual Non-Allocation Awards	-	6,900	-	-	-	-	-	6,950	80,504	94,354
8	Total Funding Sources	\$ 477,877	\$ 1,298,355	\$ 301,347	\$ 240,472	\$ 844,069	\$ 1,259,276	\$ 173,056	\$ 6,950	\$ 80,504	\$ 4,681,906
	Expenditures:										
	Consortium Operations:										
9	Retiree Benefits	\$ -	\$ 537,425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 537,425
10	Salaries and Benefits	235,501	391,947	215,828	86,878	-	-	-	-	-	930,154
11	Services and Supplies	45,831	107,901	57,481	90,094	-	-	-	-	-	301,307
12	Professional Services	-	-	28,038	18,500	-	-	-	-	-	46,538
13	Consortium Operations Total	\$ 281,332	\$ 1,037,273	\$ 301,347	\$ 195,472	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,815,424
	Career & Training Services										
	Program Year 2017/2018 WIOA/Other - Rebudget										
14	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 80,504	\$ 84,004
15	Placer County	-	-	-	-	-	545,109	-	-	-	545,109
16	El Dorado County	-	-	-	-	415,580	-	-	-	-	415,580
17	Alpine County	-	-	-	-	-	-	100,000	-	-	100,000
	Program Year 2018/2019 WIOA/Other										
18	Non-Allocation Awards	-	-	-	-	-	-	-	-	-	-
19	Placer County	-	-	-	-	-	561,581	-	-	-	561,581
20	El Dorado County	-	-	-	-	428,489	-	-	-	-	428,489
21	Alpine County	-	-	-	-	-	-	73,056	-	-	73,056
22	Career & Training Services Total	\$ -	\$ -	\$ -	\$ -	\$ 844,069	\$ 1,106,690	\$ 173,056	\$ 3,500	\$ 80,504	\$ 2,207,819
23	Committee Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	PY 18 Award Expend in Second Year	\$ 196,545	\$ 261,082	\$ -	\$ 45,000	\$ -	\$ 152,586	\$ -	\$ 3,450	\$ -	\$ 658,663
25	TOTAL EXPENDITURES	\$ 477,877	\$ 1,298,355	\$ 301,347	\$ 240,472	\$ 844,069	\$ 1,259,276	\$ 173,056	\$ 6,950	\$ 80,504	\$ 4,681,906
26	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Cost Center Share of Available Funding	10.21%	27.73%	6.44%	5.14%	18.03%	26.90%	3.70%	0.15%	1.72%	100.00%

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
L i n e #			Dislocated					
		Dislocated	Worker			Rapid Response		
		Worker	Tran to Adult	Adult	Youth - Out	Layoff Aversion	Non-Allocation	TOTAL
	WIOA Allocation Career Services & Direct Training Budgeted and Rebudgeted							
	WIOA - Career Services PY17/18 Re-Budgeted							
	<u>Career Services</u>							
1	El Dorado County - Awarded via Competitive Procurement	\$ 58,934	\$ 155,965	\$ -	\$ 82,500	\$ -	\$ -	\$ 297,399
2	Alpine County - Awarded via Competitive Procurement	-	-	94,529	-	-	-	94,529
	<u>Direct Training</u>	-						
3	El Dorado County - Awarded via Competitive Procurement	34,504	-	-	-	-	-	34,504
4	Alpine County - Awarded via Competitive Procurement	-	-	3,867	-	-	-	3,867
5	Placer County Agency	50,594	137,615	-	-	-	-	188,209
	<u>Work Based Learning (Youth)</u>							
6	El Dorado County - Awarded via Competitive Procurement	\$ -	\$ -	\$ -	\$ 63,947	\$ -	\$ -	\$ 63,947
7	Alpine County - Awarded via Competitive Procurement	-	-	-	1,604	-	-	1,604
8	Placer County	-	-	-	34,188	-	-	34,188
	WIOA - Career Services PY18/19 Budgeted							
	<u>Career Services</u>							
9	El Dorado County - Awarded via Competitive Procurement	\$ 46,134	\$ 46,086	\$ 70,227	\$ 294	\$ -	\$ -	\$ 162,741
10	Alpine County - Awarded via Competitive Procurement	1,247	62,761	1,898	2,094	-	-	68,000
11	Placer County - Agency	77,306	77,225	117,678	129,850	-	-	402,059
	<u>Direct Training</u>		-	-				
12	El Dorado County - Awarded via Competitive Procurement	38,049	38,009	57,919	-	-	-	133,977
13	Alpine County - Awarded via Competitive Procurement	1,028	1,027	1,565	-	-	-	3,620
14	Placer County - Agency	63,758	63,691	97,054	-	-	65,609	290,112
	<u>Work Based Learning (Youth)</u>							
15	El Dorado County - Awarded via Competitive Procurement	\$ -	\$ -	\$ -	\$ 54,573	\$ -	\$ -	\$ 54,573
16	Alpine County - Awarded via Competitive Procurement	-	-	-	1,436	-	-	1,436
17	Placer County - Agency	-	-	-	26,281	-	-	26,281
18	Consortium Career Services - Contracted Total	\$ 371,554	\$ 582,379	\$ 444,737	\$ 396,767	\$ -	\$ 65,609	\$ 1,861,046
19	Total Contracted Services	\$ 371,554	\$ 582,379	\$ 444,737	\$ 396,767	\$ -	\$ 65,609	\$ 1,861,046

