

GOVERNING BODY MEMBERS

IRVIN JIM
Board of Supervisors
Alpine County

LORI PARLIN
Board of Supervisors
El Dorado County

SUZANNE JONES
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
SPECIAL MEETING
AGENDA**

Wednesday, April 21, 2021 @ 11:00 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. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Body and included in the record.

Public Location:

<https://us02web.zoom.us/j/83355899092?pwd=VIRocFVGK0p5U28wa2Nyc0Z6Uy9jdz09>

Meeting ID: 833 5589 9092

Passcode: 641824

One tap mobile

+16699009128,,83355899092#,,,,*641824# US (San Jose)

+12532158782,,83355899092#,,,,*641824# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

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+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Find your local number: <https://us02web.zoom.us/j/kC8AZZTEI>

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|------|---|------|
| I. | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u> | |
| II. | <u>APPROVAL OF AGENDA</u> | 1 |
| III. | <u>PUBLIC COMMENT – FOR ITEMS ON THE AGENDA</u> | |
| IV. | <u>CAREER SERVICES APPLICATION – WSD19-13</u> | 2-33 |
| V. | <u>NEXT MEETING</u> | |
| | Wednesday, June 2, 2021 @ 10:00 am | |
| VI. | <u>ADJOURNMENT</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.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: April 21, 2021
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Application to Provide Career Services – Directive WSD19-13

GSJTA staff has prepared, and are seeking your approval of, the required application for GSJTA to provide Adult and Dislocated Worker Career Services In accordance with Workforce Service Directive 19-13 ([WSD19-13](#)). As the WIOA “Administrative Entity” WSD19-13 requires approval of the Local Board, the Chief Local Elected Official (CLEO) and the Governor in order to provide these services. The application clearly demonstrates the Agency’s history of and ability to successfully provide these services.

The Executive Committee on behalf of the Workforce Board approved the application on April 19, 2021.



Request for Approval

America's Job Center of CaliforniaSM

Adult and Dislocated Worker

Career Services Provider

Local Workforce Development Board

Golden Sierra Workforce Development Board

Local Workforce Development Area

Golden Sierra Job Training Agency

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Board) to be an Adult and Dislocated Worker Career Services Provider with the agreement of the Chief Elected Official (CEO) and the Governor.

This application will serve as the Local Board's or administrative entity's request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (CWDB) by March 1, 2021, through the following method:

Email: CWDBPolicyUnit@cwdb.ca.gov
Subject line: Career Services Provider Application

If the CWDB determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

Golden Siera Workorce Development Board

Name of Local Board

115 Ascot Drive, Suite 140

Mailing Address

Roseville, CA

95661

City, State

Zip

Jason Buckingham

Contact Person

(916) 773-8542

Contact Person's Phone Number

April 22, 2021

Date of Submission

Request for Approval Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an America's Job Center of CaliforniaSM must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

Please provide responses to the following items on a separate document:

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area?

Golden Sierra Job Training Agency (GSJTA), the local administrative entity for the Golden Sierra Workforce Development Board, is submitting this application for approval to continue to provide Workforce Innovation and Opportunity Act (WIOA) Career Services after careful consideration of a number of factors. The following information represents key examples of the factors that led to this application.

GSJTA was founded as a workforce development agency through a partnership between the region's member counties in 1983. As such, the Agency has been actively providing workforce development services to its member counties for nearly 40 years. GSJTA has made extensive efforts developing relationships within its counties, fostering systems alignment while providing efficient, effective and coordinated services to businesses and job seekers alike. GSJTA has developed deep roots in the community and long term partnerships that result in the quick receipt of services to those needing them most.

GSJTA makes significant investments in the professional development of its partners and staff. These investments have proven fruitful as the Agency has been awarded a multitude of workforce development grants which include funding from federal, state and local sources. GSJTA's success running these programs has resulted in additional funding awards and incentive grants including being designated as a "High performing Board" (Attachment I).

Under its current authority, GSJTA operates the sole Comprehensive America's Job Center of California (AJCC) in the region. GSJTA and the Employment Development Department are the major contributors to the infrastructure of the Comprehensive AJCC. Contracting Career Services would cause an undue disruption to its service recipients as related training contracts would need to be placed on hold and transitioned to a new entity. Additionally, this disruption would place an unnecessary financial burden on WIOA and Wagner-Peyser funding. Extraordinary costs would be associated to the termination of leases, the disposal of property purchased by WIOA and the termination of represented staff.

GSJTA program staff have been represented by Stationary Engineers Local 39 (Local 39) since 2003. Local 39 opposes the dislocation of the GSJTA's qualified, experienced and skilled workforce development professionals for the purposes of transitioning services to a new entity (Attachment II).

