

#### GOVERNING BODY MEMBERS

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Board of Supervisors,  
El Dorado County

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

KIRK UHLER  
Board of Supervisors,  
Placer County

#### WB MEMBERS

AAMIR DEEN  
Unite Here Local 49

ANETTE SMITH-DOHRING  
Sutter Health Sacramento Sierra Region

BILL BETTENCOURT  
Placer School for Adults

CAROL PEPPER-KITTREDGE  
Sierra College

CHRISTINA NICHOLSON  
Whole Person Learning

DANIELA DEVITT  
California Employers Association

ERIC COOPER  
California Indian Manpower Consortium

JASON BUCKINGHAM  
Golden Sierra Job Training Agency

JOHN TWEEDT  
District Council 16

KATHLEEN BURRIS  
CVS Health

KEVIN FERREIRA  
Sacramento – Sierra Building and  
Construction Trades Council

LAUREL BRENT-BUMB  
Bumb Construction

MARCY SCHMIDT  
Placer Co. Business Advantage Network

MARK FRAYSER  
Department of Rehabilitation

MARTHA ESCOBEDO  
Employment Development Department

MICHAEL ZIMMERMAN, *Vice Chair*  
MTI College

PAUL CASTRO  
California Human Development

RICK LARKEY, *Chair*  
North State Building Industry Foundation

RUSTIN JOHNSTON  
IBEW Local 340

STEWART SCHURR  
Doctor PC

TINK MILLER  
Placer Independent Resource Services

VIC WURSTEN  
PRIDE Industries

## **GOLDEN SIERRA JOB TRAINING AGENCY GOVERNING BODY AND WORKFORCE BOARD EXECUTIVE COMMITTEE**

### **JOINT REGULAR MEETING AGENDA**

**Wednesday, February 1, 2017 – 10:00 am**

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

- |       |  |       |
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| I.    | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u>  |       |
| II.   | <u>APPROVAL OF AGENDA (GB &amp; EC)</u>  | 1-2   |
| III.  | <u>PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA</u>  |       |
| IV.   | <u>CONSENT AGENDA (GB)</u>   |       |
|       | All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion. |       |
|       | A. Approval of Minutes from December 05, 2016 GB meeting   | 3-5   |
| V.    | <u>CONSENT AGENDA (EC)</u>   |       |
|       | All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion. |       |
|       | A. Approval of Minutes from November 09, 2016 EC meeting   | 6-8   |
|       | B. Review Minutes from November 17, 2016 WB meeting  | 9-10  |
|       | C. Attendance Log  | 11    |
| VI.   | <u>RESOLUTION 16-04</u><br><u>JOB DESCRIPTIONS, POSITION ROSTER &amp; ORG CHART (GB)</u>                                       | 12-27 |
| VII.  | <u>APPLICATION TO PROVIDE CAREER SERVICES (GB)</u><br><u>DIRECTIVE WSD16-14</u>  | 28-47 |
| VIII. | <u>LOCAL WORKFORCE PLAN APPROVAL AND SIGNATURE (EC)</u>  | 48-49 |
| IX.   | <u>LOCAL WORKFORCE PLAN APPROVAL AND SIGNATURE (GB)</u>  | 48-49 |

#### **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 (530) 823-4635 (Voice). TTY users please call the California Relay Service at 711.

X.	<u>WDB MEMBERSHIP, RECRUITMENT AND ATTENDANCE (GB)</u>	50-52
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XV.	<u>WDB/GB DISCUSSION ON WDB DIRECTION (GB &amp; EC)</u>	
XVI.	<u>WIOA SERVICE PROVIDER UPDATES</u>	56-60
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XVII.	<u>FUTURE AGENDA ITEMS/NEW BUSINESS</u>	
XVIII.	<u>NEXT MEETING</u>	
	GB – Wednesday, April 05, 2017 10:00 am– GSJTA Auburn	
	EC – Thursday, April 20, 2017 1:00 pm – Roseville Connections	
XIX.	<u>ADJOURNMENT</u>	

# **GOLDEN SIERRA JOB TRAINING AGENCY**

## **GOVERNING BODY MINUTES**

**Monday, December 5, 2016 – 1:00 p.m.**

**Golden Sierra Job Training Agency  
1919 Grass Valley Highway, Suite 100  
Auburn, CA 95603**

### **Teleconferencing Locations**

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

**Placer County District Office (2)**  
1700 Eureka Road, Suite 160  
Roseville, CA 95661

**El Dorado County Government Center (3)**  
**Conference Room A**  
330 Fair Lane  
Placerville, CA 95667

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

Quorum was established and the meeting was called to order at 1:02 p.m. by Chair Uhler.

Present: Kirk Uhler – Chair (2), Katherine Rakow (1), Michael Ranalli – Vice Chair (3)\*

Absent: None

Guests: Jason Buckingham, Lorna Magnussen, Carline Chavez

(#) denotes teleconference location (\*) denotes late arrival or early departure

#### **II. APPROVAL OF AGENDA**

Buckingham requested an amendment to agenda item VI to remove Martin Pawson's application as it had not been received in time.