Executive Committee: 5/17/2018
WB: 5/17/2018
Governing Board:

			A	B	C	D	E	F	G	
L i n e #	Allocation Funding Categories									
	Estimate 2019 would be K9		Dislocated	80% Dislocated		Youth Out	Rapid	Layoff		
			Worker	Transfer to Adult	Adult	100%	Response	Aversion	Total	
1	Funding Awards for New Fiscal Year		\$ 205,563	\$ 822,250	\$ 782,692	\$ 797,850	\$ 187,753	\$ 31,474	\$ 2,827,582	
	Consortium Operations									
2	Administration	10.00%	\$ 20,556	\$ 82,225	\$ 78,269	\$ 79,785	\$ -	\$ -	\$ 260,835	
3	WDB Support/Legacy Costs/Program Operations	38.00%	\$ 78,114	\$ 312,455	\$ 297,423	\$ 303,183	\$ 71,346	\$ 11,960	\$ 1,074,481	
4	Consortium Sponsored Cost Centers	7.75%	\$ 15,931	\$ 63,724	\$ 60,659	\$ 61,833	\$ 14,551	\$ 2,439	\$ 219,137	
5	Consortium Operating Cost Totals		\$ 114,601	\$ 458,404	\$ 436,351	\$ 444,801	\$ 85,897	\$ 14,399	\$ 1,554,453	
6	Award less Consortium Operating Cost		\$ 90,962	\$ 363,846	\$ 346,341	\$ 353,049	\$ 101,856	\$ 17,075	\$ 1,273,129	
7	Rapid Response/Layoff Aversion Cost Center		\$ -	\$ -	\$ -	\$ -	\$ 101,856	\$ 17,075	\$ 118,931	
8	Required Direct Training Adult & DW	20.00%	\$ 41,113	\$ 164,450	\$ 156,538	\$ -	\$ -	\$ -	\$ 362,101	
9	Work Based Learning (Youth)	20.00%	\$ -	\$ -	\$ -	\$ 143,613	\$ -	\$ -	\$ 143,613	
10	Allocation for Career Services		\$ 49,849	\$ 199,396	\$ 189,803	\$ 209,436	\$ -	\$ -	\$ 648,484	
	Youth - Adult - Dislocated Worker Allocation									
	Career Services									
11	Placer	62.00%	\$ 30,906	\$ 123,626	\$ 117,678	\$ 129,850	\$ -	\$ -	\$ 402,060	
12	El Dorado	37.00%	\$ 18,444	\$ 73,777	\$ 70,227	\$ 77,491	\$ -	\$ -	\$ 239,939	
13	Alpine	1.00%	\$ 498	\$ 1,994	\$ 1,898	\$ 2,094	\$ -	\$ -	\$ 6,484	
	Direct Training									
14	Placer	62.00%	\$ 25,490	\$ 101,959	\$ 97,054	\$ -	\$ -	\$ -	\$ 224,503	
15	El Dorado	37.00%	\$ 15,212	\$ 60,847	\$ 57,919	\$ -	\$ -	\$ -	\$ 133,978	
16	Alpine	1.00%	\$ 411	\$ 1,644	\$ 1,565	\$ -	\$ -	\$ -	\$ 3,620	
	Work Based Learning (Youth)									
17	Placer	61.00%	\$ -	\$ -	\$ -	\$ 87,604	\$ -	\$ -	\$ 87,604	
18	El Dorado	38.00%	\$ -	\$ -	\$ -	\$ 54,573	\$ -	\$ -	\$ 54,573	
19	Alpine	1.00%	\$ -	\$ -	\$ -	\$ 1,436	\$ -	\$ -	\$ 1,436	
	Total Title 1 Allocations by County									
20	Placer		\$ 56,396	\$ 225,585	\$ 214,732	\$ 217,454	\$ -	\$ -	\$ 714,167	
21	El Dorado		\$ 33,656	\$ 134,624	\$ 128,146	\$ 132,064	\$ -	\$ -	\$ 428,490	
22	Alpine		\$ 909	\$ 3,638	\$ 3,463	\$ 3,530	\$ -	\$ -	\$ 11,540	
23								Check Figure	\$ 2,827,581	

