

GOVERNING BODY MEMBERS

KATHERINE RAKOW, *Chair*  
Board of Supervisors  
Alpine County

LORI PARLIN, *Vice Chair*  
Board of Supervisors  
El Dorado County

KIRK UHLER  
Board of Supervisors  
Placer County

JASON BUCKINGHAM  
Executive Director

Golden Sierra Job Training Agency  
115 Ascot Drive, Suite 140  
Roseville, CA 95661

(916) 773-8540

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
REGULAR MEETING  
AGENDA**

**Wednesday, August 5, 2020 – 10:00 am**

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

Members of the public are encouraged to participate in the meeting by submitting written comments by email to [magnussen@goldensierra.com](mailto:magnussen@goldensierra.com). Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Body and included in the record.

**Join Zoom Meeting (New)**

<https://us02web.zoom.us/j/81398562405?pwd=ek8yZHU2MWdGNDJTeW44dkF6VWljdz09>

**Meeting ID: 813 9856 2405**

**Passcode: 760687**

**One tap mobile**

**+16699009128,,81398562405#,,,,,0#,,760687# US (San Jose)**

**+13462487799,,81398562405#,,,,,0#,,760687# US (Houston)**

**Dial by your location**

**+1 669 900 9128 US (San Jose); +1 346 248 7799 US (Houston);**

**+1 253 215 8782 US (Tacoma); +1 301 715 8592 US (Germantown):**

**+1 312 626 6799 US (Chicago); +1 646 558 8656 US (New York)**

**Find your local number: <https://us02web.zoom.us/j/81398562405?pwd=ek8yZHU2MWdGNDJTeW44dkF6VWljdz09>**

- |       |   |       |
|-------|---|-------|
| I.    | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u>   |       |
| II.   | <u>APPROVAL OF AGENDA</u>   | 1-2   |
| III.  | <u>CONSENT AGENDA</u>   | 3-6   |
|       | All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.                                    |       |
|       | <ul style="list-style-type: none"><li>• Approval of Minutes from June 3, 2020 GB Meeting</li></ul>  |       |
| IV.   | <u>PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA</u>   |       |
| V.    | <u>ONE-STOP OPERATOR RFQ RESULTS &amp; RECOMMENDATIONS</u>  | 7     |
| VI.   | <u>WORKFORCE BOARD MEMBERSHIP &amp; RECRUITMENT</u>   | 8-12  |
| VII.  | <u>DIRECTOR'S UPDATE</u>  |       |
| VIII. | <u>WIOA SERVICE PROVIDER REPORTS</u>  | 13-16 |
|       | <ul style="list-style-type: none"><li>• ADVANCE - Alpine / South Lake Tahoe</li><li>• Golden Sierra Job Training Agency - Placer &amp; El Dorado County</li></ul> |       |

**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.

IX. CLOSED SESSION

PUBLIC EMPLOYMENT PERFORMANCE EVALUATION AND EMPLOYMENT AGREEMENT (GOVERNMENT CODE §54957)

TITLE-EXECUTIVE DIRECTOR

X. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

17

XI. FUTURE AGENDA ITEMS/NEW BUSINESS

- OPEB Report out
- 20/21 Final Budget
- Workforce Board membership

XII. NEXT MEETING

Wednesday, October 7, 2020 – Golden Sierra Job Training Agency

XIII. ADJOURNMENT

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
REGULAR MEETING  
MINUTES**

**Wednesday, June 3, 2020 – 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 was established and meeting was called to order at 10:03 am by Vice Chair Parlin

☐ Katherine Rakow (Chair)      ☒ Lori Parlin (Vice-Chair)  
☒ Kirk Uhler

GSJTA Staff:

☒ Jason Buckingham      ☒ Lisa Nelson      ☒ Lorna Magnussen

**II. APPROVAL OF AGENDA**

**Motion** to approve agenda as presented by Uhler, second by Parlin

**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 April 1, 2020 GB Meeting

**Motion** to approve consent agenda by Uhler, second by Parlin

**Motion** approved unanimously

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

None

**V. RESOLUTION 19-01 ANNUAL SIGNATURE AUTHORITY**

Buckingham reported out as detailed in the agenda packet:

**Motion** to approve Resolution 19-01 Annual Signature Authority by Uhler, second by Parlin

**Motion** approved unanimously

VI. RESOLUTION 19-02 DRY PERIOD FINANCING

Buckingham reported out as detailed in agenda packet

**Motion** to approve Resolution 19-02 Dry Period Financing by Uhler, second by Parlin

**Motion** approved unanimously

VII. RESOLUTION 19-03 AMENDED POSITION ROSTER

Buckingham reported out as detailed in agenda packet

**Motion** to approve Resolution 19-03 Amended Position Roster by Uhler, second by Parlin

**Motion** approved unanimously

VIII. RESOLUTION 19-04 FY 2020/2021 MEETING SCHEDULE

**Motion** to approve and maintain current meeting schedule as detailed in agenda packet by Parlin; second by Uhler

**Motion** approved unanimously

IX. FY 2020-2021 AGENCY BUDGET – MODIFICATION

Buckingham reported as detailed in the agenda packet

**Motion** to approve Agency budget modification by Parlin, second by Uhler

**Motion** approved unanimously by roll call

X. FY 2020-2021 AGENCY BUDGET – DRAFT

Buckingham reported as detailed in the agenda packet

**Motion** to approve Agency budget modification by Parlin, second by Uhler

**Motion** approved unanimously by roll call

XI. BYLAWS EXEMPTION FOR OFFICER ELECTION

Magnussen reported as detailed in agenda packet

**Motion** to approve Bylaws exemption by Uhler, second by Parlin

**Motion** approved unanimously by roll call

XII. WORKFORCE BOARD MEMBERSHIP

Information given - No action required.

XIII. DIRECTOR'S UPDATE

COVID-19

- Unemployment rate at approx. 15%; higher than last recessions.
- Lots of calls from small businesses regarding reduced workforce.
- Working with El Dorado County Workforce Protection Workgroup.
- Working with Placer County Business Advantage Workgroup.
- Golden Sierra Job Centers:
  - closed to the public as of mid-March, but continued services are occurring using electronic means.
  - staff are on restricted travel, teleworking & limiting time on-site.
  - re-opening will be based on availability of PPE and COVID-19 data; services will be provided by appointment only with staggered staffing to allow for social distancing.
- Regional Virtual Job Fair in the beginning phase, RFP to be developed.

Misc

- One-Stop Operator Procurement has been drafted in accordance with the law; expected to be complete and in place by July 2020.
- High Performance board application:
  - Performance negotiations coming up in July-August as well as a review for designation as a High Performance Board Certification – Application completed
  - \$100,000 available, offer to disburse across 46 high performing local boards

Funding

- Disability Accelerator Program (DEA) (awarded) \$350,000 to build earn & learn opportunities for people with disabilities.
- WAF Digital Literacy (applied for) in partnership with Placer School for Adults \$150,000
- SB1 (awarded) 1.5 million to provide MC3 Certifications (state approved pre-apprenticeship program) in the Capital Region (\$450,000 to GSJTA)
- NDWG (awarded) for \$450,000 temporary jobs program in response to COVID-19

XIV. WIOA SERVICE PROVIDER REPORTS

Reported out provided in packet.

- a) ADVANCE - Alpine / South Lake Tahoe
- b) Golden Sierra Job Training Agency - Placer & El Dorado County

XV. CLOSED SESSION

Parlin called meeting into closed session at 10.36 am

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION AND EMPLOYMENT AGREEMENT (GOVERNMENT CODE §54957)

TITLE: DIRECTOR'S EVALUATION

Parlin called meeting back into open session at 10:42 am

Parlin reported out of closed session that employment agreement was approved as amended; to be approved in open session at a future meeting.

