

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
REGULAR MEETING
AGENDA**

Wednesday, June 2, 2021 @ 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. 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/84519159101?pwd=L2ZNVmp6azk5a2dNMTRQWkY0WWxBZz09>

Meeting ID: 845 1915 9101

Passcode: 695487

One tap mobile

+16699009128,,84519159101#,,,,*695487# US (San Jose)
+13462487799,,84519159101#,,,,*695487# US (Houston)

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

Find your local number: <https://us02web.zoom.us/j/kdmH3WfDXF>

- | | | |
|-------|--|-------|
| I. | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u> | |
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| III. | <u>CONSENT AGENDA</u> | |
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EQUAL OPPORTUNITY

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

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GOLDEN SIERRA JOB TRAINING AGENCY

GOVERNING BODY REGULAR MEETING MINUTES

Wednesday, April 7, 2021 @ 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.

Public Location:

<https://us02web.zoom.us/j/87311032759?pwd=RldRZTZtNk0reUxyVlVWMC8wYXF2QT09>

Meeting ID: 873 1103 2759

Passcode: 591429

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order at 10:14 am by Vice-Chair Parlin.

☐ Irvin Jim
☒ Suzanne Jones

☒ Lori Parlin (Vice-Chair)

GSJTA Staff:

☒ Jason Buckingham
☒ Darlene Galipo

☒ Lisa Nelson
☒ Lorna Magnussen

GUESTS:

Jeff Peek

II. APPROVAL OF AGENDA

Motion to approve agenda as presented, by Jones, 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 February 3, 2021 GB Meeting

Motion to approve consent agenda by Jones, second by Parlin

Motion approved unanimously

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

None

- V. FY 2019-2020 FINANCIAL STATEMENTS/SINGLE AUDIT by JEFF PEEK, CLA
Jeff Peek reported out as outlined in the agenda packet. No findings
Motion to approved Financial Statements/Single Audit by Jones, second by Parlin
Motion approved unanimously
- VI. FY 2021-2022 APPROVAL OF ALLOCATION DRAFT PLANNING ASSUMPTIONS
Buckingham reported out as outlined in the agenda packet
Motion to approve Draft Planning Assumptions by Jones, second by Parlin
Motion approved unanimously
- VII. PY 2021-2022 SUBGRANT SIGNATURE AUTHORITY
Buckingham reported out as outlined in the agenda packet
Motion to approve Subgrant Signature Authority by Jones, second by Parlin
Motion approved unanimously
- VIII. WORKFORCE BOARD MEMBERSHIP
Buckingham reported out as outline in the agenda packet
Motion to approve Workforce Board Membership application for Bonnie Davis, Snowline Hospice, by Jones, second by Parlin
Motion approved unanimously
- IX. LOCAL AREA DESIGNATION & BOARD RECERTIFICATION
Buckingham reported out as outlined in the agenda packet
Motion to approve Local Area Designation & Board Recertification by Jones, second by Parlin
Motion approved unanimously
- X. REGIONAL AND LOCAL PLAN
Buckingham reported out as outlined in the agenda packet - No action required.
- XI. DIRECTOR'S UPDATE
Buckingham reported out as outlined in the agenda packet

XII. WIOA SERVICE PROVIDER REPORTS

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

XIII. CLOSED SESSION – EXECUTIVE DIRECTOR’S EVALUATION

Parlin called meeting into closed session at 10:54 am

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION
(GOVERNMENT CODE §54957)

TITLE: EXECUTIVE DIRECTOR

Parlin called meeting back into open session at 11:04 am

Parlin reported out of closed session that information was shared and direction was given.

XIV. FUTURE AGENDA ITEMS

- Final Local & Regional Plan
- Draft Budget
- Chair & Vice-Chair Nominations
- 2021-22 Meeting Schedule
- Position Roster Update
- Workforce Board Renewals
- Signature Authority
- Dry Period Financing

XV. NEXT MEETING

Wednesday, June 2, 2021 @ 10:00 am

XVI. ADJOURNMENT

Motion to adjourn at 11:06 am by Parlin, second by Jones

Motion approved unanimously

GOLDEN SIERRA JOB TRAINING AGENCY

GOVERNING BODY SPECIAL MEETING MINUTES

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.

Public Location:

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

Meeting ID: 833 5589 9092

Passcode: 641824

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order at 11:08 am by Vice Chair Parlin

☒ Irvin Jim

☒ Lori Parlin (Vice-Chair)

☒ Suzanne Jones

GSJTA Staff:

☒ Jason Buckingham

☒ Lorna Magnussen

☒ Lisa Nelson

☒ Darlene Galipo

II. APPROVAL OF AGENDA

Motion to approve agenda as presented by Jones, second by Jim

Motion approved unanimously

III. PUBLIC COMMENT – FOR ITEMS ON THE AGENDA

None

IV. CAREER SERVICES APPLICATION - [WSD19-13](#)

Buckingham reported out as outlined in agenda packet.

Motion to approve Career Services Application, by Jones, second by Jim

Motion approved unanimously

V. NEXT MEETING

Wednesday, June 2, 2021 @ 10:00 am

VI. ADJOURNMENT

Motion to adjourn meeting at 11:15 am by Parlin

Motion approved unanimously

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: June 2, 2021

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Resolution 20-03 – FY 2021-2022 Meeting Schedule

Approval of Resolution Number 20-03 is requested to establish the FY 2021-2022 Governing Body meeting schedule.

Current schedule for FY 2020-2021 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 FY 2021-2022
meeting schedule as follows:

Resolution No.: **20-03**

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 2, 2021** _____ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair of the 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 in accordance with the Second Amended and Restated Joint Powers Exercise of Power Agreement Section 12 the FY 2021-2022 meeting schedule has been established.

FY 2021/2022 Meeting Schedule

Month/Year	Governing Body (GB)	Workforce Board (WB)	Executive Committee (EC)
July/2021		7/15/21	7/15/21
August/2021	8/4/21		
September/2021		9/16/21	9/16/21
October/2021	10/6/21		
November/2021		11/18/21	11/18/21
December/2021	12/1/21		
January/2022		1/20/22	1/20/22
February/2022	2/2/22		
March/2022		3/17/22	3/17/22
April/2022	4/6/22		
May/2022		5/19/22	5/19/22
June/2022	6/1/22		
Day	1 st Wednesday	3 rd Thursday	3 rd Thursday
Frequency	Even Months	Odd Months	Odd Months
Time	10:00-12:00	1:00-3:00	12:00-1:00
Location	Golden Sierra Office	NSBIA	NSBIA

**Meetings are held at El Dorado Co.*

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: June 2, 2021
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Resolution 20-04 – Amended Position Roster

Before the Board for review and approval is Resolution 20-04 to approve an amended position roster to include a 1% Cost of Living Adjustment ("COLA") increase for (1) employees who are governed by the Memorandum of Understanding between Golden Sierra Job training Agency ("Golden Sierra") and the International Union of Operating Engineers, Stationary Local 39, AFL-CIO ("MOU"), and (2) employees who are not subject to the MOU and who have not entered into a written employment contract with Golden Sierra.

This increase is not available to employees who have entered into an employment contract with Golden Sierra. Any employee subject to an employment contract remains bound by the terms of that agreement, which remains the exclusive source of compensation terms for employees subject to those documents.

All position roster changes will be effective 6/19/21 PP02.

BEFORE THE GOVERNING BODY
GOLDEN SIERRA JOB TRAINING AGENCY

In the matter of: Resolution to amend the
Golden Sierra Job Training
Agency Allocated Position
Roster.

Resolution No.: 20-04

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 2, 2021 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair of the 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 is 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 19, 2021

<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	\$ 16.2923	\$ 19.8506	1 FTE	
Account Clerk - II		\$ 17.9592	\$ 21.8816		
Senior Account Clerk		\$ 19.7758	\$ 24.0949		
Accounting Technician		\$ 24.0472	\$ 29.2992		1 FTE
Accountant I	Promotional Series	\$ 28.2139	\$ 34.3759	1 FTE	
Accountant II		\$ 32.6615	\$ 39.7949		
Admin Clerk - I	Promotional Series	\$ 15.2758	\$ 18.6121	1 FTE	
Admin Clerk - II		\$ 16.8419	\$ 20.5204		
Senior Admin Clerk		\$ 18.5683	\$ 22.6236		
Executive Assistant		\$ 23.5260	\$ 28.6642		1 FTE
Program Clerk I	Promotional Series	\$ 16.8419	\$ 20.5204		2 FTE
Program Clerk II		\$ 18.5683	\$ 22.6236		
Assistant Business and Employment Specialist		\$ 22.8244	\$ 27.8093	6 FTE	
Associate Business and Employment Specialist		\$ 27.7425	\$ 33.8015		
Business and Employment Specialist - Supervisor		\$ 33.7214	\$ 41.0864		1 FTE
Disability Resource Coordinator		\$ 27.7425	\$ 33.8015	1 FTE	
Program Analyst		\$ 27.7425	\$ 33.8015		1 FTE
WB Coordinator/Analyst		\$ 35.4075	\$ 43.1406	1 FTE	
Chief Fiscal Officer		\$ 38.5925	\$ 47.0213		1 FTE
Deputy Director		\$ 46.1608	\$ 56.2426	1 FTE	
Executive Director**				1 FTE	
				13 FTE	7 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.