2. How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts?

As mentioned previously, GSJTA staff have cultivated an extensive knowledge of the administration and delivery of workforce development programs. This includes identifying target populations and building on the established relationships with the region's partner entities. Staff participate in ongoing professional development in program specific requirements such as eligibility and participant tracking, the use of training contracts for occupational skill training, On-the-Job Training, Work Experience and more. In addition to program specific knowledge, program staff are required to have obtained 4 year degree and to attend regular staff development offerings within the consortium. Staff are also encouraged to continue their professional development through outside sources such attending workshops and other trainings.

Through GSJTA's historical presence in the community, relationships have been developed that will not be available to new service providers. In addition to leveraging these long standing relationships, the agency has in place processes, procedures and internal controls that have been developed based on years of experience, audits and state monitoring that places the agency in a unique position to ensure these services are offered with the utmost integrity as is proven by the Agency's performance outcomes and, as mentioned above, its designation as "High Performing" (Attachment I).

3. Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services.

GSJTA will provide the comprehensive list of Basic and Individualized Career Services as defined in WIOA. In addition, GSJTA will compliment these services by providing access to training for eligible participants which includes those with barriers to employment. Examples of services that align with Career Services include Occupational skills training, On-the Job Training, Transitional Jobs opportunities and the use of Individual Training Accounts (ITAs).

GSJTA has developed it expertise in the provision of federally funded workforce development services similar to WIOA by providing these types of services since 1983. This includes the provision of services via the Job Training Partnership Act (JTPA), the Workforce Investment Act (WIA) and now the WIOA. In addition to these services, a small sample of programs that GSJTA has successfully administered include, National Emergency Grants for Natural Disasters, Veteran Programs, Disability Employment Initiative, Disability Employment Accelerator, Prison to Employment, High Road Construction Careers (SB1 and California Climate Investments) as well as various COVID-19 Recovery Programs to name a few.

Each of these programs require the ability to properly assess clients' aptitudes, abilities and job readiness while matching those components to the demand labor market and coordinating with partners many times through the use of co-enrollment strategies therefore, ensuring successful outcomes for our joint participants. GSJTA's success in these areas is clearly demonstrated by the performance outcomes identified in section 4. It is GSJTA's ability to exceed performance expectations that will assist the state in meeting its goals of producing a million industry valued credentials and doubling the number of apprenticeships statewide by 2027.

4. Provide the Local Area's performance outcomes for each of the last two Program Years (PY 18-19 and 19-20) and evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services.

		Employment Rate: Q2		Employment Rate: Q4		Median Earnings: Q2		Credential Attainment		Measurable Skills Gain	
		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
Adult											
2017 - 2018		68.0%		65.5%		\$5,157		55.9%		baseline	
2018 - 2019		68.0%	81.3%	65.5%	69.5%	\$5,157	\$6,913	55.9%	77.6%	35.0%	74.2%
2019 - 2020		69.0%		66.5%		\$5,600		57.0%		40.0%	
2020 - 2021		70.0%		66.0%		\$7,100		60.0%		75.0%	
2021 - 2022											
2022 - 2023											
DW											
2017 - 2018		71.0%		67.2%		\$7,523		54.4%		baseline	
2018 - 2019		70.0%	89.5%	67.2%	78.6%	\$7,600	\$15,600	56.0%	76.9%	40.0%	68.4%
2019 - 2020		71.0%		68.0%		\$7,800		57.0%		45.0%	
2020 - 2021		70.0%		72.5%		\$10,724		60.0%		70.0%	
2021 - 2022											
2022 - 2023											
Youth											
2017 - 2018		65.4%		67.2%		baseline		57.7%		baseline	
2018 - 2019		65.4%	78.4%	64.5%	82.1%	baseline	\$3,105	56.0%	90.9%	40.0%	36.4%
2019 - 2020		67.0%		65.5%		baseline		58.0%		45.0%	
2020 - 2021		73.0%		71.0%		\$3,499		60.0%		56.4%	
2021 - 2022											
2022 - 2023											

Historically, Golden Sierra Job Training Agency has met or exceeded nearly every negotiated performance goal. The factors contributing to this success include:

- A 35+ year track record of performance above industry standard
- Staff are highly educated and well-trained in workforce development issues
- Leadership is well-informed and has extensive knowledge of the law and related regulations
- Internal controls are well-established and effective (no disallowed costs or egregious findings)
- Local policies are well-written and effectively enforced
- GSJTA is approved by Social Security Administration as an Employment Network – this allows the agency to serve individuals with barriers to employment, including those with disabilities
- Relationships with required one-stop partners result in meaningful collaboration
- Reputation among participants and employers is strong
- GSJTA staff are physically co-located in the comprehensive AJCC with EDD – GSJTA is the obvious to provide career services; awarding a contract to a new provider would be disruptive and participants/employers would experience a gap in services
- Staff has extensive experience (8+ years) entering data in CalJOBS and navigating the complexities of the state's labor exchange system
- Designated as a High Performing Board for PY 20-21

Refer to Attachment III for Customer Quotes and Testimonials.

