

GOVERNING BODY MEMBERS

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

MICHAEL RANALLI
Board of Supervisors
El Dorado County

KIRK UHLER, *Chair*
Board of Supervisors
Placer County

JASON BUCKINGHAM
Executive Director

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

(916) 773-8540

GOLDEN SIERRA JOB TRAINING AGENCY

GOVERNING BODY **SPECIAL MEETING** AGENDA

Friday, December 7, 2018 – 10:00 am

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

Alpine County Administration
Conference Room
99 Waters Street
Markleeville, CA 96120

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

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|-------|---|-------|
| I. | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u> | |
| II. | <u>APPROVAL OF AGENDA</u> | 1 |
| III. | <u>CONSENT AGENDA</u> | |
| | All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion. | |
| | a) Approval of Minutes from August 29, 2018 GB Meeting | 2-5 |
| | b) Approval of Minutes from October 4, 2018 GB Meeting | 6-7 |
| IV. | <u>PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA</u> | |
| V. | <u>RESOLUTION 18-01</u> | |
| | <u>JOB DESCRIPTIONS, AND AMENDED POSITION ROSTER</u> | 8-20 |
| VI. | <u>HOLIDAY LEAVE OPTIONS</u> | 21-22 |
| VII. | <u>APPROPRIATE FUNDING FOR TRADE AND ECONOMIC TRANSITION</u> | |
| | <u>NATIONAL DISLOCATED WORKER GRANT (NDWG)</u> | 23-26 |
| VIII. | <u>WORKFORCE BOARD MEMBERSHIP</u> | 27-31 |
| IX. | <u>CHAIR/VICE CHAIR NOMINATIONS FOR 2019</u> | |
| X. | <u>DIRECTOR'S UPDATE</u> | |
| XI. | <u>WIOA SERVICE PROVIDER REPORTS</u> | 32-40 |
| | <ul style="list-style-type: none">• Alpine / South Lake Tahoe - ADVANCE• El Dorado County – El Dorado County HHS• Placer County - Golden Sierra Job Training Agency• Consortium Business Engagement / Rapid Response | |
| XII. | <u>FUTURE AGENDA ITEMS/NEW BUSINESS</u> | |
| XIII. | <u>NEXT MEETING</u> | |
| | Wednesday, February 6, 2018 – Golden Sierra Job Training Agency | |
| XIV. | <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 JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
MINUTES**

Wednesday, August 29, 2018 – 10:00 am

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

I. ROLL CALL AND INTRODUCTION OF GUESTS

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

☒ Kirk Uhler (Chair)
☒ Michael Ranalli

☒ Katherine Rakow (Vice-Chair)

GSJTA Staff:

☒ Jason Buckingham
☒ Lorna Magnussen

☒ Terrie Trombley
☐ Carline Chavez

☐ Darlene Galipo

Guests:

Doug Pryor – Bartel and Associates
Michael Indiveri – One-Stop Operator

II. APPROVAL OF AGENDA

Motion to approve agenda as presented by Uhler, second by Ranalli

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 6, 2018 GB Meeting

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

Motion approved unanimously

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

None

V. CALPERS PENSION SUSTAINABILITY & OPEB ACTUARY

Buckingham introduced Doug Pryor from Bartel and Associates. Pryor stating that the presentation was divided into two reports. 1) CalPERS June 2016 Valuation report, and 2) OPEB June 2017 valuation plan funding for FY 18-19 and 19/20

Pryor proceeded to give his presentation.

a) Motion to approve the adoption of OPEB strategy 2 by Ranalli, second by Rakow.

Motion approved unanimously

b) Motion to approve OPEB funding reprioritization to Pension liability as presented by Rakow, second by Ranalli.

Motion approved unanimously

VI. CONFLICT OF INTEREST CODE AMENDMENT

Motion to approve Conflict of Interest Code Amendment as presented by Rakow, second by Ranalli.

Motion approved unanimously

VII. WORKFORCE BOARD MEMBERSHIP

Magnussen requested the board approval of Randy Bloomfield, EDD for Workforce Board membership.

Motion to approve Workforce Board Memberships as presented, by Rakow, second by Ranalli.

Motion approved unanimously

VIII. DIRECTOR'S UPDATE

Regional & Local Plan modification:

The region and agency have begun the planning phase to modify the current four year plan. Plans are required by the state, regional and local areas. The state sets the overarching goals, regions identify industries, and local areas are to develop pathways into those identified industries.

The state's goal is to double the number of apprenticeships and acquire 1 million middle skill industry credentials over the next 10 years. The updated plans are due on March 2019.

Funding:

Prison to Employment Initiative: The Governor has made available \$37 million of General Fund Money for the Prison to Employment initiative statewide in 2 phases:

[Regional – 9 county – Capital Region]

Phase 1: Planning: 150,000 for 18 months

Phase 2: Implementation: includes direct participant services; pending award upon completion of regional planning process.

SB1 funding comes from the recent gas tax. There is \$5 million a year set aside to fund job training. The implementation was delayed for one year; therefore, there will be \$10 million available in January 2019.

MC3 (Multi-Craft Core Curriculum) ties to the SB1 funding as it is the only State approved pre-apprenticeship curriculum for the trades: with this certification students should gain preferential entry into trade apprenticeship programs.. Golden Sierra partnered with Sierra College, Placer School for Adults, the Sacramento Sierra Building Trades Council and the California Labor Federation to certify three instructors locally. These instructors can now prepare folks to enter apprenticeship programs serving local projects funded under SB1

Department of Labor (DOL) National Dislocated Worker Disaster Grant: DOL recently put out a request for applications for these funds; they are intended to address dislocations that occur because of large events.

Buckingham stated that the local retail industry has been impacted due to online sales and the changing business climate; as an example Sears, Sports Authority, Sports Chalet, Baby's R us, and Toys R Us have all closed within the last 24 months all within a 1 mile radius of the Galleria in Roseville.

Breaking Barriers to Employment initiative has set aside \$15 million funded through AB1111. This is an opportunity for Workforce Boards to team up with community based organizations who are serving 15 targeted populations to mitigate barriers and to provide pathways to employment.

Events:

Tri-County Job Fair annual recruitment event was held on August 23 at the Rancho Cordova City Hall. It's a partnership with organizations in Placer, El Dorado and Sacramento Counties; Golden Sierra acts as the administrator of the event. There were 52 employers and over 500 job seekers.

Forums: Technology impact on the workforce (4); one in each of the local areas within the Capitol Region. On September 17 they will be holding a recap and report out of findings and action plans from these forums.

Business summit also scheduled to be held in May of 2019 at Bayside Church. The primary focus is to provide local business with information on different topics such as disruption through automation.

Misc:

Department of Labor in DC, has selected California for a State review. The Capitol Region is one of the two regions selected for review. Golden Sierra will be hosting.

USA Today recently reported that Placer County is once again the fastest growing County in the State.

New lease in Roseville building is moving forward; EDD on board.

IX. WIOA SERVICE PROVIDER REPORTS

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

Buckingham noted that on the next meeting there will be reports on Alpine County and South Lake Tahoe.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

- Final Budget

XI. NEXT MEETING

October and December meeting schedule to be determined, staff will have communication with the Board members to seek a possible teleconference meeting in October.