*\*Ranalli joined the teleconference (1:04 pm)*

**Motion** to approve amended agenda by Rakow, second by Uhler.

**Motion** approved by roll call.

**Aye:** Rakow, Ranalli, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

#### **III. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA**

None

IV. 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 October 5, 2016 GB Meeting

**Motion to approve consent agenda item A by Rakow, second by Uhler.**

**Motion approved by roll call.**

**Aye:** Rakow, Ranalli, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

V. APPROVE RESOLUTION 16-03 – 2017 PEMHCA

**Motion** to approve resolution 16-03 – 2017\_by Ranalli, second by Rakow.

**Motion approved by roll call.**

**Aye:** Rakow, Ranalli, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

VI. APPROVAL OF WORKFORCE BOARD APPLICATIONS

- Amir Deen, Unite Here; organized labor
- Rustin Johnston, IBEW, joint labor
- ~~Martin Pawsom, Home Helpers; business [removed]~~

**Motion** to approve applications for WB members: Deen & Johnston by Rakow, second by Ranalli.

**Motion approved by roll call.**

**Aye:** Rakow, Ranalli, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

VII. 2017 CHAIR & VICE CHAIR ELECTIONS

Rakow **motioned to nominate** Ranalli as new Chair, second by Uhler.

Uhler **motioned to nominate** Rakow as Vice Chair, second by Ranalli.

**Motion approved by roll call.**

**Aye:** Rakow, Ranalli, Uhler

**Nay:** None

**Abstain:** None

**Absent:** None

VIII. DIRECTOR'S UPDATE

Buckingham provided a written report for the Board to review and open for questions. He is also proposing a joint meeting with the WB Executive Committee at the next Governing Body meeting scheduled on 2/1/17, location will be determined at a later date.

IX. WIOA SERVICE PROVIDER UPDATES

Reports included in packet; no further discussion.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

Joint meeting with the Workforce Board Executive Committee at the next regularly scheduled Governing Body meeting on 2/1/17

- Budget workshop

XI. NEXT MEETING

February 1, 2016–10:00 am; El Dorado County Government Center

XII. ADJOURNMENT

Meeting adjourned by Chair Uhler at 1:15 pm.

**GOLDEN SIERRA WORKFORCE BOARD  
EXECUTIVE COMMITTEE  
REGULAR MEETING  
MINUTES**

**Wednesday, November 09, 2016 – 9:00 am**

**Roseville Connections  
115 Ascot Dr., Ste. 180  
Roseville, CA 95661**

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

Quorum was established and meeting was called to order by Chair Larkey at 9:02 am.

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), Martha Escobedo, Carol Pepper-Kittredge, Alexis Zoss, Jason Buckingham (Ex-Officio)

Absent: Laurel Brent-Bumb

Guests: Lorna Magnussen, Darlene Galipo, Carline Chavez

**II. APPROVAL OF AGENDA**

**Motion** to approve the agenda by Zimmerman, second by Pepper-Kittredge.

**Motion** approved unanimously.

**III. CONSENT AGENDA**

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

Request to amend Consent Agenda to remove agenda item B; carry over to next meeting.

A. Approval of Minutes from September 15, 2016 EC meeting

B. Review Minutes from September 15, 2016 WB special meeting [Removed]

C. Attendance Log

**Motion** to approve the consent agenda items A & C by Zimmerman, second by Zoss.

**Motion** approved unanimously.

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

Larkey stated that North State Building Industry Foundation is initiating the “5K in 5 Years Jobs Initiative”. Targeting the 18-24 year old population to find them jobs in different industries. Also to set up a network to place the applicants that are not fit for the different sectors to a better suited sector. Handouts were provided.

V. NEXT STEPS FROM RETREAT

Larkey reviewed the results of the retreat and inquired about additional comment or suggestions, Buckingham stated that 3 people provided feedback; comments listed on page 12 of agenda packet.

Buckingham suggested to have WB members breakout into groups in upcoming WB meeting on 11/17/16 and discuss the practical actions that were established at the retreat meeting and how to come up with the best strategies for them to be achieved. Members will then come back into session and discuss what they came up with.

Larkey suggested that the EC will be in charge of the Leadership, Strategy, and Best Practices categories; also he will work on an agenda for the upcoming WB meeting workshop.

VI. UPDATE ON REGIONAL/LOCAL PLAN  
– [WSD16-07 ATTACH 3](#) & TIMELINE

Buckingham explained that the regional plan is supporting the strategic elements of the state plan. The regional plan supports the sectors initiatives that align, labor market information, sector needs with services.; and the local plan is supposed to filter people into those sector initiatives so they can meet the regional labor market demands. This will support the strategies that the state has identified.

Buckingham is putting a draft of the local plan together to be submitted to the Regional Planning Unit (RPU) leader by December 15, 2016; the RPU will then draft the regional plan. Both plans are due without signatures by March 15, 2017. The local draft will incorporate local labor marketing information and the strategies that the board has developed from the retreat. These will be incorporated into the plan as upcoming elements to use as a strategy to support the regional plan as well as the states strategies.

Buckingham mentioned that the states goals are one million middle skilled industry valued credentials between the years 2017-2027 and doubling the number of apprenticeships, as well as the WIOA defined performance measures.

Buckingham also commented on the timeline (for deadlines view attachment)

Pepper-Kittredge stated that initiatives such as the Strong Workforce Initiative need to better align with the plan. Buckingham concurred.

VII. SELECTION OF ONE-STOP OPERATOR/CAREER SERVICES PROVIDERS DRAFT DIRECTIVE  
– [WSDD-153](#) & [ATTACH 2](#)

Buckingham explained that in previous legislation the One Stop Operator essentially operated the physical location where the services were provided. The new role under WIOA is to facilitate bringing the partners together and align services and has to be done through a competitive process. He also explained that because the final legislation and rules had not been released, GSJTA separated out Career Services Providers procurement and awarded contracts to El Dorado and Alpine counties. Now GSJTA is going through the competitive process of procurement for the One-Stop Operator.

Buckingham added that the way the Career Services portion is written it must be awarded through contracts by the local board; it doesn't state it has to be competitively procured. The way the law is written it allows the subrecipient staff to provide career services. However, the way the draft directive is written they have added the term "administrative entity" not currently in the law or further defined. If this language remains in the final directive then Golden Sierra will need to go through the application process to provide career services. For a more detailed explanation view Attachment.