5. **Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting.**

Letters from the Governing Body and Local Workforce Development Board Chairs' are included (Attachments IV & V)

6. **Attach documentation of internal controls, conflict of interest, and firewall policies.**

Internal Controls: Report out of Financial Statement and Single Audit for FY ending 6-30-20. (Attachment VI)

Conflict of Interest: Language pertaining to Conflict of Interest is included in the following documents (employee handbook, Governing Body Bylaws, Workforce Board Bylaws, Subcontracts, Service Agreements and Incident Report for Fraud, Waste and Abuse policy. (Attachment VII)

Firewall: Firewall Diagram (Attachment VIII)

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

Instructions

The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Signature

Rick Larkey
Name

Workforce Board Chair
Title

April 19, 2021
Date

Local Chief Elected Official

Signature

Lori Parlin
Name

Governing Body Vice Chair
Title

April 21, 2021
Date



Dr. I. Angelov Farooq, Chair

■ Tim Rainey, Executive Director

■ Gavin Newsom, Governor

12/01/2020

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

SUBJECT: Application for Certification of High Performing Board

Dear Director Buckingham,

The California Workforce Development Board has received and carefully assessed your application for certification as a High Performing Board under the California Unemployment Insurance Code Section 14200.

This letter is to inform you that Golden Sierra Job Training Agency met the eligibility requirements outlined in [Workforce Services Directive WSD19-12](#). Therefore, your application requesting designation as a High Performing Board for the period of July 1, 2020, through June 30, 2023 has been approved.

If you have any questions, please contact your Employment Development Department Regional Advisor.

A handwritten signature in black ink, appearing to read 'Tim Rainey'.

TIM RAINEY, Executive Director
California Workforce Development Board

cc: Gabriel Garcia, Regional Advisor



Stationary Engineers, Local 39

INTERNATIONAL UNION OF OPERATING ENGINEERS AFL-CIO

JERRY KALMAR
BUSINESS MANAGER/SECRETARY

December 28, 2016

RE: Adult and Dislocated Worker Career Services

To Whom It May Concern,

Golden Sierra Job Training Agency has provided Workforce Development services within Placer County for more than 30 years. During this time, the Agency has spent enormous efforts to ensure its staff are well trained in federal requirements for programs such as the Job Training Partnership Act (JTPA), the Workforce Investment Act (WIA) and the Workforce Innovation and Opportunity Act (WIOA). In addition to receiving professional development on federal regulations, staff who work with participants are required to have completed 4 years of related coursework and attend ongoing trainings which include interpreting labor market information, providing career assessments and identifying career pathways. On average tenure at GSJTA is more than ten years which has allowed staff to develop close relationships with the WIOA Core Partners and other valuable stakeholders in the region. It is the experience of staff and the relationships that they've built that allows the agency to function efficiently and effectively while exceeding performance standards year after year.

In addition to being experienced, highly qualified and skilled workforce development professionals; 14 Golden Sierra staff are represented by Local 39. Local 39 opposes the dislocation of represented workers throughout its membership. Contracting Adult and Dislocated Worker Career Services would result in the elimination of these jobs and therefore, Local 39 supports this application for GSJTA to provide Adult and Dislocated Worker Career Services in Placer County.

Sincerely,

Chuck Thiel
Business Representative

SUCCESS STORY

Jennifer prepared for her career by earning a Bachelor of Arts in Psychology and continuing her education with a Diploma in Bookkeeping. During that time, she continued to improve her work skills and give back to her community through extensive volunteer work.

COVID-19 changed the scope of her job search. Offices were closed and hiring was limited for newly educated bookkeepers. She heard of Golden Sierra Job Training Agency and during her first meeting learned about the possibility of a paid internship with a local employer.

After exploring several possibilities with her case manager, she learned that Goodwill provides people with disabilities training and support to begin their careers. This was perfect as she experiences a sight impairment disability and this opportunity would allow her to support others with disabilities!

The employer reviewed her application materials for a Finance Technician position and eagerly invited her for an interview. She was offered the internship right away! Every two weeks the employer submits a glowing review of how well she is doing in her new position and how well she fits in with the team.

Congratulations on a successful internship! Photo provided with permission.



CELEBRATE SUCCESS WITH GOLDEN SIERRA



Because of Julie's participation in the Work Experience program she was able to buy her first car. Next stop, Long Beach Community College for Fall 2020!

The Work Experience program pays young adults to explore different careers and plan for the future. We can help you get a paid internship with a local business.

CELEBRATE SUCCESS WITH GOLDEN SIERRA



As new parents, Yasmine and her husband had been struggling to make ends meet. Yasmine had a limited work history, her most recent job as a cashier.

After enrolling Yasmine in our youth program, we administered career interest assessments to help determine possible internship sites. GS staff coordinated a clerical assistant internship where Yasmine was able to develop professional communication skills and clerical and administrative skills. During the 19 week internship, Yasmine's supervisors reported that she was exceeding their expectations. During Yasmine's two week progress review, her supervisor stated they "would hire her if they could."