XII. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION (GOVERNMENT CODE 54956.9(b))
AGENCY DESIGNATED REPRESENTATIVES: JASON BUCKINGHAM,
TERRIE TROMBLEY, LORNA MAGNUSSON AND KENNETH
RUTHENBERG, JR.

Uhler called the meeting into closed session at 11:12 a.m.

Uhler recused himself from closed session

Rakow took over the Chair role

Rakow called the meeting back into open session at 11:59 a.m.

Rakow reported out of closed session: Information was given

XIII. ADJOURNMENT

Meeting Adjourned by Ranalli, second by Rakow at 12:00 pm.

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
SPECIAL MEETING
MINUTES**

Thursday, October 4, 2018 – 10:00 am

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

**Alpine County Administration
(1)**

99 Waters Street
Markleeville, CA 96120

Placer County District Office (2)

1700 Eureka Road, Suite 160
Roseville, CA 95661

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order at 10:02 a.m. by Chair Uhler

☒ Kirk Uhler (Chair) (1) ☒ Katherine Rakow (Vice-Chair) (2)
☐ Michael Ranalli

GSJTA Staff:

☒ Jason Buckingham ☒ Terrie Trombley ☐ Darlene Galipo
☒ Lorna Magnussen

(#) indicates teleconference location

II. APPROVAL OF AGENDA

Motion to approve agenda by Rakow, second by Uhler

Motion approved unanimously by roll call

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

III. PUBLIC COMMENT – FOR THOSE ITEMS ON THE AGENDA

None

IV. 2018-2019 WIOA TITLE I FINAL BUDGET

Buckingham provided the following highlights:

- Page 5 - Column E - Row 1: Carry over is roughly \$200,000 less than anticipated; however, even with this reduction a balanced budget is being presented.

Trombley noted that El Dorado K7 spending was under projections, and she anticipated more carryover due to unspent contract funding.

- Page 6 - Column G - Rows 1 and 2: Alpine County and South Lake Tahoe operations at \$100,000 for a second year of funding.
- Page 6 - Column J - Row 7: non-competitive \$150,000 Regional Planning Grant for Prison to Employment; actual funding awarded was \$142,500. Funding is intended to develop a regional reentry plan, with implementation money anticipated after region plan completion due March 2019.

Rakow inquired about page 6 Program year 17-18 re-budget [14-17]. Buckingham stated that this would be K8 unspent funding carrying over to the next contract.

Motion to approve 2018-2019 WIOA Title I Final Budget by Rakow, second by Uhler

Motion approved unanimously by roll call

Aye: Rakow, Uhler

Nay: None

Abstain: None

Absent: Ranalli

V. ADJOURNMENT

Meeting Adjourned by Uhler, at 10:11 am.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: December 7, 2018

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJ: Resolution 18-01 – Approve Job Descriptions and Position Roster

Attached is Resolution 18-01 to approve job descriptions for additional positions, revised job description and an amended Position Roster to reflect changes.

New position & salaries:

- Accountant I - \$27.1130 – 33.0345
- Accountant II - \$31.3871 – 38.2421

Revised position:

- Assistant Business & Employment Specialist
- Associate Business & Employment Specialist

The changes to the Allocated Position Roster are outlined below and have been deemed reasonable and necessary to more effectively meet the current and anticipated needs of the agency:

Accounting Technician – unfund 1 position

Fiscal Impact (annual based on salary only):

- Funded to Unfunded – (\$56,357)
- Added positions - \$57,100
- Net impact – (\$743)

BEFORE THE GOVERNING BODY
GOLDEN SIERRA JOB TRAINING AGENCY

In the matter of: Resolution to add positions,
revised job descriptions and
amend the Golden Sierra Job
Training Agency Allocated
Position Roster

Resolution No.: 18-01

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

December 7, 2018 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Kirk Uhler, Chairman, Governing Body

Attest:

Clerk of said Governing Body

Lorna Magnussen

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that the Golden Sierra Job Training Agency Positions Allocation Roster 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 December 7, 2018

<u>CLASSIFICATION</u>		<u>SALARY RANGE*</u>		<u># of POSITIONS funded</u>	<u># of POSITIONS unfunded</u>
		<u>From [A]</u>	<u>To [E]</u>		
Account Clerk - I	Promotional Series	\$ 15.6566	\$ 19.0759	1 FTE	
Account Clerk - II		\$ 17.2585	\$ 21.0278		
Senior Account Clerk		\$ 19.0042	\$ 23.1548		
Accounting Technician		\$ 20.1705	\$ 24.5758		1 FTE
Accountant I	Promotional Series	\$ 27.1130	\$ 33.0345	1 FTE	
Accountant II		\$ 31.3871	\$ 38.2421		
Admin Clerk - I	Promotional Series	\$ 14.6797	\$ 17.8858	1 FTE	1 FTE
Admin Clerk - II		\$ 16.1847	\$ 19.7195		
Senior Admin Clerk		\$ 17.8438	\$ 21.7409		
Executive Assistant		\$ 22.6080	\$ 27.5457		1 FTE
Program Clerk I	Promotional Series	\$ 16.1847	\$ 19.7195	2 FTE	
Program Clerk II		\$ 17.8438	\$ 21.7409		
Assistant Business and Employment Specialist		\$ 21.9338	\$ 26.7242	7 FTE	
Associate Business and Employment Specialist		\$ 26.6600	\$ 32.4826		
Business and Employment Specialist - Supervisor		\$ 32.4056	\$ 39.4831		1 FTE
Disability Resource Coordinator		\$ 26.6600	\$ 32.4826	1 FTE	
Program Analyst		\$ 26.6600	\$ 32.4826		1 FTE
WB Coordinator/Analyst		\$ 32.4056	\$ 39.4831	1 FTE	
Chief Fiscal Officer		\$ 37.0866	\$ 45.1864	1 FTE	
Deputy Director		\$ 42.2473	\$ 51.4744	1 FTE	
Executive Director**		SEE BELOW		1 FTE	
				16 FTE	5 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:

Hourly
\$49.5360-\$72.0640

SALARY RANGE

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

GOLDEN SIERRA JOB TRAINING AGENCY

ACCOUNTANT I ACCOUNT II

DEFINITION

To perform a variety of professional accounting work involving judgment and discretion in the analysis and application of accounting principles and practices in maintaining fiscal controls and records, preparing transactions, and developing financial and statistical reports; develop and implement accounting and financial procedures and systems; monitor and report on budget trends, financial transactions, tax billings and collections, or accounts; provide recommendations for efficiencies and improvements; and perform related duties.

DISTINGUISHING CHARACTERISTICS

Accountant I - This is the entry level class in the Accountant series. This class is distinguished from the journey level of Accountant II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision progressing to general supervision while learning job tasks.

Accountant II - This is the full journey level class within the Accountant series. This class is distinguished from the entry level of Accountant I by the assignment of the full range of duties of the class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Accountant I

Receives general supervision from assigned supervisory or management personnel. May exercise supervision over technical and clerical staff.