VIII. UPDATE ON ONE-STOP OPERATOR REQUEST FOR INFORMATION (RFI)

Buckingham stated that there was no response to the RFI that was released on October 24, 2016 and closed November 7, 2016.

Recommended next steps would be to release an RFQ for these services with clearly defined roles and activities as outlined below:

1. Convene partners on a quarterly basis to discuss systems alignment, integration, establish projects to be worked on in between meetings.
2. Attend Workforce Board meetings as needed to share information
3. enforce mou commitments

IX. WORKFORCE BOARD MEMBERSHIP & RECRUITMENT

Magnussen gave an update on the status of the recruitment, and stated that staff are working on getting more business members by drafting letters to the chamber of commerce, flyers, and an e-blast to the entire business engagement database informing them of WB and what the board is looking for.

She will coordinate with Larkey to see if the recruitment will be targeting specific sectors or general businesses.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

- Follow up on committee process
- Work Groups WIB
- Recruitment
- Regional Local plan
- Career Services
- RFQ/RFP update

XI. NEXT MEETING

December 15, 2016 – 1:00 p.m., Roseville Connections

XII. ADJOURNMENT

Meeting adjourned by Chair Larkey at 11:09 am.

**Motion** to adjourn by Zimmerman, second by Zoss.

**Motion** approved unanimously.



**GOLDEN SIERRA WORKFORCE BOARD  
REGULAR MEETING  
MINUTES**

**Thursday, November 17, 2016 – 1:00 PM**

**North State BIA  
1536 Eureka Rd  
Roseville, CA 95661**

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

*\*\*Information was shared prior to quorum being established and prior to meeting being called to order.*

Quorum was established and the meeting was called to order by Chair Larkey at 2:00 pm.

Larkey announced the resignation of Maggie Valenzuela as of 10/12/16 she represented Organized Labor; her replacement will be Aamir Deen.

Randy Wagner Announced he will be resigning the WDB and this will be his last meeting.

Present: Rick Larkey (Chair), Bill Bettencourt, Christina Nicholson, Daniela Devitt, Eric Cooper, Jason Buckingham, Laurel Brent-Bumb, Marcy Schmidt, Mark Frayser, Martha Escobedo, Randy Wagner, Stewart, Schurr, Vic, Wursten.

Absent: Annette Smith-Dohring, Carol Pepper-Kittredge, John Tweedt, Kathleen Burris, Kevin Ferreira, Kimberly Pellow, Michael Zimmerman, Paul Castro, Tink Miller.

Guests: Lorna Magnussen, Carline Chavez, Alexis Zoss, Brad Deeds, Frank Gerderman, Cara Welch.

**II. APPROVAL OF AGENDA**

Brent Bumb requested that all action items be moved to front of agenda.

**Motion** to approve agenda as amended by Brent-Bumb, second by Devitt

**Motion** approved unanimously

**III. CONSENT AGENDA**

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

A. Approval of Minutes from September 15, 2016 WB Meeting

B. Review Minutes from September 15, 2016 EC Meeting

C. Attendance Log

**Motion** to approve consent agenda items A-C, by Schurr, second by Brent-Bumb

**Motion** approved unanimously.

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

**\*\*Brad Deeds** introduced himself; he is the new Dean for workforce development for Lake Tahoe Community College. He wanted to reach out and connect and support the WDB.

**Frank Gerderman** introduced himself; he is the Director for Adult Education for ADVANCE in Lake Tahoe and Alpine County.

**Alexis Zoss** representing El Dorado County Human Services commented that last year due to funding cuts they had to close their WIOA site in South Lake Tahoe and since then she has been collaborating with Gerderman to keep the WIOA presence alive in that area.

V. SELECTION OF ONE-STOP OPERATOR/CAREER SERVICES PROVIDERS DRAFT DIRECTIVE – [WSDD-153](#) & [ATTACH 2](#)

**\*\*Buckingham** provided information regarding WSDD-153. No action was necessary

VI. ONE-STOP OPERATOR REQUEST FOR QUOTE (RFQ)

**Motion** to approve the OSO RFQ by Wagner, second by Escobedo

**Motion** approved unanimously

VII. WORKFORCE BOARD MEMBERSHIP & RECRUITMENT

Board provided staff direction to release letters to chamber to recruit business members.

Buckingham and Magnussen will clarify with state board if chamber executives can serve under the category of business on the board.

VIII. UPDATE ON REGIONAL/LOCAL PLAN – [WSD16-07 ATTACH 3](#) & [TIMELINE](#)

**\*\*Buckingham** confirmed that unsigned Regional/Local plans will due on March 15, 2017, Signatures will be required by September 15, 2017. May require a special meeting of the Executive Committee to secure signatures prior to July 1, 2017.

IX. NEXT STEPS FROM RETREAT

Of the 6 areas defined at the retreat, the following areas will be the responsibility of the Executive Committee: Leadership, Strategy and Best Practices. The remaining 3 will be the responsibility of the full board: Partnership/Business, Training and Marketing.

Board members broke into 3 groups: Partnership Research/Business Engagements, Training and Marketing. Each group came up with ideas on how to get their goals met. They reconvened and reported back to the board with a strategic plan and timeline.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

No future agenda items were established

XI. NEXT MEETING

Thursday, January 19, 2016 – 1:00 PM, TBD

XII. ADJOURNMENT

Chair Larkey adjourned the meeting at 3:02 pm.