The day Yasmine's internship ended she was offered a FT permanent position at her internship site. Today, Yasmine can be seen working at the Chamber of Commerce in Placerville, still exceeding employer expectations!

CELEBRATE SUCCESS WITH GOLDEN SIERRA



David wanted a new career. He was in a job with little room for growth. His employer said it would take 4-5 years to advance to the position he desired. Feeling stuck, David considered occupational skills training.

After doing some research, David decided to become an electrician. He enrolled in the Electrician Trainee Program at Independent Training & Apprenticeship Program (I-TAP) in Sacramento. He performed very well and was highly regarded by his instructor and peers. David's instructor said, "David learns quickly and is always eager to assist fellow students. By the end of the training, David had not missed a single day of class."

Upon graduation, David became employed with Paul Durham Electric in Sacramento as an Electrical Trainee making \$20.49/hour. He received an increase in pay after 6 months with the company and is now making \$21.79/hour plus benefits.

David said, "I've been working steadily, even with the current pandemic, learning additional new skills that will continue to make me more employable."

GOVERNING BODY MEMBERS

IRVIN JIM
Board of Supervisors
Alpine County

LORI PARLIN
Board of Supervisors
El Dorado County

SUZANNE JONES
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

April 21, 2021

California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

Re: Golden Sierra Job Training Agency Career Services Application

As Chair of the Governing Body for the Golden Sierra Job Training Agency, the Chief Local Elected Official (CLEO) for the Golden Sierra Workforce Development Area, I acknowledge that the Governing Body reviewed and approved Golden Sierra Job Training Agency's application to provide Adult and Dislocated Worker Career Services. This action occurred at our public meeting held on April 21, 2021.

Sincerely,

Lori Parlin
Governing Body Vice Chair
Golden Sierra Job Training Agency

GOLDEN SIERRA
WORKFORCE DEVELOPMENT
BOARD

115 Ascot Drive, Suite 140
Roseville, CA 95661

MEMBERS

AMY SCHULZ
Sierra College

BONNIE DAVIS
Snowline Hospice

BRITT AZOUZ
Azouz Dental Practices

CARIANNE HUSS
Employment Development Department

CHRISTINA NICHOLSON
Whole Person Learning

DANIELA DEVITT
California Employers Association

DAVID LUKE
Department of Rehabilitation

ERIC ULRICH
Hacker Lab

JAMIE BROWN
JB Real Estate Group-Premier Property
Management

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JOHN TWEEDT
District Council 16

KEVIN FERREIRA
Sacramento Sierra Building &
Construction Trade Council

LAUREL BRENT-BUMB
El Dorado Chamber of Commerce

MICHAEL SNEAD
Sierra Consulting Services Inc.

MICHAEL ZIMMERMAN, *Vice Chair*
MTI College

PAUL CASTRO
California Human Development

RICK LARKEY, *Chair*
North State Building Industry Foundation

ROBIN TRIMBLE
Rocklin Area Chamber of Commerce

SHERRI CONWAY
Placer County Office of Economic
Development

STEVEN CASPERITE
Placer School for Adults

TINK MILLER
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

VOLMA VOLCY
Sacramento Central Labor Council
AFL-CIO

WILLIAM REED
United Domestic Workers of America

ATTACHMENT V

April 19, 2021

California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

Re: Golden Sierra Job Training Agency Career Services Application

As Chair of the Golden Sierra Workforce Development Board (GSWDB), I acknowledge that the GSWDB reviewed and approved Golden Sierra Job Training Agency's application to provide Adult and Dislocated Worker Career Services. This action occurred at our public meeting held on April 19, 2021.

Sincerely,

Rick Larkey
Chair, Golden Sierra Workforce Development Board



CliftonLarsonAllen LLP
CLAconnect.com

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Governing Board
Golden Sierra Job Training Agency
Roseville, California

Report on Compliance for Each Major Federal Program

We have audited Golden Sierra Job Training Agency's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Golden Sierra Job Training Agency's major federal programs for the year ended June 30, 2020. Golden Sierra Job Training Agency's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Golden Sierra Job Training Agency's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Golden Sierra Job Training Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Golden Sierra Job Training Agency's compliance.

Opinion on Each Major Federal Program

In our opinion, Golden Sierra Job Training Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Governing Board
Golden Sierra Job Training Agency

Report on Internal Control Over Compliance

Management of Golden Sierra Job Training Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Golden Sierra Job Training Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Golden Sierra Job Training Agency's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



CliftonLarsonAllen LLP

Roseville, California
March 22, 2021

GOLDEN SIERRA JOB TRAINING AGENCY
Notes to the Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended June 30, 2020

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal activity of the Golden Sierra Job Training Agency (Agency) under programs of the federal government for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Agency, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Agency.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting for governmental funds. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown in the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

NOTE 3 – RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

Federal award revenues are reported principally in the Agency's financial statements as program revenues in the General fund.

