

GOVERNING BODY MEMBERS

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

LORI PARLIN  
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  
REGULAR MEETING  
AGENDA**

**Wednesday, June 5, 2019 – 10:00 am**

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

- |       |  |       |
|-------|--|-------|
| I.    | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u>  |       |
| II.   | <u>APPROVAL OF AGENDA</u>  | 1-2   |
| III.  | <u>CONSENT AGENDA</u>  |       |
|       | All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion. |       |
|       | • Approval of Minutes from April 3, 2019 GB Meeting  | 3-7   |
| IV.   | <u>PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA</u>  |       |
| V.    | <u>RESOLUTION 18-03 DRY PERIOD FINANCING</u>   | 8-10  |
| VI.   | <u>RESOLUTION 18-04 AMEND POSITION ROSTER</u>  | 11-13 |
| VII.  | <u>RESOLUTION 18-05 SIGNATURE AUTHORITY</u>  | 14-15 |
| VIII. | <u>RESOLUTION 18-06 2019-2020 MEETING SCHEDULE</u>   | 16-17 |
| IX.   | <u>FY 2019-2020 AGENCY DRAFT BUDGET</u>  | 18-27 |
| X.    | <u>OUT OF STATE TRAVEL</u>   | 28-29 |
|       | NENA Convention – New Orleans, LA  |       |
| XI.   | <u>SUBSEQUENT DESIGNATION &amp; LOCAL BOARD<br/>RECERTIFICATION <a href="#">WSD18-14</a></u>                                   | 30-44 |
| XII.  | <u>WIOA MEMORANDUMS OF UNDERSTANDING <a href="#">WSD18-12</a></u>  | 45-70 |
| XIII. | <u>WORKFORCE BOARD MEMBERSHIP</u>  | 71-84 |

**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.

XIV. DIRECTOR'S UPDATE

- Capital Regional Planning Unit (RPU) Regional Plan Modification

85

XV. WIOA SERVICE PROVIDER REPORTS

86-87

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

XVI. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(GOVERNMENT CODE 54956.9(b))

AGENCY DESIGNATED REPRESENTATIVES:  
JASON BUCKINGHAM, TERRIE TROMBLEY, DARLENE GALIPO,  
LORNA MAGNUSSEN, KENNETH RUTHENBERG, JR.,  
AND CHRISTOPHER ONSTOTT

XVII. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION  
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

XVIII. FUTURE AGENDA ITEMS/NEW BUSINESS

XIX. NEXT MEETING

Wednesday, August 7, 2019 – Golden Sierra Job Training Agency

XX. ADJOURNMENT

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
REGULAR MEETING  
MINUTES**

**Wednesday, April 3, 2019 – 10:00 am**

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

**Teleconferencing location:**

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

**I. ROLL CALL AND INTRODUCTION OF GUESTS**

Quorum was established and meeting was called to order at 10:00 a.m. by Chair Uhler

☒ Kirk Uhler (Chair)                      ☒ Katherine Rakow (Vice-Chair) (1)  
☒ Lori Parlin

GSJTA Staff:

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

Guests:

Tom Keegan

*(#) indicates teleconference location*

**II. APPROVAL OF AGENDA**

**Motion** to approve agenda by Parlin, second by Rakow

**Motion** approved unanimously by roll call

**Aye:            Rakow, Parlin, Uhler**  
**Nay:           None**  
**Abstain:      None**  
**Absent:       None**

III. CONSENT AGENDA

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

a) Approval of Minutes from February 6, 2019 GB Meeting

**Motion** to approve consent agenda item a by Rakow, second by Parlin

**Motion** approved unanimously by roll call

**Aye:** Rakow, Parlin, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

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

None

V. FY 2017/2018 FINANCIAL STATEMENTS/SINGLE AUDIT:  
VAVRINEK, TRINE, DAY & CO.

Buckingham introduced Tom Keegan to the Board; Keegan stated that the audit was completed on February 2019, and in general it was clean.

There were two findings with minimal impacts; one was the leasehold improvements; the second related to reporting.

Uhler stated that he would like a future agenda item to discuss the totality of the pension unfunded liability.

**Motion** to FY 2017/2018 Financial Statements/Single Audit; Vavrinek, Trine, Day & Co. by Parlin, second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Rakow, Parlin, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

VI. RESOLUTION 18-02 PENSION LUMP-SUM CONTRIBUTION

**Motion** to approve Resolution 18-02 Pension Lump-Sum Contribution by Parlin, Second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Rakow, Parlin, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

VII. FY 2019/2020 APPROVAL OF ALLOCATION DRAFT PLANNING  
FORMAT AND ASSUMPTIONS

Buckingham outlined the restructured format and reviewed the assumptions.

Uhler stated that due to limited meetings to address the changes he supports flexibility.

**Motion** to approve FY 2019/2020 Approval of Allocation Draft Planning Format and Assumptions by Rakow, second by Parlin

**Motion** approved unanimously by roll call

**Aye:** Rakow, Parlin, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

VIII. PY 2019/2020 SUBGRANT SIGNATURE AUTHORITY

Approved as Presented

**Motion** to approve PY 2019/2020 Subgrant Signature Authority by Rakow, second by Parlin

**Motion** approved unanimously by roll call

**Aye:** Rakow, Parlin, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

IX. BONDING

Reviewed and approved as presented to pursue approval to remove bonding from courts.

**Motion** to approve Bonding by Parlin, second by Rakow

**Motion** approved unanimously by roll call

**Aye:** Rakow, Parlin, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

X. WIOA LOCAL PLAN 2 YEAR MODIFICATION – PY 18/19

**Motion** to approve WIOA Local Plan 2 Year Modification by Rakow, second by Uhler

**Motion** approved unanimously by roll call

**Aye:** Rakow, Parlin, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

XI. WIOA REGIONAL PLAN 2 YEAR MODIFICATION – PY 18/19

**Motion** to approve WIOA Regional Plan 2 Year Modification – PY 18/19 by Rakow, second by Uhler

**Motion** approved unanimously by roll call

**Aye:** Rakow, Parlin, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

XII. DIRECTOR'S UPDATE

- Directive to meet administrative requirements due by June 30, 2019; may require a future special meeting for approval.
- Upcoming regional business summit on May 15, 2019. (Handouts were given) At this event it's anticipated to launch the regional business services website.
- P2E (Prison to Employment); planning money was received. The implementation will be for the awarded 1.2 million dollars. In addition to the implementation funding, the partners are currently holding stakeholder meetings funded by the P2E planning funds that were received earlier.
- SB1 funding is for public works projects funded by the new gas tax. \$5 million per year is set aside for workforce development.
- Youth Provider Forum Spring 2020. The theme will be the elements of a comprehensive youth development system.
- AB1111 Breaking Barriers; this is funding intended to enhance relationships between workforce areas and local CBOs who serve targeted populations.

XIII. WORKFORCE BOARD MEMBERSHIP

Magnussen gave a report on membership included in the agenda packet.

XIV. WIOA SERVICE PROVIDER REPORTS

Reports included in the agenda packet.

XV. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION  
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

*Uhler called the meeting into closed session at 10:50 a.m.*

*Uhler recused himself from the closed session at 11:21 a.m.*

*Rakow assumed the Chair role in Uhler's absence*

XVI. CLOSED SESSION

*Rakow called back the meeting into closed session at 11:23 a.m.*

*Onstott and Galipo not present*

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(GOVERNMENT CODE 54956.9(b))

AGENCY DESIGNATED REPRESENTATIVES:  
JASON BUCKINGHAM, TERRIE TROMBLEY, DARLENE GALIPO,  
LORNA MAGNUSSEN, KENNETH RUTHENBERG, JR.,  
AND CHRISTOPHER ONSTOTT

*Rakow called the meeting back into open session at 11:42 a.m.*

**Report out of closed session:** Information and continued direction were given.

XVII. FUTURE AGENDA ITEMS/NEW BUSINESS

- Directives: MOU, Subsequent eligibility, board certification, and career services.
- Pension Liability
- Dry Period Financing

XVIII. NEXT MEETING

Wednesday, June 5, 2019 – Golden Sierra Job Training Agency

XIX. ADJOURNMENT

**Motion to Adjourn** by Rakow at 11:44 am.

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 5, 2019

**TO:** Governing Body (GB)

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

**SUBJECT:** Resolution 18-03 Dry Period Financing

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Staff recommends that the Governing Body approve the application to receive \$80,000 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: Planning
- Prison to Employment: Implementation
- Trade and Economic Transition National Emergency Grant

Anticipated applications include:

- AB1111 – Breaking Barriers to Employment
- SB1 – High Road Construction Careers
- Workforce Accelerator
- DEI/DEA – Disability Employment Initiative/Accelerator

Should the anticipated applications 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	Resolution No.:	<u>18-03</u>
	Executive Director and		
	Accountant the authority to apply	Ordinance No.:	<u>                    </u>
	for dry period financing for up to		
	\$80,000 for FY 2019/2020	First Reading:	<u>                    </u>

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 \$80,000;

WHEREAS, the Agency requires temporary borrowing of Treasury funds for dry period financing from Placer County for up to \$80,000;

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;

GSJTA Resolution 18-03 Dry Period 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 18-03 was duly passed by the Governing

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

June 5, 2019 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Katherine Rakow, Vice Chairman, Governing Body

Attest:

\_\_\_\_\_  
Lorna Magnussen, Clerk of Golden Sierra Governing Body

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Resolution 18-04 – Amended Position Roster

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Attached is Resolution 18-04 to amend position roster for the following changes:

- Salary change to Accounting Technician
- Unfund Account Clerk position
- Fund Account Technician position
- Amend roster salaries to include 1% COLA effective 6/22/19 in alignment with MOU

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

Fiscal Impact (annual position changes based on salary only):

- Funded to Unfunded – (\$47,457)
- Unfunded to Funded - \$51,005
- Net impact – \$3,548

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

In the matter of: Resolution amending the  
Golden Sierra Job Training  
Agency Allocated Position  
Roster

Resolution No.: 18-04

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 5, 2019 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Katherine Rakow, Vice Chairman, Governing Body

Attest:

\_\_\_\_\_  
Lorna Magnussen, Clerk of Golden Sierra Governing Body

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that the Golden Sierra Job Training Agency Positions Allocation Roster are adopted as the document that describes the structure and staffing of the Golden Sierra Job Training Agency.

**GOLDEN SIERRA**  
Job Training Agency

ALLOCATED POSITION ROSTER  
Effective June 22, 2019

<u>CLASSIFICATION</u>		<u>SALARY RANGE*</u>		<u># of</u> <u>POSITIONS</u> <u>funded</u>	<u># of</u> <u>POSITIONS</u> <u>unfunded</u>
		<u>From [A]</u>	<u>To [E]</u>		
Account Clerk - I	Promotional Series	\$ 15.8132	\$ 19.2668	1 FTE	1 FTE
Account Clerk - II		\$ 17.4311	\$ 21.2380		
Senior Account Clerk		\$ 19.1942	\$ 23.3865		
Accounting Technician		\$ 23.3400	\$ 28.4376	1 FTE	
Accountant I	Promotional Series	\$ 27.3841	\$ 33.3649	1 FTE	
Accountant II		\$ 31.7010	\$ 38.6246		
Admin Clerk - I	Promotional Series	\$ 14.8265	\$ 18.0647	1 FTE	1 FTE
Admin Clerk - II		\$ 16.3466	\$ 19.9169		
Senior Admin Clerk		\$ 18.0222	\$ 21.9584		
Executive Assistant		\$ 22.8341	\$ 27.8212		1 FTE
Program Clerk I	Promotional Series	\$ 16.3466	\$ 19.9169	2 FTE	
Program Clerk II		\$ 18.0222	\$ 21.9584		
Assistant Business and Employment Specialist		\$ 22.1531	\$ 26.9914	7 FTE	
Associate Business and Employment Specialist		\$ 26.9266	\$ 32.8073		
Business and Employment Specialist - Supervisor		\$ 32.7297	\$ 39.8780		1 FTE
Disability Resource Coordinator		\$ 26.9266	\$ 32.8073	1 FTE	
Program Analyst		\$ 26.9266	\$ 32.8073		1 FTE
WB Coordinator/Analyst		\$ 32.7297	\$ 39.8780	1 FTE	
Chief Fiscal Officer		\$ 37.4575	\$ 45.6381	1 FTE	
Deputy Director		\$ 42.6698	\$ 51.9889	1 FTE	
Executive Director**		SEE BELOW		1 FTE	
				17 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:

**SALARY RANGE**

Hourly	Annually
\$50.0313-\$72.7846	\$104,065-\$151,392

# **GOLDEN SIERRA GOVERNING BODY**

## **MEMORANDUM**

**DATE:** June 5, 2019

**TO:** Governing Body (GB)

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

**SUBJ:** Resolution 18-05 – Approve Delegated Signature Authority

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Before the Board is Resolution 18-05 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. 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 following dollar limits April 4, 2016.

\$1,000,000	Government Agency contracts/agreements
250,000	Non-Governmental Agencies contracts/agreements

Specific language contained in the amended JPA:

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

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

In the matter of: A resolution granting the  
Executive Director,  
Jason Buckingham, and  
Deputy Director,  
Darlene Galipo, signatory  
authority.

Resolution No.: 18-05

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 5, 2019 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Katherine Rakow, Vice Chairman, Governing Body

Attest:

\_\_\_\_\_  
Lorna Magnussen, Clerk of Golden Sierra Governing Body

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that this Body authorizes and directs the Executive Director, and/or Deputy Director to accept funds and execute grants, subgrants, amendments and modifications to such grants and subgrants from any governmental entity in an amount not to exceed one million dollars (\$1,000,000.00 dollars). The Governing Body of the Golden Sierra Job Training Agency that this Body authorizes and directs the Executive Director, and/or Deputy Director to execute any agreements, amendments, modifications, and other required documents with non-governmental third parties, other than those which specify Governing Body or Workforce Development Board Chairman's signature, up to, but not to exceed two hundred and fifty thousand dollars (\$250,000.00 dollars).

# **GOLDEN SIERRA WORKFORCE BOARD**

## **MEMORANDUM**

**DATE:** June 5, 2019  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Resolution 18-06 – 2019-2020 Meeting Schedule

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Approval of Resolution Number 18-06 is requested to establish the 2019-2020 Governing Body meeting schedule.

Current schedule for 2018-2019 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 2019-2020  
meeting schedule as follows:

Resolution No.: 18-06

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 5, 2019 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Katherine Rakow, Vice Chairman, Governing Body

Attest:

\_\_\_\_\_  
Lorna Magnussen, Clerk of Golden Sierra Governing Body

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that in accordance with the Second Amended and Restated Joint Powers Exercise of Power Agreement Section 12 the 2019-2020 meeting schedule has been established.

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 5, 2019  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** FY 2019-2020 Agency Draft Budget

---

Before the Board for review is the Agency Fiscal Year 2019-2020 Draft Budget. The budget has been developed based on draft planning figures for the Workforce Innovation and Opportunity Act (WIOA) 2019-2020 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.

The budget presented has been reviewed by the Executive Committee and Workforce Board on May 16, 2019, 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 primary purpose is to administer the JPA's Title 1 award from the *Workforce Innovation and Opportunity Act (WIOA)*. Additionally, the Agency administers miscellaneous grants and awards that complement the WIOA Title 1 objectives and stated purpose of the JPA.

### ***Approach in Developing the Draft Budget for Fiscal Year 2019/2020***

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 the *Workforce Innovation and Opportunity Act (WIOA)* while providing quality services to participants.

*The Fiscal Year 2019/2020 Draft Budget:*

The primary source of funding consists of the estimated rollover funding from the *Workforce Innovation and Opportunity Act (WIOA)* Title 1 formula fund allocations, Sub-grant K-9110009 and the estimated new allocation communicated to the Consortium by the Employment Development Department (EDD) via the Workforce Services Information Notice (WSIN) WSIN18-32. The programs to be administered by the Consortium are categorized as Non-Allocation grants. These grants have been awarded to the Agency via competitive processes and the largest is the Prison to Employment Initiative being awarded by the California Workforce Association Board.

#### **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. 70% 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 *Comprehensive - America's Job Center (AJC)* in the *Local Area* while strategically utilizing financial resources to meet the debt service required payments for the liabilities of the Joint Powers Authority (JPA) and participate in the continued development of both local and regional *Workforce Systems*.

#### **Allocation Funding Changes**

The Agency continues the financial support for Program Operations and the Consortium's Comprehensive – America's Job Center at 50%. The plan in Draft Budget is to not fund the management position of the Chief Fiscal Officer, this will provide salary and benefit savings, planning is underway to distribute work within the Agency and the Placer County - Auditor Controller's Office for the coming fiscal year.