Accountant II

Receives direction from assigned supervisory or management personnel. Exercises direct supervision over technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide responsible professional and technical assistance in the administration, review and implementation of the departmental accounting programs and integrated accounting financial systems.

Participate in and assume responsibility for various departmental accounting functions including financial statements, general ledger, monthly statements, and special projects accounting; participate in special studies and reports.

Prepare a wide variety of financial, statistical and narrative reports, including year-end, budgetary, monthly financial statements, cash flow, investments; assist in the preparation of the Comprehensive

Annual Financial Report (CAFR) and custom reports, graphs, schedules, and other documents as needed.

Participate in the compilation and preparation of the annual budget, including assisting divisions with budget preparation, preparing and updating cash flow and cost projections and estimated revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.

Monitor and review expenditures, revenues, and budget allocations to determine financial status; analyze and reconcile expenditure and revenue accounts, including bond accounts; review and process appropriation transfer requests between accounts; reconcile bond statements and bank statements to the general ledger.

Prepare and review ledgers and journal entries; balance and maintain complex accounting records such as trusts, funds and claims; maintain and balance tax trust accounts.

Perform quality control and review procedures to ensure accounting documents are prepared accurately and in accordance with Generally Accepted Accounting Principles and agency policies.

Interpret, explain, and apply general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of the department assigned.

Provide supervision to technical and clerical staff in support of assigned department and program(s); participate in the selection of, train, motivate and evaluate assigned personnel; work with employees on performance issues; recommend discipline.

Record and maintain appropriate controls for capital assets; perform annual inventory reconciliation including inspections and reconciliation of discrepancies.

Maintain and monitor the department grant funds and ensure compliance with rules and regulations governing the use and the accounting of each grant; compile and prepare financial and other data for claims; prepare grant applications.

Track Capital Improvement expenditures and allocate funds to the appropriate Capital Improvement account.

Assist in the coordination of audits; schedule, provide information and reporting for audits; ensure availability and accuracy of required reports and documentation.

Assist with investments, portfolio management, cash management, debt management, new financing, annexations and subdivisions, and revenue and expense projections.

Review and implement accounting, auditing and financial procedures and systems.

Examine, verify and approve fiscal documents such as vouchers, warrants, requisitions and invoices. Record and review transactions in subsidiary and general ledgers; prepare trial balances, reconciliations and work sheets.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Accountant I

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

License or Certificate

May need to possess a valid driver's license as required by the position and in accordance with the California Vehicle Code. Proof of adequate vehicle insurance and medical clearance may also be required.

Accountant II

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of professional experience performing duties similar to an Accountant I with the Golden Sierra Job Training Agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

License or Certificate

May need to possess a valid driver's license as required by the position and in accordance with the California Vehicle Code. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Accountant I

Knowledge of:

Generally accepted accounting principles, governmental accounting standards and other governmental accounting and auditing procedures.

Cost accounting, fund accounting, enterprise accounting and financial reporting.

Statutory laws, rules and regulations applicable to governmental accounting, auditing and finance, and fiscal operation related to areas of responsibility.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Pertinent local, State and Federal rules, regulations and laws.

Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned division.

Application and operation of computerized accounting systems and spreadsheets, using common accounting and spreadsheet software.

General principles and practices of data processing and its applicability to accounting operations.

Principles and theories of internal control including indicators of fraud and risk.

Principles and techniques of property tax billing and collections. Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and agency staff.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently prepare and analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and solve problems of operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift light weight.

Prepare and maintain the full range of standard accounting records and reports.

Analyze complex data, identify discrepancies, develop accurate and concise summaries and tables and draw logical and appropriate conclusions; present technical information and data in an effective manner.

Effectively represent the agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Accountant I and Accountant II

Page 5 of 5

Evaluate and develop improvements in operations, procedures, policies, or methods.

Prepare clear and concise reports, correspondence, and other written materials.

Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.

Operate accounting equipment, including calculators, personal computers and 10-key adding machine by touch.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate effectively in writing and speaking; conduct interviews.

Establish and maintain positive working relationships with co-workers, other agency employees and the public using principles of good customer service.

Understand, interpret and apply federal, state and local laws, rules and regulations.

Prioritize and manage multiple projects and meet deadlines.

Accountant II

In addition to the qualifications for the Accountant I:

Ability to:

Effectively plan, direct and supervise the work of others.

GOLDEN SIERRA JOB TRAINING AGENCY

ASSISTANT BUSINESS AND EMPLOYMENT SPECIALIST ASSOCIATE BUSINESS AND EMPLOYMENT SPECIALIST

DEFINITION

To determine eligibility for designated and specialized workforce development programs and related services; to provide administrative and technical support for designated program operations and the provision of services; to track and monitor the continuing quality of services provided and client needs to ensure compliance with program guidelines and regulations; and to function as an integral and supportive member of assigned departmental and multi-disciplinary team(s).

DISTINGUISHING CHARACTERISTICS

Assistant Business and Employment Specialist - This is the entry level class in the Business and Employment Specialist series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Associate Business and Employment Specialist - This is the full journey level class within the Business and Employment Specialist series. This class is distinguished from the Assistant Business and Employment Specialist by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level. This class is distinguished from the Business and Employment Specialist Supervisor in that the latter performs the more difficult and/or confidential program support and assistance and exercises technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Assistant Business and Employment Specialist

Receives immediate supervision from supervisory or management staff and may receive technical and functional supervision from an Associate Business and Employment Specialist.

Associate Business and Employment Specialist

Receives general supervision from supervisor or management staff and may receive technical and functional supervision from a Business and Employment Specialist Supervisor.

May exercise functional and technical supervision over professional staff as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Interview applicants for and participants in designated workforce development programs and services; assist applicants in the completion of appropriate applications, financial disclosures, and intake forms necessary to process application; determine and request necessary verification and data to accurately evaluate the applicant's eligibility, and determine applicant's/participant's eligibility for designated program(s).

Assistant / Associate Business And Employment Specialist

Page 2 of 5

Interpret and explain designated program(s) regulations, obligations, procedures, and other pertinent information on an individual basis, in person or by telephone, or in group settings to applicants, participants, and the general public.

Educate, recommend, and determine initial and continuing eligibility in accordance with established procedures for various assigned programs including verification of reported information and of benefits provided by other jurisdictions.

Conduct initial assessments of applicant's job readiness; gather information on applicant's education, work history, skills, and barriers to employment; identify employment goals and objectives, the time it will take to reach the goal, and the available resources to attain the goal.

Provide employment services in the job center; assist the general public and potential participants with employment-related research, computers, Internet, and e-mail.

Conduct training sessions on a variety of topics related to life and employment skills; prepare and/or edit curriculum of training sessions.

Contact and respond to requests from local businesses regarding potential services and/or resources.

Maintain appropriate and accurate case records, documentation and files, including performing data entry into automated record systems (i.e. CalJOBS); monitor and follow-up on due dates; prepare and maintain other documents associated with designated program area(s) and related reporting requirements.

Recognize the need for and provide referrals to other client services and/or community resources/agencies to assist applicants/participants in identifying and utilizing the resources and services available; establish and maintain liaison with local private and public resources to provide continuity of services and awareness of designated program area(s).