NOTE 4 – PASS-THROUGH ENTITIES' IDENTIFYING NUMBER

When federal awards were received from a pass-through entity, the Schedule shows, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, the Agency has determined that no identifying number is assigned for the program or the Agency was unable to obtain an identifying number from the pass-through entity.

NOTE 5 – INDIRECT COST RATE

The Agency has elected not to use the 10-percent de minimize indirect cost rate allowed under the Uniform Guidance.

GOLDEN SIERRA JOB TRAINING AGENCY
Schedule of Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2020

I. SUMMARY OF AUDITOR'S RESULTS**FINANCIAL STATEMENTS**

Type of report auditor issued on whether the financial statements audited
were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

No

Significant deficiency(ies) identified?

No

Noncompliance material to financial statements noted?

No

FEDERAL AWARDS

Internal control over major federal programs:

Material weakness(es) identified?

No

Significant deficiency(ies) identified?

None noted

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2
CFR

No

Identification of major federal programs:

CFDA Number(s)

Name of Federal Program or Cluster

17.258, 17.259, and 17.278

WIOA Cluster

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

Yes

GOLDEN SIERRA JOB TRAINING AGENCY
Schedule of Findings and Questioned Costs (Continued)
For the Fiscal Year Ended June 30, 2020

II. FINANCIAL STATEMENT FINDINGS

None Noted

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None Noted

BYLAWS OF THE GOVERNING BODY OF THE GOLDEN SIERRA JOB TRAINING AGENCY

ARTICLE I Name and Principal Office

Section 1. GOVERNING BODY ESTABLISHED. Pursuant to the provisions of the Joint Exercise of Powers Agreement for Golden Sierra Job Training Agency, as amended (the "Joint Powers Agreement"), there is hereby established the Golden Sierra Job Training Agency Governing Body, hereinafter called the "Governing Body."

Section 2. PRINCIPAL OFFICE. The principal office of the Governing Body shall be that of the Golden Sierra Job Training Agency Administrative Office, 1919 Grass Valley Highway, Suite 100, Auburn, CA 95603.

ARTICLE II Duties and Authority

Section 1. DUTIES. The duties of this Governing Body are those prescribed by the Joint Powers Agreement, as amended, forming Golden Sierra Job Training Agency ("Agency").

Section 2. AUTHORITY. The Governing Body is the unit of authority within the Agency. The Governing Body shall act only by ordinance, resolution or motion. The primary responsibility of the Governing Body is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the Agency are to be delegated to professional staff members of the Agency. No individual Member (as defined in Article III below) shall represent the Agency's policy unless said policy has been determined by the Governing Body.

ARTICLE III Governing Body Members

Section 1. COMPOSITION. The Governing Body shall have three (3) members ("Member"), as follows:

- (a) One member of the Board of Supervisors of Alpine County.
- (b) One member of the Board of Supervisors of El Dorado County.
- (c) One member of the Board of Supervisors of Placer County.

Section 2. ALTERNATES. Each Member shall have at least one alternate ("Alternate"). Each Alternate shall have authority to attend, participate, and vote at any

Treasurer and Auditor-Controller cannot vacate, be removed from or resign the office in the same manner as the officers.

ARTICLE VII **EXECUTIVE DIRECTOR**

The Executive Director shall be the chief operating officer of the Agency and responsible for the day-to-day management and operation of the Agency. In addition to the duties set forth in the Joint Powers Agreement, as amended, the Executive Director shall perform such other duties as may be imposed by the Governing Body. The Executive Director shall be responsible for the hiring, firing, promoting and disciplining of the Agency employees. However, the Executive Director shall not have any such responsibility with respect to non-employees of the Agency, including, the Treasurer, the Auditor-Controller, legal counsel, consultants and other professional staff retained directly by the Governing Body.

ARTICLE VIII **MISCELLANEOUS**

Section 1. **CONFLICT OF INTEREST**. Conflict of interest situations by Governing Body Members shall be regulated by State law and the Agency's currently adopted local conflict of interest code.

Section 2. **FISCAL YEAR**. Unless and until changed by resolution of the Governing Body, the fiscal year is as set forth in the Joint Powers Agreement, as amended.

Section 3. **ANNUAL ORGANIZATION MEETING**. The Governing Body shall hold an annual organization meeting at its regular meeting in December. At this meeting, the Governing Body will elect a Chairperson and Vice Chairperson from among its Members.

Section 4. **ANNUAL REPORT AND ANNUAL AUDIT**. An annual report and annual audit shall be prepared and distributed in accordance with the Joint Powers Agreement, as amended, and Section 6505 of the California Government Code. In addition to information required by law, such report shall contain a balance sheet as of the end of the most recently completed fiscal year, an income statement, and statement of changes in the financial position for such fiscal year.

Section 5. **INSPECTION OF AGENCY RECORDS**. All books and records of the Agency shall be open to inspection by the Members in accordance with the Joint Powers Agreement, as amended. Inspection may be made in person or by an authorized representative of the Member. The right of inspection includes the right to copy and make extracts.