Approved By:  
Executive Committee: 5/16/19  
Workforce Board: 5/16/19  
Governing Body

<i>Description of Schedules</i>		
<b><u>Schedule 1</u></b>	<b><u>Consortium Sources and Uses</u></b>	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.
<b><u>Schedule 2</u></b>	<b><u>Consortium Cost Center Detail</u></b>	
	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 estimated PY 18/19 carry-in funds and estimated PY19/20 WIOA funding to be administered by the Agency.
	Placer County Career and Training Services:	Includes estimated PY 18/19 carry-in funds and estimated PY 19/20 WIOA funds to be administered by the Agency staff.
	South Lake Tahoe / Alpine County Career and Training Services:	Includes estimated balance of contract for PY 18/19 carry-in funds. Services awarded to <u>Advance</u> . Planned PY 19/20 WIOA funding scheduled to be awarded to Advance pending the completion of a successful monitoring. .
	Non-Allocation Career and Training Services:	<p><u>Cost Centers listed here are non-routine in nature managed by the Agency:</u></p> <p><u>The Disability Employment Initiative</u>– purpose is for the Agency to provide technical assistance and maintain currency of knowledge by participating in related trainings and EDD sponsored quarterly development meetings.</p> <p><u>Trade and Economic Transition (TET) National Dislocated Worker Grant (NDWG):</u> Provides staffing support and training to workers impacted by layoffs in retail and other industries impacted by new business models such as internet sales.</p> <p><u>The Prison to Employment Grant – Planning:</u> requires the Agency to function as the Capital Region’s Fiscal Agent and Program Administrator.</p> <p><u>The Prison to Employment Grant – Implementation Supportive Services:</u> Provides staffing support as well as training and financial support services to the Capital Region Planning Unit’s 9 counties</p> <p><u>The Prison to Employment Grant – Implementation Direct Services:</u> Provides staffing support as well as training and financial support services to the Capital Region Planning Unit’s 9 counties.</p>

Approved By:  
Executive Committee: 5/16/19  
Workforce Board: 5/16/19  
Governing Body

<b>Schedule 3</b>	<b>Consortium Contracted Services</b>	Schedule provides detail for contracts administered by the Agency for newly awarded funds and re-budgeted contracts for Consortium Operations and Programmatic Career Services and Training.
<b>Schedule 4</b>	<b>Consortium Allocation of Sub grant Award</b>	Schedule is based on a funding award for the new WIOA Allocation Awards and Rapid Response and Layoff Aversion. The schedule is separated by funding based on the WIOA legislation.
<b>Schedule 5</b>	<b>Consortium Leverage Requirements</b>	Schedule provides dollar amounts required to be captured as “leverage” in order to meet the state imposed 30% Direct Training requirement for Adult and Dislocated Working funding streams.

Approved By:  
Executive Committee: 5/16/19  
Workforce Board: 5/16/19  
Governing Body

Schedule 1  
 Consortium Sources and Uses  
 Final Budget FY 2018/2019  
 Presented: September 2018

L i n e  #			<u>A</u>	% of Total Funding	<u>B</u>	% of Total Funding	<u>C</u>	% of Total Funding	<u>D</u>	<u>E</u>
			Actual Expenditures as of June 30th 2018		Consortium Final Budget Fiscal Year 2018/2019		Consortium Fiscal Year 2019/2020 Draft Budget		Difference between Fiscal Year 2018/2019 Final budget and Fiscal Year 2019/2020 Draft Budget C-B	Percent of Fiscal Year 2018/2019 Final budget Compared to Draft budget FY 2019/2020 C/B
	Funding Sources:									
1		Estimated Carry-In WIOA Allocation PY 18	\$ 1,679,251		\$ 1,377,610		\$ 1,441,294		\$ 63,684	104.62%
2		Estimated WIOA Allocations PY 2019	1,274,036		2,696,307		2,474,192		\$ (222,115)	91.76%
3		Carry-In Rapid Response Funds PY18	150,795		124,680		-		\$ (124,680)	0.00%
4		Estimated Rapid Response Funds PY19	142,002		342,082		315,044		\$ (27,038)	92.10%
5		Carry-In Layoff Aversion Funds PY18	51,262		11,019		-		\$ (11,019)	0.00%
6		Estimated Layoff Aversion Funds PY19	23,879		79,766		73,458		\$ (6,308)	92.09%
7		Actual Non-Allocation Awards	352,923		258,938		1,464,419		\$ 1,205,481	565.55%
8	Total Funding Sources		\$ 3,674,148		\$ 4,890,402		\$ 5,768,407		\$ 878,005	117.95%
	Expenditures:									
	Consortium Operations									
9		Retiree Benefits	\$ 575,645	12.65%	\$ 632,129	12.93%	\$ 716,867	12.43%	\$ 84,738	113.41%
10		Salaries and Benefits	935,168	20.54%	841,661	17.21%	754,867	13.09%	\$ (86,794)	89.69%
11		Services and Supplies	437,552	9.61%	492,923	10.08%	289,188	5.01%	\$ (203,735)	58.67%
12		Professional Services	10,129	0.22%	\$ 58,500	1.20%	149,710	2.60%	\$ 91,210	255.91%
13	Consortium Operations Total		\$ 1,958,494	43.03%	\$ 2,025,213	41.41%	\$ 1,910,632	33.12%	\$ (114,581)	94.34%
	Career & Training Services									
14		Placer County	\$ 752,821	16.54%	\$ 1,128,789	23.08%	\$ 766,288	13.28%	\$ (362,501)	67.89%
15		El Dorado County	586,180	12.88%	552,277	11.29%	309,949	5.37%	\$ (242,328)	56.12%
16		Alpine County	23,730	0.52%	200,000	4.09%	173,445	3.01%	\$ (26,555)	86.72%
17		Non-Allocation Awards	352,923	7.75%	248,588	5.08%	1,343,039	23.28%	\$ 1,094,451	540.27%
18	Career & Training Services Total		\$ 1,715,654	37.69%	\$ 2,129,654	43.55%	\$ 2,592,721	44.95%	\$ 463,067	121.74%
19	Committee Budget		\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
20	Future Year and Final Budget Planning		\$ 877,729	19.28%	\$ 735,535	15.04%	\$ 1,265,054	21.93%	\$ 529,519	171.99%
21	TOTAL EXPENDITURES		\$ 4,551,877		\$ 4,890,402		\$ 5,768,407		\$ 878,005	117.95%
22	Net Income/(Unexpended)**		\$ (877,729)		\$ -		\$ -		\$ -	
	** Funding primarily from unobligated and unspent prior year WIOA award.									

Approved By:  
 Executive Committee: 5/16/19  
 Workforce Board: 5/16/19  
 Governing Body

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
L i n e #		Consortium Admin	Consortium Program Operations	Consortium Rapid Response and Layoff Aversion	Local Area One-Stop Delivery System	El Dorado County Career and Training Services	Placer County Career and Training Services	Alpine County & South Lake Tahoe Career and Training Services
	<b>Funding Sources:</b>							
1	Carry-In Allocation Funds from PY 18	\$ 219,063	\$ 703,815	\$ -	\$ 53,673	\$ 126,528	\$ 238,215	\$ 100,000
2	Awarded - PY 19 WIOA Allocations	247,419	940,194	-	296,904	302,631	613,599	73,445
3	Carry-In Rapid Response Funds PY18	-	-	-	-	-	-	-
4	Awarded Rapid Response Funds PY19	-	80,133	197,106	37,805	-	-	-
5	Carry-In Layoff Aversion Funds PY18	-	-	-	-	-	-	-
6	Awarded Layoff Aversion Funds PY 19	-	27,914	36,729	8,815	-	-	-
7	Actual Non-Allocation Awards	-	-	-	-	-	-	-
8	<b>Total Funding Sources</b>	<b>\$ 466,482</b>	<b>\$ 1,752,056</b>	<b>\$ 233,835</b>	<b>\$ 397,197</b>	<b>\$ 429,159</b>	<b>\$ 851,814</b>	<b>\$ 173,445</b>
	<b>Expenditures:</b>							
	<b>Consortium Operations:</b>							
9	Retiree Benefits	\$ -	\$ 716,867	\$ -	\$ -	\$ -	\$ -	\$ -
10	Salaries and Benefits	144,515	169,824	225,835	214,693	-	-	-
11	Services and Supplies	30,372	153,589	8,000	97,227	-	-	-
12	Professional Services	-	111,000	\$ -	38,710	\$ -	-	-
13	<b>Consortium Operations Total</b>	<b>\$ 174,887</b>	<b>\$ 1,151,280</b>	<b>\$ 233,835</b>	<b>\$ 350,630</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Career &amp; Training Services</b>							
	<b>Program Year 2018/2019 WIOA/Other - Rebudget</b>							
14	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Placer County	-	-	-	-	-	238,215	-
16	El Dorado County	-	-	-	-	126,528	-	100,000
17	Alpine County	-	-	-	-	-	-	-
	<b>Program Year 2019/2020 WIOA/Other</b>							
18	Non-Allocation Awards	-	-	-	-	-	-	-
19	Placer County	-	-	-	-	-	528,073	-
20	El Dorado County	-	-	-	-	183,421	-	-
21	Alpine County	-	-	-	-	-	-	73,445
22	<b>Career &amp; Training Services Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 309,949</b>	<b>\$ 766,288</b>	<b>\$ 173,445</b>
23	<b>Committee Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
24	PY 19 Award Expend in Second Year	\$ 247,419	\$ 194,051	\$ -	\$ 46,567	\$ 119,210	\$ 85,526	\$ -
25	Future Year Expend Non-Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	PY 19 WIOA Management Planning Complete at Final	\$ 44,176	\$ 406,725	\$ -	\$ -	\$ -	\$ -	\$ -
27	<b>TOTAL EXPENDITURES</b>	<b>\$ 466,482</b>	<b>\$ 1,752,056</b>	<b>\$ 233,835</b>	<b>\$ 397,197</b>	<b>\$ 429,159</b>	<b>\$ 851,814</b>	<b>\$ 173,445</b>
28	<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
29	<b>Cost Center Share of Available Funding</b>	<b>8.09%</b>	<b>30.37%</b>	<b>4.05%</b>	<b>6.89%</b>	<b>7.44%</b>	<b>14.77%</b>	<b>3.01%</b>

L i n e #		H  Disability Employment Initiative Round Seven	I  Trade and Economic Transition National Dislocated Worker Grant	J  Prison to Employment Planning	K  Prison to Employment Implementation Supportive Services	L  Prison to Employment Implementation Direct Services	M  Total of all Funding Sources and Expenditures
	<b>Funding Sources:</b>						
1	Carry-In Allocation Funds from PY 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,441,294
2	Awarded - PY 19 WIOA Allocations	-	-	-	-	-	2,474,192
3	Carry-In Rapid Response Funds PY18	-	-	-	-	-	-
4	Awarded Rapid Response Funds PY19	-	-	-	-	-	315,044
5	Carry-In Layoff Aversion Funds PY18	-	-	-	-	-	-
6	Awarded Layoff Aversion Funds PY 19	-	-	-	-	-	73,458
7	Actual Non-Allocation Awards	1,686	187,500	86,832	684,823	503,578	1,464,419
8	<b>Total Funding Sources</b>	<b>\$ 1,686</b>	<b>\$ 187,500</b>	<b>\$ 86,832</b>	<b>\$ 684,823</b>	<b>\$ 503,578</b>	<b>\$ 5,768,407</b>
	<b>Expenditures:</b>						
	<b>Consortium Operations:</b>						
9	Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 716,867
10	Salaries and Benefits	-	-	-	-	-	754,867
11	Services and Supplies	-	-	-	-	-	289,188
12	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	149,710
13	<b>Consortium Operations Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,910,632</b>
	<b>Career &amp; Training Services</b>						
	<b>Program Year 2018/2019 WIOA/Other - Rebudget</b>						
14	Non-Allocation Awards	\$ 1,686	\$ 187,500	\$ 86,832	\$ -	\$ -	\$ 276,018
15	Placer County	-	-	-	-	-	238,215
16	El Dorado County	-	-	-	-	-	226,528
17	Alpine County	-	-	-	-	-	-
	<b>Program Year 2019/2020 WIOA/Other</b>						
18	Non-Allocation Awards	-	-	-	617,256	449,765	1,067,021
19	Placer County	-	-	-	-	-	528,073
20	El Dorado County	-	-	-	-	-	183,421
21	Alpine County	-	-	-	-	-	73,445
22	<b>Career &amp; Training Services Total</b>	<b>\$ 1,686</b>	<b>\$ 187,500</b>	<b>\$ 86,832</b>	<b>\$ 617,256</b>	<b>\$ 449,765</b>	<b>\$ 2,592,721</b>
23	<b>Committee Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
24	PY 19 Award Expend in Second Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 692,773
25	Future Year Expend Non-Allocation	\$ -	\$ -	\$ -	\$ 67,567	\$ 53,813	\$ 121,380
26	PY 19 WIOA Management Planning Complete at Final	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,901
27	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,686</b>	<b>\$ 187,500</b>	<b>\$ 86,832</b>	<b>\$ 684,823</b>	<b>\$ 503,578</b>	<b>\$ 5,768,407</b>
28	<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
29	<b>Cost Center Share of Available Funding</b>	<b>0.03%</b>	<b>3.25%</b>	<b>1.51%</b>	<b>11.87%</b>	<b>8.73%</b>	<b>100.00%</b>



L i n e  #		A	B	C	D	E	F	G
	<u>Agency Contracted Services</u>		Dislocated					
		Dislocated	Worker			Rapid Response		
		Worker	Tran to Adult	Adult	Youth - Out	Layoff Aversion	Non- Allocation	TOTAL
	<b>Agency Administrative &amp; Program Operations</b>							
	<i>Vendor - TBD</i>							
1	Other Post Employment Benefit Actuarial Services	\$ 2,500	\$ 4,000	\$ 3,000	\$ 3,000	\$ 2,500	\$ -	\$ 15,000
2	<i>VTD Vavrinek, Trine, Day &amp; Co. Certified Public Accountants</i> Annually required Financial Audit and Single Audit Services	5,000	5,000	5,000	5,000	6,000	-	26,000
3	<i>Employee Benefits Law Group</i> Legal Professional Services	4,000	4,000	4,000	4,000	4,000	-	20,000
4	<i>Kronick Moskovits Tiedeman &amp; Girard</i> Legal Professional Services	5,000	5,000	5,000	5,000	5,000	-	25,000
5	<i>Chivalry</i> Agency IT Services	2,000	4,000	4,000	4,500	2,500	-	17,000
6	<i>John L. Sullivan</i> Office Lease Agreements Roseville	16,849	18,000	18,000	18,000	15,000	-	85,849
7	<i>EMRL</i> Professional Outreach Services	3,710	5,000	5,000	5,000	5,000	11,290	35,000
	<b>Agency Participant Program Operations</b>							
	<b><u>PY18/19 Allocation Budgeted</u></b>							
8	<i>Advance</i> South Lake Tahoe & Alpine County Career Services	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
	<b><u>PY19/20 Allocation Budgeted</u></b>							
9	<i>Advance</i> South Lake Tahoe & Alpine County Career Services	-	-	73,445	-	-	-	73,445
10	<i>Vendor TBD</i> Stop Operator Awarded via a Competitive Procurement	3,000	5,000	3,000	4,000			15,000
11	<i>Vendor TBD</i> Employer & Business Engagement - via a Competitive Procurement	-	-	-	-	25,000		25,000
	<b><u>Non-Allocation Budgeted</u></b>							
12	<i>Consultant - High Bar Global Consulting</i> Prison to Employment Planning - via a Competitive Procurement						56,100	56,100
13	<i>Regional Application Partners acting as Sub-Recipient</i> Prison to Employment Implementation						866,502	866,502
14	<b>Total Contracted Services</b>	<b>\$ 42,059</b>	<b>\$ 50,000</b>	<b>\$ 220,445</b>	<b>\$ 48,500</b>	<b>\$ 65,000</b>	<b>\$ 933,892</b>	<b>\$ 1,359,896</b>

Approved By:  
Executive Committee: 5/16/19  
Workforce Board: 5/16/19  
Governing Body