Date:	8/18/16	9/15/16	11/9/16	12/15/16	Rate
	EC	EC	EC	EC	
<b>Executive Committee</b>	Regular	Regular	Regular	No Quorum	
Rick Larkey- <b>CHAIR</b>	1	1	1		100%
Michael Zimmerman- <b>VICE CHAIR</b>	1	1	1		100%
Laurel Brent-Bumb	1	1	0		67%
Jason Buckingham	1	1	1		100%
Martha Escobedo	0	1	1		67%
Carol Pepper-Kittridge	1	1	1		100%
Alexis Zoss	1	1	1		100%

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** February 1, 2017

**TO:** Governing Body (GB)

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

**SUBJ:** Resolution 16-04 – Approve Job Descriptions, Position Roster & Organization Chart

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Attached is Resolution 16-04 to approve job descriptions for additional positions, reclassification of existing position and an amended Position Roster and Organization Chart to reflect changes.

Job Descriptions & Salaries

- Program Clerk I - \$15.7877 – 19.1901 (new)
- Program Clerk II - \$17.4060 - \$21.1572 (new)
- Program Analyst - \$26.0059 - \$31.6104 (reclass)
- Disability Resource Coordinator - \$26.0059 - \$31.6104 (new)

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

Admin Clerk – unfund 1 position

Business & Employment Specialist – reduce from 8 to 7 due to Program Analyst reclass

Program Analyst – reclass from Business Employment Specialist; unfunded

Business & Employment Specialist Supervisor – unfund position

Program Clerk – fund 2 positions

Disability Resource Clerk – fund 1 position

Fiscal Impact (annual based on salary only):

- Funded to Unfunded – (\$152,680)
- Added positions - \$123,135
- Net impact on funded positions – (\$29,545)

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

In the matter of: Resolution to add and reclass  
positions, amend the Golden  
Sierra Job Training Agency  
Allocated Position Roster and  
Organization Chart

Resolution No.: 16-04

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

February 1, 2017 by the following vote on roll call:

Ayes:

Noes: None

Absent: None

Signed and approved by me after its passage.

\_\_\_\_\_  
Michael Ranalli, Chairman, Governing Body

Attest:

Clerk of said Governing Body

\_\_\_\_\_  
Lorna Magnussen

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

## GOLDEN SIERRA JOB TRAINING AGENCY

### Program Clerk

#### DEFINITION

Under general direction, performs a variety of customer service, clerical, data entry, and record-keeping duties related to workforce development programs and customers; works with a variety of computer applications and data collection systems as determined by the agency and does related work as required.

#### DISTINGUISHING CHARACTERISTICS

Program Clerk I - This is the entry-level class in the Program Clerk series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. This class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Program Clerk II - This is the journey-level class within the Program Clerk series and has the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unique situations arise. Incumbents receive general supervision from an assigned supervisor. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

#### SUPERVISION RECEIVED

##### Program Clerk I

Receives immediate supervision from assigned supervisor; reports to the Deputy Director.

##### Program Clerk II

Receives general supervision from assigned supervisor; reports to the Deputy Director.

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

Answer incoming telephone calls and route to the appropriate person/department; provide information to the general public regarding available workforce development programs/services.

Greet customers; provide tours and orient new customers to the job center; schedule appointments for staff and customers.

Collect, review, and verify documentation provided by customers to complete the required registration process; issue job center identification cards; maintain the accuracy of electronic records as it relates to the status of registered customers.

Assist in the tracking of customers through the agency's electronic data collection systems; assist in maintaining and updating established data collection systems; assist in the preparation of performance reports on a monthly/quarterly basis for analysis.

Process participant related data and provide clerical support for the MIS Analyst.

Assist in the data validation, review, and approval process of applications, training contracts, and supportive service requests.

Assist the MIS Analyst with the quality assurance review of participant case files.

Investigate discrepancies or inaccuracies of participant forms and notify appropriate party.

Assist customers with the use of resource room computers, equipment, and job search materials, information about upcoming events, workshops, and community resources, and basic resume development and job search strategies.

Assist in marketing job center services/activities and ensure that information is properly distributed to staff, customers, and partners.

Serve as a back-up facilitator for workshops.

Assist in maintaining job center inventory and checking out appropriate materials.

Participate in departmental meetings.

Provide coverage for the front desk in a manner that maintains reputation for excellent customer service to the public and other agencies.

Operate a variety of modern office equipment, including telephone, computer, scanner, copy machine, and fax machine.

Perform other related job duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Program Clerk I**

#### **Knowledge of:**

Modern office procedures and equipment, including the ability to use computers for a variety of typical office applications such as word processing, record keeping and reporting, e-mail, Internet navigation, and database management.

English grammar, spelling, punctuation, and vocabulary.

Basic mathematics and research methods.

Record-keeping, filing, and report preparation techniques.

Basic interviewing principles and techniques, basic resume writing principles and techniques, and basic job search strategies.

Business telephone etiquette.

Principles of business letter and report writing.

Ability to:

Perform routine clerical work and provide excellent customer service.

Communicate clearly and concisely, both orally and in writing, with people from varying socio-economic, educational, and cultural backgrounds.

Prioritize, organize, and complete tasks independently and in a timely manner.

Work effectively in a fast paced environment.

Learn policies and objectives of assigned grant programs and activities.

Protect the confidentiality of records in accordance with applicable rules and regulations.

Establish and maintain effective relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use the telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and Training

Experience:

Six months of responsible experience performing customer service and clerical duties.

Training:

High school diploma or recognized equivalent.



### License or Certificate

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

### Program Clerk II

In addition to the qualifications for the Program Clerk I:

#### Knowledge of:

Methods of collecting and organizing data and information.

The laws, rules, and regulations of WIA/WIOA and other programs and grants administered by the agency.