This position has a salary range of:

SALARY RANGE

Hourly
\$52.8256-\$77.6182

Annually
\$109,877-\$161,446

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: June 2, 2021

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Resolution 20-05 – Approve Delegated Signature Authority

Before the Board is Resolution 20-05 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 during FY 21/22. 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 alignment with specific language in the amended Joint Powers Agreement (JPA) the Governing Board established the initial dollar limits on April 4, 2016.

\$1,000,000 Government Agency contracts/agreements

250,000 Non-Governmental Agencies contracts/agreements

In addition, we are requesting authorization to apply for and accept funds on behalf of the Capital Region Planning Unit for grants in excess of these amounts. Therefore, we request to increase the threshold for these regional initiatives to three million dollars where Golden Sierra Job Training Agency is considered the grant applicant, or fiscal agent.

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 for FY 21/22.

Resolution No.: 20-05

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 2, 2021 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair of the 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 apply for and accept funds, 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 dollars).

Be it also 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 apply for and 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).

Be it further resolved by the Governing Body of the Golden Sierra Job Training Agency that this Body authorizes the Executive Director, and/or Deputy Director to apply for and accept funds, execute grants, subgrants, amendments and modifications to such grants and subgrants on behalf of the Capital Region Planning Unit from any governmental entity in an amount not to exceed three million dollars (\$3,000,000 dollars)

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: June 2, 2021

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Resolution 20-06 Dry Period Financing

Staff recommends that the Governing Body approve the application to receive \$196,391 in Dry Period Financing from Placer County Treasury. This funding will allow the Agency to apply for and receive non-federal awards that complement our purpose when these awards are received on a reimbursement basis (meaning expenses must be incurred in order to submit invoices to the grantor for reimbursement). Having the availability of this financing will provide flexibility and a 45 day cash cushion while awaiting reimbursement from the grantor. This will eliminate times when the Agency cash for these non-allocation awards are at a negative balance in the Placer County accounting system.

Current awards include:

- Prison to Employment: Implementation (P2E)
- Covid 19 Employment Recovery National Dislocated Worker Grant (NDWG)
- Disability Employment Accelerator (DEA)
- HRCC:SB1
- HRCC:California Climate Investments (CCI)

Should additional funding be awarded and exceed the amount requested, staff will submit revised figures to the board for approval.

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

In the matter of: A resolution authorizing the
Executive Director and
Accountant the authority to apply
for dry period financing for up to
\$196,391 for FY 2021/2022

Resolution No.: 20-06

Ordinance No.: _____

First Reading: _____

WHEREAS, during the fiscal year, Golden Sierra Job Training Agency (Agency) has opportunities to accept grant awards that enable the Agency to further offer unique types of participant career services;

WHEREAS, these grant awards require the Agency to incur expenses prior to grant reimbursement claim;

WHEREAS, during the fiscal year, Golden Sierra Job Training Agency (Agency) has opportunities to accept grant awards that enable the Agency to further offer unique types of participant career services;

WHEREAS, these grant awards require the Agency to incur expenses prior to grant reimbursement claim;

WHEREAS, these expenses cause the Agency to exceed cash availability for up to 45 days and \$196,391;

WHEREAS, the Agency requires temporary borrowing of Treasury funds for dry period financing from Placer County for up to \$196,391;

WHEREAS, the Placer County Treasurer is the Agency's Treasurer, all funds of the agency are deposited into the Placer County Treasury and the Agency keeps all its funds in the Placer County Treasury;

WHEREAS, should the Governing Body of the Agency decide to change the Agency Treasurer, any outstanding dry period financing will be due and payable prior to removing any funds from the Placer County Treasury.

WHEREAS, the reimbursement for any grant awards will be deposited in the Placer County Treasury and will be used first to repay any negative balance in the Treasury; and

WHEREAS, the Agency is required by Placer County to complete and submit to the County of Placer an application for Temporary Borrowing of Treasury Funds for Dry Financing;

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 Accountant, to annually apply for temporary borrowing of Treasury funds for dry period financing via the Placer County Treasury procedures to support specific grants where advance funding is unavailable.

The following Resolution 20-06 was duly passed by the Governing Body of the Golden Sierra Job Training Agency at a regular meeting held June 2, 2021 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair of the Governing Body

Attest:

Lorna Magnussen, Clerk of Golden Sierra Governing Body

COUNTY OF PLACER
Temporary Borrowing of Treasury Funds for Dry Period Financing
Application

(Pursuant to Resolution #96-22, Adopted Feb. 6, 1996)

Instructions:

1. Complete the following Sections in the spaces provided.
2. Sign the Declarations Section.
3. Attach copy of applicable FY proposed budget for Estimated Revenues.
4. Submit Application to the County Treasurer at least 30 days in advance of the need for funds.

APPLICANT INFORMATION

Department/District Name	Golden Sierra Job Training Agency
Fund/SubFund Numbers & Name	FD32640 Golden Sierra Agency Trust
Contact Name	Jason Buckingham/Wais Ahmadi
Contact Title	Executive Director/Accountant
Phone Number	916-773-8540
Mailing Address	115 Ascot Drive, Suite 140, Roseville CA 95661

BORROWING INFORMATION

Dry period financing is not available prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.

Fiscal Year	2021-2022	
Estimated Maximum Amount	\$ 196,391.00	
Amount Required (Est.)	Date Required (Est.)	Date of Repayment (Est.)
\$ 196,391.00	July 1, 2021	June 30, 2022

DECLARATIONS

The undersigned hereby declares that he/she is an authorized representative of the above listed fund(s), that he/she has reviewed the Placer County Treasurer's Dry Period Financing (Borrowing) Policy, Resolution No. 96-22, and will comply with all requirements contained therein.

In addition, the undersigned declares that all funds within the district or other political subdivision are in the custody and paid out solely through the Placer County Treasurer's Office.

Applicant Signature



FOR TREASURER USE ONLY

Maximum Borrowing Limit (85% of anticipated revenue/taxes) \$ _____

Golden Sierra contract needing advanced cash to begin spending
 Grantor does not offer advanced funding

<u>Project Name</u>	<u>Total Agency</u> <u>Award</u>	<u>Award Period</u>	<u># of Project</u> <u>Months</u>	<u>Monthly Cash</u>	<u>Actual need =</u> <u>45 days</u>
Prison to Employment Initiative (P2E) : Implementation	\$ 1,188,400	July 1, 2019 - March 31, 2022	33	\$ 36,012	1.5% of monthly \$ 54,018
Covid 19 Employment Recovery National Dislocated Worker Grant	\$ 160,000	March 1, 2020 - March 30, 2022	24	\$ 6,667	\$ 10,000
Disability Employment Accelerator (DEA)	\$ 350,000	April 1, 2020 - December 30, 2021	21	\$ 16,667	\$ 25,000
HRCC:SB1	\$ 1,500,000	July 1, 2020 - August 31, 2022	25	\$ 60,000	\$ 90,000
HRCC:California Climate Investments (CCI)	\$ 254,794	July 1, 2021 - March 31, 2023	22	\$ 11,582	\$ 17,372
Total Revenue	\$ 3,453,194			130,927	196,391

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: June 2, 2021
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Resolution 20-07 – SETA contract authorization

An increased emphasis on regional partnerships including regional applications for workforce funding lead staff to recommend for approval, Resolution 20-07.

Resolution 20-07 will allow Golden Sierra Job Training Agency to receive funding from Sacramento Employment & Training Agency (SETA) when funds are awarded to them as a regional or partner grant administrator. This eliminates the need to come to the board with individual resolutions. All funding received is still subject to limits approved via Signature Authority Resolution 20-05.

Resolution will remain in effect until June 30, 2026.

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

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

Resolution No.: 20-07

Ordinance No.: _____

First Reading: _____

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

Whereas, GOLDEN SIERRA JOB TRAINING AGENCY, may enter into future contract with Sacramento Employment and Training Agency through June 30, 2026.

Therefore, be it resolved that the GOLDEN SIERRA GOVERNING BODY hereby extends the individual(s) listed below universal authorization to negotiate and execute contracts with and submit claims and reports to Sacramento Employment and Training Agency [and in accordance with Resolution 20-05 Signature Authority], for any services relevant to and aligned with workforce development.

AUTHORIZED TO EXECUTE CONTRACTS:

Executive Director
Title

Jason Buckingham
Name


Signature

Deputy Director
Title


Darlene Galipo
Name


Signature

AUTHORIZED TO SUBMIT CLAIMS:

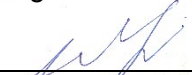
Executive Director
Title

Jason Buckingham
Name


Signature

Accountant II
Title

Waisullah Ahmadi
Name


Signature

The following Resolution was duly passed by the Governing

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

June 2, 2021 by the following vote on roll call:

Ayes:
Noes:
Absent:

Signed and approved by me after its passage.

Attest: Clerk of said Governing Body

Chair of the Governing Body

Lorna Magnussen

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: June 2, 2021

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Resolution 20-08 – 115 CEPPT Trust

Staff are seeking approval to initiate a California Employer Pension Prefunding Trust (CEPPT) under IRS Code Section 115.