			A	B	C	D	E	F	G
L i n e  #	Allocation Funding Categories								
							Estimated		
	2020 Subgrant Award Info Notice WSIN 18-32		Dislocated	80% Dislocated		Youth Out	Rapid	Layoff	
			Worker	Transfer to Adult	Adult	100%	Response	Aversion	Total
1	Funding Awards for New Fiscal Year		\$ 196,718	\$ 786,872	\$ 739,341	\$ 751,263	\$ 315,044	\$ 73,458	\$ 2,862,696
	Consortium Operations								
2	Administration	10.00%	\$ 19,672	\$ 78,687	\$ 73,934	\$ 75,126	\$ -	\$ -	\$ 247,419
3	WDB Support/Legacy Costs/Program Operations	38.00%	\$ 74,753	\$ 299,011	\$ 280,950	\$ 285,480	\$ 119,717	\$ 27,914	\$ 1,087,825
4	Consortium Sponsored Cost Centers	12.00%	\$ 23,606	\$ 94,425	\$ 88,721	\$ 90,152	\$ 37,805	\$ 8,815	\$ 343,524
5	Consortium Operating Cost Totals		\$ 118,031	\$ 472,123	\$ 443,605	\$ 450,758	\$ 157,522	\$ 36,729	\$ 1,678,768
6	Award less Consortium Operating Cost		\$ 78,687	\$ 314,749	\$ 295,736	\$ 300,505	\$ 157,522	\$ 36,729	\$ 1,183,928
7	Rapid Response/Layoff Aversion Cost Center		\$ -	\$ -	\$ -	\$ -	\$ 157,522	\$ 36,729	\$ 194,251
8	Required Direct Training Adult & DW	20.00%	\$ 39,344	\$ 157,374	\$ 147,868	\$ -	\$ -	\$ -	\$ 344,586
9	Work Based Learning (Youth)	20.00%	\$ -	\$ -	\$ -	\$ 135,227	\$ -	\$ -	\$ 135,227
10	Allocation for Career Services		\$ 39,343	\$ 157,375	\$ 147,868	\$ 165,278	\$ -	\$ -	\$ 509,864
	Youth - Adult - Dislocated Worker Allocation								
	Career Services								
11	Placer	62.00%	\$ 24,393	\$ 97,573	\$ 91,678	\$ 102,472	\$ -	\$ -	\$ 316,116
12	El Dorado	37.00%	\$ 14,557	\$ 58,229	\$ 54,711	\$ 61,153	\$ -	\$ -	\$ 188,650
13	Alpine	1.00%	\$ 393	\$ 1,574	\$ 1,479	\$ 1,653	\$ -	\$ -	\$ 5,099
	Direct Training								
14	Placer	62.00%	\$ 24,393	\$ 97,572	\$ 91,678	\$ -	\$ -	\$ -	\$ 213,643
15	El Dorado	37.00%	\$ 14,557	\$ 58,228	\$ 54,711	\$ -	\$ -	\$ -	\$ 127,496
16	Alpine	1.00%	\$ 394	\$ 1,574	\$ 1,479	\$ -	\$ -	\$ -	\$ 3,447
	Work Based Learning (Youth)								
17	Placer	61.00%	\$ -	\$ -	\$ -	\$ 82,488	\$ -	\$ -	\$ 82,488
18	El Dorado	38.00%	\$ -	\$ -	\$ -	\$ 51,386	\$ -	\$ -	\$ 51,386
19	Alpine	1.00%	\$ -	\$ -	\$ -	\$ 1,352	\$ -	\$ -	\$ 1,352
	Total Title 1 Allocations by County								
20	Placer		\$ 48,786	\$ 195,145	\$ 183,356	\$ 184,960	\$ -	\$ -	\$ 612,247
21	El Dorado		\$ 29,114	\$ 116,457	\$ 109,422	\$ 112,539	\$ -	\$ -	\$ 367,532
22	Alpine		\$ 787	\$ 3,148	\$ 2,958	\$ 3,005	\$ -	\$ -	\$ 9,898
23								Check Figure	\$ 2,862,696

Approved By:  
Executive Committee: 5/16/19  
Workforce Board: 5/16/19  
Governing Body

Funding Categories					
			<u>Dislocated Worker</u>		
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
Funding Awards PY 2019/2020		\$ 196,718	\$ 786,872	\$ 739,341	\$ 1,722,931
Direct Training Requirement*	30.00%	\$ 59,015	\$ 236,062	\$ 221,802	\$ 516,879
Requirement met via:					
Program Year 2019/2020 WIOA Cash	20.00%	\$ 39,344	\$ 157,374	\$ 147,868	\$ 344,586
Program Year 2019/2020 Planned Leverage	10.00%	\$ 19,671	\$ 78,688	\$ 73,934	\$ 172,293
Adult & Dislocated Worker Distribution					
			<u>Dislocated Worker</u>		
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
20 % WIOA Cash Award					
Placer	62.00%	\$ 24,393	\$ 97,572	\$ 91,678	\$ 213,643
El Dorado	37.00%	\$ 14,557	\$ 58,228	\$ 54,711	\$ 127,496
Alpine	1.00%	\$ 394	\$ 1,574	\$ 1,479	\$ 3,447
10 % Leveraged Funds					
Placer	62.00%	\$ 12,196	\$ 48,786	\$ 45,839	\$ 106,821
El Dorado	37.00%	\$ 7,278	\$ 29,114	\$ 27,356	\$ 63,748
Alpine	1.00%	\$ 197	\$ 788	\$ 739	\$ 1,724
Total Required Direct Training (Check Figure)		\$ 59,015	\$ 236,062	\$ 221,802	\$ 516,879
* Employment Development Department Workforce Services Directive WSD 14-1					

# **GOLDEN SIERRA GOVERNING BODY**

## **MEMORANDUM**

**DATE:** June 5, 2019  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Out of State Travel Request

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

### **2019 National Employment Network Association (NENA) Annual Training Conference**

**Dates:** September 25, 2019 – September 27, 2019  
**Location:** New Orleans, LA  
**Estimated Cost:** \$2,500  
**Attendee:** Jessica Conant  
**Purpose:** This conference is the only event where Employment Networks can interact face-to-face with other Employment Networks in order to share best practices and receive technical assistance. Jessica will be a presenter at this conference.

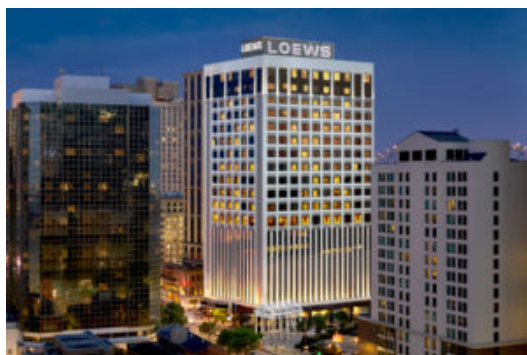
	<b>Min.</b>	<b>Max</b>
Registration (incl. pre-conf)	400.00	450.00
Hotel - \$154 (per night + tax)	550.00	740.00
Airfare	400.00	600.00
Meals	200.00	300.00
Transportation/Parking	100.00	200.00
<b>Totals</b>	<b>1,650.00</b>	<b>2,290.00</b>

Funds for these activities are already accounted for within the Agency budget through the DEI and WIOA funding. Estimated costs include conference, airfare, hotel, transportation & meals.

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



# 2019 NENA Annual National Training Conference



## **September 25-27, 2019 Pre-conference Sessions – September 24, 2019 Loews New Orleans Hotel New Orleans, LA**

In case you haven't heard, we're heading back to New Orleans! NENA's 9<sup>th</sup> Annual National Training Conference will once again be held at the Loews New Orleans Hotel in New Orleans, Louisiana.

- Pre-conference sessions will be held on Tuesday, September 24, 2019
- Full conference dates will be Wednesday, September 25 thru Friday, September 27, 2019

Since our last conference in New Orleans, the Loews New Orleans Hotel has completed extensive renovations and has achieved a 4 Diamond status. Loews, considered a luxury hotel, has an excellent Trip Advisor rating of 4+ based on over 3,000 customer reviews and is ranked #11 of 172 hotels in New Orleans by U.S. News. The hotel is conveniently located near multiple restaurants and entertainment areas in the heart of New Orleans.

### **Loews Hotel New Orleans is now accepting reservations for NENA's 9<sup>th</sup> Annual National Training Conference.**

We encourage everyone to make reservations as soon as possible so we can try to add additional rooms to our block if needed. Rooms at the negotiated rate of \$154.00 are available for the nights of September 23 through September 27 plus 3 days pre/post conference, based on availability. Upgraded rooms are available at a slightly higher rate. A one-night deposit will be required for all reservations.

**Pre-Conference Sessions – \$75 for 1 session, or \$125 for both sessions.**

**Conference Member Early Bird Rate – \$325 [ends June 30, 2019]**

**Conference Non-Member Early Bird Rate – \$375 [ends June 30, 2019]**

# **GOLDEN SIERRA GOVERNIGN BODY**

## **MEMORANDUM**

**DATE:** May 16, 2019

**TO:** Governing Body (GB)

**FROM:** Jason Buckingham, Executive Director

**SUBJECT:** Subsequent Designation and Local Board Recertification

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Before the Board for review and approval, in compliance with EDD Directive WSD18-14, is the Golden Sierra Workforce Development Board's Subsequent Designation and Local Board Recertification Request for Program Years 2019-2021.

This recertification packet is quite similar to the initial designation and local board certification submitted April 2015, and local board recertification submitted April 2016.

### Highlights or changes from previous application

- Updated reference to current EDD Directives and/or legislation

New Content:

- Local Board Assurances:
  - G. Regional Planning and Regional Plan Implementation

Program, Fiscal and Board staff have reviewed the following sections and are confident that the Agency and Board are in compliance:

- Local Board Sustained Fiscal Integrity (Page 6)
- Local Board Assurances (Pages 7-9)

# **Existing Local Area**

**Application for Subsequent Local Area Designation  
and  
Local Board Recertification  
Program Year 2019-21**

## **Local Workforce Development Area**

Golden Sierra Job Training Agency

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## Existing Local Area Application for Subsequent Local Area Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2019-21 under the *Workforce Innovation and Opportunity Act* (WIOA).

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

Golden Sierra Job Training Agency

Name of Local Area

115 Ascot Drive, Suite 140

Mailing Address

Roseville CA 95661

City, State Zip

June 6, 2019

Date of Submission

Jason Buckingham

Contact Person

(916) 773-8540 ext. 204

Contact Person's Phone Number



## Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The Local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages, and attach a roster of the current Local Board which identifies each member's respective membership category.

*Business* – A majority of the members must be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after his/her name.

Name	Title	Entity	Appointment Date	Term End Date
Amanda Westphal	Area Manager	Blue Ribbon Personnel Services	06/05/19*	06/30/22
April Ballestero	Owner	One Light Ahead	08/02/17	06/30/21
Christina Nicholson	Owner	Whole Person Learning	02/27/06	06/30/21
Daniela Devitt	Director, Outreach	California Employers Association (CEA)	02/01/12	06/30/20
Erich Ullrich	Chief Operating Officer	Hacker Lab	08/02/17	06/30/21
Laurel Brent-Bumb	Chief Executive Officer	El Dorado County Chamber of Commerce	10/03/01	06/30/22
Lisa Hutchinson	HR Manager	Cokeva	08/02/17	06/30/21
Michael Zimmerman	Director of Operations	MTI College	02/04/14	06/30/21
Rick Larkey, Chair	Workforce Development Director	North State Building Industry Association	07/01/13	06/30/21
Robin Trimble	Chief Executive Officer	Rocklin Chamber of Commerce	06/07/17	06/30/21
Tink Miller	Executive Director	Placer Independent Resource Services (PIRS)	08/09/01	06/30/22
Vic Wursten	Vice President	PRIDE Industries	08/05/09	06/30/21

\* pending approval by Governing Body on 6/5/19

*Current membership 50% due to vacancy as of 3/18/19. Current recruitment efforts include Governing Body and Workforce Board notifications, targeted recruitment with Sacramento Valley Manufacturing Initiative and business membership e-blast.*

*Labor* – Not less than 20 percent of the members must be representatives of workforce within the Local Area who must include: (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and may include: (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

*California Unemployment Insurance Code* (CUIC) Section 14202(b) further requires and specifies that at least **15 percent** of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a local area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board but any local board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the local area.

Name	Title	Entity	Appointment Date	Term End Date
1. John Tweedt	Business Representative	District Council 16	06/04/14	06/30/21
2. Kevin Ferreira	Executive Director	Sacramento-Siera's Building & Construction Trades Council	07/01/18	06/30/22
3. Volma Volcy	Field Director	Sacramento Central Labor Council AFL-CIO	02/06/19	06/30/22
4. William Reed	District Chair	United Domestic Workers	12/07/18	06/30/22
5. Christina Nicholson	Owner	Whole Person Learning	02/27/06	06/30/21
6. Jason Buckingham	Executive Director	Golden Sierra Job Training Agency	05/30/08	06/30/20
7. Paul Castro	Deputy Director, Farmworker Services	California Human Development Corporation	02/23/10	06/30/21
8. Tink Miller	Executive Director	Placer Independent Resource Services	08/09/01	06/30/22
9. Vic Wursten	Vice President	PRIDE Industries	08/05/09	06/30/21

*Education* – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who must include (i) a representative of eligible providers administering WIOA Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
1. Bill Bettencourt	Principal	Placer School for Adults	07/01/15	06/30/19
2. Carol Pepper-Kittredge	Director, Center for ACT	Sierra College	07/01/13	06/30/21
3. Michael Zimmerman	Director of Operations	MTI College	02/04/14	06/30/21
4. Paul Castro	Deputy Director, Farmworker Services	California Human Development Corp	02/23/10	06/30/21
5. Steven Casperite**	Assistant Principal	Placer School for Adults	07/01/19	06/30/23

\*\* Replacing Bill Bettencourt; pending approval by GB on 6/5/19.

*Economic and Community Development* – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who must include (i) a representative of economic and community development entities; (ii) a representative from the state employment service office under the Wagner-Peyser Act; (iii) a representative of the Vocational Rehabilitation program; and may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the local CEO in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
1. Mark Frayser	Staff Services Manager	Department of Vocational Rehabilitation (DOR)	06/04/14	06/30/21
2. Randy Bloomfield	Sacramento Cluster Manager	Employment Development Department (EDD)	08/29/18	06/30/22
3. Sherri Conway	Director	Placer County Economic Development	12/07/18	06/30/22

## **Sustained Fiscal Integrity**

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 16-17 or PY 17-18:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIOA requirement, such as failure to grant priority of service or verify participant eligibility; or
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both; or
- *Failure to observe accepted standards of administration* – Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200, WIOA regulations, and state guidance (In alignment with WIOA Section 106[e][2]).

## Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as successfully negotiating PY 18-19 and PY 19-20 performance goals within their designated Regional Planning Unit in the following ways:

Golden Sierra, along with the other local areas of the Capital Region Planning Unit, jointly participated in and successfully negotiated performance goals for PY 18-19 and PY 19-20 on October 1, 2018.

<b>Adult</b>	PY 2018	PY 2019
Employment 2nd Q post exit (7/1/16 - 6/30/17)	<b>68.0%</b>	<b>69.0%</b>
Employment 4th Q post exit (7/1/16 - 12/31/16)	<b>65.5%</b>	<b>66.5%</b>
Median Earnings (7/1/16 - 6/30/17)	<b>\$ 5,157</b>	<b>\$ 5,600</b>
Credential Attainment Rate (7/1/16 - 12/31/16)	<b>55.9%</b>	<b>57.0%</b>
Measureable Skill Gain (7/1/17 - 6/30/18)	<b>baseline</b>	<b>baseline</b>
<b>Dislocated Worker</b>		
Employment 2nd Q post exit (7/1/16 - 6/30/17)	<b>70.0%</b>	<b>71.0%</b>
Employment 4th Q post exit (7/1/16 - 12/31/16)	<b>67.2%</b>	<b>68.0%</b>
Median Earnings (7/1/16 - 6/30/17)	<b>\$ 7,600</b>	<b>\$ 7,800</b>
Credential Attainment Rate (7/1/16 - 12/31/16)	<b>56.0%</b>	<b>57.0%</b>
Measureable Skill Gain (7/1/17 - 6/30/18)	<b>baseline</b>	<b>baseline</b>
<b>Youth</b>		
In Ed,Trng or Employment 2nd Q post exit (7/1/16 - 6/30/17)	<b>65.4%</b>	<b>67.0%</b>
In Ed,Trng or Employment 4th Q post exit (7/1/16 - 12/31/16)	<b>64.5%</b>	<b>65.5%</b>
Median Earnings (7/1/16 - 6/30/17)	<b>baseline</b>	<b>baseline</b>
Credential Attainment Rate (7/1/16 - 12/31/16)	<b>56.0%</b>	<b>58.0%</b>
Measureable Skill Gain (7/1/17 - 6/30/18)	<b>baseline</b>	<b>baseline</b>

## **Engaged in Regional Planning**

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

Golden Sierra is an active and engaged member of the Capital Region Planning Unit. Examples of our participation include:

- Developing regional/local plans and plan modifications for the Capital Region's Local Workforce Boards
- Convening regional public input and strategic planning meetings with Local Boards and partners
- Conducting regional industry cluster studies and convening regional industry advisory groups
- Creating regional policies, processes, web-sites and outreach strategies
- Coordinating regional grant applications and implementing regional programs/initiatives
- Jointly negotiating regional performance measures with the State
- Convening and participating in monthly Director's meetings

## Local Area Assurances

Through PY 19-21, the Local Area assures that:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and State regulations and guidance.