XVI. FUTURE AGENDA ITEMS/NEW BUSINESS

- Executive Director Employment Agreement
- Virtual Job Fair RFP development

XVII. NEXT MEETING

Wednesday, August 5, 2020 (Zoom)

XVIII. ADJOURNMENT

**Motion** to adjourn at 10:46 am by Parlin, second by Uhler

**Motion** approved unanimously

# **GOLDEN SIERRA GOVERNING BODY**

## **MEMORANDUM**

**DATE:** August 5, 2020

**TO:** Governing Body (GB)

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

**SUBJECT:** One-Stop Operator RFQ results and recommendations

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Staff are asking the Governing Body to approve the following competitively procured WIOA Title I One-Stop Operator for the Golden Sierra Consortium. The Executive Committee reviewed and made recommendations to the Workforce Board on July 16, 2020 and the Workforce Board approved their recommendations as outlined below to approve this award on July 16, 2020.

Please find outline below regarding procurement process:

RFQ released: May 4, 2020  
RFQ closed: June 22, 2020  
Responses: Four

### **Responses & rating**

Response was rated by 2 outside agencies and 1 internal rater; rating required 80% or above to be considered.

Responder	# hours	Hrly rate	Total Cost	Rating
Michael Indiveri	335	\$50	\$16,750	93
Daniel X Patterson	450	\$100	\$45,000	88
Christina Rogers	192	\$75	\$14,400	80
Future Insight Maps, Inc.	Not included	Not included	\$143,000	72

### **Recommendations**

Award Michael Indiveri a 9 month contract (10/1/20 – 6/30/21) with the offer to extend an additional 3 years based upon performance.

This procurement would be considered a small purchase due to dollar value.

Procurement was conducted in accordance with OMB 200 CFR 200.318-200.326, EDD Directive WSD17-08 and WSD19-13.

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** August 5, 2020  
**TO:** Governing Body (GB)  
**FROM:** Lorna Magnussen, WB Analyst  
**SUBJECT:** Workforce Board Membership

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Before the board for review and recommendation are the following Workforce Board membership updates and applications/renewals.

**Resignation(s)**

Jacqui Humenick, Ponte Polmero; representing Business; resigned 3/18/19

Amanda Westphal, Blue Ribbon Personnel Services; representing Business resigned 3/13/20.

April Ballestero, One Light Ahead; representing Business resigned 3/11/20.

Randy Bloomfield, Employment Development Department, representing Wagner/Peyser resigning 07/31/20.

**Application(s)**

James Dion, Employment Development Department, representing Wagner/Peyser replacing Randy Bloomfield.

**Renewals – 7/1/20 – 6/30/24**

Jason Buckingham, Golden Sierra Job Training Agency, representing Workforce-Youth, Other

Daniela Devitt, California Employers Association, representing Business

**Recruitment efforts**

Currently working with Governing Body, Workforce Board and partners to recruit potential replacement. Mass email distribution efforts, staff contacts and Facebook have also been utilized.

**Vacancies:** 3 Business Seats

**Recommendations:** The Executive Committee reviewed and recommend approval of the applications and renewals outlined above on July 16, 2020.



## **MEMBERSHIP APPLICATION FORM**

**Person Nominated:** James M Dion **Title:** Manager

**Business Name:** Employment Development Department

**Business Address:** 2901 50<sup>th</sup> Street Sacramento CA 95817

**Telephone:** 916 227 0302 **FAX:** 916 227 0211 **E-mail:** james.dion@edd.ca.gov

**Organization submitting nomination:** Employment Development Department  
(ie: Chamber of Commerce, Manufacturing Association, etc.)

**Contact Person:** Carianne Huss **Title:** Deputy Division Chief

**Business Address:** 1114 Yuba Street, Marysville CA 95901

**Telephone:** 530-749-4879 **FAX:** 530-741-4200 **E-mail:** Carianne.Huss@edd.ca.gov

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

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

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

  
\_\_\_\_\_  
**Signature**

July 03, 2020  
\_\_\_\_\_  
**Date**

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

Return all information to: **Lorna Magnussen, WB Analyst**

## **NARRATIVE QUESTIONS**

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

Workforce Development Board background. Santa Cruz, San Benito counties, board member. Program and project management professional background. Yolo County alternate board member.