One tool that the Golden Sierra (GJSTA) has utilized to fund its retiree health commitment is the California Employers' Retirement Benefit Trust (CERBT). The CERBT is an investment fund that allows the use of investment strategies that are not otherwise available to the Agency.

GSJTA has participated in the CERBT since June 30, 2010. Since that time the total contributions made to the trust are \$1,231,712, and earnings total \$960,646 which bring the total assets to \$2,181,808 with a net annualized rate of return at 8.61%. As of the Agency's last Other Post-Employment Benefits (OPEB) Actuarial report, GSJTA's funded status was 81% for these benefits.

In 2019, CalPERS established the California Employers' Pension Prefunding Trust (CEPPT). The CEPPT is an IRS Section 115 Trust where contributions/investments and investment returns can be made to address current and future pension costs. Just like the CERBT, the CEPPT is an additional tool assisting public employers to reduce volatility with increasing pension costs.

Currently, the majority of Agency employees qualify for the Classic Miscellaneous Plan which is 68% funded and has an unfunded liability (UAL) of \$5,681,954. The remaining employees qualify for the PEPRA Miscellaneous plan which is 93.8% funded and has a UAL of \$11,166. In total, the Agency pension plan is 68.3% funded at current, with a total UAL of \$5,693,120.

The Agency, led by the Governing Body, has made great efforts in keeping these growing costs in check. This includes budgeting for Additional Discretionary Payments (ADP) which directly reduce the overall UAL. Staff recommend instituting CEPPT whose assets count against the Agency UAL, and whose disbursements can be used to reimburse the Agency for ongoing "normal" costs, UAL Debt/Lump sum payments, or for ADP

The Resolution 20-08 before you, if adopted, enables the Agency to participate in the CEPPT, but does not, in and of itself, make any obligation to fund the CEPPT. To be clear, there is no cost to set up the account, and funding of the CEPPT is discretionary.

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

In the matter of: Resolution of the Governing
Body of Golden Sierra Job
Training approving an
Agreement, Delegation of
Authority, and Funding Policy
to establish at CEPPT
through CalPERS

Resolution No.: 20-08

Ordinance No.: _____

First Reading: _____

The following Resolution was duly passed by the Governing
Body of the Golden Sierra Job Training Agency at a regular meeting held
June 2, 2021 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair of the Governing Body

Attest:

Clerk of said Governing Body

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency approves and agrees to adopt the California Employers' Pension Prefunding Trust (CEPPT) Agreement and Election to Prefund Employer Contributions to a Defined Benefit Pension Plan, Delegation of Authority to Request Disbursements; and Certification of Funding a copy of which is attached hereto as Exhibits "A", "B" and "C" and is incorporated herein by this reference.

Exhibit "A" CEPPT Agreement and Election of Golden Sierra Job Training Agency to Prefund Employer Contributions to a Defined Benefit Pension plan through CalPERS

Exhibit "B" Delegation of Authority to Request Disbursements

Exhibit "C" Certification of CEPPT Funding Policy

CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST PROGRAM

**AGREEMENT AND ELECTION
OF**

Golden Sierra Job Training Agency

(NAME OF EMPLOYER)

**to Prefund Employer Contributions to a Defined Benefit
Pension Plan**

WHEREAS (1) Government Code (GC) Section 21711(a) establishes in the State Treasury the California Employers' Pension Prefunding Trust Fund (CEPPT), a special trust fund for the purpose of allowing eligible employers to prefund their required pension contributions to a defined benefit pension plan (each an Employer Pension Plan) by receiving and holding in the CEPPT amounts that are intended to be contributed to an Employer Pension Plan at a later date; and

WHEREAS (2) GC Section 21711(b) provides that the California Public Employees' Retirement System (CalPERS) Board of Administration (Board) has sole and exclusive control of the administration and investment of the CEPPT, the purposes of which include, but are not limited to (i) receiving contributions from participating employers; (ii) investing contributed amounts and income thereon, if any, in order to receive yield on the funds; and (iii) disbursing contributed amounts and income thereon, if any, to pay for costs of administration of the CEPPT and to deposit employer contributions into Employer Pension Plans in accordance with their terms; and

WHEREAS (3) Golden Sierra Job Training Agency
(NAME OF EMPLOYER)

(Employer) desires to participate in the CEPPT upon the terms and conditions set by the Board and as set forth herein; and

WHEREAS (4) Employer may participate in the CEPPT upon (i) approval by the Board and (ii) filing a duly adopted and executed Agreement and Election to Prefund Employer Contributions to a Defined Benefit Pension Plan (Agreement) as provided in the terms and conditions of the Agreement; and

WHEREAS (5) The CEPPT is a trust fund that is intended to perform an essential governmental function (that is, the investment of funds by a State, political subdivision or 115 entity) within the meaning of Internal Revenue Code (Code) Section 115 and Internal Revenue Service Revenue Ruling 77-261, and as an Investment Trust Fund, as defined in Governmental Accounting Standards Board (GASB) Statement No. 84, Paragraph 16, for accounting and financial reporting of fiduciary activities from the

external portion of investment pools and individual investment accounts that are held in a trust that meets the criteria in Paragraph 11c(1).

WHEREAS (6) The CEPPT is not a Code Section 401(a) qualified trust and the assets held in the CEPPT are not assets of any Employer Pension Plan or any plan qualified under Code Section 401(a).

NOW, THEREFORE, BE IT RESOLVED THAT EMPLOYER HEREBY MAKES THE FOLLOWING REPRESENTATION AND WARRANTY AND THAT THE BOARD AND EMPLOYER AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

A. Employer Representation and Warranty

Employer hereby represents and warrants that it is the State of California or a political subdivision thereof, or an entity whose income is excluded from gross income under Code Section 115(1).

B. Adoption and Approval of the Agreement; Effective Date; Amendment

(1) Employer's governing body shall elect to participate in the CEPPT by adopting this Agreement and filing with the Board a true and correct original or certified copy of this Agreement as follows:

Filing by mail, send to: CalPERS
CEPPT
P.O. Box 1494
Sacramento, CA 95812-1494

Filing in person, deliver to: CalPERS Mailroom
CEPPT
400 Q Street
Sacramento, CA 95811

(2) Upon receipt of the executed Agreement, and after approval by the Board, the Board shall fix an effective date and shall promptly notify Employer of the effective date of the Agreement. Employer shall provide the Board such other documents as the Board may request, including, but not limited to a certified copy of the resolution(s) of the governing body of Employer authorizing the adoption of the Agreement and documentation naming Employer's successor entity in the event that Employer ceases to exist prior to termination of this Agreement.

(3) The terms of this Agreement may be amended only in writing upon the agreement of both the Board and Employer, except as otherwise provided herein. Any such amendment or modification to this Agreement shall be adopted and executed in the same manner as required for the Agreement. Upon receipt of the executed amendment or modification, the Board shall fix the effective date of the amendment or modification.

(4) The Board shall institute such procedures and processes as it deems necessary to administer the CEPPT, to carry out the purposes of this Agreement, and to maintain the tax-exempt status of the CEPPT. Employer agrees to follow such procedures and processes.

C. Employer Reports Provided for the Board's Use in Trust Administration and Financial Reporting and Employer Contributions

(1) Employer shall provide to the Board a defined benefit pension plan cost report on the basis of the actuarial assumptions and methods prescribed by Actuarial Standards of Practice (ASOP) or prescribed by GASB. Such report shall be for the Board's use in trust administration and financial reporting and shall be prepared at least as often as the minimum frequency required by applicable GASB Standards. This defined benefit pension plan cost report may be prepared as an actuarial valuation report or as a GASB compliant financial report. Such report shall be:

- 1) prepared and signed by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board;
- 2) prepared in accordance with ASOP or with GASB; and
- 3) provided to the Board prior to the Board's acceptance of contributions for the reporting period or as otherwise required by the Board.

(2) In the event that the Board determines, in its sole discretion, that Employer's cost report is not suitable for the Board's purposes and use or if Employer fails to provide a required report, the Board may obtain, at Employer's expense, a report that meets the Board's trust administration and financial reporting needs. At the Board's option, the Board may recover the costs of obtaining the report either by billing and collecting such amount from Employer or through a deduction from Employer's Prefunding Account (as defined in Paragraph D(2) below).

(3) Employer shall notify the Board in writing of the amount and timing of contributions to the CEPPT, which contributions shall be made in the manner established by the Board and in accordance with the terms of this Agreement and any procedures adopted by the Board.

(4) The Board may limit Employer's contributions to the CEPPT to the amount necessary to fully fund the actuarial present value of total projected benefit payments not otherwise prefunded through the applicable Employer Pension Plan (Unfunded PVFB), as set forth in Employer's cost report for the applicable period. If Employer's contribution would cause the assets in Employer's Prefunding Account to exceed the Unfunded PVFB, the Board may refuse to accept the contribution. If Employer's cost report for the applicable period does not set forth the Unfunded PVFB, the Board may

refuse to accept a contribution from Employer if the contribution would cause the assets in Employer's Prefunding Account to exceed Employer's total pension liability, as set forth in Employer's cost report.