Conduct program orientation and/or information sessions for clients, applicants, vendors, partners, employers, and the general public to disseminate accurate information regarding assigned program area(s) and pertinent criteria, regulations, and guidelines.

Perform specialized functions and tasks in support of assigned program(s) such as processing claims for reimbursement and preparing contract documents.

Make appropriate determinations according to established criteria and assigned program's regulations; perform calculations to verify mathematical and financial data; initiate appropriate process according to determination.

Assist with troubleshooting and resolving system issues and inconsistencies in information as it relates to the various automated systems required for program administration.

Perform a variety of administrative support and clerical duties related to assigned program activities to include filing, maintaining records and statistics, word processing, and answering the telephones.

Build and maintain positive working relationships with co-workers, partners, employers, community based organizations, and the public utilizing principles of effective customer service.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Assistant Business and Employment Specialist

Knowledge of:

- Interviewing techniques.
- Record keeping practices.
- Modern office procedures and equipment.
- English language, including spelling, grammar, and punctuation.
- Basic mathematical calculations.

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers; identify and interpret technical and numerical information; explain designated and specific regulations and procedures to clients and the general public.
- On a continuous basis, sit at a desk for long periods of time; intermittently walk, stand, bend, climb, squat, twist and reach while retrieving or returning files or making field visits. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; see with correctable acuity sufficient to read characters on computer screen; hear and speak with correctable acuity sufficient to communicate with clients; and lift moderate weight.
- Learn to apply the policies, procedures, and programs of Golden Sierra Job Training Agency.
- Learn to apply the laws, rules, and regulations governing eligibility for workforce development programs.
- Make referrals to appropriate agencies and programs.
- Learn to detect and evaluate potential fraudulent situations.
- Make rapid and accurate arithmetic calculations including addition, subtraction, multiplication, and division.
- Effectively interview a wide variety of individuals from diverse cultural and socio-economic backgrounds and who may be physically, emotionally or mentally impaired or distressed.
- Maintain confidentiality.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Plan and prioritize caseload to ensure work is completed in accordance with regulations relating to eligibility and timeliness.
- Follow written and oral direction and instructions.
- Obtain information through interview; work fairly and courteously with the public; handle multiple case assignments; and work effectively with interruptions.
- Analyze situations quickly and objectively and determine proper course of action within established guidelines and parameters.
- Use a computer and related software applications.
- Type at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Associate Business and Employment Specialist

In addition to the qualifications for Assistant Business and Employment Specialist:

Knowledge of:

- Federal, State, and local policies and procedures, especially as they relate to workforce development programs.
- Pertinent laws and regulations affecting eligibility and the provision of workforce development services.
- Community resources available to designated client population.
- Human behavior and cultural and socioeconomic diversity.

Ability to:

- Apply the policies, procedures, and programs of Golden Sierra Job Training Agency.
- Apply the laws, rules, and regulations governing eligibility for workforce development programs.
- Detect and evaluate potential fraudulent situations.
- Apply complex laws and regulations to a variety of situations in an independent manner.
- Interpret financial and personal information to make an accurate eligibility determinations.
- Prioritize work in an effective and timely manner.
- Effectively utilize multiple automated systems to enter and retrieve information and to track and monitor participants through assigned program components.

Experience and Training

Assistant Business and Employment Specialist

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

6 months of journey level clerical experience that includes substantial public contact, interviewing, obtaining financial and personal history information, decision making based on complex rules and regulations, and/or written and financial record keeping. Some professional workforce development experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, sociology, social work, psychology, behavioral science, business, public administration, human resources, career counseling, or related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license. Proof of adequate insurance and medical clearance may also be required.

Associate Business and Employment Specialist

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of professional experience performing duties similar to an Assistant Business and Employment Specialist with the Golden Sierra Job Training Agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, sociology, social work, psychology, behavioral science, business, public administration, human resources, career counseling, or related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license. Proof of adequate insurance and medical clearance may also be required.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: December 7, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Holiday Leave options

The Agency is requesting approval by the Governing Body to implement the attached holiday leave options for Golden Sierra employees. The options would allow employees to take unpaid hours in lieu of vacation on December 24th and 31st.

This model was also offered and approved by the Placer County Board of Supervisors for Placer County employees.

Fiscal impact to agency: none



MEMORANDUM

DATE: November 13, 2018
TO: All Staff
FROM: Lorna Magnussen
SUBJECT: Holiday leave options

Minimal staffing levels are expected on December 24th and 31st.

Subject to the Governing Body's approval at their December 7th meeting, staff may elect to utilize leave balances or unpaid status on these dates for no less than 4 hours per day.

For staff with insufficient leave balances, two options are available:

- 1) Report to work on either/both of these dates, or
- 2) Elect to take time off during either/both of these dates in an unpaid status.

For those employees with limited leave balances that would prefer to preserve their leaves, it would be an acceptable option to use "Unpaid Leave" for either/both of these dates. This option should be regarded as an exception to the Agency's practice of restricting the use of unpaid hours when leave balances are otherwise available.

Impacts of taking unpaid leave, including:

- 1) Only CalPERS allowable wages for time actually worked, leave time used, and the holidays will be reported to CalPERS, along with applicable PERS contributions. Under CalPERS law, an employee earns a full year of service credit in a fiscal year for 1720 paid hours, excluding overtime. An employee will receive a full year's CalPERS service credit if the total of unpaid hours, leaves of absence without pay, etc. during the fiscal year is 360 or fewer hours. If the unpaid status is more than 360 hours, an employee will earn partial service credit for CalPERS based upon the number of hours worked.
- 2) All insurance benefits will continue to be paid by Agency in the same amount. Deductions for the employee portion of benefits and any other scheduled deductions will occur despite the employee's unpaid status.
- 3) Unpaid hours will result in the reduction of the Flexible Compensation Benefit as this benefit is based on 6.5% of paid hours.
- 4) Unpaid hours will impact seniority as seniority is based on paid hours.

All leave requests must be submitted to your supervisor for final approval.

If you have any questions please don't hesitate to contact me.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: December 7, 2018
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: National Dislocated Worker Grant

Staff is requesting the approval of an additional award to the Agency's annual budget. The additional award comes from having successfully participated in a state request for federal Dislocated Worker funding and will support training 19 Dislocated Workers over an 18 month period. Total funding available will be \$187,500 which is Golden Sierra's share of the Capital Region's \$1,000,000 award

N E W S R E L E A S E

News Release

No.: 18-89

Date: November 1, 2018

EDD receives \$7.7 million to help re-employ 1,100 laid-off workers

Workers in 15 counties who lost jobs due to trade and automation to receive training for jobs in high-growth industries

SACRAMENTO – The California Employment Development Department (EDD) today announced it received a \$7.7 million Trade and Economic Transition Dislocated Worker Grant from the U.S. Department of Labor to help re-employ 1,100 unemployed workers in 15 counties. The funds will provide job training and support services to workers who have lost jobs in industries affected by trade or automation and prepare them for careers in high-growth industries.

“When businesses close, we put a priority on getting Californians back to work in growing industries,” said EDD Director Patrick W. Henning. “Rapid business growth in California requires employees with specialized skills, and we urge affected workers to take advantage of the training and career services that can lead to good jobs in growing business fields.”