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

In my ten years working for EDD in a Wagner-Peyser workforce services background I have gained an understanding of the complex relationships involved to serve the communities employment needs. I will serve the board and community as passionately and ambitiously as possible.

**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 (916) 773-8544.**

## **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



July 7, 2020

Rick Larkey  
Chair, Golden Sierra Workforce Board  
115 Ascot Drive, Suite 140  
Roseville, CA, 95661

Dear Mr. Larkey:

This letter is to request the nomination of James Dion to fill the Employment Development Department (EDD) representation on the Golden Sierra Workforce Development Board.

Mr. Dion is responsible for managing the Workforce Services (WS) delivery in the Golden Sierra Job Training Agency counties of Alpine, Placer, and El Dorado. Mr. Dion works with the Workforce Development Board Partners, Employers and Community Based Organizations in the above counties. He continually demonstrates his willingness and ability to effectively collaborate with all partners.

Please contact me if you would like to discuss this nomination or any other matter relative to the EDD WS field offices in the Golden Sierra area.

I look forward to continued partnership with Golden Sierra Workforce Board.

Sincerely,

*Carianne Huss*  
Carianne Huss  
Deputy Division Chief  
Northern Division, Workforce Services Branch  
Carianne.Huss@edd.ca.gov  
1114 Yuba Street, Marysville, CA 95901

## **SERVICE PROVIDER REPORT**

### **ADVANCE at Lake Tahoe Community College**

Report Period: May-June 2020

Prepared By: Frank Gerdeman

#### **PARTICIPANT STATUS**

	<u>Actual</u>	<u>Goal</u>	<u>% of Goal</u>
Number who received basic career services	152 (5)	100	152%
Number who received individualized career services	43 (5)	50	86%
Number who received training services	21 (3)	15	140%
On-site hours in Alpine County			

#### **ACTIVITY SUMMARY**

Please note that numbers above are cumulative for the entire contract period (and updated through the end of February 2020). Numbers in parenthesis represent those served in Alpine County. One of the highlights of this period was the official opening of our off-campus office in early May. This has allowed us to begin serving clients that lack access to the virtual environment or struggle to be successful in it. In addition to being able to restart testing for high school equivalency (and ensure additional adults were able to earn their high school credential prior to June graduation – ceremony photos attached of WIOA clients who participated), we were also able to assist a significant number of individuals in finally completing UI claims (over a dozen local residents).

I also want to include a quote from a WIOA I client who recently graduated from the Lake Tahoe Basin Fire Academy (thanks in part to WIOA Title I support for materials, fees, and equipment costs).

*"I wouldn't have thought it would be possible without your help and the support of the Advance program. I have spoken very highly of you guys. You guys have made my dreams come to reality and I am really appreciative of that. Thank you so much!"*

The need of most clients (WIOA and non-WIOA alike) remained crisis survival and we were able to continue allocating much of our non-WIOA supported resources (the majority of our staff) to addressing those critical, immediate needs. This included assistance with filing UI claims, ensuring eligibility for one-time stimulus funds (non-filers as well as filers), and connection to the local and regional philanthropic organizations which established emergency relief funds (e.g., El Dorado Community Foundation, Tahoe Magic, and the Barton Foundation). We also added a part-time temporary onboarding navigator to assist with the growing request to access services – both immediate need and longer term.

On the industry side, our culinary apprenticeship program, the Tahoe Culinary Academy at LTCC was approved by State DAS in late June and we continue to build out a Ski Lift maintenance apprenticeship program in partnership with several Basin ski resorts. As restaurants and lodging properties have reopened, we have also managed to add additional partners to the aforementioned culinary apprenticeship program, including Edgewood Tahoe and Lake Tahoe Resort Hotel. We also have provided support to Lake Tahoe Community College in adding COVID-19 specific updates to culinary and hospitality courses that will be offered this fall.