(5) No contributions are required. Contributions can be made at any time following the effective date of this Agreement if Employer has first complied with the requirements of this Agreement, including Paragraph C.

(6) Employer acknowledges and agrees that assets held in the CEPPT are not assets of any Employer Pension Plan or any plan qualified under Code Section 401(a), and will not become assets of such a plan unless and until such time as they are distributed from the CEPPT and deposited into an Employer Pension Plan.

D. Administration of Accounts; Investments; Allocation of Income

(1) The Board has established the CEPPT as a trust fund consisting of an aggregation of separate single-employer accounts, with pooled administrative and investment functions.

(2) All Employer contributions and assets attributable to Employer contributions shall be separately accounted for in the CEPPT (Employer's Prefunding Account). Assets in Employer's Prefunding Account will be held for the exclusive purpose of funding Employer's contributions to its Employer Pension Plan(s) and defraying the administrative expenses of the CEPPT.

(3) The assets in Employer's Prefunding Account may be aggregated with the assets of other participating employers and may be co-invested by the Board in any asset classes appropriate for a Code Section 115 trust, subject to any additional requirements set forth in applicable law, including, but not limited to, subdivision (d) of GC Section 21711. Employer shall select between available investment strategies in accordance with applicable Board procedures.

(4) The Board may deduct the costs of administration of the CEPPT from the investment income of the CEPPT or from Employer's Prefunding Account in a manner determined by the Board.

(5) Investment income earned shall be allocated among participating employers and posted to Employer's Prefunding Account daily Monday through Friday, except on holidays, when the allocation will be posted the following business day.

(6) If, at the Board's sole discretion and in compliance with accounting and legal requirements applicable to an Investment Trust Fund and to a Code Section 115 compliant trust, the Board determines to its satisfaction that all obligations to pay defined benefit pension plan benefits in accordance with the applicable Employer Pension Plan terms have been satisfied by payment or by defeasance with no remaining risk regarding the amounts to be paid or the value of assets held in the

CEPPT, then the residual Employer assets held in Employer's Prefunding Account may be returned to Employer.

E. Reports and Statements

(1) Employer shall submit with each contribution a contribution report in the form and containing the information prescribed by the Board.

(2) The Board, at its discretion but at least annually, shall prepare and provide a statement of Employer's Prefunding Account reflecting the balance in Employer's Prefunding Account, contributions made during the period covered by the statement, investment income allocated during such period, and such other information as the Board may determine.

F. Disbursements

(1) Employer may receive disbursements from the CEPPT not to exceed, on an annual basis, the amount of the total annual Employer contributions to Employer's Pension Plan for such year.

(2) Employer shall notify the Board in writing in the manner specified by the Board of the persons authorized to request disbursements from the CEPPT on behalf of Employer.

(3) Employer's request for disbursement shall be in writing signed by Employer's authorized representative, in accordance with procedures established by the Board, and the Board may rely conclusively upon such writing. The Board may, but is not required to, require that Employer certify or otherwise demonstrate that amounts disbursed from Employer's Prefunding Account will be used solely for the purposes of the CEPPT. However, in no event shall the Board have any responsibility regarding the application of distributions from Employer's Prefunding Account.

(4) No disbursement shall be made from the CEPPT which exceeds the balance in Employer's Prefunding Account.

(5) Requests for disbursements that satisfy the above requirements will be processed on at least a monthly basis.

(6) The Board shall not be liable for amounts disbursed in error if it has acted upon the written instruction of an individual authorized by Employer to request disbursements, and is under no duty to make any investigation or inquiry about the correctness of such instruction. In the event of any other erroneous disbursement, the extent of the Board's liability shall be the actual dollar amount of the disbursement, plus interest at the actual earnings rate but not less than zero.

G. Costs of Administration

Employer shall pay its share of the costs of administration of the CEPPT, as determined by the Board and in accordance with Paragraph D.

H. Termination of Employer's Participation in the CEPPT

(1) The Board may terminate Employer's participation in the CEPPT if:

- (a) Employer's governing body gives written notice to the Board of its election to terminate; or
- (b) The Board determines, in its sole discretion, that Employer has failed to satisfy the terms and conditions of applicable law, this Agreement or the Board's rules, regulations or procedures.

(2) If Employer's participation in the CEPPT terminates for either of the foregoing reasons, all assets in Employer's Prefunding Account shall remain in the CEPPT, except as otherwise provided below, and shall continue to be invested and accrue income as provided in Paragraph D, and Employer shall remain subject to the terms of this Agreement with respect to such assets.

(3) After Employer's participation in the CEPPT terminates, Employer may not make further contributions to the CEPPT.

(4) After Employer's participation in the CEPPT terminates, disbursements from Employer's Prefunding Account may continue upon Employer's instruction or otherwise in accordance with the terms of this Agreement.

(5) After Employer's participation in the CEPPT terminates, the governing body of Employer may request either:

- (a) A trustee to trustee transfer of the assets in Employer's Prefunding Account to a trust dedicated to prefunding Employer's required pension contributions; provided that the Board shall have no obligation to make such transfer unless the Board determines that the transfer will satisfy applicable requirements of the Code, other law and accounting standards, and the Board's fiduciary duties. If the Board determines that the transfer will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the transfer. The amount to be transferred shall be the amount in Employer's Prefunding Account as of the date of the transfer (the "transfer date") and shall include investment earnings up to an investment earnings allocation date preceding the transfer date. In no event shall the investment earnings allocation date precede the transfer date by more than 150 days.

- (b) A disbursement of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such disbursement unless the Board determines that, in compliance with the Code, other law and accounting standards, and the Board's fiduciary duties, all of Employer's obligations for payment of defined benefit pension plan benefits and reasonable administrative costs of the Board have been satisfied. If the Board determines that the disbursement will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the disbursement. The amount to be disbursed shall be the amount in Employer's Prefunding Account as of the date of the disbursement (the "disbursement date") and shall include investment earnings up to an investment earnings allocation date preceding the disbursement date. In no event shall the investment earnings allocation date precede the disbursement date by more than 150 days.

(6) After Employer's participation in the CEPPT terminates and at such time that no assets remain in Employer's Prefunding Account, this Agreement shall terminate. To the extent that assets remain in Employer's Prefunding Account, this Agreement shall remain in full force and effect.

(7) If, for any reason, the Board terminates the CEPPT, the assets in Employer's Prefunding Account shall be paid to Employer to the extent permitted by law and Code Section 115 after retention of (i) an amount sufficient to pay the Unfunded PVFB as set forth in a current defined benefit pension plan(s) cost report prepared in compliance with ASOP and the requirements of Paragraph C(1), and (ii) amounts sufficient to pay reasonable administrative costs of the Board. Amounts retained by the Board to pay the Unfunded PVFB shall be transferred to (i) another Code Section 115 trust dedicated to prefunding Employer's required pension contributions, subject to the Board's determination that such transfer will satisfy applicable requirements of the Code, other law and accounting standards, and the Board's fiduciary duties or (ii) Employer's Pension Plan, subject to acceptance by Employer's Pension Plan.

(8) If Employer ceases to exist but Employer's Prefunding Account continues to exist, and if no provision has been made to the Board's satisfaction by Employer with respect to Employer's Prefunding Account, the Board shall be permitted to identify and appoint a successor to Employer under this Agreement, provided that the Board first determines, in its sole discretion, that there is a reasonable basis upon which to identify and appoint such a successor and provided further that such successor agrees in writing to be bound by the terms of this Agreement. If the Board is unable to identify or appoint a successor as provided in the preceding sentence, then the Board is authorized to appoint a third-party administrator or other successor to act on behalf of Employer under this Agreement and to otherwise carry out the intent of this Agreement with respect to Employer's Prefunding Account. Any and all costs associated with such appointment shall be paid from the assets attributable to Employer's Prefunding Account. At the Board's option, and subject to acceptance by Employer's Pension Plan,

the Board may instead transfer the assets in Employer's Prefunding Account to Employer's Pension Plan and terminate this Agreement.

(9) If the Board determines, in its sole discretion, that Employer has breached the representation and warranty set forth in Paragraph A., the Board shall take whatever action it deems necessary to preserve the tax-exempt status of the CEPPT.

I. Indemnification

Employer shall indemnify, defend, and hold harmless CalPERS, the Board, the CEPPT, and all of the officers, trustees, agents and employees of the foregoing from and against any loss, liability, claims, causes of action, suits, or expense (including reasonable attorneys' fees and defense costs, lien fees, judgments, fines, penalties, expert witness fees, appeals, and claims for damages of any nature whatsoever) not charged to the CEPPT and imposed as a result of, arising out of, related to or in connection with (1) the performance of the Board's duties or responsibilities under this Agreement, except to the extent that such loss, liability, suit or expense results or arises from the Board's own gross negligence, willful misconduct or material breach of this Agreement, or (2) without limiting the scope of Paragraph F(6) of this Agreement, any acts taken or transactions effected in accordance with written directions from Employer or any of its authorized representatives or any failure of the Board to act in the absence of such written directions to the extent the Board is authorized to act only at the direction of Employer.

J. General Provisions

(1) Books and Records

Employer shall keep accurate books and records connected with the performance of this Agreement. Such books and records shall be kept in a secure location at Employer's office(s) and shall be available for inspection and copying by the Board and its representatives.