The grant funds will support efforts in seven local workforce development areas to retrain workers who have lost jobs in industries that were severely impacted by new trade, automation or technological advances. Examples include retail stores that have closed in the wake of growing competition from internet sales, manufacturing companies that have moved operations, and quickly-evolving technology companies that require workers to continually adapt to changing skill demands.

Employment services will help laid-off workers develop the skills necessary to compete for current and sustainable careers in high-growth industries. Affected workers will be provided career counseling, skills assessment, occupational training, and paid on-the-job training opportunities.

(more)

Each of the workforce areas has targeted in-demand industries where employers are looking to hire skilled employees. These industries include transportation, operations and maintenance, construction, manufacturing, healthcare, energy, administrative and support services, value-added agriculture, and professional, scientific and technical services.

Counties served by the workforce grants include Alpine, Colusa, El Dorado, Glenn, Kings, Los Angeles, Placer, Sacramento, San Bernardino, San Joaquin, San Mateo, Santa Clara, Sutter, Yolo, and Yuba.

EDD recommends that all individuals interested in receiving employment assistance register at local [America's Job Center of CaliforniaSM](#) locations, which also offer no-fee employment services and training resources.

Contact information for the local workforce development areas and the high-growth industries addressed by the grant funding are included in the following table:

2018 Trade and Economic Transition Dislocated Worker Grant Awardees			
Local Workforce Development Area	Counties and Cities Served	Contact Person	High-Growth Industries
Economic and Workforce Development Department Los Angeles	Los Angeles (City of Los Angeles)	Gerardo Ruvalcaba Gerardo.Ruvalcaba@lacity.org 213-744-7233	<ul style="list-style-type: none"> • Transportation • Operations and Maintenance • Construction • Administration and Professional
Kings County Job Training Office	Kings	Lance Lippincott lance.lippincott@co.kings.ca.us 559-852-4960	<ul style="list-style-type: none"> • Healthcare • Transportation and Logistics • Manufacturing • Construction
NOVA Workforce Board	Santa Clara and San Mateo (Mountain View, Milpitas, Sunnyvale, Los Altos, Cupertino, and Palo Alto)	Kris Stadelman Kstadelman@novaworks.org 408-730-7233	<ul style="list-style-type: none"> • Technology • Healthcare

San Bernardino County Workforce Development Board	San Bernardino	Reg Javier Reg.Javier@wdd.sbcounty.gov 909-387-4460	<ul style="list-style-type: none"> • Transportation and Logistics • Manufacturing • Healthcare • Construction • Professional, Scientific and Technical Services
San Joaquin County Employment and Economic Development Department	San Joaquin	John Solis jsolis@sjcworknet.org 209-468-3500	<ul style="list-style-type: none"> • Advanced Manufacturing • Construction • Energy • Healthcare • Transportation and Logistics • Value-Added Agriculture
Sacramento Employment and Training Agency	Sacramento, Alpine, Colusa, El Dorado, Glenn, Placer, Sutter, Yolo and Yuba	Julie Davis-Jaffe Julie.Jaffe@seta.net 916-263-3929	<ul style="list-style-type: none"> • Healthcare • Social Assistance • Transportation and Warehousing • Administrative and Support Services
South Bay Workforce Investment Board	Los Angeles (Inglewood, Carson, Gardena, Torrance, Hawthorne, Lomita, Redondo Beach, Manhattan Beach, El Segundo, Hermosa Beach and Lennox)	Jan Vogel jvogel@sbwib.org 310-970-7700	<ul style="list-style-type: none"> • Healthcare • Manufacturing • Construction, Utilities and Infrastructure

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GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: December 7, 2018
TO: Governing Body (GB)
FROM: Lorna Magnussen, WDB Analyst
SUBJECT: Workforce Board Membership

Before the board for review and approval are the following Workforce Board membership updates and pending application.

Resignation(s)

Aamir Deen, Unite Here Local 49; representing Organized Labor; currently working with Sacramento Labor Council on nominee to replace Aamir.

Diana Souza, NorCal Kenworth; representing Business; currently working with Sacramento Valley Manufacturing Initiative (SVMI), Governing Body, Workforce Board and partners to recruit potential replacement.

Yvette Elam, United Domestic Workers of America (UDWA); representing Organized Labor; pending application from William Reed to replace Yvette.

Upcoming Resignation(s)

Marcy Schmidt, Placer Business Advantage Network; representing Economic Development; pending application from Sherri Conway to replace Marcy.

Application(s)

Sherri Conway, Placer County Economic Development representing Economic Development.; Executive Committee reviewed and recommended approval.

William Reed, United Domestic Workers of America (UDWA); representing Organized Labor; anticipate receipt of application in January 2019.

MEMBERSHIP APPLICATION FORM

Person Nominated: Sherri Conway Title: Director

Business Name: Placer County Economic Development

Business Address: 145 Fulweiler Avenue Auburn, CA

Telephone: 530-889-4096 FAX: _____ E-mail: sconway@placer.ca.gov

Organization submitting nomination: Rocklin Chamber of Commerce
(ie: Chamber of Commerce, Manufacturing Association, etc.)

Contact Person: Robin Trimble Title: CEO

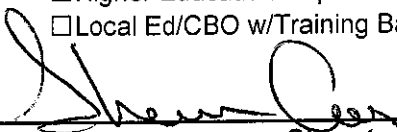
Business Address: 3700 Rocklin Road, Rocklin CA 95677

Telephone: 916-624-2548 FAX: 916-624-5743 E-mail: info@rocklinchamber.com

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

Area of Representation (check all that apply):

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



Signature

10/16/18

Date

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

Return all information to:

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

NARRATIVE QUESTIONS

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

Serving as Director of the Placer County Office of Economic Development I oversee business attraction, expansion and retention efforts throughout the County. On the regional level, Placer County's participation and investment in the Greater Sacramento Economic Development Council provides us access to a comprehensive regional economic development strategy, so we are working with, rather than competing against our neighboring jurisdictions.

As part of our attraction and retention strategy, I routinely interact with our existing employers to better understand their challenges, of which access to workforce has become a top priority. A large part of my job is to provide my local elected officials with a workforce strategy so that they may develop appropriate policies to support our existing employers to leverage the skills of the local workforce and better target potential firms that will drive growth in the region.

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

I feel I would be an ideal candidate to serve on the Workforce Development Board given my unique perspective as the advocate for the business community in the county. I am a firm believer in collaboration and building partnerships as well, so I am impressed by the Golden Sierra Workforce Board's ability to convene key partners to identify viable workforce initiatives and implement innovative solutions, to meet industry and workforce needs.

My office recently completed three comprehensive employment profiles, one for each area of the County. These reports, which used confidential EDD data sources, provide us with a robust industry analysis. The analysis delves deeply into granular industry employment and wage breakouts for the region's local-serving core employment industries including healthcare and construction trades. If selected to serve on the Workforce Development Board, I would hope we can use this type of data to help us direct key policy and funding decisions.