#### **PRACTICES WITH PROMISE**

Access to Zoom and LifeSize interactive platforms has allowed us to continue providing a wide range of services to many of our clients (but not all – see above and below for more info). This will likely continue even beyond the eventual return to more in-person services as it has increased flexibility for clients and staff alike – this is especially true for weather related closures (a fairly common event in Tahoe during the 4-5 months of winter). Our move to an almost paperless system (for non-WIOA I clients) is almost complete and we are finding the use of Community Pro Suite a reliable tool for case management. In addition, we have expanded the breadth of information we are collecting/storing in that system through the revamped onboarding process and onboarding

navigator role. As referenced in the last report, we also established an account for Golden Sierra to provide access to explore the possibilities of the system and to observe how we are using it now.

### CHALLENGES/BARRIERS

The impact of COVID-19 continues to be a significant challenge even as more businesses reopen. One specific challenge we are seeing is that some workers are reluctant to return to the workplace due to valid concerns about health and safety, especially those who are part-time and may not have access to benefits like healthcare or paid sick leave. We also saw an increase in cases as June ended and more tourists began to enter the Basin. The July 4<sup>th</sup> holiday weekend may be an indicator of what is to come and how increased visitation influences the growth or spread of the virus.

Getting data to match between our two systems (CalJobs and Community Pro) continues to be a struggle but we are working on identifying what the underlying issues might be – including revisiting the fields that cross systems and what we may be able to do in order to increase reliability between the two. This primarily impacts the number of individuals that receive individualized career services under WIOA eligibility (we believe the number should be much higher and more in line with the other metrics' percentages).

The final challenge is in the near and mid-term future and will be tied to increased demand for services without a significant increase in funds to support that need – from training dollars (and data to help identify potential new careers) to supportive services, especially around housing assistance as the eviction moratorium approaches its end.

### EVENT PARTICIPATION

<u>Date</u>	<u>Event</u>
5/12/20	Alpine County EDAC meeting
5/15/20	Tahoe Chamber Virtual town Hall – Business Reopening Guidance
5/20/20	Alpine County Economic Recovery Workgroup
5/21-22/20	Virtual Job Fair in collaboration with Tahoe Chamber
6/11/20	National Coalition for Workforce Development thru CTE meeting
6/16/20	Alpine County EDAC meeting
6/17/20	WIOA One Stop Partner Meeting
6/19/20	Apprenticeship meeting with DAS (working on final State approval of Culinary program)
6/24/20	Golden Sierra TA Meeting

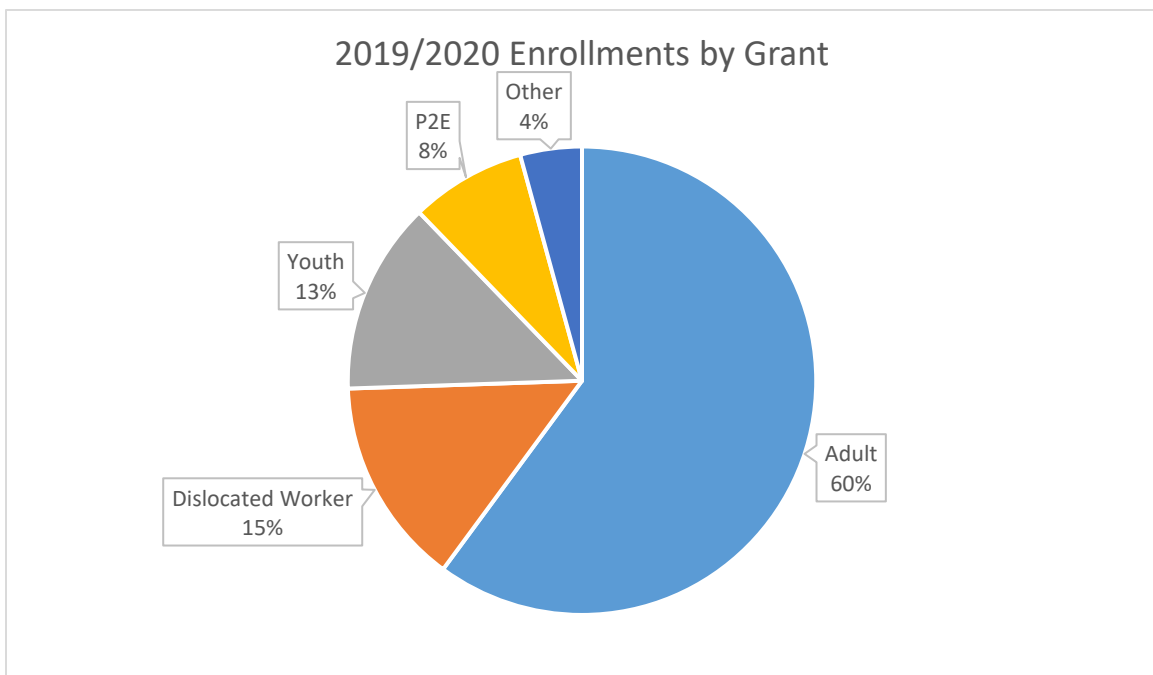
Annual Summary of Activity  
Program Year 19/20  
July 1, 2019 – June 30, 2020