(2) Notice

(a) Any notice or other written communication pursuant to this Agreement will be deemed effective immediately upon personal delivery, or if mailed, three (3) days after the date of mailing, or if delivered by express mail or e-mail, immediately upon the date of confirmed delivery, to the following:

For the Board:

Filing by mail, send to:
CalPERS
CEPPT
P.O. Box 1494
Sacramento, CA 95812-1494

Filing in person, deliver to:
CalPERS Mailroom
CEPPT
400 Q Street
Sacramento, CA 95811

For Employer:

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

(b) Either party to this Agreement may, from time to time by notice in writing served upon the other, designate a different mailing address to which, or a different person to whom, all such notices thereafter are to be addressed.

(3) Survival

All representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to be a part of this Agreement shall survive the termination of this Agreement.

(4) Waiver

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

(5) Necessary Acts; Further Assurances

The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

(6) Incorporation of Amendments to Applicable Laws and Accounting Standards

Any references to sections of federal or state statutes or regulations or accounting standards shall be deemed to include a reference to any amendments thereof and any successor provisions thereto.

(7) Days

Wherever in this Agreement a set number of days is stated or allowed for a particular event to occur, the days are understood to include all calendar days, including weekends and holidays, unless otherwise stated.

(8) No Third Party Beneficiaries

Except as expressly provided herein, this Agreement is for the sole benefit of the parties hereto and their permitted successors and assignees, and nothing herein, expressed or implied, will give or be construed to give any other person any legal or equitable rights hereunder. Notwithstanding the foregoing, CalPERS, the CEPPT, and all of the officers, trustees, agents and employees of CalPERS, the CEPPT and the Board shall be considered third party beneficiaries of this Agreement with respect to Paragraph I above.

(9) Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

A majority vote of Employer's Governing Body at a public meeting held on the 2nd day of the month of June in the year 2021, authorized entering into this Agreement.

Signature of the Presiding Officer: _____

Printed Name of the Presiding Officer: Lori Parlin, Governing Body Chair

Name of Governing Body: Golden Sierra Job Training Agency Governing Body

Name of Employer: Golden Sierra Job Training Agency

Date: June 2, 2021

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
ARNITA PAIGE
DIVISION CHIEF, PENSION CONTRACT AND PREFUNDING PROGRAMS
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

To be completed by CalPERS

The effective date of this Agreement is: _____



California Public Employees' Retirement System
California Employers' Pension Prefunding Trust (CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

Delegation of Authority to Request Disbursements California Employers' Pension Prefunding Trust (CEPPT)

RESOLUTION OF THE

(GOVERNING BODY)

OF THE

(NAME OF EMPLOYER)

The _____ delegates to the incumbents
(GOVERNING BODY)

in the positions of _____ and
(TITLE)

_____, and/or
(TITLE)

_____ authority to request on behalf of the
(TITLE)

Employer disbursements from the Pension Prefunding Trust and to certify as to the purpose
for which the disbursed funds will be used.

By _____

Title _____

Witness _____

Date _____



California Public Employees' Retirement System
California Employers' Pension Prefunding Trust (CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT) CERTIFICATION OF FUNDING POLICY

EMPLOYER NAME: _____

SECTION I: CEPPT Asset Allocation Strategy Selection

As the employer, I certify that my agency chooses the following CEPPT asset allocation strategy (select one):

CEPPT Asset Allocation Strategy	10 Year Expected Rate of Return	Expected Volatility (Standard Deviation)
Strategy 1	5.0%	8.2%
Strategy 2	4.0%	5.2%
Concurrent Enrollment	-	-

SECTION II: Contributions and Reimbursements

As the employer, I certify that we intend to make CEPPT contributions and request eligible reimbursements in the following manner:

Contributions:

We intend to make an initial contribution of \$_____ on or around _____.
(MM/YYYY)

For fiscal year ending June 30, _____ we intend to contribute the estimated following amount(s) in:
(YYYY)

Strategy 1: \$_____ and/or

Strategy 2: \$_____

For fiscal year ending June 30, _____ we intend to contribute the estimated following amount(s) in:
(YYYY)

Strategy 1: \$_____ and/or

Strategy 2: \$_____



California Public Employees' Retirement System
California Employers' Pension Prefunding Trust (CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT) CERTIFICATION OF FUNDING POLICY

Reimbursements:

During the two years period identified above, do you intend to seek a reimbursement?

Yes

No

If you answered yes:

For fiscal year ending June 30, _____ we intend to seek an approximate reimbursement of \$ _____.
(YYYY)

For fiscal year ending June 30, _____ we intend to seek an approximate reimbursement of \$ _____.
(YYYY)

COMMENTS:



California Public Employees' Retirement System
California Employers' Pension Prefunding Trust
(CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT) CERTIFICATION OF FUNDING POLICY

We understand we will be asked to provide information to CalPERS as required to facilitate compliance with Governmental Accounting Standards Board (GASB) reporting requirements and we agree to provide this information to CalPERS on a timely basis.

We understand that CEPPT will be reported in aggregate as a fiduciary fund for CalPERS reporting. CEPPT assets will not be reported under GASB 67/68.

We understand that the cash flow information provided in Section II are estimated amounts and is being used for CEPPT asset management purposes. There is no implied commitment to contribute or reimburse.

Employer Name

Printed Name of Person Signing the Form

Title of Person Signing the Form

Signature

Date

Designated Employer Contact Name

Title of Designated Employer Contact

Phone #

Email Address



California Public Employees' Retirement System
California Employers' Pension Prefunding Trust
(CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT) CERTIFICATION OF FUNDING POLICY

This page provides instructions to complete each section of the Certification of Pension Funding Policy.

SECTION I: CEPPT Asset Allocation Strategy Selection

Your CEPPT assets will be invested using the asset allocation strategy checked here. Each strategy has a different assumed 10 year expected rate of return and risk profile.

SECTION II: Contributions and Reimbursements

Here we ask you to indicate how you expect to make contributions to, and seek reimbursement from, the trust. All contributions are voluntary and never required. This section is for informational purpose. There is no implied commitment to contribute or reimburse. Information provided is intended for investment forecast and asset management purposes.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: June 2, 2021

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJ: Revised PY 2021-2022 Subgrant Signature Authority

Staff is requesting the Governing Body authorize signature authority for the Executive Director to sign the New Program Year PY 2021-2022 subgrant agreements not to exceed a revised amount of \$3,250,000. Initial approval was received on April 7, 2021, for \$3,000,000; however, the allocation was higher than anticipated. The dollar estimate for this request is based upon EDD Information Notice [WSD20-62](#) WIOA Formula Allocation and estimated Rapid Response & Layoff Aversion funding.

Background: The State of California's Employment Development Department (EDD) acts as the Agency's pass thru for the annual Workforce Innovation and Opportunity Act (WIOA) funds. The policies and procedures for this agreement require immediate action from our office. Execution of the agreement and submittal back to the EDD office ensures the newly awarded funds will be made available in a timely fashion. Current signature authority for the Executive Director rests at \$1,000,000 for governmental entities.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: June 2, 2021
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: FY 2021-2022 Agency Budget - Draft

Before the Board for review is the Fiscal Year 2021-2022 Agency Budget Draft. The budget has been developed based on estimated allocation awards for the Workforce Innovation and Opportunity Act (WIOA) 2021-2022 funding stream as well as related workforce development grants operated by Golden Sierra Job Training Agency. The budget utilizes a priority-based model, approved by the Governing Body, intended to meet the requirements of the awarded grants while funding Agency debt obligations.

This budget presented was reviewed by the Executive Committee and Workforce Board on May 20, 2021, and recommended for approval by the Governing Body.

Budget Introduction and Overview

Golden Sierra Job Training Agency is a Joint Powers Authority (JPA) organized between the counties of Placer, El Dorado and Alpine. The Agency's annual source of funds is the 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 the stated purpose of the JPA.

Approach in Developing the Final Budget for Fiscal Year 2021/2022

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 retain cost-efficient and effective ways to meet the requirements of WIOA while providing quality services to participants and meeting the debt obligations of the Agency.

The Fiscal Year 2021/2022 DRAFT Budget:

The funding used to develop the budget represents rollover funding from WIOA Title 1 formula fund allocations, Subgrant "AA11" and the estimated new WIOA allocation. Other programs to be administered by the Agency are categorized as Non-Allocation grants. These grants have been awarded via competitive processes. The largest of which include the Prison to Employment Initiative and the SB1 High Road Training Project being awarded by the California Workforce Development Board. This funding is being administered by Golden Sierra on behalf of the Capital Region Workforce Boards including SETA, NCCC, and Yolo County. Additional non-allocation funding includes funding related to pandemic emergency response, services to individuals with disabilities, and California's High Road Construction Career Initiative.

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 *Youth Work Based Learning (WBL)* requirement as outlined in the WIOA Title I award. To clarify, *Work Based Learning* only includes a participant's enrollment in employment related training such as an On-The-Job Training (OJT) or Work Experience (WEX). It does not include classroom training. Seventy percent of the earmarked WBL funding is planned to support career services for eligible WBL participants in the program.