Additionally, the County Office of Economic Development has recently launched a new initiative called the Placer Business Resource Center which provides support to new and upcoming businesses, as well as our existing major employers. The Placer Business Resource Center provides among other services, hiring assistance for our employers in the region. This service allows me to stay abreast of industry needs as it relates to workforce development.

Finally, I am the staff liaison to the Placer County Economic Development Board, on which sit Board members representing public and private universities, manufacturing, utilities, and communications. Having the support of the County Economic Development Board as it relates to key workforce initiatives will improve opportunities in the region.

You may attach additional information, including your resume or biography. Further questions should be directed to Lorna Magnussen at Golden Sierra Job Training Agency at (916) 773-8544.

CONFLICT OF INTEREST INFORMATION

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

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

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

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



Signature of Applicant



Date



AREA CHAMBER OF COMMERCE

Promoting business, building community

Ms. Lorna Magnussen
Golden Sierra Job Training Agency

October 17, 2018

I am pleased to write this letter of support for Sherri Conway. I have known Sherri for the past two years. During this time I've come to have a high regard for her professionalism and commitment to the Placer County business community and her influence in the region.

For the past two years I have worked with Sherri as part of the Placer Valley Economic Development Team. The team is comprised of key economic development and chamber leadership. With Sherri's vision and guidance, we have together created the Small Business Resource Center. It was Sherri's ability to "think out of the box" that made the center happen – making our region competitive both on the business and economic development fronts.

Sherri is a very effective business leader and an excellent business connector. Sherri is a positive influence to those around her. I believe she is extremely well suited for a board position on the Workforce Investment Board.

Please feel free to contact me if I can provide any additional information.

Sincerely,

A handwritten signature in purple ink that reads 'Robin Trimble'.

Robin Trimble
CEO
Rocklin Area Chamber of Commerce

GOLDEN SIERRA WORKFORCE BOARD

SERVICE PROVIDER REPORT

Report Period: 07/01/18 – 08/31/18

Prepared By: ADVANCE (FG)

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	3 new enrollments
<input type="checkbox"/>	New ITA Contracts	
<input type="checkbox"/>	New OJT Contracts	
<input checked="" type="checkbox"/>	New WEX Contracts	1 (Water Treatment operator)
<input type="checkbox"/>	Total One-Stop Visitors	N/A
<input type="checkbox"/>	Unique One-Stop Visitors	N/A

PROGRAM UPDATES

Youth N/A

Adult We began regularly weekly services in Alpine County as well as official services in the immediate South Lake Tahoe area on July 1st under our new contract. Established first WEX in Alpine County and enrolled two (2) in Supportive Services for books and equipment support with the Lake Tahoe Basin Fire Academy at LTCC.

Dislocated Worker Available funding is nearly exhausted. Potential participants are considering advanced training in web design, project management, and office administration.

Disability Employment Accelerator (Advance) N/A though if necessary, we can/will serve under Adult program (our contract is funded from that source).

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
07/26/18	Alpine Workforce and Education Network	Network with other Alpine County service providers
07/26/18	CWA Employer Engagement	Training on engaging employers (in Sacramento)
08/01/18	ADVANCE Network Meeting	Network with South Shore partners and training on shared referral/case management tool
08/10/18	Fall Job Fair planning meeting	Coordinate the October 18 South Shore Job Fair, jointly sponsored by the Tahoe Chamber and ADVANCE
08/23/18	Alpine Workforce and Education Network	Network with other Alpine County service providers

NOTEABLE OUTCOMES

Labor Exchange Services: ADVANCE is partnering with the Tahoe Prosperity Center to create a easily accessible resource for basin communities to support career pathways which will pull locally relevant postings from CalJobs, Indeed and other employment sites.

Partner Engagement: The Alpine Workforce and Education Network is formalizing a structure and meeting schedule to better integrate service provision and participant transition in Alpine County. The ADVANCE Network continues to meet with a wide array of stakeholders, including WIOA partners from CA and NV, CBOs, County Health and Human Service Agency, and employers on a monthly basis. The ADVANCE Transition Work Group restarts quarterly meetings in October. We have also started conversations with the Washoe Community and the Alpine Chamber of Commerce to replicate successful strategies from the South Shore.

Service Delivery Strategies: Both the Alpine and South Lake network groups continue to work on improving collaboration and service integration to improve service delivery, especially for traditionally underserved areas and populations. In Alpine County, this includes a new initiative to co-market services.

GOLDEN SIERRA WORKFORCE BOARD

SERVICE PROVIDER REPORT

Report Period: 09/01/18 – 10/31/18

Prepared By: ADVANCE (FG)

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	10 new enrollments
<input type="checkbox"/>	New ITA Contracts	
<input type="checkbox"/>	New OJT Contracts	
<input type="checkbox"/>	New WEX Contracts	
<input type="checkbox"/>	Total One-Stop Visitors	N/A
<input type="checkbox"/>	Unique One-Stop Visitors	N/A

PROGRAM UPDATES

Youth N/A

Adult Weekly services continue in Alpine County including outreach/onsite services to the Hung A Lel Ti community.

Dislocated Worker

Disability Employment Accelerator (Advance)

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
9/3/18-9/5/18	CWA Meeting of the Minds	Training and networking with other workforce related partners from around the state.
9/17/18	Tahoe WIOA Partner meeting	Clarifying roles among Title I and IV providers in CA and NV
9/25/18	WIOA TA Meeting	Bi-monthly meeting with Golden Sierra
10/11/18	Presentation to the Hung A Lel Ti Community Council	Agreement for onsite office hours and development of onsite workshops to be provided by ADVANCE
10/15/18	Golden Sierra Monitoring Visit	Compliant working on recommendations
10/18/18	Tahoe Works Winter Job Fair	Co-hosted with Tahoe Chamber, 20+ businesses participated
10/25/18	Alpine Workforce and Education Network	Network with other Alpine County service providers

NOTEABLE OUTCOMES

Labor Exchange Services: ADVANCE continues to partner with the Tahoe Prosperity Center to create a easily accessible resource for basin communities to support career pathways. This included the soft launch (beta testing) of Career Coach which will allow job and training seekers to explore pathways opportunities in the basin and a presentation of these efforts at the Tahoe Economic Summit in October. In addition, we co-hosted the Tahoe Works Winter job Fair with the Tahoe Chamber supporting over 20 businesses in attempting to fill critical vacancies.

Partner Engagement: The Alpine Workforce and Education Network continues to meet and build a more collaborative, cohesive approach to integrating services in that County. The ADVANCE Network continues to meet with a wide array of stakeholders, including WIOA partners from CA and NV, CBOs, County Health and Human Service Agency, and employers on a monthly basis. The ADVANCE Transition Work Group restarted quarterly meetings in October. On October 11, we presented at the Hung A Lel Ti Community Council meeting and discussed services including onsite office hours for Nicole and future workshop opportunities (soft skills, culinary, are two critical ones).

Service Delivery Strategies: Both the Alpine and South Lake network groups continue to work on improving collaboration and service integration to improve service delivery, especially for traditionally underserved areas and populations. In Alpine County, this includes a new initiative to co-market services. We are also expanding our use of data to include US Census information in determining targets for educational and work readiness/employment goals in our service area.