Executive Committee: 5/17/2018
WB: 5/17/2018
Governing Board:

Funding Categories					
			<u>Dislocated Worker</u>		
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
Funding Awards PY 2018/2019		\$ 205,563	\$ 822,250	\$ 782,692	\$ 1,810,505
Direct Training Requirement*	30.00%	\$ 61,669	\$ 246,675	\$ 234,808	\$ 543,152
Requirement met via:					
Program Year 2018/2019 WIOA Cash	20.00%	\$ 41,113	\$ 164,450	\$ 156,538	\$ 362,101
Program Year 2018/2019 Planned Leverage	10.00%	\$ 20,556	\$ 82,225	\$ 78,270	\$ 181,051
Adult & Dislocated Worker Distribution					
			<u>Dislocated Worker</u>		
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
20 % WIOA Cash Award					
Placer	62.00%	\$ 25,490	\$ 101,959	\$ 97,054	\$ 224,503
El Dorado	37.00%	\$ 15,212	\$ 60,847	\$ 57,919	\$ 133,978
Alpine	1.00%	\$ 411	\$ 1,644	\$ 1,565	\$ 3,620
10 % Leveraged Funds					
Placer	62.00%	\$ 12,745	\$ 50,980	\$ 48,527	\$ 112,252
El Dorado	37.00%	\$ 7,606	\$ 30,423	\$ 28,960	\$ 66,989
Alpine	1.00%	\$ 206	\$ 821	\$ 783	\$ 1,810
Total Required Direct Training (Check Figure)		\$ 61,670	\$ 246,674	\$ 234,808	\$ 543,152
* Employment Development Department Workforce Services Directive WSD 14-1					

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: June 6, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: WDB Membership

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

The membership term will be July 1, 2018 To June 30, 2022.

In accordance with 20 CFR 679.310 the board is being informed of current vacancies on the Workforce Board and recruitment efforts in place in accordance with Workforce Board notification and recruitment policy.

Resignations

Robert Verdugo, Northern California Valley sheet Metal JATC; representing Joint Labor

Applications

Kevin Ferreira, Sacramento-Sierra Building & Construction Trade Council; representing Joint Labor.

Term Renewals

The following board members terms are schedule to end on June 30, 2018, and have agreed to serve an additional 4 year term:

Laurel Brent-Bumb; representing Business
Tink Miller; representing Business

The Executive Committee reviewed term renewals and pending application on May 17, 2018, and recommend approval by the Governing Body

MEMBERSHIP APPLICATION FORM

Person Nominated: Kevin Ferreira Title: Executive Director

Business Name: Sacramento-Sierra Building & Construction Trade Council

Business Address: 2840 El Centro Rd., Suite #107, Sacramento, CA 95833

Telephone: (916) 924-0424 FAX: _____ E-mail: kevinf@calweb.com

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

Contact Person: Fabrizio Sasso Title: Executive Director

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

Telephone: (916) 927-9772 FAX: _____ E-mail: fabrizio@sacramentolabor.org

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

Area of Representation (check all that apply):

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



Signature

4/26/2018

Date

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

Return all information to:

Lorna Magnussen, WB ANALYST
Golden Sierra Job Training Agency
115 Ascot Drive, Suite 100
Roseville, CA 95661

NARRATIVE QUESTIONS

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

As Executive Director of the Sacramento-Sierra's Building & Construction Trades Council, we offer careers in construction through our 32 JATC Apprenticeship Programs.