Section 6. **CHECKS AND WARRANTS**. All checks and warrants for the payment of money, notes or other evidences of indebtedness issued in the name of and

GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD
BYLAWS AS AMENDED APRIL 4, 2018

These Bylaws are hereby created by the Golden Sierra Workforce Development Board (formerly referred to as “Workforce Investment Board” or “WIB”) and the Governing Body of the Golden Sierra Job Training Agency (“Governing Body”).

RECITALS

- A. The Counties of Alpine, El Dorado, and Placer have created the Golden Sierra Job Training Agency, herein referred to as “Golden Sierra,” a joint powers agreement, to administer workforce development programs within their boundaries.
- B. The Governing Body consists of three members, i.e., one chief elected official from each of the Boards of Supervisors of Alpine, El Dorado, and Placer Counties.
- C. The State of California, pursuant to the Workforce Innovation and Opportunity Act of 2014, 29 U.S.C. § 3101 *et seq.* (which supersedes the Workforce Investment Act of 1998, 29 U.S.C. § 2801 *et seq.*), hereinafter called the “Act,” has designated the Golden Sierra Job Training Agency as a “Workforce Development Area” (formerly a “Workforce Investment Area”) for the system building and delivery of workforce development programs at the local level, and provides funding thereto.
- D. The State and Federal rules and regulations promulgated pursuant to the Act provide for program activities and require that the Governing Body establish the Workforce Development Board, to be as follows:

ARTICLE I
NAME

The name of this body shall be the Golden Sierra Workforce Development Board, hereinafter referred to as the “WDB.”

ARTICLE II
PURPOSE AND FUNCTION

2.1. The purpose of the WDB, in partnership with the Governing Body, shall be to establish and oversee the workforce development system for the Counties of Alpine, El Dorado, and Placer.

2.2. Vision: A fully integrated workforce system that capitalizes on the expertise of industry and workforce partners to continuously meet the needs of business, and facilitate pathways to success for students, workers and job seekers.

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

The function of the Executive Committee shall be to coordinate the establishment and content of WDB agendas, proposals, communications to and from the Governing Body, review and make recommendations on workforce board membership to the Governing Body, and other supportive activities and functions as may be directed by the WDB or the Governing Body.

The Executive Committee may exercise the powers of the full WDB when timely action is necessary to ensure the best interest of the WDB, its program and services.

All Executive Committee actions shall be reported to the WDB at its next meeting.

ARTICLE VII STAFFING AND SUPPORT OF WDB

7.1. The Governing Body shall be asked to provide, from funds made available under the Act, Golden Sierra support staff and necessary office and material support for the WDB.

7.2. Golden Sierra support staff assigned to WDB responsibilities shall coordinate WDB activities with the WDB Chairperson. Notwithstanding the foregoing, such staff shall remain Golden Sierra employees at all times.

7.3. The Governing Body and WDB will maintain the consolidated office and material support necessary for both to properly discharge their responsibilities under the Act.

7.4. Authority for any decision to hire, evaluate, or discharge any staff assigned to the WDB shall rest with the Governing Body.

7.5. The WDB shall not directly operate programs.

ARTICLE VIII CONFLICT OF INTEREST

8.1. A WDB and/or committee member shall recuse him or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision of any matter which would financially benefit such member or his/her immediate family member or any organization such member represents. Such member must declare his or her conflicts for the official record.

8.2. WDB members shall avoid organizational conflict of interest, and they and their personnel, employees, or agents shall avoid personal conflict of interest or appearance of conflict of interest in awarding financial assistance, and in the conduct of procurement activities involving funds under the Act.

8.3. Members of the WDB shall comply with the California Political Reform Act of 1979 (commencing with Section 87300 of Chapter 7, Title IX, of the California Government Code) and any other conflicts of interest or financial disclosure requirements which the State may require.