#### Ability to:

Prioritize, organize, and complete tasks independently and in a timely manner.

Complete clearly defined assignments with limited supervision.

Process, review, and verify the accuracy and completeness of a variety of forms and documents.

Meet schedules and deadlines.

Use sound judgment and empathy in decision making and problem solving.

Type a minimum of 40-45 words per minute.

### Experience and Training

#### Experience:

Two years of responsible experience performing duties similar to a Program Clerk I.

#### Training:

High school diploma or recognized equivalent.

### License or Certificate

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

## GOLDEN SIERRA JOB TRAINING AGENCY

### PROGRAM ANALYST

#### DEFINITION

To perform a variety of complex professional duties and tasks related to workforce development, administration, and Management Information Systems (MIS); to perform analytical work related to the implementation and evaluation of workforce development programs; and to provide administrative and professional support to the Deputy Director.

#### DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the amount of time spent performing the duties. Employees perform the most difficult and responsible types of duties assigned to similar classes. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

#### SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Deputy Director.

This position may exercise functional and technical supervision over professional staff as assigned.

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

Develop and maintain a comprehensive understanding of all Agency programs and related performance requirements

Review, prepare, and monitor contract documents, program manuals, operational memos, internal policies, and other written materials to ensure compliance with program requirements.

Provide staff training and technical assistance to ensure continuous improvement of programs and processes.

Document data management protocols based on the various data collection systems established by the agency.

Monitor and analyze data to ensure that all electronic entries are complete, accurate, and consistent with program and management needs.

Monitor and analyze data to identify trends and measure progress toward performance goals.

Monitor the accuracy of participant case files to ensure proper program/service eligibility and compliance with State/Federal guidelines.

Conduct on-site reviews to ensure compliance in areas that include eligibility, program design, service delivery, and fiscal administration; identify programmatic needs, research possible solutions, and recommend changes to resolve program-related issues.

Develop and implement corrective action plans in response to compliance monitoring conducted by State/Federal entities.

Compile information and prepare and maintain a variety of narrative and statistical records and reports related to programs, projects, clients, and assigned duties.

Provide presentations to the WDB as it relates to service provider performance, program compliance, and the interpretation of technical information.

Research, assemble, verify, and compile a variety of documents, records, forms, data, and information required by State/Federal guidelines.

Communicate with consortium personnel, staff, and the WDB to exchange information and resolve issues or concerns.

Work with the management team to assist with long- and short-term planning.

Maintain positive relationships with businesses, service agencies, and training institutions.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

The laws, rules, and regulations of WIA/WIOA and other programs and grants administered by the WDB.

Advanced mathematics and research methods.

Compliance monitoring techniques.

Modern office practices, procedures, and equipment (including the data management systems established by the agency).

Word processing, spreadsheet, database, and graphics applications.

Principles and practices of data analysis.

Methods of collecting and organizing data and information.

Record-keeping, filing, and report preparation techniques.

Ability to:

Understand, interpret, and explain various laws, regulations, and policies.

Analyze data, prepare reports (narrative and statistical), and communicate findings.

Conduct research, analyze data, and detect/solve problems and errors.

Prioritize, organize, and complete tasks independently and in a timely manner.

Perform duties with minimal instruction and supervision.

Work effectively in a fast paced environment.

Create and maintain accurate files and records.

Process, review, and verify the accuracy and completeness of a variety of forms and documents.

Learn policies and objectives of assigned grant programs and activities.

Meet schedules and deadlines.

Protect the confidentiality of records in accordance with applicable rules and regulations.

Build and maintain positive working relationships with co-workers, managers, board members, and the public using principles of good customer service.

Communicate effectively and exercise a high degree of planning, problem-solving, coordination, and presentation skills.

Type a minimum of 45-50 words per minute.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation;

use the telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

#### Experience and Training

##### Experience:

At least two years of professional experience in job training/workforce development administration and operations similar to an Assistant Business and Employment Specialist with Golden Sierra Job Training Agency.

##### Training:

A Bachelor's degree from an accredited college or university with major course work in business, economics, mathematics, public administration, psychology, sociology, child development, communication studies, human resources, career counseling, or a related field.

#### License or Certificate

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

Possession of, or ability to obtain, a favorable "suitability" determination from the Social Security Administration's Personnel Security and Suitability Program.

GOLDEN SIERRA JOB TRAINING AGENCY  
DISABILITY RESOURCE COORDINATOR

DEFINITION

To perform a variety of professional duties and tasks related to workforce development, administration, and program operations. To perform analytical work related to the development, implementation, and evaluation of workforce development programs and one-stop career centers.

DISTINGUISHING CHARACTERISTICS

Disability Resource Coordinator (DRC) - This is a journey level professional class distinguished by a level of expertise regarding the needs of people with disabilities. The DRC is a subject matter expert on employment and support programs including Ticket to Work and other demonstration projects focused on improving employment opportunities for people with disabilities. This class has the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unique situations arise. Incumbents receive direction from an assigned supervisor. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Director.

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

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

Serve as an expert on workforce development issues and policies impacting persons with disabilities who are seeking employment, skill development, job retention assistance, or career advancement.

Facilitate universal access to the one-stop service delivery system.

Administer employment support programs, including the Ticket to Work program.

Develop linkages and collaborate with employers to promote the hiring of people with disabilities and to facilitate job placement.

Work with the Deputy Director to ensure facilities, services, programs, and equipment are accessible to people with disabilities.

Provide information on assistive technologies and/or referral to appropriate organizations.

Interview youth and/or adult clients to gather information, conduct assessments; identify needs, and determine eligibility for employment services; obtain required documentation and approve applications according to regulations and policies.