Highlights of this assurance include:

- Reporting will be done in compliance with Workforce Services Directive WSD16-13, *Monthly and Quarterly Financial Reporting Requirements*, (November 28, 2016).
- All close out reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirements* (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of the *California Unemployment Insurance Code Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Board will select the America's Job Center of California<sup>SM</sup> operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. It will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).



## Application Signature Page

**Instructions** – The local CEO and Local Board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and Local Board chair request initial designation of the existing Local Area and initial certification of the existing Local Board. They certify that the Local Area has performed successfully, sustained fiscal integrity during PY 16-2017 or PY 17-18, and engaged in the regional planning process as described in WIOA Section 106(c)(1). Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

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Signature

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Signature

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Rick Larkey

---

Kirk Uhler

---

Name

---

Name

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Chair, Golden Sierra  
Workforce Development Board

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Chair, Golden Sierra Job Training Agency  
Governing Body

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Title

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Title

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May 16, 2019

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June 5, 2019

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Date

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Date

## **Golden Sierra WDB**

### **Membership Roster**

Amanda Westphal, Area Manager  
Blue Ribbon Personnel Services  
985 Governor Drive  
El Dorado Hills, CA 95762

Term date: 6/30/22 [pending approval by GB 6/5/19]  
Business  
Phone: (916) 792-5955  
[amanda@brpjobs.com](mailto:amanda@brpjobs.com)

April Ballester, Owner  
One Light Ahead  
3017 Douglas Blvd, Suite 300  
Roseville, CA 95661

Term Date: 6/30/2021  
Business  
Phone: (916) 201-5146  
[coachapril@onelightahead.com](mailto:coachapril@onelightahead.com)

Bill Bettencourt, Principal  
Placer School for Adults  
390 Finley Street  
Auburn, CA 95603

Term Date: 6/30/2019 [pending replacement by Steven Casperite]  
Education - Adult Education  
Phone: (530) 885-8585  
Fax: (530) 823-1406  
[bbettencourt@puhsd.k12.ca.us](mailto:bbettencourt@puhsd.k12.ca.us)

Carol Pepper-Kittredge, Director  
Sierra College  
5000 Rocklin Road  
Rocklin, CA 95677

Term Date: 6/30/2021  
Education - Higher Education; Local Education  
Phone: (916) 660-7801  
Fax: N/A  
[cpepper-kittredge@sierracollege.edu](mailto:cpepper-kittredge@sierracollege.edu)

Christina Nicholson, Owner  
Whole Person Learning  
11816 Kemper Road  
Auburn, CA 95603

Term Date: 6/30/2021  
Business; Workforce - Youth  
Phone: (530) 823-2499  
Fax: (530) 823-6190  
[wplcep@pacbell.net](mailto:wplcep@pacbell.net)

Daniela Devitt, Director, Outreach Dept.  
California Employers Association (CEA)  
1451 River Park Drive, Suite 116  
Sacramento, CA 95815

Term Date: 6/30/2020  
Business  
Phone: (916) 921-1312  
Fax: (916) 921-6010  
[ddevitt@employers.org](mailto:ddevitt@employers.org)

Eric Cooper, Field Office Supervisor  
California Indian Manpower Consortium, Inc.  
738 North Market Blvd.  
Sacramento, CA 95834

Term Date: 6/30/2021  
Other  
Phone: (916) 920-0285  
Fax: (916) 641-6338  
[ericc@cimcinc.com](mailto:ericc@cimcinc.com)

Eric Ulrich  
Hacker Lab  
4415 Granite Drive  
Rocklin, CA 95677

Term Date: 6/30/2021  
Business  
Phone: 530-219-3240  
[eric@hackerlab.org](mailto:eric@hackerlab.org)

Jason Buckingham, Executive Director  
Golden Sierra Job Training Agency  
1919 Grass Valley Hwy., Suite 100  
Auburn, CA 95603

Term Date: 6/30/2020  
Workforce - Youth; Other  
Phone: (530) 823-4635  
Fax: (530) 885-5579  
[buckingham@goldensierra.com](mailto:buckingham@goldensierra.com)

## Golden Sierra WDB

### Membership Roster

John Tweedt, Business Representative  
District Council 16  
7111 Governors Circle  
Sacramento, CA 95823

Term Date: 6/30/2021  
Workforce - Labor Organization  
Phone: (916) 393-2742  
Fax: (916) 393-0244  
[john@dc16sac.org](mailto:john@dc16sac.org)

Kevin Ferreira  
Sacramento Sierra Building & Construction Trade Council  
1600 Sacramento Inn Way  
Sacramento, CA 95815

Term Date: 6/30/2022  
Workforce - Joint Labor  
Phone: (916) 924-0424  
Fax: (919) 8675  
[kevinf@calweb.com](mailto:kevinf@calweb.com)

Laurel Brent-Bumb, President  
El Dorado Chamber of Commerce  
542 Main St.  
Placerville, CA 95667

Term Date: 6/30/2022  
Business  
Phone: (530) 621-5885  
Fax: (530) 642-1624  
[chamber@eldoradocounty.org](mailto:chamber@eldoradocounty.org)

Lisa Hutchinson, HR Manager  
Cokeva  
9000 Foothills Blvd.  
Suite 150  
Roseville, Ca 95747

Term Date: 6/30/2021  
Business  
Phone: (916) 462-6041  
Fax: (916) 462-6045  
[lisa.hutchinson@cokeva.com](mailto:lisa.hutchinson@cokeva.com)

Mark Frayser, Staff Services Manager  
Department of Rehabilitation  
151 N. Sunrise Avenue, #601  
Roseville, CA 95661

Term Date: 6/30/2021  
Gov/Econ Dev/Comm Dev - Vocational Rehabilitation  
Phone: (916) 774-4410  
Fax: (916) 774-4417  
[mfrayser@dor.ca.gov](mailto:mfrayser@dor.ca.gov)

Michael Zimmerman, President **(Vice Chair)**  
MTI College  
5221 Madison Avenue  
Sacramento, CA 95841

Term Date: 6/30/2021  
Business; Education - Higher Education  
Phone: (916) 339-4360  
Fax: (916) 339-0305  
[mzimmerman@mtcollege.edu](mailto:mzimmerman@mtcollege.edu)

Paul Castro, Deputy Director, Farmworker Services  
California Human Development  
2730 Gateway Oaks Dr., Suite 200  
Sacramento, CA 95833

Term Date 6/30/2021  
Workforce - CBO; Education - CBO  
Phone: (916) 329-7479  
Fax: (916) 371-4893  
[paul.castro@cahumandevlopment.org](mailto:paul.castro@cahumandevlopment.org)

Randy Bloomfield  
Employment Development Department  
2901 50th Street  
Sacramento, CA 95817

Term Date 6/30/2022  
Wagner/Peyser  
Phone: (916) 227-2015  
Fax: (916) 227-0211  
[randy.bloomfield@edd.ca.gov](mailto:randy.bloomfield@edd.ca.gov)

Rick Larkey, Director **(Chair)**  
North State Building Industry Foundation  
1536 Eureka Road  
Roseville, CA 95661

Term Date: 6/30/2021  
Business  
Phone: (916) 202-2836  
Fax: (916) 677-5734  
[rick@northstatebia.org](mailto:rick@northstatebia.org)

**Golden Sierra WDB**  
**Membership Roster**

Robin Trimble, CEO  
Rocklin Chamber of Commerce  
3700 Rocklin Rd.  
Rocklin, CA 95677

Term Date: 6/30/2021  
Business  
Phone: (916) 624-2548 x203  
Fax: (916) 624-5743  
[robin@rocklinchamber.com](mailto:robin@rocklinchamber.com)

Sherri Conway, Director  
Placer County Economic Development  
145 Fulweiler Avenue  
Auburn, CA 95603

Term Date: 6/30/2022  
Gov/Econ Dev/Comm Dev - Economic Development  
Phone: (530) 889-4096  
Fax:  
[sconway@placer.ca.gov](mailto:sconway@placer.ca.gov)

Steven Casperite, Assistant Principal  
Placer School for Adults  
3775 Richardson Drive  
Auburn, CA 95602

Term Date: 6/30/2023 [pending approval by GB 6/5/19]  
Education - Adult Education  
Phone: (530) 885-8585  
Fax: (530) 823-1406  
[scasperite@puhsd.k12.ca.us](mailto:scasperite@puhsd.k12.ca.us)

Tink Miller, Executive Director  
Placer Independent Resource Services, Inc. (PIRS)  
11768 Atwood Road, Suite 29  
Auburn, CA 95603

Term Date: 6/30/2022  
Business; Workforce - CBO  
Phone: (530) 885-6100  
Fax: (530) 885-3032  
[tmiller@pirs.org](mailto:tmiller@pirs.org)

Vic Wursten, Vice President  
PRIDE Industries  
10030 Foothills Blvd.  
Roseville, CA 95747

Term Date: 6/30/2021  
Business; Workforce - Youth  
Phone: (916) 788-2113  
Fax: (916) 788-2513  
[vic.wursten@prideindustries.com](mailto:vic.wursten@prideindustries.com)

Volma Volcy  
Sacramento Central labor Council AFL-CIO  
2840 El Centro Road  
Sacramento, CA 95883

Term Date: 6/30/22  
Organized Labor  
Phone: 916-712-8390  
Fax:  
[vvolcy01@gmail.com](mailto:vvolcy01@gmail.com)

William Reed  
United Domestic Workers of America  
4220 Rocklin Road  
Rocklin, CA 95677

Term Date: 06/30/22  
Organized Labor  
Phone: 916-751-2450  
Fax: 916-872-1272  
[williamreed@yahoo.com](mailto:williamreed@yahoo.com)

# **GOLDEN SIERRA GOVERNING BODY**

## **MEMORANDUM**

**DATE:** May 16, 2019

**TO:** Governing Body (GB)

**FROM:** Jason Buckingham, Executive Director

**SUBJECT:** Memorandum of Understanding (MOU)

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EDD Directive [WSD-18-12](#) instructs Local Boards to develop MOUs with required AJCC partners. In March, each partner was invited to participate in the negotiation process to update the MOUs signed in 2016. A draft MOU is presented herein for information purposes only. The final document (with revised attachments) will be routed for signatures and submitted to the Employment Development Department before the June 30, 2019 deadline.

Before the board is a request for the following authority for WIOA required partner MOUs in accordance with EDD Directive [WSD-18-12](#):

1. Grant signature authority to the Board Chair
2. Grant authority to staff to make reasonable and necessary modifications to Memorandums of Understanding (MOU), Attachments A, B, and Costs Sharing Budget.

<b>Required Partner Program</b>	<b>Responsible Entity</b>
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency
WIOA Title II – Adult Education and Literacy	Roseville Joint Union High School District <ul style="list-style-type: none"><li>• Roseville Adult School</li></ul> Placer Union High School District <ul style="list-style-type: none"><li>• Placer School for Adults</li></ul>
Career and Technical Education Programs	Sierra Joint Community College District Lake Tahoe Community College
Wagner-Peyser	Employment Development Department
Veterans	Employment Development Department
Trade Adjustment Assistance Act	Employment Development Department
Unemployment Insurance	Employment Development Department
Vocational Rehabilitation	Department of Rehabilitation
Senior Community Service Employment Program	AARP
Native American (WIOA Sec. 166)	California Indian Manpower Consortium
Migrant/Seasonal Farmworker (WIOA Sec. 167)	California Human Development Corporation
Temporary Assistance for Needy Families/CalWORKs	Placer County Health and Human Services County of El Dorado, Health and Human Services Agency Alpine County Health and Human Services
Job Corps	N/A: Services Not Available in Local Area
Second Chance Act	N/A: Services Not Available in Local Area
Community Service Block Grant	N/A: Services Not Available in Local Area
Department of Housing and Urban Development	N/A: Services Not Available in Local Area

## **WORKFORCE INNOVATION AND OPPORTUNITY ACT MEMORANDUM OF UNDERSTANDING**

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### **I. PREAMBLE**

Section 121(c) of the Workforce Innovation and Opportunity Act (WIOA) requires each Local Board, with the agreement of the Chief Local Elected Official, to develop and enter into a Memorandum of Understanding (MOU) with required one-stop partners concerning the operation of the one-stop delivery system in the Local Area. For purposes of this MOU, the following definitions apply:

*Local Area:* the Golden Sierra Consortium which includes Placer, El Dorado, and Alpine Counties

*Local Board:* the Golden Sierra Workforce Development Board

*Chief Local Elected Official:* the Golden Sierra Job Training Agency Governing Body

*Required One-Stop Partners:*

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (WIOA Section 166)
- Migrant Seasonal Farmworkers (WIOA Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

### **II. PARTIES TO THE AGREEMENT**

The Golden Sierra Workforce Development Board (hereinafter called THE BOARD) and Required Partner (hereinafter called THE REQUIRED PARTNER) agree to establish a cooperative working relationship in order to advance the vision of the one-stop delivery system as described in Training and Employment Guidance Letter WIOA No. 4-15 and the State of California Workforce Development Strategic Plan.

### **III. TERM OF AGREEMENT**

This MOU shall become effective July 1, 2019 and terminate June 30, 2022. This MOU shall be reviewed not less than once every 3 years to ensure it contains up-to-date information regarding funding, service delivery, and signature authority.

#### **IV. MODIFICATION**

This MOU may be modified as necessary, by mutual consent of all parties, by the issuance of a written amendment, signed and dated by the parties. If any provision of this MOU is held invalid or otherwise stricken, the remainder of this MOU shall remain in full force and effect.

#### **V. TERMINATION**

In the event it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

#### **VI. ONE-STOP DELIVERY SYSTEM**

##### **Services Provided**

WIOA Section 121(c)(2)(a)(i) requires this MOU to include a description of the services that will be provided through the area's one-stop service delivery system and to identify the method(s) in which the services will be delivered. Attachment A describes how THE REQUIRED PARTNER will participate in the operation of the one-stop delivery system and provide access to its programs, services, and activities at the America's Job Center of California (AJCC) located at 115 Ascot Drive, Suite 100, Roseville, CA 95661.

##### **System Design**

THE REQUIRED PARTNER agrees to support the following mission, vision, and strategic goals:

*Mission:* THE BOARD convenes industry leaders and key partners to identify workforce initiatives, create innovative solutions, and measure the success of the system's ability to meet industry needs.

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

*Strategic Goals:* (1) Meet the workforce needs of high demand sectors of the state and regional economies, by providing quality training, employment services, and business resources to California's workforce system with integrity, accountability, and fiscal responsibility. (2) Ensure the services and resources throughout the one-stop delivery system meet the needs of an evolving economic climate. (3) Strengthen awareness of network services and resources to California's workforce by supporting system alignment and continuous improvement efforts.

#### **VII. COST SHARING AGREEMENT**

WIOA Section 121(c)(2)(a)(ii) requires this MOU to include a description of how the *infrastructure costs* and *other system costs* will be funded. Attachment B describes the cash and in-kind contributions provided by THE REQUIRED PARTNER.

#### **VIII. METHODS OF REFERRAL**

The parties to this MOU agree to jointly develop and mutually implement referral processes that are customer-focused and delivered with the highest level of customer service. THE REQUIRED PARTNER agrees to accept referrals made electronically, verbally, or through traditional correspondence. THE REQUIRED PARTNER further agrees to participate in cross-training and staff development, as appropriate, in order to learn about the full spectrum of services available from other one-stop partners.

#### **IX. SPECIAL CONSIDERATIONS**

To ensure the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities are addressed THE REQUIRED PARTNER agrees to demonstrate compliance with the provisions of the Fair Employment and Housing Act (Government Code Section 12990), the Americans with Disabilities Act of 1990 (ADA), Title VII of the Civil Rights Act of 1964, the Age

Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and related applicable regulations. THE REQUIRED PARTNER further agrees to offer services to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and other individuals with barriers to employment, including veterans and individuals with disabilities.

#### **X. CONFIDENTIALITY**

The parties to this MOU agree to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and related privacy laws to ensure that sensitive and personally identifiable information:

- Is collected, used, and stored in a manner that ensures that it will not be accessible to anyone not authorized to access it;
- Is not collected unless needed for the provision of some service or to determine eligibility for a program;
- Is not used for any purpose other than the program or service for which it was collected, unless the subject of the information (if the subject is an adult), or a parent of the subject (if the subject is a minor or dependent), provides consent for the information to be shared;
- Can be released to the subject of the information upon his or her request;
- Is not accessible to anyone other than those authorized to access it (including agents of oversight and regulatory entities, and in cases in which the information has been subpoenaed, parties to the legal matter); and
- Is published only in aggregate form, preventing readers from being able to identify, or reasonably infer the identity of, any individual subject.

#### **XI. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

THE REQUIRED PARTNER shall not discriminate against any individual on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief. THE REQUIRED PARTNER agrees to take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, THE REQUIRED PARTNER will provide appropriate auxiliary aids and services to qualified individuals with disabilities.