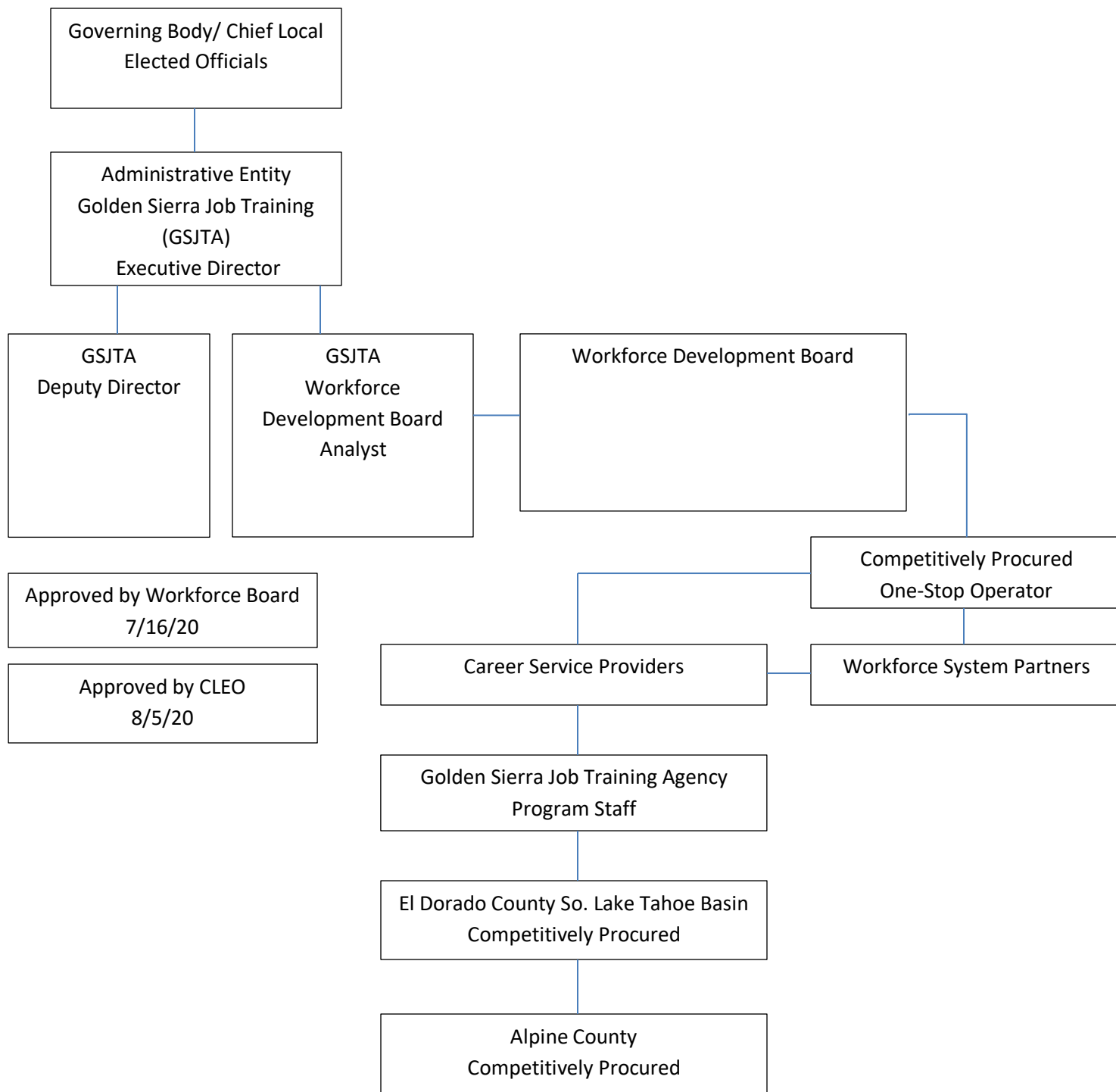
**AGREEMENT BETWEEN
GOLDEN SIERRA JOB TRAINING AGENCY
AND MICHAEL A. INDIVERI**

CONSULTANT/CONTRACTOR SERVICES AGREEMENT

This agreement ("Agreement") is dated October 1, 2020, and is entered into by and between Golden Sierra Job Training Agency, ("GSJTA"), and Michael A. Indiveri ("CONTRACTOR"), who agree as follows:

1. Services. Subject to the terms and conditions set forth in this Agreement, CONTRACTOR shall provide the services described in Attachment A.
2. Payment. GSJTA shall pay CONTRACTOR for services rendered pursuant to this Agreement at the billing rates set forth in Attachment B, and not to exceed a total of \$12,562.50. This shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. CONTRACTOR shall submit all invoices for said services to GSJTA in the manner specified in Attachment B.
3. Attachments. All attachments referred to in this Agreement shall be attached hereto, and are hereby incorporated by reference.
4. Independent Contractor. At all times during the term of this Agreement, CONTRACTOR shall be an independent contractor and shall not be an employee of GSJTA. GSJTA shall have the right to control CONTRACTOR only insofar as the results of CONTRACTOR'S services rendered pursuant to this Agreement.
5. Licenses, Permits, Etc. CONTRACTOR represents and warrants to GSJTA that it has all licenses, permits, qualifications, and approvals of whatsoever nature, which are legally required for CONTRACTOR to practice its profession. CONTRACTOR represents and warrants to GSJTA that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONTRACTOR to practice its profession at the time the services are rendered.
6. Term of Agreement. This Agreement shall commence on October 1, 2020, and shall terminate on June 30, 2021. Contract may be extended by mutual consent, up to an additional three years.
7. Entirety of Agreement. This Agreement contains the entire agreement of GSJTA and CONTRACTOR with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.
8. Conflict of Interest. CONTRACTOR certifies that no official or employee of GSJTA, nor any business entity in which an official of GSJTA has an interest, has been employed or retained to solicit or aid in the procuring of this agreement. In addition, CONTRACTOR agrees that no such person will be employed in the performance of this agreement without immediately notifying GSJTA.