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

The best way to change lives is to put people to work. The Building Trades offer great careers in construction for Veterans, Women, Re-Entry, and Minorities.

You may attach additional information, including your resume or biography. Further questions should be directed to Lorna Magnussen at Golden Sierra Job Training Agency at (530) 823-4635.

CONFLICT OF INTEREST INFORMATION

1. Does your employer/company provide goods and/or services to Golden Sierra Job Training Agency, or have any plans to provide goods and/or services to Golden Sierra Job Training Agency in the future? Yes ☐ No ☒ If yes, please describe below:


2. You will be setting policy for and possibly allocating funds to community-based organizations, profit and non-profit corporations, school districts and other governmental entities or program operators. Do you or any member of your immediate family have any affiliation with such entities (i.e., ownership; employment; contractual relationships, including Golden Sierra-funded On-the-Job Training (OJT) program participation; commission, board or committee membership)? Yes ☐ No ☒ If yes, identify below the name of the entity and the nature of the affiliation. (*Immediate family members are: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister-in-law, father-in-law, mother-in-law, aunt, uncle, niece, nephew, step-parent or step-child.*)

3. Do you, or any member of your immediate family (as defined above), have any ownership interest in any commercial real property that is currently leased/rented by Golden Sierra Job Training Agency? Yes ☐ No ☒ If yes, please describe such property by size and location.

If your nomination or application is approved, you will be required to file a limited conflict of interest form with Golden Sierra Job Training Agency prior to assumption of Workforce Development Board membership.



Signature of Applicant



Date



SACRAMENTO CENTRAL LABOR COUNCIL AFL - CIO

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

May 1, 2018

Dear Ms. Magnusson,

At this time, the Sacramento Central Labor Council, AFL-CIO does not object to Kevin Ferreira's nomination to the Golden Sierra Workforce Board.

Should you have any questions or if we can be of assistance, please contact our office or my cell phone at 916-712-1238.

In Solidarity,

Fabrizio Sasso
Executive Director
Sacramento Central Labor Council,

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: June 6, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Out of State Travel Request

Approval is requested for out of state travel as outlined below:

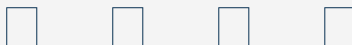
2018 National Employment Network Association (NENA) Annual Training Conference

Dates: September 18, 2018 – September 21, 2018
Location: Jeffersonville, IN
Estimated Cost: \$2,500
Attendee: Jessica Conant
Purpose: This conference is the only event where Employment Networks can interact face-to-face with other Employment Networks in order to share best practices and receive technical assistance.

	Min.	Max
Registration (incl. pre-conf)	475.00	525.00
Hotel - \$143 (per night + tax)	525.00	700.00
Airfare	600.00	900.00
Meals	250.00	350.00
Transportation/Parking	100.00	200.00
Totals	1,950.00	2,675.00

Funds for these activities are already accounted for within the Agency budget through the DEA003 grant. Estimated costs include conference, airfare, hotel, transportation & meals.

Governing Body approval is required on all out of state travel.



National Employment Network Association

Ticket to Work and Self Sufficiency Programs

[Home](#) [About](#) [Membership](#) [Training](#) [For Beneficiaries](#)
[For Employers](#) [Blog](#) [Calendar](#)

You are here: [Home](#) / [Training](#) / 2018 NENA Annual National Training Conference

2018 NENA Annual National Training Conference



September 19-21, 2018

**Sheraton Louisville
Riverside Hotel**

Louisville, KY

NENA's 8th Annual National Training Conference will be held on September 19-21, 2018 at the Sheraton Louisville Riverside Hotel in Jeffersonville, Indiana, just across the bridge from the beautiful riverside city of Louisville, Kentucky.

Pre-conference sessions will be held on Tuesday, September 18, 2018. See below for additional details.

Conference Registration Information

Conference registration will begin on or about June 1, 2018. Registration instructions and links will be posted at that time.

Early Bird rates will be available through July 17, 2018.

Regular rates will be available from July 18, 2018 to the close of registration.