The remaining cost objectives required of the Title I funding is to maintain a minimum of one *Comprehensive - America's Job Center (AJCC)* in the *Local Area*, strategically utilizing financial resources to meet the debt service required payments for the liabilities of the JPA, and participating in the continued development of both local and regional Workforce Systems.

Approved By:
Executive Committee: 05/20/21
Workforce Board: 05/20/21
Governing Body:

Additional Notes

Note:

- The draft budget presentation incorporates estimations on expenditures as well as carry-over. Additionally, it assumes all contracts/service agreements are fully expended.
- Revenue estimations assume a slight decrease in Adult, Dislocated Worker and Youth funding for 2021/2022 over fiscal year 2020/2021. The assumed decrease is 5%.
- Rapid Response and Layoff Aversion allocations also reflect a 5% decrease over 2020/2021.
- Due to Covid-19, Rapid Response was extended, and the Funds Utilization Requirements have been lifted allowing a greater carryover than would normally be allowed.
- The Agency has been able to reduce costs in Professional Services as well as Services and Supplies from PY20/21.
- The Draft assumption for funding ADVANCE reflects a 5% decrease from PY 20/21 bringing their total PY 20/21 award to \$95,000.
- Included in the budget is a transfer of 80% of the Dislocated Worker funding to the Adult funding stream. This is flexibility allowed in the law that increases access to funds for participants and eases eligibility documentation for the community.
- Overall pension costs have been reduced as the Agency completed payment for the outstanding Pension Side Fund.
- Increase in staffing costs in order to comport with the Bargaining Agreement as well as extending limited-term, Rapid Response/Layoff Aversion and business services staff.
- There has been an increase in Financial Support Services for participants in recognition of anticipated need for such assistance due to longer term unemployment and a desire to reach those most in need.

The Budget presentation has been reduced to two schedules; schedules 1, and 2. This is largely due to Placer County's transition to a new countywide system. We anticipate greater changes to the presentation as we are exploring the possibility of changing our budget structure from a Cost Center format to a Grant based format.

Approved By:
Executive Committee: 05/20/21
Workforce Board: 05/20/21
Governing Body:

<i>Description of Schedules</i>		
<u>Schedule 1</u>	<u>Consortium Draft to Final Budget</u>	Schedule is based on estimated rollover funding, non-allocation carry over, and new awards. Expenditures have been adjusted based on anticipated cost increases, WIOA spending requirements, and pension debt service requirements and shows a comparison of FY20/21 Final Budget to the proposed Draft Budget for FY2021/2022
<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 continual refinement, and database management.
	Consortium Rapid Response and Layoff Aversion:	Includes activities related to business outreach, workshop facilitation, and labor exchange. Staff have expertise in helping affected employees return to work as quickly as possible following a layoff and developing early-warning systems to prevent layoffs altogether.
	Consortium Comprehensive One-Stop:	Includes the physical location and related operating expenses of the required job center that offers universal access and comprehensive employment-related programs and services.
	El Dorado County Career and Training Services:	Includes PY 20/21 carry-in funds and PY21/22 WIOA funding to be administered by the Agency.
	Placer County Career and Training Services:	Includes PY 20/21 carry-in funds and PY 21/22 WIOA funding to be administered by the Agency.
	South Lake Tahoe / Alpine County Career and Training Services:	Includes balance of contract for PY 20/21 carry-in funds. Services awarded to <u>Advance</u> . Planned PY 21/22 WIOA funding scheduled to be awarded to Advance
	Non-Allocation Career and Training Services:	<u>Cost Centers listed here are non-routine in nature managed by the Agency:</u> <u>The Disability Employment Accelerator</u> – purpose is for the Agency to provide Work based learning opportunities for college students with disabilities : Covid-19 National Dislocated Worker Grant (NDWG) Provides rapid reemployment services, training and SS for those who suffered job loss due to the Pandemic

Approved By:
Executive Committee: 05/20/21
Workforce Board: 05/20/21
Governing Body:

Regional Grants	The Prison to Employment Grant – Implementation Supportive Services The Prison to Employment Grant – Implementation Direct Services HRCC: SB1 – High Road Training Project HRCC: CCI – California Climate Investments
Board Initiatives	Not funded at draft however, initiatives funded under PY 20/21 are still underway
Surplus Funds	<u>Surplus funds, if available, represent discretionary funding for allocation by the Governing Body and are generally used to reduce pension liabilities.</u>

Approved By:
Executive Committee: 05/20/21
Workforce Board: 05/20/21
Governing Body:

Presented: May 20, 2021									
L i n e #		A		B		C		B/A	
		Consortium Fiscal Year 2020/2021 Final Budget - Mad 1	% of Total Funding	Consortium Fiscal Year 2021/2022 Draft Budget	% of Total Funding	Column A less Column B Change Between Fiscal Year 20/21 Final Budget - Mod 1 to 21/22 Draft Budget	Percent Change from Fiscal Year 20/21 Final Budget Mod 1 to FY 21/22 Draft Budget		
Funding Sources:									
1	Carry-In WIOA Allocation	\$ 1,191,919	16.66%	\$ 1,203,636	18.27%	\$ 11,717	0.98%	SOURCES	
2	Awarded WIOA Allocations	\$ 2,523,548	35.27%	\$ 2,397,372	36.39%	\$ (126,176)	-5.00%		
3	Carry-In RR/LA	\$ 147,272	2.06%	\$ 118,697	1.80%	\$ (28,575)	-19.40%		
4	Awarded Rapid Response Funds	\$ 239,112	3.34%	\$ 227,156	3.45%	\$ (11,956)	-5.00%		
5	Awarded Layoff Aversion Funds	\$ 56,758	0.79%	\$ 53,920	0.82%	\$ (2,838)	-5.00%		
6	Non Allocation Awards Carried In	\$ 1,127,108	15.75%	\$ 2,331,939	35.40%	\$ 1,204,831	106.90%		
7	Non-Allocation Awards (New)	\$ 1,868,960	26.12%	\$ 254,794	3.87%	\$ (1,614,166)	-86.37%		
8	Total Funding Sources PY 21	\$ 7,154,677		\$ 6,587,514		\$ (567,163)	-7.93%		
Expenditures:									
9	Retiree Benefits	\$ 751,903	10.73%	\$ 532,300	8.27%	\$ (219,603)	-29.21%	EXPENDITURES	
10	Salaries and Benefits	\$ 1,381,093	19.72%	\$ 1,512,324	23.49%	\$ 131,231	9.50%		
11	Services and Supplies	\$ 334,796	4.78%	\$ 320,139	4.97%	\$ (14,657)	-4.38%		
12	Professional Services	\$ 176,346	2.52%	\$ 158,061	2.46%	\$ (18,285)	-10.37%		
13	Salaries, Services, and Supplies Total	\$ 2,644,138	37.75%	\$ 2,522,824	39.19%	\$ (121,314)	-4.59%		
Career & Training Services									
14	Placer County	\$ 492,718	7.03%	\$ 483,631	7.51%	\$ (9,087)	-1.84%	DIRECT CLIENT EXPENDITURES	
15	El Dorado County	316,232	4.51%	348,878	5.42%	32,646	10.32%		
16	So Tahoe & Alpine County	173,445	2.48%	195,000	3.03%	21,555	12.43%		
17	Non Allocation Carried in From Prev FY	160,687	2.29%	125,861	1.96%	(34,826)	-21.67%		
18	Non-Allocation Awards (New)	169,033	2.41%	66,697	1.04%	(102,336)	-60.54%		
	Regional Contracts	1,699,604	24.26%	1,729,722	26.87%	30,118	1.77%		
19	Career & Training Services Total	\$ 3,011,719	43.00%	\$ 2,949,789	45.82%	\$ (61,930)	-2.06%		
20	Board Initiatives	\$ 50,000	0.71%	\$ -	0.00%	\$ (50,000)		WORKFORCE BOARD EXPENDITURES	
	Non allocation Carry-out to New FY	434,625	6.20%	295,554	4.59%	(139,071)	-32.00%	CARRYOUT	
21	Allocation carry-out to New FY	\$ 864,195	12.34%	\$ 669,347	10.40%	\$ (194,848)	-22.55%		
	Carry-out to PY 23 Total	\$ 1,298,820	18.54%	\$ 964,901	14.99%	(333,919)	-25.71%		
22	TOTAL EXPENDITURES	\$ 7,004,677		\$ 6,437,514		\$ (567,163)	-8.10%		
23	Net Surplus vs (Deficit)	\$ 150,000		\$ 150,000		\$ -	0.00%	Surplus vs (Deficit) Surplus for GB distribution. Used to reduce pension liability.	