GOLDEN SIERRA WORKFORCE BOARD

SERVICE PROVIDER REPORT

Report Period: July/August

Prepared By: El Dorado County (JW)

ACTIVITY SUMMARY

<input type="checkbox"/>	New Enrollments	Five
<input type="checkbox"/>	New ITA Contracts	0
<input type="checkbox"/>	New OJT Contracts	Two new contracts: The first contract is with Kinetico of Placerville, a water softening equipment supplier. The second contract is with HR Ledger, a payroll service.
<input type="checkbox"/>	New WEX Contracts	Two new contracts: The first contract is with Beach Retreat and Resort in SLT, working in the HR Department. The second contract is with High Sierra Industries.
<input type="checkbox"/>	Total One-Stop Visitors	1027
<input type="checkbox"/>	Unique One-Stop Visitors	0

PROGRAM UPDATES

Youth The SEP program was a great success. All of the kids successfully completed their summer jobs. Many of the local employers who hosted our foster kids, participating staff and the participants, attended a luncheon that celebrated the successful completion of the program. The guest speaker was our Superintendent of Schools Dr. Ed Manansala. All participants received a letter of recommendation and other gifts provided by the County Office of Education. It was a happy celebration for everyone.

Our WIOA participants are able to continue on in their work experience sites (in line with our regulations).

2) The fifth enrollment above is with a SLT youth. She is enrolled to complete her High School Diploma and then will enroll into a WEX position.

Adult In conjunction with the Probation Department, WIOA staff participated in the quarterly Community Resource Team (CRT) event. This event is focused on making those who are on probation or parole, and their families, aware of services available to them.

AB 109 staff and WIOA staff are working to bring the Clean Slate program to Placerville.

Dislocated Worker

Prop 39 N/A

Disability Employment Accelerator (Advance) Both of our DEA clients have completed their WEX positions.

National Emergency Grant (SP-NEG) N/A

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
8/23/2018	Tri-County Job Fair In Rancho Cordova All Employer Presentations in Placerville are jointly coordinated with the Golden Sierra Business Services Rep and local WIOA staff.	500 people attended. Outcomes are reported on the Providers Report prepared by the Golden Sierra Business Services Rep.

NOTEABLE OUTCOMES

Labor Exchange Services The Golden Sierra Business Services Representative will report on El Dorado County Business Services activities.

Business Engagement The Golden Sierra Business Services Representative will report on El Dorado County Business Services activities.

Partner Engagement 1. On August 1, 2018, WIOA staff attended the Clean Slate Workshop offered in Rocklin by the Health and Human Services - Placer County, Welfare to Work Staff. The intention is to learn all we can, so that we can start to offer this service in our community on a regular basis.

2. In July, in conjunction with our AARP partner, we started hosting a new AARP participant whose job site will be located in the Connections One Stop.

3. In July, WIOA staff worked more closely with Juvenile Hall and Probation Department staff to serve a youth who would be released soon.

4. WIOA staff attend monthly meetings at the El Dorado County Office of Education (EDCOE) that focus on services for Foster Youth.

Service Delivery Strategies Nothing to Report.

WIOA Transition The Transition from WIA to WIOA is complete. All WIOA staff attended the July 31, 2018 - Golden Sierra Technical Assistance meeting.

GOLDEN SIERRA WORKFORCE BOARD

SERVICE PROVIDER REPORT

Report Period: September/October 2018
Prepared By: EL Dorado (JW)

ACTIVITY SUMMARY

<input type="checkbox"/>	New Enrollments	4
<input type="checkbox"/>	New ITA Contracts	4
<input type="checkbox"/>	New OJT Contracts	0
<input type="checkbox"/>	New WEX Contracts	0
<input type="checkbox"/>	Total One-Stop Visitors	898
<input type="checkbox"/>	Unique One-Stop Visitors	N/A

PROGRAM UPDATES

Youth The El Dorado County Health and Human Services Agency (HHSA) WIOA program is transitioning all WIOA services to Golden Sierra Job Training Agency. HHSA WIOA staff are working closely with Golden Sierra staff to create a seamless transition for El Dorado County customers.

Adult N/A

Dislocated Worker N/A

Prop 39 N/A

Disability Employment Accelerator (Advance) N/A

National Emergency Grant (SP-NEG) N/A

EVENT PARTICIPATION

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

NOTEABLE OUTCOMES

Labor Exchange Services N/A

Business Engagement Managed by the Golden Sierra Job Training Agency

Partner Engagement N/A

Service Delivery Strategies N/A

WIOA Transition N/A

GOLDEN SIERRA WORKFORCE BOARD

SERVICE PROVIDER REPORT

Report Period: 07/01/18 – 08/31/18

Prepared By: Placer County (DG)

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	19
<input checked="" type="checkbox"/>	New ITA Contracts	10 (Business Analyst, Truck Driver, Dental Assistant, CNA, Optical Assistant)
<input type="checkbox"/>	New OJT Contracts	
<input checked="" type="checkbox"/>	New WEX Contracts	9 (Computer Technician, Clerk, Customer Service, Accounting Assistant)
<input type="checkbox"/>	Total One-Stop Visitors	Unable to collect via CalJOBS; awaiting implementation of VOSGreeter
<input type="checkbox"/>	Unique One-Stop Visitors	Unable to collect via CalJOBS; awaiting implementation of VOSGreeter

PROGRAM UPDATES

Youth 16 participants received paid work experience during the summer months. As required, training included academic and occupational education components.

Adult Available funding is nearly exhausted. Priority populations, such as veterans and low income individuals will receive services early in time than other eligible individuals. The program completion and credential rate remains strong. Staff record measurable skill gain when appropriate.

Dislocated Worker Available funding is nearly exhausted. Potential participants are considering advanced training in web design, project management, and office administration.

Disability Employment Accelerator (Advance) Staff are close to meeting/exceeding enrollment goals. The program is now focused on placement in work-based learning opportunities. Project scheduled to end December 2018. Positive outcomes include helping individuals with significant barriers to employment enter the workforce and become self-sufficient. Several DEA participants are also receiving Ticket to Work employment services.

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
07/11/18	Community Resource Fair	Conducted outreach for re-entry participants
08/10/18	Guardian Scholar Team Meeting	Networked with other youth service providers
08/15/18	Hiring Event: SVS Group	12 job seekers attended
08/20/18	CTE Advisory Meeting	Relationship building with partners
08/23/18	Tri County Job Fair	50+ employers, 500+ job seekers
08/28/18	CAIZ: Motivational Interviewing	Staff development opportunity

NOTEABLE OUTCOMES

Labor Exchange Services Job orders were collected and posted in CalJOBS for Roseville Joint Union High School District, Adecco, Astro Paving, and IMAGINE Functional Living Skills Day Program.

Partner Engagement Title-I staff submitted an inventory of available WIOA services to the One Stop Operator. Title-I staff engaged Wagner-Peyser staff to develop an implementation strategy for VOSGreeter.

Service Delivery Strategies A recent report demonstrated the local area's compliance with the EDD directive to co-enroll 100% of TAA participants in Title-I funded programs. In addition, a priority of service report revealed 64% of participants enrolled in WIOA during PY 17/18 were either low-income, basic skills deficient, veterans, or eligible spouses.