Early Bird Member Rate (through July 17, 2018):	\$325.00
Early Bird Non-Member Rate (through July 17, 2018):	\$375.00
Regular Member Rate (beginning July 18, 2018):	\$375.00
Regular Non-Member Rate (beginning July 18, 2018):	\$425.00

Important Note Regarding the Early Bird Member Rates

- Please remember that new NENA memberships become effective on the first day of the month after receipt of payment.
- Your NENA membership must be paid and current by May 31st in order to register at the Early Bird Member rate in June. This applies to new and existing members.
- If you register in July, your membership must be paid and current by June 30th in order to receive the Early Bird member rate, and you must register by July 17th. This applies to new and existing members.
- Individuals who join NENA on or after July 1, 2017 will not be eligible for the Early Bird member rate.

If you are not yet a NENA member, we encourage you to join now so you can take advantage of the discounted Early Bird member rates; the very lowest NENA conference rate that will be available. Click here to join us today! <http://nenaticket.org/membership/join-nena/>

Pre-conference Registration Information

- Pre-conference sessions will be held on Tuesday, September 18th.
- Pre-conference sessions will be available to individuals who have previously registered for the Conference.
- Information on topics and times will be provided once registration opens.
- Rates for pre-conference sessions will be \$55.00 for one class and \$100 for those who would like to attend both pre-conference sessions

Conference Hotel Information

- Room rates at the Sheraton Louisville Riverside Hotel in Jeffersonville, Indiana will be \$143 per night, plus tax
- Hotel rate includes complimentary in-room Internet (wired and wireless)
- Complimentary airport transportation will be available to and from the airport (daily until 9:00 pm)
- Additional hotel information coming soon, including the link and phone numbers to register.

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: June 6, 2018

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJ: Comprehensive One-Stop Strategy

The Workforce Innovation and Opportunity Act (WIOA) requires that each Local Area have at least one physical location where the community has access to at least two colocated partners. These partners are defined in WIOA. They include WIOA Title III - Employment Services as authorized by Wagner-Peyser and provided through the Employment Development Department (EDD) and WIOA Title I. These required locations are known as “Comprehensive” centers and they act as a primary access point for job seekers and businesses to workforce services as provided by WIOA and its partner agencies. There are also additional access points throughout the community.

For the last several years the comprehensive center in the Golden Sierra region has been located in Roseville at 115 Ascot Drive, Suite 180. It was designed and inhabited by both partners. EDD took the role of master lease holder and Golden Sierra (as the Title I provider) subleased space. The current agreement terminates at the end of February 2019 and therefore, a new arrangement must be made.

For the last several months staff have been reviewing options and speaking with partners regarding the local area’s comprehensive One-Stop location. During that time a number of scenarios have been reviewed. This document contains a quick summary of options and recommendation for moving forward.

The following options have been reviewed:

1. Placing staff at community partner locations and designating one of those career service access points as a comprehensive site.
2. Bringing additional community partners into the current comprehensive space
3. Designating the affiliate site in Placerville as comprehensive
4. Moving the admin/operations staff to the current comprehensive space
5. Gaining access to Suite 140 within 115 Ascot, moving the admin/operations functions there and moving program staff and partners to Suite 100.

Staff recommend option 5 and will discuss the pros and cons of each option which will reveal the reason for the recommendation.

GOLDEN SIERRA WORKFORCE BOARD

SERVICE PROVIDER REPORT

Report Period: March/April

Prepared By: El Dorado Co.(JW)

ACTIVITY SUMMARY

<input type="checkbox"/> New Enrollments	9
<input type="checkbox"/> New ITA Contracts	Nine new contracts were obligated. One contract in AIPB Certified Bookkeeping; five in Commercial electrical: one Vocational Nurse; one Medical Assistant; one commercial truck driver.
<input type="checkbox"/> New OJT Contracts	0
<input type="checkbox"/> New WEX Contracts	0
<input type="checkbox"/> Total One-Stop Visitors	922 customers visited the One Stop during this two month period.
<input type="checkbox"/> Unique One-Stop Visitors	

PROGRAM UPDATES

Youth The Foster Care Summer Work Experience program is gearing up. While we will officially report out on enrollments in the subsequent provider report, I can share that we currently have 4 youth (for WEX positions) in process.

Also, in South Lake Tahoe (not related to the Foster care program) we are currently working with three youth for potential work experience positions. These Youth have been referred through Advance, Mt. Tallac High School and Beach Retreat and Resort.