Approved by:
Executive Committee: 05/20/21
Workforce Board: 05/20/21
Governing Body:

		A	B	C	D	E	F	G
		Consortium Admin (WIOA)	Consortium Program Operations (WIOA)	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 & South Lake Tahoe Career and Training Services
L i n e #								
	Funding Sources:							
1	Carry-In Allocation Funds from PY 21	\$ 252,356	\$ 214,856		\$ 43,798	\$ 241,194	\$ 325,657	\$ 100,000
2	Allocation Awards PY 22	239,738	914,847	-	309,613	304,923	559,026	95,000
3	Carry-In Rapid Response/LA	-	-	118,697	-	-	-	-
4	Awarded Rapid Response Funds PY 22	-	-	227,156	-	-	-	-
6	Awarded Layoff Aversion Funds PY 22			53,920	-	-	-	-
	Carry-In Non-Allocation from PY 21							
7	Actual Non-Allocation Awards PY 22			-	-	-	-	-
8	Total Funding Sources	\$ 492,094	\$ 1,129,703	\$ 399,773	\$ 353,411	\$ 546,117	\$ 884,683	\$ 195,000
	Expenditures:							
	Consortium Operations:							
9	Retiree Benefits	\$ -	\$ 480,120	\$ 52,180	\$ -	\$ -	\$ -	\$ -
10	Salaries and Benefits	190,229	113,003	280,628	191,469	126,005	279,414	-
11	Services and Supplies	23,346	132,100	31,965	92,405		3,000	-
12	Professional Services	38,781	87,280	20,000	12,000	\$ -		-
13	Consortium Operations Total	\$ 252,356	\$ 812,503	\$ 384,773	\$ 295,874	\$ 126,005	\$ 282,414	\$ -
	Career & Training Services							
	Program Year 2020/2021 WIOA/Other - Rebudget							
14	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Placer County	-	-	-	-	-	166,545	-
16	El Dorado County	-	-	-	-	137,634	-	-
17	Alpine County	-	-	-	-	-	-	100,000
	Program Year 2021/2022 WIOA/Other							
18	Non-Allocation Awards	-	-	-	-	\$ -	\$ -	\$ -
19	Placer County	-	-	-	-	\$ -	317,086	\$ -
20	El Dorado County	-	-	-	-	\$ 211,244	\$ -	\$ -
21	Alpine County	-	-	-	-	\$ -	\$ -	95,000
	Regional Contracts							
22	Career & Training Services Total	\$ -	\$ -	\$ -	\$ -	\$ 348,878	\$ 483,631	\$ 195,000
23	Regional Contracts							
24	Board Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	PY22 Award Expend in Second Year	\$ 239,738	\$ 182,200	\$ -	\$ 57,537	\$ 71,234	\$ 118,638	\$ -
26	Future Year Expend Non-Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Recommend PY 21/22 WIOA Additional Pension Support	\$ -	\$ 135,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -
28	TOTAL EXPENDITURES	\$ 492,094	\$ 1,129,703	\$ 399,773	\$ 353,411	\$ 546,117	\$ 884,683	\$ 195,000
29	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Approved by:
Executive Committee: 05/20/21
Workforce Board: 05/20/21
Governing Body:

		<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>
		HRCC: SB1	HRCC:CCI	DEA 6	Gov's Addition Asst	Covid-NDWG	Prison to Employment Implementation Supportive Services	Prison to Employment Implementation Direct Services	Total of all Funding Sources and Expenditures
#									
	Funding Sources:								
1	Carry-In Allocation Funds from PY 21	0	0	0	0	0	0	0	\$ 1,177,861
2	Allocation Awards PY 22	0	0	0	0	0	0	0	\$ 2,423,147
3	Carry-In Rapid Response/LA	0	0	0	0	0	0	0	118,697
4	Awarded Rapid Response Funds PY 22	0	0	0	0	0	0	0	227,156
6	Awarded Layoff Aversion Funds PY 22	0	0	0	0	0	0	0	53,920
	Carry-In Non-Allocation from PY 21	1448284		243870		60558	425585	153642	2,331,939
7	Actual Non-Allocation Awards PY 22		254,794						254,794
8	Total Funding Sources	\$ 1,448,284	\$ 254,794	\$ 243,870	\$ -	\$ 60,558	\$ 425,585	\$ 153,642	\$ 6,587,514
	Expenditures:								
	Consortium Operations:								
9	Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 532,300
10	Salaries and Benefits	170,457	25,351	83,928	-	16,824	19,703	15,313	1,512,324
11	Services and Supplies	6,085	6,557	4,662	-	-	15,019	5,000	320,139
12	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	158,061
13	Consortium Operations Total	\$ 176,542	\$ 31,908	\$ 88,590	\$ -	\$ 16,824	\$ 34,722	\$ 20,313	\$ 2,522,824
	Career & Training Services								
	Program Year 2020/2021 WIOA/Other - Rebudget								
14	Non-Allocation Awards			\$ 69,029		\$ 43,734	\$ 13,098		\$ 125,861
15	Placer County	-	-	-	-	-	-	-	166,545
16	El Dorado County	-	-	-	-	-	-	-	137,634
17	Alpine County	-	-	-	-	-	-	-	100,000
	Program Year 2021/2022 WIOA/Other								
18	Non-Allocation Awards	66,697		-	-	-	-	-	66,697
19	Placer County	-	-	-	-	-	-	-	317,086
20	El Dorado County	-	-	-	-	-	-	-	211,244
21	Alpine County	-	-	-	-	-	-	-	95,000
	Regional Contracts	995,742	222,886				377,765	133,329	1,729,722
22	Career & Training Services Total	\$ 1,062,439	\$ 222,886	\$ 69,029	\$ -	\$ 43,734	\$ 390,863	\$ 133,329	\$ 2,949,789
23	Regional Contracts								-
24	Board Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	PY22 Award Expend in Second Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 669,347
26	Future Year Expend Non-Allocation	\$ 209,303	\$ -	\$ 86,251	\$ -	\$ -	\$ -	\$ -	\$ 295,554
27	Recommend PY 21/22 WIOA Additional Pension Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
28	TOTAL EXPENDITURES	\$ 1,448,284	\$ 254,794	\$ 243,870	\$ -	\$ 60,558	\$ 425,585	\$ 153,642	\$ 6,587,514
29	Net Income/(Loss)	\$ -	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)

Approved by:
Executive Committee: 05/20/21
Workforce Board: 05/20/21
Governing Body:

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: June 2, 2021

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: WIOA Regional & Local Plan PY 2021-2024

The Draft Regional & Local Plans were made publicly available and open for comment for the required 30 day period ending March 26, 2021. The Final WIOA Regional & Local Plan was approved by the Workforce Board on May 20, 2021, and is not being presented to the Governing Body for approval.

[WIOA Local Plan](#)

[WIOA Regional Plan](#)

An unsigned copy of the Regional & Local Plan were provided to Sacramento Employment & Training Agency (SETA), for submission on behalf of the Capital Area Regional Planning Unit, by the April 30, 2021 deadline without the required signatures as allowed by EDD Directive [WSD20-05](#).

The signed Final WIOA Regional & Local Plans will be submitted in accordance with EDD Directive [WSD20-05](#).

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: June 2, 2021
TO: Governing Body (GB)
FROM: Lorna Magnussen, WB Analyst
SUBJECT: Workforce Board Membership

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

Resignation(s)/Removal(s)

Eric Cooper, California Indian Manpower Consortium, representing Other, deceased – removal effective immediately

Eric Ullrich, Hacker Lab, representing Business; resignation effective 7/1/21

Renewal(s) – Term date 7/1/21 – 6/30/25

Rick Larkey, NSBIA, representing business

Michael Zimmerman, MTI College, representing Business and Education

Christina Nicholson, Whole Person Learning, representing Business and Workforce

John Tweedt, District Council 16, representing Labor Organization

Paul Castro, California Human Development, representing Education and Workforce

Robin Trimble, Rocklin Chamber of Commerce, representing Business

Vic Wursten, PRIDE Industries, representing Business and Workforce

Vacancies:

None. All mandatory membership requirements have been met and the board is in full compliance with the changes outlined above.



Golden Sierra

MEMORANDUM

DATE: 5/21/21

TO: All Staff

FROM: Jason Buckingham

SUBJECT: Roseville AJCC Reopening Plan

Roseville AJCC Reopening Plan **Phase 1**

Overarching Goals:

- Establish a staffing schedule to reopen to customers
- Maintain safety protocols for all customers and staff consistent with GSJTA's Covid-19 Prevention Plan, and staff training related to safety
- Maintain a schedule that is fair and equitable for all staff

Re-open date:

- June 15, this date may be extended depending on circumstances.
- Staff return to provide on-site services to customers by apt on staggered "shifts".
- Reopening will be with customers by appointment only

Hours of Operation:

Resource Room

- Tuesday – Thursday 8:00am-12:00pm.
- Appointments at 8:00am, 9:30am, and 11:00am, one hour in duration each.
- Two computers available at each time.

Additional AJCC Services

- Appointments for eligibility, assessments, case management and other services will take place between 1:00 and 4:00 pm arranged by staff in compliance with the Agency Covid-19 Prevention Plan maximum capacity protocols (duration based on customer need)

Staffing

- For safety purposes three staff members scheduled with a maximum of six total people to be in the center at one time.
- Staff would cover phones as assigned either in-person, or remotely

Signage:

Signage will be posted with procedural information such as face covering and social distancing requirements, how to schedule virtual and in person appointments, maximum capacity, Covid-19 tracking requirements, and time allowed in the Center.

Maximum Capacity Number in Job Center:

Total number of staff and customers will be consistent with GSJTA's current Covid-19 Prevention Plan, and Entry Procedures.