Golden Sierra Career Services/One-Stop Operator Firewall Diagram



GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: July 16, 2020

TO: Workforce Board (WB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: One-Stop Operator RFQ results and recommendations

The following information was provided to the Executive Committee for recommendations on next steps in the award process. The full Workforce Board will receive an update and be provided an opportunity to weigh in on the award process.

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

**GOLDEN SIERRA WORKFORCE BOARD
REGULAR MEETING
MINUTES**

Thursday, July 16, 2020 – 1:00 PM

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

Public Location:

<https://us02web.zoom.us/j/87843416436?pwd=clhIbUlka2sxSTMrL2VyWEs4Ry9VQT09>

Password: 066642

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Chair Larkey at 1:04 pm.

<input checked="" type="checkbox"/> Rick Larkey (Chair)	<input checked="" type="checkbox"/> Michael Zimmerman (Vice-Chair)	
<input checked="" type="checkbox"/> Amy Schulz	<input type="checkbox"/> John Tweedt	<input checked="" type="checkbox"/> Robin Trimble
<input type="checkbox"/> Christina Nicholson	<input type="checkbox"/> Kevin Ferreira	<input checked="" type="checkbox"/> Sherri Conway*
<input checked="" type="checkbox"/> Daniella Devitt	<input checked="" type="checkbox"/> Laurel Brent-Bumb	<input checked="" type="checkbox"/> Steven Casperite
<input checked="" type="checkbox"/> David Luke	<input type="checkbox"/> Lisa Hutchinson	<input checked="" type="checkbox"/> Tink Miller*
<input type="checkbox"/> Eric Cooper	<input checked="" type="checkbox"/> Paul Castro	<input checked="" type="checkbox"/> Vic Wursten
<input type="checkbox"/> Eric Ulrich	<input checked="" type="checkbox"/> Randy Bloomfield	<input type="checkbox"/> Volma Volcy
<input checked="" type="checkbox"/> Jason Buckingham		<input checked="" type="checkbox"/> William Reed
<u>GSJTA Staff:</u>	<u>One-Stop Operator:</u>	
<input checked="" type="checkbox"/> Lorna Magnussen	<input checked="" type="checkbox"/> Michael Indiveri	
<input checked="" type="checkbox"/> Lisa Nelson		

Guests: Cara Welch, James Dion, Jeff Sakala, Jamie Brown, Rick Spencer

* Denotes late arrival or early departure

II. APPROVAL OF AGENDA

Motion to approve agenda as presented by Trimble, second Reed

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 May 21, 2020 WB Meeting
- b) Review of Minutes from May 21, 2020 EC Meeting
- c) Attendance Log

Motion to approve consent agenda items a-c as presented by Miller, second Reed

Motion approved unanimously

XII. ONE-STOP OPERATOR RFQ RESULTS AND RECOMMENDATIONS

Buckingham reported out as outlined in the agenda packet

Motion to Accept the Executive Committee recommendation to award 1 year contract to Michael Indiveri, renewable for an additional 3 years based upon performance.

Motion by Castro, second Devitt

PRESENTATION BY SHERRI CONWAY, PLACER COUNTY

PowerPoint “Reopen Placer”.

Reopen Placer strategy was impacted when Governor issued closures of additional sectors this week.

Placer County has taken \$8 million of CARES Act funding to provide grants in the amount of \$10,000 for eligible small business/non-profits.

Business resources, advisor/mentorship and transferrable skills training were all topics discussed.

For parents who cannot work from home, impacts of a statewide mandate to keep schools closed and rely on students using computer to learn would severely hamper parents’ ability to go to work. Especially if there were no safe childcare alternatives available. Casperite noted that multi-family childcare cohort models are being formed to mitigate this issue for some.

Larkey asked who should be trying to address this problem. Casperite felt the board could reach out to the school districts to start the conversation. Larkey recommended that a group be formed to review some of these topics to see where the board should focus efforts. Conway agreed to convene a group; will coordinate with Magnussen.

XIII. FUTURE AGENDA ITEMS/NEW BUSINESS

Workforce Board membership

Chair / Vice Chair election

Sherri Conway to provide update

Education/Childcare/Workforce Balance Conversation

Final Budget

Board Initiatives

XIV. NEXT MEETING

Thursday, November 19, 2020 – 1:00 pm

XV. ADJOURNMENT

Motion to adjourn meeting at 3:00 pm by Miller, second by Casperite

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

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 JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
MINUTES**

Wednesday, August 5, 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 10:00 am by Chair Rakow

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

GSJTA Staff:

☒ Jason Buckingham ☒ Lisa Nelson ☒ Lorna Magnussen ☒ Darlene Galipo

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 June 3, 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. ONE STOP OPERATOR RFQ RESULTS AND RECOMMENDATIONS

Buckingham reported out as detailed in the agenda packet:

Motion to approve award contract to Michael Indiveri by Uhler, second by Parlin

Motion approved unanimously