On March 9, 2018 the Foster Care Coordinator from EDCOE and WIOA Supervisor met with a representative from Terra Fuego to discuss their program and the potential need for young people from EDC to work in this program. We will wait to see if funding becomes available.

The WIOA program coordinated a meeting with North State Builders, EDCOE Foster Care Program and the Charter School program. The outcome of the meeting was that the small and new building trades program would coordinate with and tie into the many services available through North State Builders beginning next school year.

Adult

Dislocated Worker

Prop 39

Disability Employment Accelerator (Advance) The two new DEA enrollment were placed in WEX positions @ the South Lake Tahoe Chamber of Commerce and at Dollar Signs and Print. Both clients are doing well!

National Emergency Grant (SP-NEG)

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
3/15/18	El Dorado County Office of Education	
3/14/18	Career Expo @ Union Mine High School	

NOTEABLE OUTCOMES

Labor Exchange Services 1) WIOA staff were contacted by the Center for Autism and Related Disorders for recruitment assistance. This request was referred to Golden Sierra Business Representative for follow-up, 2) WIOA staff were contacted by Waterfall Homecare for Recruitment assistance. In conjunction with the Golden Sierra Business Representative - a flier was developed, 3) WIOA staff were contacted by RUXCO for a CNC machinist for recruitment assistance. The Golden Sierra Job Training Business Representative created a recruitment flier. All of the businesses above were assisted with promoting their open positions via social media and through the One Stop.

Information about Job Connections talks offered here in EDC, will be listed in the monthly report created by the Golden Sierra Business Representative.

Business Engagement 1) WIOA staff assisted with the Go Biz Expo in Placerville on March 9, 2018. 2) Coordinated with the Economic Development Team at the CAO's office on March 12, 2018. 3) Sponsored a booth at the South Lake Tahoe Go Biz Expo on March 30, 2018. Also, the employers noted above (under Labor Exchange Services) were assisted by the WIOA team. 4) Met with HR Director Emily Sabato @ Beach Retreat and Resort about the WIOA program and Services. She is very interested in the Youth WEX program.

Partner Engagement 1) During the last reporting period WIOA and AB 109 staff visited the Community Resource Team (CRT) that serves re-entry folks, in Placer County. EDC probation staff were also in attendance. After seeing the Placer County CRT, Probation staff coordinated a planning meeting with the intention of offering a CRT in EDC in May, 2018. WIOA attended those meetings and will participate on May 1, 2018 when the first CRT is scheduled. 2) On March 14, 2018, attended the AJCC Partners meeting in Roseville, 3) WIOA staff attended the Economic Development Corp. meeting on April 2, 2018 and updated the committee on the activities of the WIOA project, 4) On April 3rd and 17th WIOA staff met with the EDCOE principle of the Juvenile Hall High School program to discuss developing a referral process for young adults who are transitioning out of Juvenile Hall. 5) On April 3rd WIOA provided MORE staff with a tour of the One Stop and an overview of WIOA services. On April 10th, WIOA toured the MORE facility. 6) On April 9, 2018 attended the TCCTF meeting in Placerville, 7) on April 12, attended the Advance network meeting in SLT.

Service Delivery Strategies WIOA staff continue to provide twice monthly office hours in South Lake Tahoe for the general public and one on one meetings with potential clients.

WIOA Transition On March 27, 2018, WIOA staff attended the regularly scheduled Golden Sierra Technical Assistance training in Roseville.

GOLDEN SIERRA WORKFORCE BOARD

SERVICE PROVIDER REPORT

Report Period: 03/01/18 – 04/30/18

Prepared By: Placer County (DG)

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	21
<input checked="" type="checkbox"/>	New ITA Contracts	8 (Office Admin, Security Officer, Software Developer, MS Office, Class A)
<input checked="" type="checkbox"/>	New OJT Contracts	6 (Building Services, Technician, Graphic Designer, Medical Assistant)
<input checked="" type="checkbox"/>	New WEX Contracts	5 (Resource Clerk, Customer Service, Junior Graphic Designer)
<input checked="" type="checkbox"/>	Total One-Stop Visitors	1,615
<input type="checkbox"/>	Unique One-Stop Visitors	Unable to collect via CalJOBS; awaiting implementation of VOSGreeter

PROGRAM UPDATES

Youth Case managers conducted a robust recruitment for graduating seniors interested in paid summer internships. The agency sent an e-blast to employers to develop new positions in targeted industry sectors. Several youth accepted job offers during the report period (Home Health Aid, Recreation Program Aid, CMA).