#### **XII. GRIEVANCE AND COMPLAINT PROCEDURES**

THE REQUIRED PARTNER agrees to establish and maintain a grievance and complaint procedure that is applicable to customers and other affected parties. THE REQUIRED PARTNER further agrees to communicate openly and directly to resolve any disputes in a cooperative manner and at the lowest level of intervention possible. Conflicts that may arise regarding the interpretation of the clauses of this MOU will be resolved by the Governing Body, and that decision will be considered final and not subject to further appeal or to review by any outside court or other tribunal.

#### **XIII. SUPERVISION OF STAFF**

In the event THE REQUIRED PARTNER is co-located at the AJCC, the day-to-day supervision of staff will be the responsibility of the AJCC site supervisor. The primary employer will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the AJCC site supervisor and the management of the primary employer.



The office hours for the staff at the AJCC will be established by the site supervisor and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the AJCC site supervisor at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCC and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

#### **XIV. COMMUNICATION**

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

#### **XV. INSURANCE**

Each party agrees to maintain in full force and effect during the term of this MOU and any extension thereof, workers compensation insurance and commercial general liability insurance, or self-insurance, with limits of not less than \$1,000,000 single limit coverage per occurrence for bodily injury, personal injury, and property damage. Upon request from either party, the other party shall provide an appropriate certificate evidencing such insurance, or self-insurance, to the requesting party.

#### **XVI. HOLD HARMLESS / IDEMNIFICATION**

In accordance with provisions of Section 895.4 of the California Government Code, all parties to this MOU hereby agrees to indemnify, defend and hold harmless the other parties to this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts of omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. Such an indemnification includes any attorney's fees and costs. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU as long as the disputed acts or omission occurred during the term of the MOU.

**SIGNATURES**

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**Golden Sierra Job Training Agency Governing Body**  
Kirk Uhler, Chairperson

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Date

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**Golden Sierra Workforce Development Board**  
Rick Larkey, Chairperson

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Date

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**REQUIRED PARTNER**  
Name, Title

---

Date

## ATTACHMENT A

### WIOA Title I: Adult, Dislocated Worker, and Youth

Applicable Basic Career Services	How will customers access this service at the AJCC?
Title I Program Eligibility Determinations	Partner is <i>physically present</i> at the job center
Outreach, Intake, and Orientation	Partner is <i>physically present</i> at the job center
Initial Assessment of Skill Levels	Partner is <i>physically present</i> at the job center
Labor Exchange Services/Job Search Assistance	Partner is <i>physically present</i> at the job center
Referrals to Other Programs and Services	Partner is <i>physically present</i> at the job center
Labor Market Information	Partner is <i>physically present</i> at the job center
Information about Eligible Training Providers	Partner is <i>physically present</i> at the job center
Information about Local Area Performance	Partner is <i>physically present</i> at the job center
Information about Supportive Services	Partner is <i>physically present</i> at the job center
Eligibility for Non-WIOA Financial Aid Programs	Partner is <i>physically present</i> at the job center
Assistance with Unemployment Insurance	Partner is <i>physically present</i> at the job center
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	Partner is <i>physically present</i> at the job center
Development of an Individual Employment Plan	Partner is <i>physically present</i> at the job center
Group Counseling	Partner is <i>physically present</i> at the job center
Individual Counseling	Partner is <i>physically present</i> at the job center
Career Planning (e.g. case management)	Partner is <i>physically present</i> at the job center
Short-term Prevocational Services	Partner is <i>physically present</i> at the job center
Internships or Work Experience	Partner is <i>physically present</i> at the job center
Workforce Preparation Activities	Partner is <i>physically present</i> at the job center
Financial Literacy Services	Partner is <i>physically present</i> at the job center
Out-of-Area Job Search	Partner is <i>physically present</i> at the job center
English Language Acquisition	Partner is <i>physically present</i> at the job center

#### MOU Contact

Jason Buckingham  
Golden Sierra Job Training Agency  
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Roseville, CA 95661  
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buckingham@goldensierra.com

#### Program Contact

Darlene Galipo  
Golden Sierra Job Training Agency  
115 Ascot Drive, Suite 100  
Roseville, CA 95661  
916-773-8552  
galipo@goldensierra.com

### Native American Programs (WIOA, Section 166)

Applicable Basic Career Services	How will customers access this service at the AJCC?
Title I Program Eligibility Determinations	Job center staff is <i>cross-trained</i> to provide information
Outreach, Intake, and Orientation	Job center staff is <i>cross-trained</i> to provide information
Initial Assessment of Skill Levels	Job center staff is <i>cross-trained</i> to provide information
Labor Exchange Services/Job Search Assistance	Job center staff is <i>cross-trained</i> to provide information
Referrals to Other Programs and Services	Job center staff is <i>cross-trained</i> to provide information
Labor Market Information	Job center staff is <i>cross-trained</i> to provide information
Information about Eligible Training Providers	Job center staff is <i>cross-trained</i> to provide information
Information about Supportive Services	Job center staff is <i>cross-trained</i> to provide information
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	Job center staff is <i>cross-trained</i> to provide information
Development of an Individual Employment Plan	Job center staff is <i>cross-trained</i> to provide information
Group Counseling	Job center staff is <i>cross-trained</i> to provide information
Individual Counseling	Job center staff is <i>cross-trained</i> to provide information
Career Planning (e.g. case management)	Job center staff is <i>cross-trained</i> to provide information
Short-term Prevocational Services	Job center staff is <i>cross-trained</i> to provide information
Internships or Work Experience	Job center staff is <i>cross-trained</i> to provide information
Workforce Preparation Activities	Job center staff is <i>cross-trained</i> to provide information
Financial Literacy Services	Job center staff is <i>cross-trained</i> to provide information
Out-of-Area Job Search	Job center staff is <i>cross-trained</i> to provide information

#### MOU Contact

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 California Indian Manpower Consortium  
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 lorendas@cimcinc.com

#### Program Contact

Vincentia "Tina" Wilson  
 California Indian Manpower Consortium  
 738 N. Market Blvd.  
 Sacramento, CA 95834  
 916-564-2892  
 tinaw@cimcinc.com

## Migrant Seasonal Farmworker Programs

Applicable Basic Career Services	How will customers access this service at the AJCC?
Title I Program Eligibility Determinations	<i>Direct linkage</i> through technology
Outreach, Intake, and Orientation	<i>Direct linkage</i> through technology
Initial Assessment of Skill Levels	<i>Direct linkage</i> through technology
Labor Exchange Services/Job Search Assistance	<i>Direct linkage</i> through technology
Referrals to Other Programs and Services	<i>Direct linkage</i> through technology
Labor Market Information	<i>Direct linkage</i> through technology
Information about Eligible Training Providers	<i>Direct linkage</i> through technology
Information about Local Area Performance	<i>Direct linkage</i> through technology
Information about Supportive Services	<i>Direct linkage</i> through technology
Assistance with Unemployment Insurance	<i>Direct linkage</i> through technology
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	<i>Direct linkage</i> through technology
Development of an Individual Employment Plan	<i>Direct linkage</i> through technology
Individual Counseling	<i>Direct linkage</i> through technology
Career Planning (e.g. case management)	<i>Direct linkage</i> through technology
Short-term Prevocational Services	<i>Direct linkage</i> through technology
Internships or Work Experience	<i>Direct linkage</i> through technology
Workforce Preparation Activities	<i>Direct linkage</i> through technology
Financial Literacy Services	<i>Direct linkage</i> through technology
Out-of-Area Job Search	<i>Direct linkage</i> through technology
English Language Acquisition	<i>Direct linkage</i> through technology

### MOU Contact

Anita Maldonado  
 California Human Development Corporation  
 3315 Airway Drive  
 Santa Rosa, CA 94503  
 707-523-11550 x4739  
[anita.maldonado@CaHumanDevelopment.org](mailto:anita.maldonado@CaHumanDevelopment.org)

### Program Contact

Blanca Barba  
 California Human Development Corporation  
 117 West Main Street, Suite 1B  
 Woodland, CA 95695  
 530-662-9601  
[blanca.barba@cahumandevlopment.org](mailto:blanca.barba@cahumandevlopment.org)

## WIOA Title II: Adult Education and Literacy

Applicable Basic Career Services	How will customers access this service at the AJCC?
Outreach, Intake, and Orientation	Job center staff is <i>cross-trained</i> to provide information
Labor Exchange Services/Job Search Assistance	Partner is <i>physically present</i> at the job center
Referrals to Other Programs and Services	Job center staff is <i>cross-trained</i> to provide information
Labor Market Information	Partner is <i>physically present</i> at the job center
Information about Eligible Training Providers	Job center staff is <i>cross-trained</i> to provide information
Information about Local Area Performance	Job center staff is <i>cross-trained</i> to provide information
Information about Supportive Services	Job center staff is <i>cross-trained</i> to provide information
Applicable Individualized Career Services	
Development of an Individual Employment Plan	Job center staff is <i>cross-trained</i> to provide information
Individual Counseling	Job center staff is <i>cross-trained</i> to provide information
Career Planning (e.g. case management)	Partner is <i>physically present</i> at the job center
Short-term Prevocational Services	Partner is <i>physically present</i> at the job center
Workforce Preparation Activities	Partner is <i>physically present</i> at the job center
Out-of-Area Job Search	Partner is <i>physically present</i> at the job center
English Language Acquisition	Job center staff is <i>cross-trained</i> to provide information

### MOU Contact

Joe Landon, Assistant Superintendent  
Roseville Joint Union High School District  
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Roseville, CA 95661  
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jlandon@rjuhsd.us

### MOU Contact

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pefstathiou@puhsd.k12.ca.us

### Program Contact

Michael Brockman  
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### Program Contact

Beth Lanning  
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1919 Grass Valley Highway, Suite 100  
Auburn, CA 95603  
530-885-8585  
elanning@puhsd.k12.ca.us

### WIOA Title III: Wagner-Peyser

Applicable Basic Career Services	How will customers access this service at the AJCC?
Outreach, Intake, and Orientation	Partner is <i>physically present</i> at the job center
Initial Assessment of Skill Levels	Partner is <i>physically present</i> at the job center
Labor Exchange Services/Job Search Assistance	Partner is <i>physically present</i> at the job center
Referrals to Other Programs and Services	Partner is <i>physically present</i> at the job center
Labor Market Information	Partner is <i>physically present</i> at the job center
Information about Eligible Training Providers	Partner is <i>physically present</i> at the job center
Information about Local Area Performance	Partner is <i>physically present</i> at the job center
Information about Supportive Services	Partner is <i>physically present</i> at the job center
Eligibility for Non-WIOA Financial Aid Programs	Partner is <i>physically present</i> at the job center
Assistance with Unemployment Insurance	Partner is <i>physically present</i> at the job center
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	Partner is <i>physically present</i> at the job center
Development of an Individual Employment Plan	Partner is <i>physically present</i> at the job center
Group Counseling	Partner is <i>physically present</i> at the job center
Individual Counseling	Partner is <i>physically present</i> at the job center
Career Planning (e.g. case management)	Partner is <i>physically present</i> at the job center
Short-term Prevocational Services	Partner is <i>physically present</i> at the job center
Workforce Preparation Activities	Partner is <i>physically present</i> at the job center
Out-of-Area Job Search	Partner is <i>physically present</i> at the job center

#### MOU Contact

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Employment Development Department  
7011 Sylvan Road, Suite A  
Citrus Heights, CA 95610  
916-676-2540 x309  
Janet.Neitzel@edd.ca.gov

#### Program Contact

Chad Bradley  
Employment Development Department ARU 059  
115 Ascot Drive, Suite 100  
Roseville, CA 95661  
916-773-8551  
Chad.Bradley@edd.ca.gov

## WIOA Title IV: Vocational Rehabilitation

Applicable Basic Career Services	How will customers access this service at the AJCC?
Outreach, Intake, and Orientation	Partner is <i>physically present</i> at the job center
Initial Assessment of Skill Levels	Partner is <i>physically present</i> at the job center
Labor Exchange Services/Job Search Assistance	Job center staff is <i>cross-trained</i> to provide information
Referrals to Other Programs and Services	Job center staff is <i>cross-trained</i> to provide information
Labor Market Information	Job center staff is <i>cross-trained</i> to provide information
Information about Eligible Training Providers	Job center staff is <i>cross-trained</i> to provide information
Information about Supportive Services	Job center staff is <i>cross-trained</i> to provide information
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	Job center staff is <i>cross-trained</i> to provide information
Development of an Individual Employment Plan	Job center staff is <i>cross-trained</i> to provide information
Group Counseling	Job center staff is <i>cross-trained</i> to provide information
Individual Counseling	Job center staff is <i>cross-trained</i> to provide information
Career Planning (e.g. case management)	Job center staff is <i>cross-trained</i> to provide information
Short-term Prevocational Services	Job center staff is <i>cross-trained</i> to provide information
Internships or Work Experience	Job center staff is <i>cross-trained</i> to provide information
Workforce Preparation Activities	Job center staff is <i>cross-trained</i> to provide information
Financial Literacy Services	Job center staff is <i>cross-trained</i> to provide information
Out-of-Area Job Search	Job center staff is <i>cross-trained</i> to provide information
English Language Acquisition	Job center staff is <i>cross-trained</i> to provide information

### MOU Contact

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 Sacramento, CA 95814  
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### Program Contact

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 mfrayser@dor.ca.gov

### Program Contact

David Luke  
 Department of Rehabilitation  
 11641 Blocker Drive, Suite 125  
 Auburn, CA 95603  
 530-823-4050  
 David.Luke@dor.ca.gov



## Older Americans Act

Applicable Basic Career Services	How will customers access this service at the AJCC?
Outreach, Intake, and Orientation	Job center staff is <i>cross-trained</i> to provide information
Initial Assessment of Skill Levels	Job center staff is <i>cross-trained</i> to provide information
Labor Exchange Services/Job Search Assistance	Job center staff is <i>cross-trained</i> to provide information
Referrals to Other Programs and Services	Job center staff is <i>cross-trained</i> to provide information
Labor Market Information	Job center staff is <i>cross-trained</i> to provide information
Information about Supportive Services	Job center staff is <i>cross-trained</i> to provide information
Eligibility for Non-WIOA Financial Aid Programs	Job center staff is <i>cross-trained</i> to provide information
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	Job center staff is <i>cross-trained</i> to provide information
Development of an Individual Employment Plan	Job center staff is <i>cross-trained</i> to provide information
Group Counseling	Job center staff is <i>cross-trained</i> to provide information
Individual Counseling	Job center staff is <i>cross-trained</i> to provide information
Career Planning (e.g. case management)	Job center staff is <i>cross-trained</i> to provide information
Short-term Prevocational Services	Job center staff is <i>cross-trained</i> to provide information
Internships or Work Experience	Job center staff is <i>cross-trained</i> to provide information
Workforce Preparation Activities	Job center staff is <i>cross-trained</i> to provide information
Financial Literacy Services	Job center staff is <i>cross-trained</i> to provide information
Out-of-Area Job Search	Job center staff is <i>cross-trained</i> to provide information

### MOU Contact

Kathryn Treiber (c/o Brenda Harden)  
AARP  
735 Sunrise Avenue, Suite 218  
Roseville, CA 95661  
916-749-4165  
bharden@aarp.org

### Program Contact

Brenda Harden  
AARP  
735 Sunrise Avenue, Suite 218  
Roseville, CA 95661  
916-749-4165  
bharden@aarp.org

### CTE Programs (Carl D. Perkins)

Applicable Basic Career Services	How will customers access this service at the AJCC?
Outreach, Intake, and Orientation	<i>Direct linkage through technology</i>
Initial Assessment of Skill Levels	<i>Direct linkage through technology</i>
Labor Exchange Services/Job Search Assistance	<i>Direct linkage through technology</i>
Referrals to Other Programs and Services	<i>Direct linkage through technology</i>
Labor Market Information	<i>Direct linkage through technology</i>
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	<i>Direct linkage through technology</i>
Individual Counseling	<i>Direct linkage through technology</i>
Career Planning (e.g. case management)	<i>Direct linkage through technology</i>
Short-term Prevocational Services	<i>Direct linkage through technology</i>
Internships or Work Experience	<i>Direct linkage through technology</i>
Workforce Preparation Activities	<i>Direct linkage through technology</i>
English Language Acquisition	<i>Direct linkage through technology</i>

#### MOU Contact

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#### MOU Contact

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#### Program Contact

Jamie Rhone  
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1 College Drive  
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#### Program Contact

Darlene Jackson  
Sierra College  
5100 Sierra College Blvd.  
Rocklin, CA 95677  
916-660-7870  
djackson@sierracollege.edu