Explain regulations, rules, and policies to youth and/or adult customers and apprise them of rights and responsibilities; assist applicants in completion of forms for employment programs; assist clients via the Internet and other computer applications.

Interview youth and/or adult customers for initial appraisal of client's job readiness; gather information on client's education, work history, skills, and barriers to employment; identify employment goals and objectives, the time it will take to reach the goal, and the available resources to attain the goal.

## Disability Resource Coordinator

Page 2 of 4

Provide employment services in the one-stop career center; assist clients and potential customers with researching employment and related resources, using the computers and Internet, and answering questions related to potential services.

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

Approve and provide supportive services for customers such as transportation, ancillary needs, and child care where such services would permit continuation or acquisition of employment.

Identify and refer to appropriate services any customers who require assistance with such problems as substance abuse, mental health, domestic violence, homelessness, child or adult abuse or neglect.

Develop and manage employment services plans for job-ready clients who need minimal services for removal of employment barriers.

Assign and monitor job search and job skill activities and tracks applicable time limits; refer unsuccessful clients for further evaluation.

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

Enter data accurately online into one or more computer systems; utilize and understand various computer screens, and complete and review computer and online documents and other forms.

Prepare clear, concise, and accurate records, narratives, reports, and statistics; maintain case files, update and modify employment plans as necessary.

Monitor customer and training provider compliance with program standards and agreements; evaluate and report on contract compliance; provide on-going technical assistance to grantees and sub-grantees in meeting technical obligations, including filing reports and related performance criteria; apply customer sanctions and conduct reconciliation interviews to bring customers back into conformity with employment plan requirements.

Train/Educate the general public, agency staff, subrecipients, and partner staff on routine procedures related to assigned area of responsibility.

May perform technical information technology system activities; perform upgrades, downloads, and patches; troubleshoot printers, Internet connections, and related peripheral equipment; back-up system data; assist with moves and changes.

Build and maintain positive working relationships with the general public, participants, employers, agency staff, subrecipients, and partner staff using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Disability Resource Coordinator (DRC)

##### Knowledge of:

Principles and practices of job training and workforce development.

Federal, state, and local legislation/regulations related to job training and workforce development.

Federal, state, local and private programs that impact the ability of people with disabilities to enter and remain in the workforce.

The policies, procedures, and operating details of the agency and assigned area of responsibility.

Ability to:

Learn community and regional resources related to assigned area of responsibility.

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

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; lift or carry weight of 10 pounds or less.

Learn interviewing practices and techniques; resume/job application preparation and presentation.

Learn principles and practices of the one-stop career center.

Create and maintain accurate files and records.

Meet schedules and deadlines.

Protect the confidentiality of records in accordance with applicable rules and regulations.

Communicate effectively and exercise a high degree of planning, problem-solving, coordination, and presentation skills.

Use a computer, navigate office software programs, and perform general office tasks.

Type a minimum of 45-50 words per minute.

Work independently with limited supervision.

Deliver training workshops and group presentations.

Experience and Training

Experience:

At least two years of professional workforce development experience similar to an Associate Business and Employment Specialist with Golden Sierra Job Training Agency.

Training:

A Bachelor's degree from an accredited college or university with major course work in business, economics, public administration, psychology, sociology, child development, communication studies, human resources, career counseling, or a related field.

License/Certificate/Special Training



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

Possession of, or ability to obtain, a favorable "suitability" determination from the Social Security Administration's Personnel Security and Suitability Program.

**GOLDEN SIERRA**  
Job Training Agency

ALLOCATED POSITION ROSTER  
Effective February 1, 2017

<u>CLASSIFICATION</u>		<u>SALARY RANGE*</u>		<u># of POSITIONS</u> funded	<u># of POSITIONS</u> unfunded	
		<u>From [A]</u>	<u>To [E]</u>			
Account Clerk - I	Promotional Series	\$ 15.2725	\$ 18.5636	1 FTE		
Account Clerk - II		\$ 16.8351	\$ 20.4632			
Senior Account Clerk		\$ 18.5379	\$ 22.5329			
Accounting Technician		\$ 19.6757	\$ 23.9158	1 FTE		
Admin Clerk - I	Promotional Series	\$ 14.3196	\$ 17.4057	1 FTE	1 FTE	
Admin Clerk - II		\$ 15.7877	\$ 19.1901			
Senior Admin Clerk		\$ 17.4060	\$ 21.1572			
Executive Assistant		\$ 22.0534	\$ 26.8060		1 FTE	
Program Clerk I	Promotional Series	\$ 15.7877	\$ 19.1901	2 FTE		
Program Clerk II		\$ 17.4060	\$ 21.1572			
Assistant Business and Employment Specialist		\$ 21.3957	\$ 26.0065	7 FTE		
Associate Business and Employment Specialist		\$ 26.0059	\$ 31.6104			
Business and Employment Specialist - Supervisor		\$ 31.6106	\$ 38.4228		1 FTE	
Disability Resource Coordinator		\$ 26.0059	\$ 31.6104	1 FTE		
Program Analyst		\$ 26.0059	\$ 31.6104		1 FTE	
WB Coordinator/Analyst		\$ 31.6106	\$ 38.4228	1 FTE		
Chief Fiscal Officer		\$ 36.1767	\$ 43.9730	1 FTE		
Deputy Director***		\$ 41.2108	\$ 50.0921	1 FTE		
Executive Director**		SEE BELOW		1 FTE		
				17 FTE	4 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.