County/Office Location	Work Experience Contracts	% of Total
El Dorado County	1	4.55%
Placer County	14	63.64%
Advance (SLT/Alpine)	7	31.82%

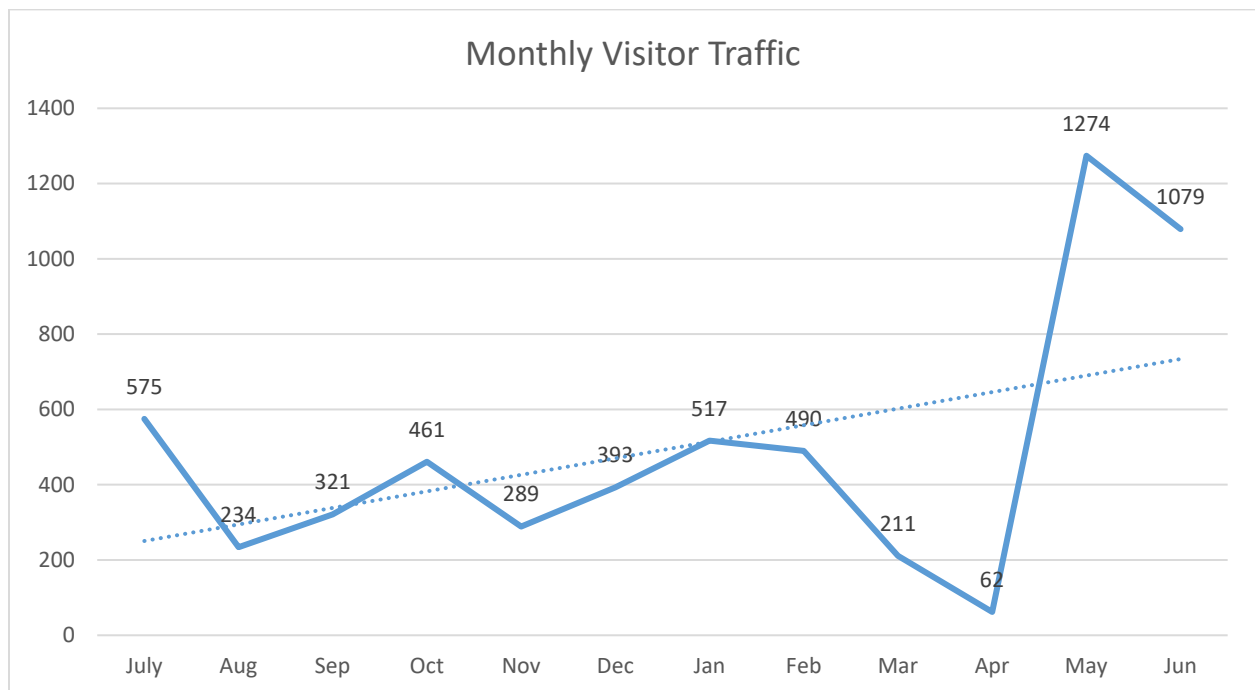
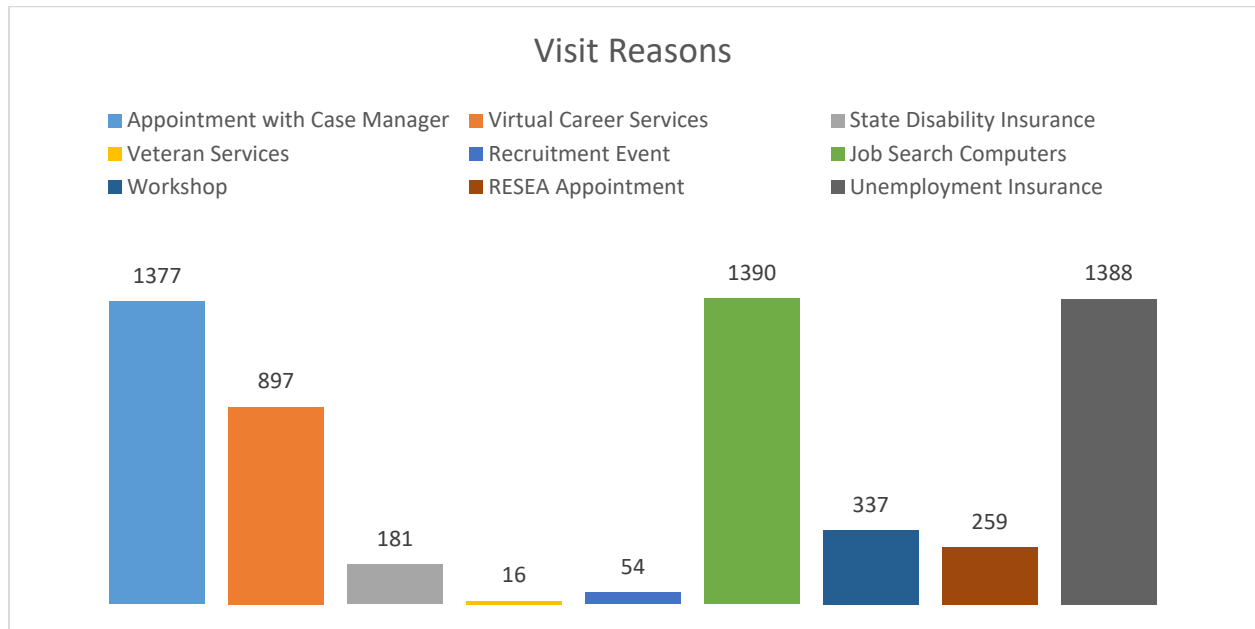
County/Office Location	Occupational Skills Training	% of Total
El Dorado County	23	23.23%
Placer County	61	61.62%
Advance (SLT/Alpine)	15	15.15%

County/Office Location	On-the-Job Training	% of Total
El Dorado County	7	36.84%
Placer County	12	63.16%
Advance (SLT/Alpine)	0	0%

**Cases Closed with Employment: 72**  
**Average Hourly Wage at Placement \$22.18**



## Comprehensive Job Center (Roseville)



Note: The mechanism used to track visitor traffic was temporarily unavailable from March 16 – April 22. As a result, visitor traffic was under-reported during that time.



**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** August 5, 2020  
**TO:** Governing Body (GB)  
**FROM:** Christopher Onstott, KMTG, Agency Legal Counsel  
**SUBJECT:** Executive Director Employment Agreement

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Before the board for approval is employment agreement for Golden Sierra Job Training Agency Executive Director, Jason Buckingham.

Summary of agreement:

- Term – 7/1/20 – 6/30/23
- Salary commencing 7/1/20 - \$127,551 per year plus 2% annual increase
- One-time \$4,500 merit based payment