## Trade Act

Applicable Basic Career Services	How will customers access this service at the AJCC?
Outreach, Intake, and Orientation	Partner is <i>physically present</i> at the job center
Initial Assessment of Skill Levels	Partner is <i>physically present</i> at the job center
Labor Exchange Services/Job Search Assistance	Partner is <i>physically present</i> at the job center
Referrals to Other Programs and Services	Partner is <i>physically present</i> at the job center
Labor Market Information	Partner is <i>physically present</i> at the job center
Information about Eligible Training Providers	Partner is <i>physically present</i> at the job center
Information about Supportive Services	Partner is <i>physically present</i> at the job center
Eligibility for Non-WIOA Financial Aid Programs	Partner is <i>physically present</i> at the job center
Assistance with Unemployment Insurance	Partner is <i>physically present</i> at the job center
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	Partner is <i>physically present</i> at the job center
Development of an Individual Employment Plan	Partner is <i>physically present</i> at the job center
Group Counseling	Partner is <i>physically present</i> at the job center
Individual Counseling	Partner is <i>physically present</i> at the job center
Career Planning (e.g. case management)	Partner is <i>physically present</i> at the job center
Short-term Prevocational Services	Partner is <i>physically present</i> at the job center
Workforce Preparation Activities	Partner is <i>physically present</i> at the job center
Out-of-Area Job Search	Partner is <i>physically present</i> at the job center

### MOU Contact

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Employment Development Department  
7011 Sylvan Road, Suite A  
Citrus Heights, CA 95610  
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### Program Contact

Jackie Slaughter  
Employment Development Department ARU 059  
115 Ascot Drive, Suite 100  
Roseville, CA 95661  
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## Veterans Employment and Training Program

Applicable Basic Career Services	How will customers access this service at the AJCC?
Outreach, Intake, and Orientation	Partner is <i>physically present</i> at the job center
Initial Assessment of Skill Levels	Partner is <i>physically present</i> at the job center
Labor Exchange Services/Job Search Assistance	Partner is <i>physically present</i> at the job center
Referrals to Other Programs and Services	Partner is <i>physically present</i> at the job center
Labor Market Information	Partner is <i>physically present</i> at the job center
Information about Eligible Training Providers	Partner is <i>physically present</i> at the job center
Information about Local Area Performance	Partner is <i>physically present</i> at the job center
Information about Supportive Services	Partner is <i>physically present</i> at the job center
Eligibility for Non-WIOA Financial Aid Programs	Partner is <i>physically present</i> at the job center
Assistance with Unemployment Insurance	Partner is <i>physically present</i> at the job center
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	Partner is <i>physically present</i> at the job center
Development of an Individual Employment Plan	Partner is <i>physically present</i> at the job center
Group Counseling	Partner is <i>physically present</i> at the job center
Individual Counseling	Partner is <i>physically present</i> at the job center
Career Planning (e.g. case management)	Partner is <i>physically present</i> at the job center
Short-term Prevocational Services	Partner is <i>physically present</i> at the job center
Internships or Work Experience	Partner is <i>physically present</i> at the job center
Workforce Preparation Activities	Partner is <i>physically present</i> at the job center
Financial Literacy Services	Partner is <i>physically present</i> at the job center
Out-of-Area Job Search	Partner is <i>physically present</i> at the job center

### MOU Contact

Janet Neitzel  
Employment Development Department  
7011 Sylvan Road, Suite A  
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### Program Contact

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Roseville, CA 95661  
916-773-8551  
Chad.Bradley@edd.ca.gov

## Unemployment Insurance

Applicable Basic Career Services	How will customers access this service at the AJCC?
Outreach, Intake, and Orientation	Partner is <i>physically present</i> at the job center
Assistance with Unemployment Insurance	Partner is <i>physically present</i> at the job center

### MOU Contact

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P.O. Box 826880 – UISD, MIC 40  
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### Program Contact

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Roseville, CA 95661  
916-773-8551  
Chad.Bradley@edd.ca.gov

## TANF/CalWORKs

Applicable Basic Career Services	How will customers access this service at the AJCC?
Outreach, Intake, and Orientation	Job center staff is <i>cross-trained</i> to provide information
Initial Assessment of Skill Levels	Job center staff is <i>cross-trained</i> to provide information
Labor Exchange Services/Job Search Assistance	Job center staff is <i>cross-trained</i> to provide information
Referrals to Other Programs and Services	Job center staff is <i>cross-trained</i> to provide information
Labor Market Information	Job center staff is <i>cross-trained</i> to provide information
Information about Supportive Services	Job center staff is <i>cross-trained</i> to provide information
Eligibility for Non-WIOA Financial Aid Programs	Job center staff is <i>cross-trained</i> to provide information
Applicable Individualized Career Services	
Comprehensive and Specialized Assessment	Job center staff is <i>cross-trained</i> to provide information
Development of an Individual Employment Plan	Job center staff is <i>cross-trained</i> to provide information
Group Counseling	Job center staff is <i>cross-trained</i> to provide information
Individual Counseling	Job center staff is <i>cross-trained</i> to provide information
Career Planning (e.g. case management)	Job center staff is <i>cross-trained</i> to provide information
Short-term Prevocational Services	Job center staff is <i>cross-trained</i> to provide information
Internships or Work Experience	Job center staff is <i>cross-trained</i> to provide information
Workforce Preparation Activities	Job center staff is <i>cross-trained</i> to provide information
Financial Literacy Services	Job center staff is <i>cross-trained</i> to provide information
Out-of-Area Job Search	Job center staff is <i>cross-trained</i> to provide information
English Language Acquisition	Job center staff is <i>cross-trained</i> to provide information

### MOU Contact

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### MOU Contact

County of El Dorado  
Chief Administrative Office  
330 Fair Lane  
Placerville, CA 95667

### Program Contact

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### Program Contact

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**ATTACHMENT B**  
**COST SHARING AGREEMENT**

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**I. BACKGROUND**

Under WIOA, each partner that carries out a program or activities within an AJCC must use a portion of the funds available for their program and activities to help maintain the AJCC delivery system, including proportionate payment of the infrastructure costs of the AJCC (WIOA Joint Final Rule Section 678.700).

**II. JOB CENTER LOCATION(S)**

Comprehensive AJCC  
115 Ascot Drive, Suite 100  
Roseville, CA 95661

**III. INFRASTRUCTURE FUNDING AGREEMENT**

The following co-located partners are included in the Infrastructure Funding Agreement (IFA) for the comprehensive AJCC:

<b>Partner Program</b>	<b>Responsible Entity</b>
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency
Wagner-Peyser	Employment Development Department
Veterans	Employment Development Department
Trade Adjustment Assistance Act	Employment Development Department

The agreed upon cost allocation method is based on square footage and the partner program's occupancy percentage. The initial proportionate share of infrastructure costs allocated to each partner, estimated total contribution amount, and contribution type (i.e. cash, non-cash) are described in the *Cost Sharing Budget Documents 19\_20* incorporated herein by reference.

**IV. OTHER SYSTEM COSTS BUDGET**

The following partners are included in the Other System Costs budget for the comprehensive AJCC:

<b>Required Partner Program</b>	<b>Responsible Entity</b>
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency
WIOA Title II – Adult Education and Literacy	Roseville Joint Union High School District <ul style="list-style-type: none"><li>• Roseville Adult School</li></ul> Placer Union High School District <ul style="list-style-type: none"><li>• Placer School for Adults</li></ul>
Career and Technical Education Programs	Sierra Joint Community College District Lake Tahoe Community College
Wagner-Peyser	Employment Development Department
Veterans	Employment Development Department
Trade Adjustment Assistance Act	Employment Development Department
Unemployment Insurance	Employment Development Department
Vocational Rehabilitation	Department of Rehabilitation

Senior Community Service Employment Program	AARP
Native American (WIOA Sec. 166)	California Indian Manpower Consortium
Migrant/Seasonal Farmworker (WIOA Sec. 167)	California Human Development Corporation
Temporary Assistance for Needy Families/CalWORKs	Placer County Health and Human Services County of El Dorado, Health and Human Services Agency Alpine County Health and Human Services
Job Corps	N/A: Services Not Available in Local Area
Second Chance Act	N/A: Services Not Available in Local Area
Community Service Block Grant	N/A: Services Not Available in Local Area
Department of Housing and Urban Development	N/A: Services Not Available in Local Area

The agreed upon cost allocation method is based on the partner program's proportionate share of applicable career services as identified in Attachment A. The initial proportionate share of other system costs allocated to each partner, estimated total contribution amount, and contribution type (i.e. cash, non-cash) are described in the *Cost Sharing Budget Documents 19\_20* incorporated herein by reference.

#### **V. RECONCILIATION**

The Local Board is responsible for ensuring that all of the infrastructure costs are paid according to the provisions of the MOU. Staff to the Local Board shall reconcile partner contributions to ensure consistency with the selected cost allocation methodology and compliance with the terms of the MOU. Staff shall distribute and collect contribution statements from partners on a quarterly basis. Consistent with federal guidelines, the entire MOU shall be reviewed and updated a minimum of every three years. However, the IFA budgets shall be reviewed annually and updated if there are substantial changes.

#### **VI. ASSURANCE FROM NON-COLOCATED PARTNERS**

At this time, there is no statewide data tracking system that can provide accurate and reliable data for allocating the benefit received by non-located partners. In order to remain in compliance with Uniform Guidance cost allocability rules, the requirement to contribute to infrastructure costs at this time *only applies to those partners who are physically colocated in the job centers*.

Once the requisite statewide data are available, all non-located partners who are receiving benefit from the comprehensive AJCC will also be required to contribute their proportionate share towards infrastructure costs. As such, all non-located partners agree to renegotiate the cost sharing agreement and pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination. The only exception is that Native American programs are not required to contribute to infrastructure funding (WIOA Section 121[h][2][D][iv]).



The Golden Sierra Workforce Development Area  
Infrastructure Funding Agreement  
July 1, 2019 - June 30, 2020

Numbers provided are planning figures as of 5/3/19  
pending final numbers from partners

		A	B	C	D	E	F	G	H	I
		Title I	Native Am	MSFW	Title II	Title II	Title III	Title IV	Senior	CTE
Budget Category	Total Partner Contributions	Golden Sierra Job Training Agency	California Indian Manpower Consortium	California Human Development Corporation	RJUHSD: Roseville Adult School	PUHSD: Placer School for Adults	Employment Development Department	Department of Rehabilitation	AARP	Sierra Joint Community College District
115 Ascot Drive, Suite 100, Roseville, CA 95661 Infrastructure Budget		Colocated					Colocated			
Rent										
Rental of Facilities	\$ 55,857	\$ 35,119	\$ -	\$ -		\$ -	\$ 20,738	\$ -	\$ -	\$ -
Tenant Improvements	\$ 3,215	\$ -	\$ -	\$ -		\$ -	\$ 3,215	\$ -	\$ -	\$ -
Rental Costs Subtotal:	\$ 55,857	\$ 35,119	\$ -	\$ -		\$ -	\$ 20,738	\$ -	\$ -	\$ -
Utilities & Maintenance										
Electric	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Gas	-	-	-	-		-	-	-	-	-
Water	-	-	-	-		-	-	-	-	-
Hight Speed Internet	3,588	2,645	-	-		-	943	-	-	-
Telephone Service (Landlines Only)	5,209	3,907	-	-		-	1,302	-	-	-
IT Maintenance	15,000	13,560	-	-		-	1,440	-	-	-
Utilities & Maintenance Costs Subtotal:	\$ 23,797	\$ 20,112	\$ -	\$ -		\$ -	\$ 3,685	\$ -	\$ -	\$ -
Equipment										
Assessment-related products	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Assistive technology (Access and Accommodation)	-	-	-	-		-	-	-	-	-
Copiers	-	-	-	-		-	-	-	-	-
Fax	-	-	-	-		-	-	-	-	-
Computers	-	-	-	-		-	-	-	-	-
Other Tangible Equipment:	-	-	-	-		-	-	-	-	-
Telephones	2,130	1,686	-	-		-	444	-	-	-
Equipment Costs Subtotal:	\$ 2,130	\$ 1,686	\$ -	\$ -		\$ -	\$ 444	\$ -	\$ -	\$ -
Technology to Facilitate Access										
Technology for planning and outreach	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
AJCC website maintenance	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Technology to Facilitate Access Costs Subtotal:	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Common Identifier Costs										
Creating New AJCC Signage	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Updating Templates and Materials	-		-	-		-	-	-	-	-
Updating Electronic Resources	-		-	-		-	-	-	-	-
Common Identifier Costs Costs Subtotal:	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Total Contributions	\$ 81,784	\$ 56,917	\$ -	\$ -		\$ -	\$ 24,867	\$ -	\$ -	\$ -

Summary of Costs to be Shared by Colocated Partners	
Cost Category	
Subtotal: Rental Costs	\$ 55,857
Subtotal: Utilities & Maintenance Costs	\$ 23,797
Subtotal: Equipment costs	\$ 2,130
Subtotal: Technology to Facilitate Access Costs	-
Subtotal: Common Identifier Costs	-
Total Infrastructure Costs	\$ 81,784

The Golden Sierra Workforce Development Area  
Infrastructure Funding Agreement  
July 1, 2019 - June 30, 2020

*Numbers provided are planning figures as of 5/3/19  
pending final numbers from partners*

		J	K	L	M	N	O	P
		CTE	Trade Act	Veterans	UI	TANF	TANF	TANF
Budget Category	Total Partner Contributions	Lake Tahoe Community College	Employment Development Department	Employment Development Department	Employment Development Department	Placer County Department of Health and Human Services	County of El Dorado Health and Human Services Agency	Alpine County Department of Health and Human Services
115 Ascot Drive, Suite 100, Roseville, CA 95661 Infrastructure Budget			Colocated See Column E	Colocated See Column E				
Rent								
Rental of Facilities	\$ 55,857	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tenant Improvements	\$ 3,215	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental Costs Subtotal:	\$ 55,857	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities & Maintenance								
Electric	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas	-	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-	-
High Speed Internet	3,588	-	-	-	-	-	-	-
Telephone Service (Landlines Only)	5,209	-	-	-	-	-	-	-
IT Maintenance	15,000	-	-	-	-	-	-	-
Utilities & Maintenance Costs Subtotal:	\$ 23,797	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment								
Assessment-related products	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assistive technology (Access and Accommodation)	-	-	-	-	-	-	-	-
Copiers	-	-	-	-	-	-	-	-
Fax	-	-	-	-	-	-	-	-
Computers	-	-	-	-	-	-	-	-
Other Tangible Equipment:	-	-	-	-	-	-	-	-
Telephones	2,130	-	-	-	-	-	-	-
Equipment Costs Subtotal:	\$ 2,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology to Facilitate Access								
Technology for planning and outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AJCC website maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology to Facilitate Access Costs Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Common Identifier Costs								
Creating New AJCC Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updating Templates and Materials	-	-	-	-	-	-	-	-
Updating Electronic Resources	-	-	-	-	-	-	-	-
Common Identifier Costs Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Total Contributions	\$ 81,784	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Summary of Costs to be Shared by Colocated Partners	
Cost Category	
Subtotal: Rental Costs	\$ 55,857
Subtotal: Utilities & Maintenance Costs	\$ 23,797
Subtotal: Equipment costs	\$ 2,130
Subtotal: Technology to Facilitate Access Costs	-
Subtotal: Common Identifier Costs	-
Total Infrastructure Costs	\$ 81,784

The Golden Sierra Workforce Development Area  
Other System Costs Budget  
July 1, 2019 - June 30, 2020

Numbers provided are planning figures as of 5/3/19  
pending final numbers from partners