\*\*\* Previously "Program Manager"

This position has a salary range of:

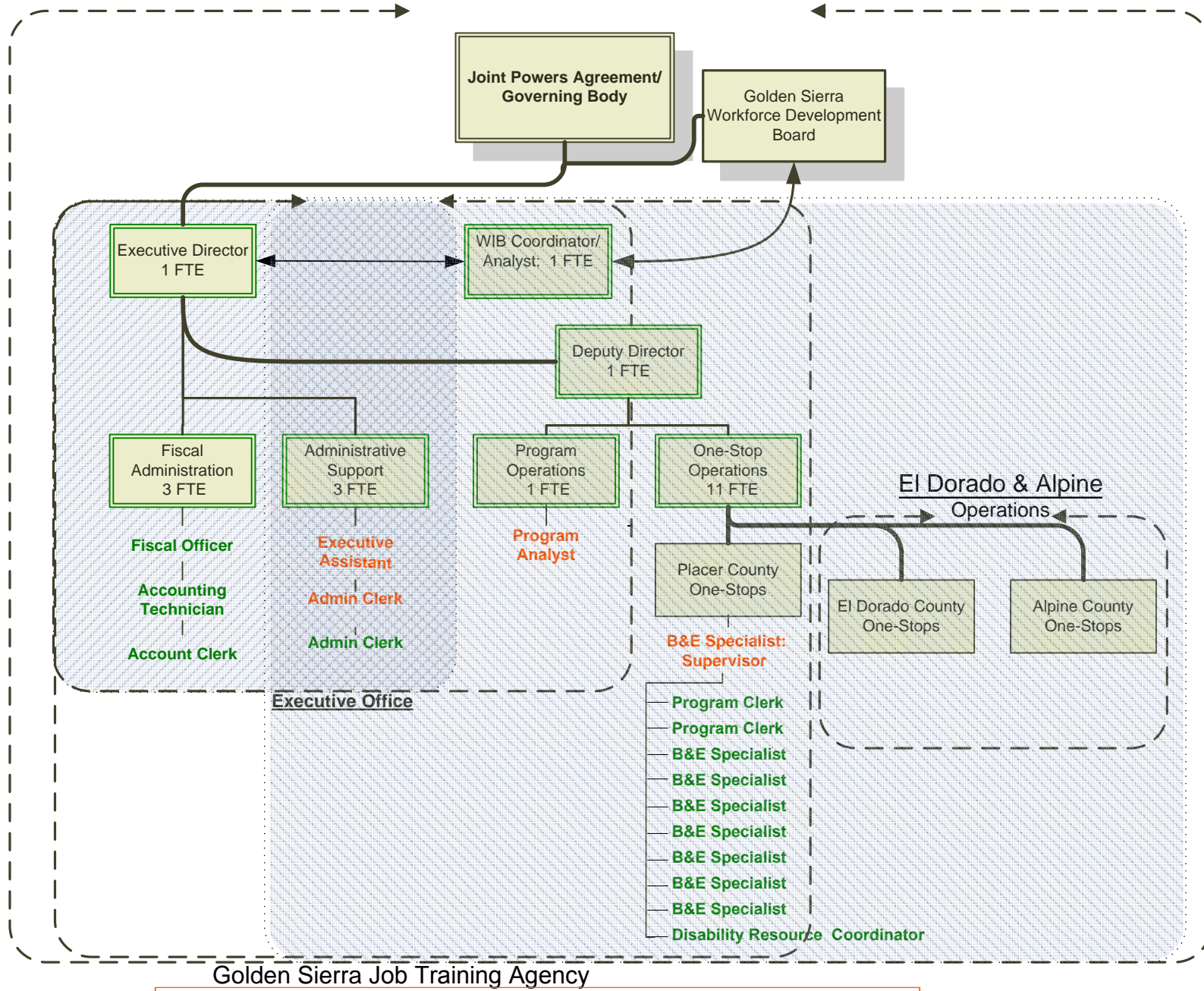
**SALARY RANGE**

Hourly  
\$48.3207-\$70.2961

Annually  
\$100,507-\$146,216

# Golden Sierra Workforce Development Area

Proposed Organization Chart (January 2017)



■ Funded  
■ Unfunded

## Comments:

Added funded positions – Program Clerk (2), and Disability Resource Coordinator  
Changed positions from funded to unfunded - Admin Clerk (1); B&E Specialist Supervisor (1);  
Reclassification - B&E Specialist (MIS) (1) funded to Program Analyst (1) unfunded

Administrative Costs  
Programmatic Costs

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** February 1, 2017  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJECT:** Application to Provide Career Services Directive WSD16-14

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GSJTA staff has prepared, and are seeking your approval of, the required application for GSJTA to provide Adult and Dislocated Worker Career Services In accordance with Workforce Service Directive 16-14 (WSD16-14). As the WIOA “Administrative Entity” WSD16-14 requires approval of the Local Board, the Chief Local Elected Official (CLEO) and the Governor in order to provide these services. The application clearly demonstrates the Agency’s history of and ability to successfully provide these services.



January 5, 2017

California Workforce Development Board  
P.O. Box 826880  
Sacramento, CA 94280-0001

Please accept this application on behalf of Golden Sierra Job Training Agency (GSJTA) to provide Adult and Dislocated Worker Career Services. GSJTA is the local Administrative Entity for the Golden Sierra Local Workforce Development Area as defined by Workforce Services Directive 16-14 (WSD16-14). As is indicated in the application, GSJTA has a 30 plus year history of developing and providing workforce development services in the Golden Sierra region. This includes meeting or exceeding performance for Federal, State and Local initiatives for various target populations where services similar to, even mirroring, Career Services have been required.

This long standing history means that GSJTA has established partnerships critical to the success of the local system. Additionally, policies and procedures have been developed and refined through programmatic monitoring and years of practice that lead to successful participant outcomes. These outcomes are clearly indicated in the application to provide Career Services as well and the receipt of incentive funding as a "High Performing Board".