GOLDEN SIERRA WORKFORCE BOARD

SERVICE PROVIDER REPORT

Report Period: 09/01/18 – 10/31/18

Prepared By: Placer County (DG)

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	19
<input checked="" type="checkbox"/>	New ITA Contracts	19 (Truck Driver, Security Officer, Vocational Nursing, Welding, IT Security)
<input checked="" type="checkbox"/>	New OJT Contracts	1 (Administrative Assistant)
<input checked="" type="checkbox"/>	New WEX Contracts	3 (Accounts Payable Specialist, Accounting Assistant, Customer Service)
<input checked="" type="checkbox"/>	Total One-Stop Visitors	VOSGreeter pilot began 10/15/18; 403 visitors recorded
<input type="checkbox"/>	Unique One-Stop Visitors	Unable to collect at this time

PROGRAM UPDATES

Youth During the report period, a young man completed his work-based learning experience at a local automotive repair shop. He was offered full-time employment. A detailed description of this success story will be distributed via e-blast. A new connection was made with local non-profit Dress 2 Success; shared clients include at-risk youth and former foster youth.

Adult The public interest in vocational training is strong. Intake appointments are conducted daily. There was a surge of activity during the report period. Popular training providers who offer short-term programs regularly refer potentially eligible participants to Golden Sierra to apply for financial aid.

Dislocated Worker There was only one official layoff event in recent months. Affected employees from smaller, unofficial layoff events seem to secure employment rather quickly. Only those without industry-related degrees and certificates are seeking vocational training.

Disability Employment Accelerator (Advance) This project is scheduled to end December 2018. Enrollment goals, expenditures, and performance outcomes are on track. To date, partners have contributed more than \$107,000 in allowable leveraged resources.

EVENT PARTICIPATION

Date	Event Name	Outcomes
09/12/18	Community Resource Fair	Conducted outreach for re-entry participants
10/09/18	Hiring Event: NorTech Waste	12 job seekers attended
10/10/18	Community Resource Fair	Conducted outreach for re-entry participants
10/11/18	Open Interview: The Gap	9 job seekers attended
10/25/18	PCN: Collaboration in Action	Networked with other service providers
10/25/18	Hiring Events: US Census & Renoir	25+ job seekers attended

NOTEABLE OUTCOMES

Labor Exchange Services Job orders were received from Roseville Joint Union High School District, the Department of Motor Vehicles, Sierra College Self Storage, Volt, Nesco, Renoir, Farm Fresh to You, SMUD, Sierra Pacific Industries, Amazon, and Adecco.

Partner Engagement Title-I staff engaged new partner, El Dorado County Child Support Services, to identify potentially eligible participants. Additional partner meetings were held with local CalFresh Employment and Training programs to revive referral strategies and collaborate on new funding opportunities.

Service Delivery Strategies No updates to report.

GOLDEN SIERRA CONSORTIUM

BUSINESS SERVICES AND RAPID RESPONSE REPORT

Report Period: 07/01/2018-08/31/2018
Prepared By: Business Engagement Team

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Placer Contacts	18
<input checked="" type="checkbox"/>	New El Dorado Contacts	8
<input checked="" type="checkbox"/>	New Alpine Contacts	2
<input checked="" type="checkbox"/>	New Job Orders Received	25
<input checked="" type="checkbox"/>	Total Active Job Orders	862 internal job orders in CalJOBS (151 referrals made)
<input checked="" type="checkbox"/>	Rapid Response Events	1 on-site orientation for Finance of America (Placer) 1 planning meeting for Kazan Networks (Placer)

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
07/11/18	Job Connections: FedEx Groud	13 job seekers attended
07/19/18	Job Connections: Marshall Medical	20 job seekers attended
07/25/18	Job Connections: Flexcare Staffing	10 job seekers attended
08/23/18	Tri County Job Fair	50 employers served / 500+ job seekers attended

ACTIVE JOB ORDER TRENDS

Hospitality and Tourism Historically low unemployment is increasing wage competition, particularly in the South Lake Tahoe area. Job openings include food service, customer service, maintenance, and first-line supervisors.

Retail Hiring needs will increase as holiday season approaches. Overall, industry is feeling the “Amazon Effect” as brick and mortar locations close (i.e. Sears, Toys “R” Us) and retail shopping shifts to online vendors.

Health Care Services The average annual employment for this super sector is 155,825 (according to Capital Region labor market information provided by EDD). There are 2,780 openings for Medical Assistants.

Information Technology This industry has grown 11% from 2013 – 2017.

Construction Historically low unemployment and skill shortages are motivating employers to consider apprentices, career technical education students, and individuals with barriers to employment as potential new hires. The average annual employment for 2017 was 60,648.

Business and Financial Services Layoffs were noted in the mortgage banking industry.

Professional and Technical Services Large number of new job openings available in Office Administrative Services and Business Support Services.

GOLDEN SIERRA CONSORTIUM

BUSINESS SERVICES AND RAPID RESPONSE REPORT

Report Period: 09/01/2018-10/31/2018
Prepared By: Business Engagement Team

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Placer Contacts	12
<input checked="" type="checkbox"/>	New El Dorado Contacts	3
<input checked="" type="checkbox"/>	New Alpine Contacts	1
<input checked="" type="checkbox"/>	New Job Orders Received	18
<input checked="" type="checkbox"/>	Total Active Job Orders	546 internal job orders in CalJOBS (110 referrals made)
<input checked="" type="checkbox"/>	Rapid Response Events	1 on-site orientation for Crispin (Placer) 2 planning meetings for Verifone and JLM Energy (Placer)

EVENT PARTICIPATION

<u>Date</u>	<u>Employer / Event Name</u>	<u>Outcomes</u>
09/26/18	Covered California (Placer)	13 job seekers attended
09/27/18	CalTrans (El Dorado)	35 job seekers attended
10/01/18	US Forest Service (El Dorado)	15 job seekers attended
10/04/18	Burlington (Placer)	156 job seekers attended over the two-day event
10/04/18	Holiday Market (El Dorado)	6 job seekers attended
10/16/18	Exact Staff (Placer)	2 job seekers attended
10/25/18	Renoir Staffing (Placer)	50 job seekers attended
10/25/18	US Census Bureau (Placer)	10 job seekers attended
10/30/18	Nelson Staffing (Placer)	3 job seekers attended

ACTIVE JOB ORDER TRENDS

Hospitality and Tourism This industry experienced a normal seasonal decline from August to September. Accommodation and food service dropped 1,600 jobs in the Metropolitan Statistical Area. Art, entertainment, and recreation cut back 1,200 jobs.

Retail Burlington is scheduled to open a new location in Roseville. The retailer took over the space left vacant by Babies "R" Us. Retail trade increased by 1,300 jobs.

Health Care Services The average annual employment for this super sector is 155,825 (according to Capital Region labor market information provided by EDD). Healthcare and social assistance grew by 3,500 jobs.

Information Technology No update to report.

Construction This industry lost 300 jobs in September.

Business and Financial Services No update to report.

Professional and Technical Services Educational services added 700 jobs. Professional and business services experienced job reductions – down 2,000 jobs.