		A	B	C	D1	D2	E	F	G	H
		Title I	Native Am	MSFW	Title II	Title II	Title III	Title IV	Senior	CTE
Budget Category	Total Partner Contributions	Golden Sierra Job Training Agency	California Indian Manpower Consortium	California Human Development Corporation	RJUHSD: Roseville Adult School	PUHSD: Placer School for Adults	Employment Development Department	Department of Rehabilitation	AARP	Sierra Joint Community College District
<b>Applicable Career Services</b>										
<b>Basic Career Services</b>										
Determinations of Title I eligibility	\$ 142,884	\$ 142,774	\$ 110	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Outreach, intake, & orientation to available services	\$ 920,498	\$ 47,591	\$ 5,539	\$ -	\$ 56,769	\$ 101,470	\$ -	\$ 707,158	\$ -	\$ -
Initial assessment	\$ 42,957	\$ 42,832	\$ 125	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Labor exchange services & job search assistance	\$ 417,874	\$ 71,387	\$ -	\$ -	\$ 56,769	\$ 101,470	\$ -	\$ -	\$ 26,476	\$ -
Referrals to other programs and services	\$ 219,416	\$ 23,796	\$ 5,120	\$ -	\$ 56,769	\$ 101,470	\$ -	\$ -	\$ -	\$ -
Provision of labor market information	\$ 231,251	\$ 33,314	\$ 13,699	\$ -	\$ 56,759	\$ 101,470	\$ 17,184	\$ -	\$ 8,825	\$ -
Provision of information re: training providers	\$ 52,351	\$ 52,351	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Provision of information re: local area performance	\$ 9,518	\$ 9,518	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Referrals for supportive services	\$ 182,292	\$ 23,796	\$ 267	\$ -	\$ 56,759	\$ 101,470	\$ -	\$ -	\$ -	\$ -
Determinations of eligibility for non-WIOA programs	\$ 4,759	\$ 4,759	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Information re: unemployment insurance	\$ 23,882	\$ 23,796	\$ 86	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 1,344,320			45,210			\$ 853,088			
<b>Individualized Career Services</b>										
Comprehensive assessment	\$ 110,273	\$ 110,273	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Development of an Individual Employment Plan (IEP)	\$ 137,927	\$ 137,841	\$ 86	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Group counseling	\$ 16,541	\$ 16,541	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Individual counseling	\$ 3,284,238	\$ 137,841	\$ 1,286	\$ -	\$ 113,537	\$ 202,940	\$ -	\$ 2,828,634	\$ -	\$ -
Career planning (case management)	\$ 47,602	\$ 38,596	\$ 181	\$ -		\$ -	\$ -	\$ -	\$ 8,825	\$ -
Short-term prevocational services	\$ 745,450	\$ 11,027	\$ -	\$ -	\$ 227,074	\$ 507,349	\$ -	\$ -	\$ -	\$ -
Internships and work experience	\$ 362,574	\$ 33,082	\$ 15	\$ -	\$ 113,537	\$ 202,940	\$ -	\$ -	\$ -	\$ 13,000
Workforce preparation activities	\$ 878,089	\$ 33,082	\$ 39	\$ -	\$ 227,074	\$ 405,879	\$ -	\$ -	\$ 8,825	\$ 182,190
Financial literacy services	\$ 67,804	\$ 11,027	\$ 8	\$ -	\$ 56,769		\$ -	\$ -	\$ -	\$ -
Out-of-area job search assistance	\$ 11,027	\$ 11,027	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
English language acquisition	\$ 327,504	\$ 11,027	\$ -	\$ -	\$ 113,537	\$ 202,940	\$ -	\$ -	\$ -	\$ -
	\$ 245,029			\$ 18,593			\$ 150,545			
<b>Estimated Total Contributions</b>	<b>\$ 9,826,061</b>	<b>\$ 1,027,280</b>	<b>\$ 26,561</b>	<b>\$ 63,803</b>	<b>\$ 1,135,353</b>	<b>\$ 2,029,398</b>	<b>\$ 1,020,817</b>	<b>\$ 3,535,792</b>	<b>\$ 52,951</b>	<b>\$ 195,190</b>

The Golden Sierra Workforce Development Area  
Other System Costs Budget  
July 1, 2019 - June 30, 2020

Numbers provided are planning figures as of 5/3/19  
pending final numbers from partners

		I	J	K	L	M	N	O
		CTE	Trade Act	Veterans	UI	TANF	TANF	TANF
Budget Category	Total Partner Contributions	Lake Tahoe Community College	Employment Development Department	Employment Development Department	Employment Development Department	Placer County Department of Health and Human Services	County of El Dorado Health and Human Services Agency	Alpine County Department of Health and Human Services
<b>Applicable Career Services</b>								
<b>Basic Career Services</b>								
Determinations of Title I eligibility	\$ 142,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach, intake, & orientation to available services	\$ 920,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,970
Initial assessment	\$ 42,957	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor exchange services & job search assistance	\$ 417,874	\$ -	\$ -	\$ -	\$ -	\$ 161,772	\$ -	\$ -
Referrals to other programs and services	\$ 219,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,261	\$ -
Provision of labor market information	\$ 231,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Provision of information re: training providers	\$ 52,351	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Provision of information re: local area performance	\$ 9,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Referrals for supportive services	\$ 182,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Determinations of eligibility for non-WIOA programs	\$ 4,759	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information re: unemployment insurance	\$ 23,882	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 1,344,320		\$ 106,029	\$ 324,019	\$ 15,974			
<b>Individualized Career Services</b>								
Comprehensive assessment	\$ 110,273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Development of an Individual Employment Plan (IEP)	\$ 137,927	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group counseling	\$ 16,541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Individual counseling	\$ 3,284,238	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Career planning (case management)	\$ 47,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Short-term prevocational services	\$ 745,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internships and work experience	\$ 362,574	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workforce preparation activities	\$ 878,089	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Financial literacy services	\$ 67,804	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Out-of-area job search assistance	\$ 11,027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
English language acquisition	\$ 327,504	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 245,029		\$ 18,711	\$ 57,180				
<b>Estimated Total Contributions</b>	<b>\$ 9,826,061</b>	<b>\$ 21,000</b>	<b>\$ 124,740</b>	<b>\$ 381,199</b>	<b>\$ 15,974</b>	<b>\$ 161,772</b>	<b>\$ 32,261</b>	<b>\$ 1,970</b>

## **Glossary of Terms\***

<b><u>Term</u></b>	<b><u>Description</u></b>
America's Job Center of California (AJCC)	The common identifier used within California for One-Stop centers and the One-Stop System.
Applicable Career Services	Services identified in WIOA Section 134(c)(2), that are delivered by the AJCC required partners as authorized under their programs. They consist of three categories: basic career services, individualized career services, and follow up services (WIOA Joint Final Rule Section 678.425).
Infrastructure Costs	Non-personnel costs that are necessary for the general operation of each comprehensive AJCC, including: rental of the facilities, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), technology to facilitate access to the AJCC (including technology used for the center's planning and outreach activities), and common identifier costs if decided on by the Local Board and AJCC partners (WIOA Joint Final Rule Section 678.700).
Network of Comprehensive AJCCs	A collection of comprehensive AJCCs located within a Local Area. As an alternative to developing separate budgets for each comprehensive AJCC, Local Areas with more than one comprehensive AJCC may instead develop a cross-center infrastructure budget that details the infrastructure costs aggregated across the network of comprehensive AJCCs and across co-located partners.
Other System Costs	Other costs that are agreed upon by the Local Board and all AJCC partners. The other system costs budget must include a line item for applicable career services. The budget may also include the cost of other shared services commonly provided by AJCC partners to any individual such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet needs, referrals to other AJCC partners, and business services. Shared operating costs may also include shared costs related to the Local Board's functions. This could include costs associated with the AJCC operator, policy and oversight of AJCC partnerships and effectiveness, etc. (WIOA Joint Final Rule Section 678.760).

Proportionate Share	The share of each partner program's infrastructure costs based upon its proportionate use of the AJCC, if benefit is received from that use (WIOA Joint Final Rule Preamble page 55907).
Colocated Partners	AJCC partners who do not have a physical presence within the center, either full time, part time, or intermittent.
Non-Colocated Partners	AJCC partners who do not have a physical presence within the center.
Cash Contributions	Cash funds used to cover a partner's proportionate share of the AJCC. Can be paid either directly from the partner or through an interagency transfer on behalf of the partner (WIOA Joint Final Rule Section 678.720).
Non-Cash Contributions	Expenditures made by one partner on behalf of the AJCC or contributions in goods or services contributed by a partner for the center's use. Contributions must be valued consistent with Uniform Guidance (WIOA Joint Final Rule Section 678.720).
Third Party In-Kind Contributions	Contributions by a non-AJCC partner to support the AJCC in general, not a specific partner; or contributions by a non-AJCC partner to an AJCC partner to support its proportionate share of the infrastructure costs. Unrestricted contributions that support the AJCC in general would lower the total amount of infrastructure costs prior to proportionate division whereas restricted contributions can be used by the intended partner(s) to lower their share of the infrastructure costs (WIOA Joint Final Rule Section 678.720).
Local Funding Mechanism	An infrastructure funding agreement (IFA) negotiated by the Local Boards with all AJCC partners for each comprehensive AJCC (WIOA Joint Final Rule Section 678.715).
State Funding Mechanism	An IFA established by the Governor and the Superintendent of Public Instruction (SPI) that is triggered if a Local Board is unable to secure completed Phase II MOUs from all AJCC required partners by the deadline (WIOA Joint Final Rule Section 678.730).

Source: WSD16-09

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** June 5, 2019  
**TO:** Governing Body (GB)  
**FROM:** Lorna Magnussen, WDB Analyst  
**SUBJECT:** Workforce Board Membership

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

**Resignation(s)**

Diana Souza, NorCal Kenworth; representing Business; resigned 9/13/18

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

Bill Bettencourt, Placer School for Adults; representing Adult Education; resigning 6/30/19

**Application(s)**

Amanda Westphal, Blue Ribbon Personnel Services; representing Business

Steve Casperite, Placer School for Adults; representing Adult Education

**Vacancies & Recruitment efforts**

1 Vacant seat - Business

Currently working with Sacramento Valley Manufacturing Initiative (SVMI), Governing Body, Workforce Board and partners to recruit potential replacement.

## MEMBERSHIP APPLICATION FORM

**Person Nominated:** Steven A. Casperite **Title:** Assistant Principal

**Business Name:** Placer School for Adults

**Business Address:** 3775 Richardson Dr., Auburn, CA 95602

**Telephone:** 530-885-8585 **FAX:** 530-823-1406 **E-mail:** scasperite@puhsd.k12.ca.us

**Organization submitting nomination:** North State Building Industry Foundation  
(ie: Chamber of Commerce, Manufacturing Association, etc.)

**Contact Person:** Rick Larkey **Title:** Executive Director

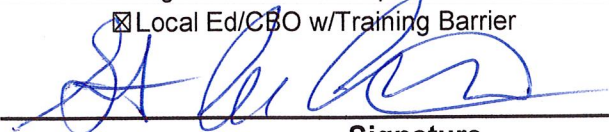
**Business Address:** 1536 Eureka Road  
Roseville, CA 95661

**Telephone:** 916-202-2836 **FAX:** 916-677-5734 **E-mail:** rick@northstatebia.org

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

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

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Business</b>   | <input type="checkbox"/> <b>Governmental and Economic and Community Development</b> |
| <input type="checkbox"/> <b>Workforce</b>  | <input type="checkbox"/> Economic & Community Development                           |
| <input type="checkbox"/> Labor organizations   | <input 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 checked="" type="checkbox"/> <b>Education &amp; Training</b>                              | <input type="checkbox"/> <b>Other</b>   |
| <input checked="" type="checkbox"/> Adult Education/Literacy Representative                      |   |
| <input type="checkbox"/> Higher Education Representative   |   |
| <input checked="" type="checkbox"/> Local Ed/CBO w/Training Barrier                              |   |

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

4/9/19  
\_\_\_\_\_  
**Date**

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

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



## **NARRATIVE QUESTIONS**

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

As an administrator with the Placer School for Adults, I work closely with our workforce development partners, industry partners, and other government agencies that are involved with legislation and services that help get people to work. Through these collaborative efforts, PSA plays a pivotal role in shaping and providing training and education that align with the regional workforce needs. As an administrator at PSA, it is important that I participate in the discussion that is a part of shaping these policies and decisions.

The specific experiences/expertise that I bring to the table are the knowledge and experience of providing education and training aligned to the regional goals for our students that fall under the WIOA Title II funding. In collaboration with Golden Sierra, our school provides collaborative training and education.

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

As a collaborative partner in the region providing education and training for adults, Placer school for adults plays an important role in the discussion on issues such as funding, grants, and legislative decisions. As one of the two administrators at PSA I will be able to add input to the Workforce Development Board decision making process.

**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:

Placer School for Adults, in collaboration with the Golden Sierra Job Training Agency offers classes and training to adult's that enables them to receive training, education, and or certification for career and college readiness. This coursework is offered at both the PSA campuses as well as the GSR offices.

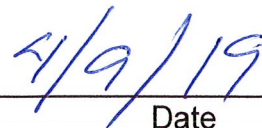
2. You will be setting policy for and possibly allocating funds to community-based organizations, profit and non-profit corporations, school districts and other governmental entities or program operators. Do you or any member of your immediate family have any affiliation with such entities (i.e., ownership; 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



April 6, 2019

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

Re: Steven Caspirite's Nomination to fill the education vacancy created with the retirement of Bill Bettencourt.

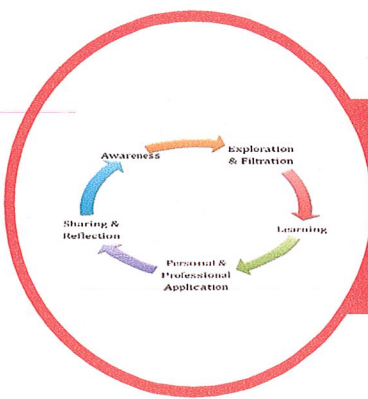
Jason,

I would like to nominate Steven Caspirite to fill Bill Bettencourt's position on the Golden Sierra Workforce Development Board. As you know the Placer School for Adults (PSA) has been an excellent partner representative with Bill Bettencourt's involvement. I was thrilled to learn that Steven would like to serve and represent the PSA following Bill's retirement. I have worked with Steven over the past couple of years and have found him to be intelligent, articulate, and a creative thinker. He will make an excellent addition to the Board.

Sincerely,

Rick Larkey  
Executive Director  
North State Building Industry Association/Foundation  
1536 Eureka Road  
Roseville, CA 95661





# STEVEN A. CASPERITE

EDUCATION SPECIALIST | RSP MS

## OBJECTIVE

To continue to develop my skills and craft as a teacher and administrator. Moreover, to be a part of developing the education model of today and into the future.

## SKILLS

I have worked at every level of education from the elementary to the university levels. My training and experience has helped me to develop a pedagogical model that seeks to meet students at the level they are and to collaborate with my peers and colleagues to build programs to enable all students to develop to their full potential.

## LEADERSHIP EXPERIENCE

## EXPERIENCE

### ASSISTANT PRINCIPAL • PLACER SCHOOL FOR ADULTS • AUGUST 2018 – PRESENT

Administrator in Charge of Teacher Professional Development, ABE, ASE, and ESL Programs, Collaboration with Title 1 Partners, and Inmate Education

- Program/Pathways Development
- Curriculum Development
- PLC Coordination

### COORDINATOR FOR CURRICULUM AND INSTRUCTION • PLACER SCHOOL FOR ADULTS • AUGUST 2016 – PRESENT

Professional Development, Mentoring, and Coaching of 62 Part Time Adult Ed. Teachers

- Program Development
- Curriculum Development
- PLC Coordination

### EDUCATION SPECIALIST • UNITED AUBURN INDIAN COMMUNITY • SEPTEMBER 2015 - PRESENT

Education Specialist: grades pre-K – 8

- RSP Teacher
- Member of the intervention team
- Professional Development for Gen. Ed. teachers

### GED TEACHER • PLACER SCHOOL FOR ADULTS • JANUARY 2015 - PRESENT

Gen. Ed. Teacher, concurrent high school students, adults, and incarcerated adults

### EDUCATION SPECIALIST • PLACER UNIFIED SCHOOL DISTRICT • SUMMER 2015

ESY/SDC Teacher, grades 9-12 for LD students



TAOM2009@LIVE.CO



STEVEN A. CASPERITE @  
TAOM2009



530-368-2369



HTTPS://WWW.LINKEDIN.C  
OM/IN/STEVEN-  
CASPERITE-95193550

I have had the honor of working in education as a teacher, an administrator, and a coach for the past 30 years. As a teacher, I have taught at every level of education working with all types of learners. I have had the opportunity to mentor, coach, and lead fellow teachers in collaborative environments to develop best practices. I have received over 1600 hours of professional development and leadership training in remedial practices in both math and language arts, in the uses of technology for students at all levels, and in developing PLC'S and collaborative teaching communities. I was voted teacher of the year 2014 -2015 by the Auburn Rotary, received The School Community Service Award from the city of Auburn, and received special recognition from the United States Congress, the California State Assembly and Senate, and The Board of Supervisors for Placer County for community service. I have created and lead aquatics programs at the age group, high school, and collegiate levels. As a coach I have lead teams at each level to league championships, been voted coach of the year at each level and created many lasting friendships.