Adult Employers are hiring and on-site recruitments were very successful during the report period. Occupational skills training continues to be an in-demand service. Success stories were collected and distributed via e-blast to various stakeholders. PMP certifications remain popular and quickly lead to full-time employment w/ 100k wages.

Dislocated Worker As the unemployment rate in Placer County continues to drop, fewer Dislocated Workers are seeking Title-I services from Golden Sierra. The agency opted to transfer Dislocated Worker funds to better serve the Adult population which includes priority groups such as low-income individuals.

Disability Employment Accelerator (Advance) The Disability Resource Coordinator registered to attend training to become a certified benefits counselor. This will add value to our existing menu of services. Project goals are on track and performance outcomes are expected to exceed our initial expectations.

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
03/07/18	Day at the Capitol	CWA sponsored outreach event
03/13/18	Hiring Event: McKesson	90+ applicants interviewed
03/22/18	Hiring Event: Exact Staff	
03/29/18	Sierra Pacific Industries Job Fair	
04/12/18	Auburn CRT	Recruited potential AB2060 participants
04/17/18	Hiring Event: Location Services	
04/19/18	Resource Sharing Fair (PCN)	
04/21/18	Skilled Trades Job Fair	
04/23/18	Open Interviews: Home Goods	60 applicants hired on-site
04/26/18	Open Interviews: JC Penney	15 applicants interviewed

NOTEABLE OUTCOMES

Labor Exchange Services Employer job orders are entered in CalJOBS. Activity codes are entered when applicable to track services.

Partner Engagement The 18/19 workshop calendar was drafted with assistance from Placer School for Adults and Roseville Adult School.

Service Delivery Strategies VOSGreeter training is scheduled for June 2018. Full implementation of this new CalJOBS module is expected in October 2018.

GOLDEN SIERRA CONSORTIUM

BUSINESS SERVICES AND RAPID RESPONSE REPORT

Report Period: 03/01/2018-04/30/2018
Prepared By: Business Engagement Team

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Placer Contacts	18
<input checked="" type="checkbox"/>	New El Dorado Contacts	4
<input checked="" type="checkbox"/>	New Alpine Contacts	1
<input checked="" type="checkbox"/>	New Job Orders Received	23
<input checked="" type="checkbox"/>	Total Active Job Orders	LMI indicates there are 29,000+ job openings in the Sac/Roseville MSA
<input type="checkbox"/>	Rapid Response Events	0 events; planning activities were conducted with 3 employers

EVENT PARTICIPATION

Date	Event Name	Outcomes
03/05/18	Open Interviews: Choices	15 interviewed; 5 received job offers
03/07/18	Day at the Capitol	Promoted business services
03/13/18	Open Interviews: McKesson	90+ applicants were interviewed
03/15/18	El Dorado County Office Education	12 attendees
03/21/18	El Dorado Hills Business Walk	Visited 10 businesses
03/29/18	Business Tour: Balanced Body	
03/30/18	SLT Business Showcase	
04/11/18	Job Connections: UC Davis	25 job seekers attended
04/25/18	SBDC E-Commerce Workshop	6 attendees
04/25/18	Hiring Event: Star Staffing	3 job seekers attended
04/23/18	Hiring Event: HomeGoods	60 applicants hired on-site
04/26/18	Career Connections: El Dorado County	40 job seekers attended
04/26/18	Hiring Event: JC Penney	15 job seekers interviewed

ACTIVE JOB ORDER TRENDS

Hospitality and Tourism As the summer season approaches we've seen an increase in job openings, particularly in the South Lake Tahoe area.

Retail HomeGoods is opening a new store in Placer County and hiring over 100 new employees.

Health Care Services LMI indicates Sutter Health, UCD, Dignity Health, and Kaiser Permanente have the most job openings in the region. There is particular demand for registered nurses.

Information Technology There are 440 job openings for computer systems analysts and user support specialist. To help meet employer needs we are working with career technical education programs to enroll more students in programs that lead to industry recognized credentials.

Construction There are 812 job openings for truck drivers.

Business and Financial Services No update at this time.

Professional and Technical Services No update at this time.