- Capacity may be reduced based on number of staff available as at no time should there be more customers than staff present for an extended period of time. Furthermore, at no time should a single staff person be left with the public present.
 - Non-essential areas will be closed.
 - Every other customer computer is closed.
 - Scheduled staff will monitor capacity numbers.
 - A schedule of appointments will be provided to staff on hand.
 - Customers should be triaged in order to determine who can access services remotely.
-

PPE:

-
- Physical assessments of the center have been completed, Plexiglas installed at front desk, above cubicles, and in meeting rooms where social distancing cannot be maintained. Staff should prioritize the utilization of spaces where social distancing can be maintained for meeting with customers.
 - Appropriate face covering to be worn in compliance with CDC Guidelines and GSJTA Covid-19 Prevention Plan.
 - Staff should maintain six feet distancing when serving customers.
 - Tables with Plexiglas have been provided for staff and customers to meet when social distancing requirements cannot be met
 - Furniture has been adjusted to maintain social distancing where possible.
 - Public Computers and Keyboards will be disinfected by staff in between uses.
 - Portable ventilation equipment has been supplied
-

05/07/2021

Jason Buckingham
Golden Sierra Workforce Development Board

SUBJECT: Approval for the Local Board to act as Career Service Provider

Dear Director Buckingham,

The California Workforce Development Board has received and carefully assessed your application to act as the Career Service Provider, in accordance with the criteria established in the Workforce Innovation and Opportunity Act (WIOA) and Workforce Services Directive WSD19-13. We are pleased to inform you that your Local Workforce Development Board has been approved to act as the Career Service Provider, through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,



TIM RAINEY, Executive Director
California Workforce Development Board

cc: Gabriel Garcia, Regional Advisor

SERVICE PROVIDER REPORT

ADVANCE at Lake Tahoe Community College

Report Period: Jan-Feb 2021

Prepared By: Frank Gerdeman

PARTICIPANT STATUS

	<u>Actual</u>	<u>Goal</u>	<u>% of Goal</u>
Number who received basic career services	81 (2)	100	81%
Number who received individualized career services	42 (2)	50	84%
Number who received training services	17(2)	15	113%
On-site hours in Alpine County			

ACTIVITY SUMMARY

Please note that numbers above are cumulative for the entire contract period and that numbers in parenthesis represent Alpine County participants. Continuing to operate an off-campus, in-person office (under strict county, state and CDC guidelines) remains critical in meeting the needs of community members who lack access to technology and/or connectivity. Presented with Darlene Galipo, Deputy Director at the California Council on Adult Education (CCAIE) state-wide virtual conference on the partnership between our programs. As businesses look to re-open (or expand service) we are increasing outreach with them and will be participating in the May Tahoe Works virtual job fair.

PRACTICES WITH PROMISE

Continuing to operate an off-campus, in-person office (under strict county, state and CDC guidelines) remains critical in meeting the needs of community members who lack access to technology and/or connectivity. Based on recent updates and continued improvement in data sharing between members, Community Pro use is beginning to become more useful. This includes updated (and more robust) college data and the ability for review of case notes and documents by GSJTA staff which is reducing double entry/redundant work on our end.

CHALLENGES/BARRIERS

The continued surge in COVID cases, driven by holiday gatherings and the move to the state-wide stay at home order and the change in local business practices (especially the shutdown of outside dining) continues the challenges in our work. Resources to help those hardest hit will remain critical but without additional Federal funding, may also be scarce.

EVENT PARTICIPATION

<u>Date</u>	
3/1/21	South Tahoe Restaurant Group
3/4/21	Employer meeting/visit – Wylder Hope Valley (Alpine County)
3/9/21	Alpine Economic Advisory Committee
3/17/21	GS MOU Partners meeting
3/31/21	GSJTA TA meeting
4/7/21	Meeting with Related California on housing and workforce development project
4/13/21	Alpine Economic Advisory Committee
4/22/23	Partnership presentation w/GSJTA at CCAIE (California Council for Adult Education)
4/29/21	Culinary Advisory Committee at LTCC

SERVICE PROVIDER REPORT

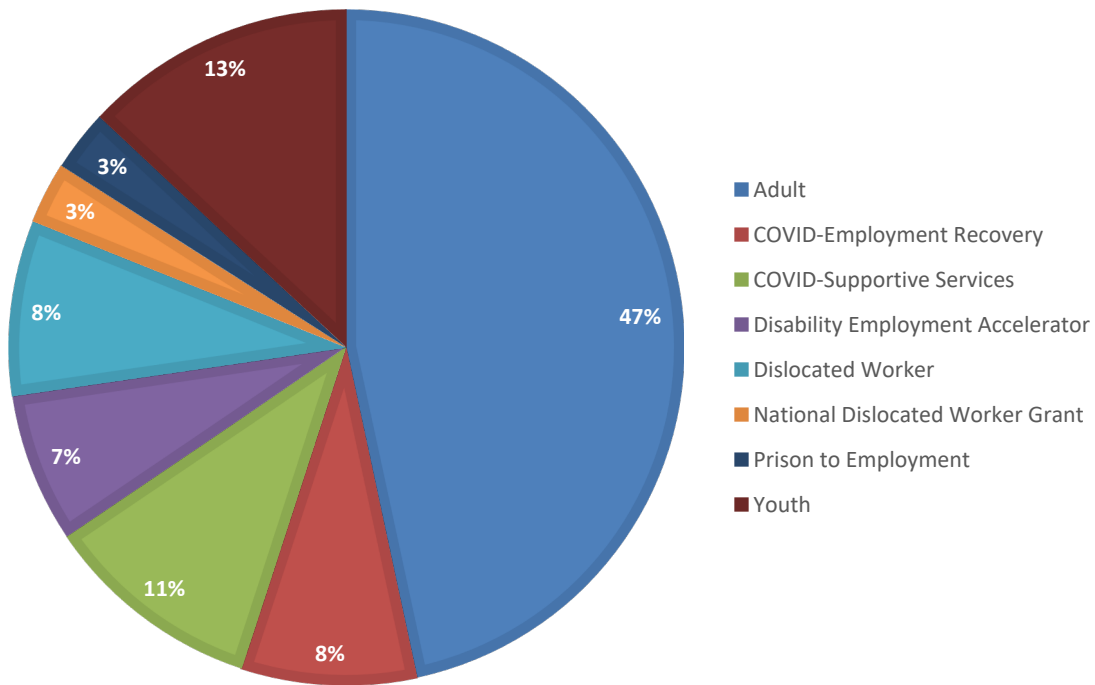
Golden Sierra Job Training Agency

Report Period: 07/01/20 – 04/30/21

Prepared By: Darlene M. Galipo

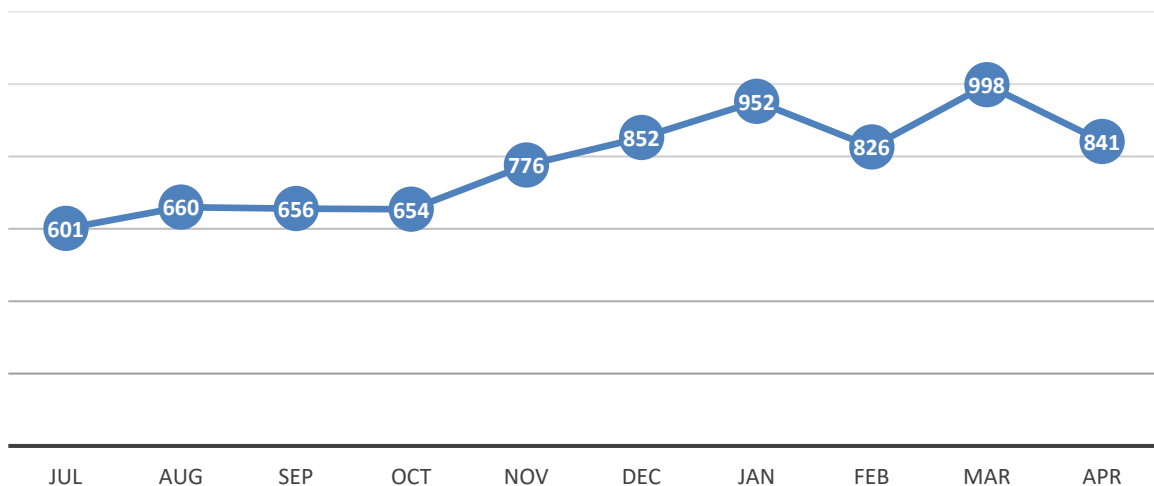
PY20/21 ENROLLMENTS BY GRANT

228 NEW INDIVIDUALS ENROLLED JULY-APRIL 2021



JOB CENTER VISITORS

Virtual Visitor Traffic by Month



SUCCESS STORY

Meet Jerry. After spending 20 years in prison, Jerry was eager to begin a new life on the outside. He took advantage of the services available to him and successfully participated in a Small Engine Apprenticeship training program. He obtained multiple certifications in automotive technology. He also learned to operate a forklift and other specialized equipment. The grant provided an opportunity for Jerry to find work as a Shop Helper. The employer immediately noticed Jerry's skills and willingness to create a better life. He was eventually offered a permanent position as a Technician.

"I used the One Stop and they have helped me from day one. Now I am able to work on old cars and could not be happier."

*Quote and photo provided with permission.