#### **EDUCATION SPECIALIST • FORESTHILL HIGH SCHOOL • AUGUST 2013 – SEPTEMBER 2015**

Education Specialist: grades 9 - 12

- RSP teacher/Department Chair
- Member of the intervention team
- Responsible for caseload management

#### **EDUCATION SPECIALIST • MILHOUS SCHOOL • FERUARY 2013 – JULY 2013**

SDC classroom teacher for ED students: grades 7 - 12

- Part of therapeutic treatment team and intervention team
- SST and IEP team
- Responsible for writing and implementing IEP's
- Responsible for caseload management

#### **EDUCATION SPECIALIST • GREEN WOOD SCHOOL • AUGUST 2013 – JANUARY 2013**

SDC Teacher for ED Students: grades 9 – 12

- Developed assessment program
- Writing and follow through of IEP's
- Developed behavioral support program
- Developed after school educational support program
- Served on curriculum committee

#### **TEACHER • LIVE OAK WALDORF SCHOOL • AUGUST 1999 – JUNE 2012**

Gen. Ed. Teacher: Grades 2-8 physical education, grades 6-8 history

- Created physical education curriculum for grades 2-8
- Served on the WASC accreditation committee
- Served on the student intervention committee
- Served on school site committee
- Supervised afterschool program

#### **COACH/ADJUNCT PROFESSOR • SIERRA COMMUNITY COLLEGE • AUGUST 1998 – JUNE 2003**

Head Coach men's swimming and water polo  
Adjunct Professor History

## **EDUCATION**

#### **ADMINISTRATOR LEVEL 1 CEDENTIAL • AUGUST 2016 TO JUNE 2017 PLACER COUNT OFFICE OF EDUCATION**

Anticipated graduation June 24, 2017



**TAOM2009@LIVE.CO**



**STEVEN A. CASPERITE @  
TAOM2009**



**530-368-2369**



**HTTPS://WWW.LINKEDIN.C  
OM/IN/STEVEN-  
CASPERITE-95193550**



**EDUCATION SPECIALIST TEACHING CREDENTIAL • FEBRUARY 2013 •  
NATIONAL UNIVERSITY**

Graduated with Honors with an GPA 3.98

**MASTERS OF SCIENCE - SPECIAL EDUCATION • MAY 2013 • NATIONAL  
UNIVERSITY**

Completed master's thesis with honors.

**MASTERS OF ARTS – HISTORICAL STUDIES • JUNE 2000 • GRADUATE  
THEOLOGICAL UNION**

**BACHELORS OF ARTS – HISTORY/POLITICAL SCIENCE • MAY 1991 • FRESNO  
PACIFIC UNIVERSITY**

**ASSOCIATE OF ARTS – LIBERAL ARTS • MAY 1984 • ORANGE COAST  
COMMUNITY COLLEGE**



**TAOM2009@LIVE.CO**



**STEVEN A. CASPERITE @  
TAOM2009**



**530-368-2369**



**[HTTPS://WWW.LINKEDIN.C  
OM/IN/STEVEN-  
CASPERITE-95193550](https://www.linkedin.com/in/STEVEN-CASPERITE-95193550)**

## MEMBERSHIP APPLICATION FORM

Person Nominated: Amanda Westphal Title: Area Manager

Business Name: Blue Ribbon Personnel Services

Business Address: 985 Governor Drive, El Dorado Hills CA 95762

Telephone: 916-792-5955 FAX: \_\_\_\_\_ E-mail: amanda@brpjobs.com

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

Contact Person: Robin Trimble Title: CEO

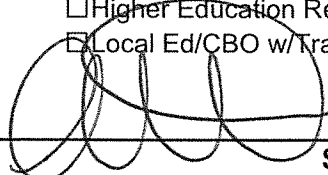
Business Address: 3700 Rocklin Road, Rocklin CA 95667

Telephone: 916-624-2548 FAX: \_\_\_\_\_ E-mail: robin@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 checked="" type="checkbox"/> <b>Business</b>  | <input type="checkbox"/> <b>Governmental and Economic and Community Development</b> |
| <input type="checkbox"/> <b>Workforce</b>  | <input type="checkbox"/> Economic & Community Development                           |
| <input type="checkbox"/> Labor organizations   | <input type="checkbox"/> Wagner-Peyser Representative                               |
| <input type="checkbox"/> Joint labor-management apprenticeship program or apprenticeship program | <input type="checkbox"/> Vocational Rehabilitation Representative                   |
| <input type="checkbox"/> CBO w/Barrier   | <input type="checkbox"/> Transportation/Housing/Public Assistance                   |
| <input type="checkbox"/> Youth   | <input type="checkbox"/> Philanthropic Organization                                 |
| <input type="checkbox"/> <b>Education &amp; Training</b>   | <input type="checkbox"/> <b>Other</b>   |
| <input type="checkbox"/> Adult Education/Literacy Representative                                 |   |
| <input type="checkbox"/> Higher Education Representative   |   |
| <input type="checkbox"/> Local Ed/CBO w/Training Barrier   |   |

  
\_\_\_\_\_  
Signature

03/25/2019  
\_\_\_\_\_  
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 140  
Roseville, CA 95661

## **NARRATIVE QUESTIONS**

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

Over the last 7 years I have worked for Blue Ribbon Personnel Services helping businesses throughout El Dorado County and Placer County recruit for their open positions. I also work on a regular bases with the people in the community looking for working. Assisting them with resume tips, interview skills and much more. I see on a regular bases the types of positions that are struggling to find good workers as well as the average pay for specific positions.

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

I think I would be a good candidate because on a regular bases I am working with local businesses in the El Dorado and Placer County area discussing current recruitment needs and struggles in finding good employees. I also work with the current talent pool in these counties seeing their struggles in getting employed and what skills or resources are better need in the community.

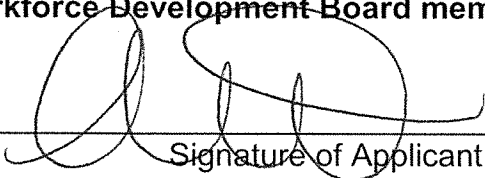
**You may attach additional information, including your resume or biography. Further questions should be directed to Lorna Magnussen at Golden Sierra Job Training Agency at (916) 773-8544.**

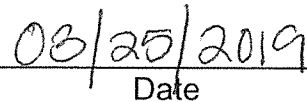


## CONFLICT OF INTEREST INFORMATION

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

April 5, 2019

I am pleased to write this letter of support for Amanda Westphal. I have known Amanda for the past eight years. During this time I've come to have a high regard for her professionalism and commitment to the Placer and El Dorado County business communities and her influence in the region.

Amanda is a kind, patient and caring person. She is thoughtful, efficient, dependable, enthusiastic and loyal. For the past eight years I have worked with Amanda on a variety of hiring and staffing projects. In addition, Amanda was a "leader among leaders" in our Leadership Rocklin program. Her kind and respectful leadership style helped guide her peers to successfully complete a project that has made a difference in our community.

During my tenure as CEO of the Rocklin Area Chamber I have had the opportunity to witness Amanda in a variety of situations. As a well-respected community leader, she always puts others first. She has the moral compass and business acumen to successfully deal with business leaders in a variety of jurisdictions.

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Robin Trimble', with a large, sweeping flourish at the end.

Robin Trimble  
CEO  
Rocklin Area Chamber of Commerce

## **Amanda Westphal**

5042 Cedar Drive | Camino, CA 95709 | (916) 792-5955| amandakwestphal19@gmail.com

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### **Qualifications:**

- Proven ability to build strong relationships
- Strong team building and leadership skills
- Effective decision making
- Organized and detail oriented
- Proven problem resolution skills
- Excellent communication skills both verbal and written

### **Work History:**

#### **Area Manager | Blue Ribbon Personnel Services | July 2012 to Present**

- Responsible for the operations of two branches covering three counties
- Oversee all recruiting activities and client relations
- Provide the highest level of customer service for applicants and clients
- Utilize a progressive hiring system to identify the best candidate for each open position
- Create and manage recruitment plans for all open positions; including but not limited to posting/advertising positions, as well as connecting with trade schools and other local colleges
- Hire exceptional internal employees to boost team productivity and operational efficiency
- Create, maintain, and train detailed action plans for internal employees
- Review resumes, conduct face-to-face interviews, check references and other documents to find the right candidate for my clients open positions
- Manage on-boarding process for new employees including background checks and drug screenings, as well as proper I9 procedures
- Deliver detailed orientation and training to all employees to ensure client expectations are met and our employees have the necessary tools for success
- Complete personnel action forms for the hiring and ending of employee assignments
- Investigate employee complaints, assist with counseling, and recommend action on employee relation matters
- Resolve employment-related disputes through proactive communication
- Implement and maintain an advanced record management system to provide exceptional turnaround time for client job orders
- Participate in local job fairs and plan/set up own in office hiring fairs
- Actively participate in community events and volunteer opportunities to assist in building the companies client and applicant base while ensuring the company is seen in a positive way
- Review current policies and procedures to make recommendations for enhanced work productivity, recruitment, hiring processes and talent management
- Continually grow client base through marketing strategies and cold calling
- Conduct face-to-face sales presentations with HR and hiring managers
- Maintain customer relationships to build rapport and expand sales opportunities
- Negotiate pricing, terms of sales and service agreement
- Assist with RFP's and presentations

**Sales Representative | Bisco Industries | April 2012 to July 2012**

- Initiate contact with potential customers
- Made 20 – 25 cold calls daily
- Built and maintained customer relationships
- Provide quotes and outstanding customer service to clients
- Expedite orders to ensure quick delivery to clients
- Maintained detail logs of all customer interactions

**Server/Manager Aide | Heyday Cafe | January 2010 to April 2012**

- Ensure a high quality dining experience for guest
- Trained new staff members
- Knowledge of over a hundred wines from all over the world
- Handle cash drawer and server cash drops
- Maintain a clean and accessible work environment
- Supervise front and back of house staff to ensure shift runs smooth
- Provide guest with excellent customer service to ensure return business
- Assist with problem resolution when customer was not 100% satisfied
- Made 20 – 25 cold calls daily
- Built and maintained customer relationships
- Provide quotes and outstanding customer service to clients
- Expedite orders to ensure quick delivery to clients
- Maintained detail logs of all customer interactions

**Volunteer Experience:****Ambassador (2012 to Current) and Vice Chair of Ambassadors (1/2018 to Current)****Folsom Chamber of Commerce**

- Act as liaison between new joining businesses and the Chamber of Commerce
- Actively assist in volunteering for major events and community clean ups
- Attend monthly leadership meeting to discuss in teams or upcoming events
- Support the Chamber of Commerce's values and ideas throughout the community

**Board Member/Chair of Membership Committee, 12/2011 to 12/2013****Sierra Wildlife Rescue**

- Attend Financial Board meetings and growth development
- Actively assist in fundraisers and fund development
- Coordinated a group to create the Membership Committee
- Created a campaign to build our membership
- Assisted in rehabbing injured and orphaned wildlife

**Education and Certifications**

- |  |              |
|--|--------------|
| • Bachelor of Science in Biology, CSU Long Beach                 | August 2010  |
| • Certified Staffing Professional, American Staffing Association | October 2017 |
| • Technical Services Certified, American Staffing Association    | October 2017 |

Michael Rossi, Chair   ■   Tim Rainey, Executive Director   ■   Gavin Newsom, Governor

April 30, 2019

Dear Ms. Kathy Kossick,

The Regional Plan Modifications submitted on behalf of the Capital Regional Planning Unit (RPU) have been reviewed and evaluated for compliance with the regional planning requirements outlined in [Workforce Services Directive WSD18-01](#).

On behalf of the California Workforce Development Board (CWDB), your Regional Plan Modification has been approved. I want to thank you for your efforts to meet the goals outlined in the California Workforce Development Strategic Plan by facilitating a planning process that supports the Governor's vision of an effective and aligned regional workforce system. The plan submitted by your RPU demonstrates that you and your partners are involved in developing solutions to workforce challenges in your region.

If you have any questions, please contact Marissa Clark at [Marissa.Clark@cwdb.ca.gov](mailto:Marissa.Clark@cwdb.ca.gov).

Sincerely,

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

Tim Rainey, Executive Director

## **SERVICE PROVIDER REPORT**

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

Report Period: Mar-Apr 2019

Prepared By: Frank Gerdeman

#### **PARTICIPANT STATUS**

	<u>Actual</u>	<u>Goal</u>	<u>% of Goal</u>
Number who received basic career services	92 (20)	100	92
Number who received individualized career services	23 (9)	50	46
Number who received training services	12 (4)	15	80
On-site hours in Alpine County	658		

#### **ACTIVITY SUMMARY**

Please note that numbers above are cumulative for the entire contract period (and updated through the end of April 2019). Numbers in parenthesis represent those served in Alpine County. Onsite (LTCC) and off-site partner office hours continue in South Lake Tahoe and in Alpine County, including onsite hours at the Tribal TANF offices at the Hung A Lel Ti community. The OJT developed with the EDC Library in South Lake Tahoe began as scheduled (currently supporting 2 OJTs in SLT). Leveraged funding to purchase and install a commercial stove at the Hung A Lel Ti recreation center in preparation for onsite culinary boot camps in May to increase access to career training in Alpine County. In partnership with the Tahoe Chamber, began to plan/build a virtual Job Fair for early May, and continue to outreach to local (South Shore) employers. Participation and sponsorship of the Tahoe Business Expo on March 30. On a relationship-building note, our director (Frank Gerdeman) was added the Economic Development Advisory Committee (EDAC) by the Director of Alpine HHSA.

#### **PRACTICES WITH PROMISE**

This continues to be relationship building and integration of services that is made possible by combining the Title I work with adult education (state funded, not Title II) and workforce development efforts in partnership with Lake Tahoe Community College and local industry. This is especially valuable in a small, mountain community that might otherwise struggle to offer this breadth of integrated services.

#### **CHALLENGES/BARRIERS**

The above-mentioned practice with promise also brings along an evolving set of challenges as well. Foremost among this is how to, easily (and again, efficiently) capture basic services in two distinct systems (CaJOBS and LACES). In our case, almost all our clients receive what is considered "basic services" as everyone we onboard receives personality/career interest surveys, some level of basic skills assessment, and at least one pathway planning session. This may be an opportunity to further explore the role Community Pro Suite plays in our work in South Lake and Alpine County.

#### **EVENT PARTICIPATION**

<u>Date</u>	<u>Event</u>
3/11/19	Lake Tahoe Collaborative meeting
3/14/19	Community Open Forum on Hwy 50 Loop Road project
3/28/19	Prison to Employment Stakeholder engagement meeting (call-in)
3/30/19	Tahoe Chamber Business Expo
4/11/19	ADVANCE network partner meeting
4/18/19	Collaboration-Coordination meeting with Tribal TANF

## **SERVICE PROVIDER REPORT**

### **Golden Sierra Job Training Agency**

Report Period: 07/01/18 – 04/30/19

Prepared By: Darlene Galipo

<b>PARTICIPANT STATUS</b>			
	<u>Placer</u>	<u>El Dorado</u>	<u>Total</u>
New WIOA Enrollments	88	32	120
Training Contracts (OST/WEX/OJT)	83	25	108
Cases Closed with Employment	52	20	72
Average Hourly Wage at Placement	\$23.01	\$19.00	

<b>ACTIVITY SUMMARY</b>
<p>Adult: There is a strong demand for classroom training. In-demand training occupations include vocational nursing, security officer, commercial electrician, truck driver, project manager, and certified bookkeeper.</p> <p>Dislocated Worker: Several employers experienced a reduction in force including Kmart, Payless Shoe Source, Allstate, Provident Bank, and Finance of America. Affected workers typically file for unemployment insurance benefits and many receive notices to attend a mandatory orientation at the job center. Individuals who attend the orientation are pre-screened for Title-I eligibility. Additional assessments are administered as needed with the goal of rapid reemployment.</p> <p>Youth: Golden Sierra is working with the El Dorado County Office of Education to offer summer internships to foster youth. 15 young adults were interviewed. Of those, 2 were considered “out-of-school” youth and referred to Golden Sierra for worksite development. Both participants are interested in social service career pathways. The summer worksites include an adult day care center and the Boys and Girls Club.</p>
<b>PRACTICES WITH PROMISE</b>
<p>Participant Outreach: Traditionally, Golden Sierra has relied on referrals from partner agencies to identify individuals appropriate for enrollment. Potential participants were instructed to visit the job center and inquire about available services. In the current economy, the participants most in need of services are unlikely to visit brick and mortar locations. We recognize the need to modify our strategy and increase our presence in the community. We now have office hours at the probation department, child support services, Alta Regional, Department of Rehabilitation, and local community colleges. This practice ensures we identify and attract participants from the target populations most in need of services. It has also resulted in improved relationships with referring partners.</p>
<b>CHALLENGES/BARRIERS</b>
<p>The job center in Roseville was assessed for ADA compliance. This was required to execute a sublease agreement with the Employment Development Department. The site survey identified several areas of noncompliance. Golden Sierra is working with both the Lessor and the California Department of General Services to develop a corrective action plan.</p>

<b>EVENT PARTICIPATION</b>	
<u>Date</u>	<u>Event</u>
03/08/19	Fair Chance Summit
03/13/19	El Dorado High School Career Expo
03/27/19	Hiring Event: SVS Group
03/29/19	Lake Tahoe Business Expo
04/13/19	Skilled Trades Job Fair
04/16/19	Hiring Event: Wollborg Michelson
04/18/19	Placer Collaborative Network – Resource Fair
04/26/19	Honor a Hero Hire a Vet – Job Fair