In addition to a history of success, represented GSJTA staff are currently collocated within the region's only comprehensive Americas Job Center of California (AJCC). Denial of this application will result in the dislocation of represented staff as well as a significant disruption in services. Furthermore, the cost associated with the transition present an undue burden on the region and its Workforce Innovation and Opportunity Act (WIOA) Title I funding.

GSJTA's continued provision of Adult and Dislocated Worker Career Services represents the most cost effective and efficient means of service provision and greatly enhances the local system's ability to assist the State in meeting its goals of a million middle skill industry recognized and valued credentials and doubling the number of apprenticeships statewide through meeting the region's WIOA performance measures. Therefore, we ask for your approval of our application to provide Adult and Dislocated Worker Career Services.

Sincerely,



Jason Buckingham  
Executive Director



Golden Sierra

1919 Grass Valley Hwy, Ste. 100  
Auburn, CA 95603

(530) 823-4635  
goldensierra.com



# **Request for Approval to be America's Job Center of California<sup>SM</sup> Adult and Dislocated Worker Career Services Provider**

**Local Workforce Development Board**

**Golden Sierra**

**Local Workforce Development Area**

**Golden Sierra**

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

This application will serve as the Local Board’s or administrative entity’s request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (State Board) by March 1, 2017, through one of the following methods:

- Mail

California Workforce Development Board  
P.O. Box 826880  
Sacramento, CA 94280-0001
- Overnight Mail/  
Hand Deliver

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

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

Golden Sierra

Name of Local Board

1919 Grass Valley Hwy Ste. 100

Mailing Address

Auburn, CA95603

City, StateZip

Jason Buckingham

Contact Person

530-823-4635

Contact Person’s Phone Number

February 1, 2017

Date of Submission

## **Request for Approval to be Adult and Dislocated Worker Career Services Provider**

### **Local Chief Elected Official Statement**

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

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

Golden Sierra Job Training Agency (GSJTA), the local administrative entity, submits this application for approval to provide Adult and Dislocated Worker Career Services after careful consideration of a number of factors. The following information represents key examples of the factors that led to this application.

GSJTA was founded as a workforce development agency through a partnership between the region's member counties in 1983. As such, the agency has been actively providing workforce development services to Placer County for more than 30 years. During that time, the Agency has spent extensive efforts developing relationships within the county that foster systems alignment and the provision of efficient, effective and coordinated business and job seeker services. GSJTA has developed deep roots in the community and long term partnerships that result in the quick receipt of services to those needing them most.

GSJTA makes significant investments in the professional development of its staff. These investments have proven fruitful as the agency has been awarded a multitude of workforce development grant programs from varying sources of funding which include federal, state and local streams. Many of these programs are discussed in section 3. GSJTA's success running these programs has resulted in additional funding awards and incentive grants including the recent award announced in the attached (Attachment I) Workforce Information Service Notice 16-27 (WSIN16-27) for having reached the designation as a "High performing Board".

In the Golden Sierra region, the majority of services have undergone a competitive process. This process included the letting of a Request for Proposals (RFP) for Career Services in El Dorado and Alpine Counties as well as a Youth Services RFP in El Dorado, Placer and Alpine Counties. The end result was the contracting of Adult and Dislocated Worker Career Services as well as Youth Services in both El Dorado and Alpine Counties.



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

GSJTA program staff have been represented by Stationary Engineers Local 39 (Local 39) since 2003. Local 39 opposes the dislocation of the GSJTA's qualified, experienced and skilled workforce development professionals for the purposes of transitioning services to a new entity. This application includes a letter from Local 39 Business Representative Chuck Thiel supporting GSJTA's provision of Career Services as requested (Attachment V).

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

As mentioned previously, GSJTA program staff have extensive knowledge of workforce development programs and the target populations identified in WIOA Section 3(24)(A)-(M). This includes ongoing professional development in program specific requirements such as eligibility and participant tracking, the use of training contracts for occupational skill training, On-the-Job Training, Work Experience and more. In addition to program specific knowledge, program staff are required to have obtained 4 year degree and to attend regular staff development offerings within the consortium. Staff are also encouraged to continue their professional development through outside sources such attending workshops and other trainings.

Through GSJTA's historical presence in the community, relationships have been developed that will not be available to new service providers. In addition to leveraging these long standing relationships, the agency has in place processes, procedures and internal controls that have been developed based on years of experience, audits and state monitoring that places the agency in a unique position to ensure these services are offered with the utmost integrity.

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

GSJTA will provide the comprehensive list of Basic and Individualized Career Services as defined in WIOA Section 134 (c)(2). In addition, GSJTA will provide access to training services as defined in WIOA

Section 134 (c)(3) to eligible participants, including those with barriers to employment such as those identified in WIOA Section 3 (24)(A)-(M), via Occupational skills, On-the Job Training, Transitional Jobs opportunities through the use of contracts for such services which includes the use of Individual Training Accounts (ITAs).

GSJTA has developed its expertise in the provision of federally funded workforce development services similar to WIOA by providing these types of services since 1983. This includes the provision of services via the Job Training Partnership Act (JTPA), the Workforce Investment Act (WIA) and now the WIOA.

In addition to these services, a small sample of programs that GSJTA has successfully administered include Welfare-to-Work, National Emergency Grants for Natural Disasters as well as Veterans and the Long Term Unemployed, Disability Program Navigator, Disability Employment Initiative, Disability Employment Accelerator, TANF Enhanced Subsidized Employment and Emergency Contingency Funds, Community Service Block Grants, Proposition 39, AB 2060 Supervised Population Workforce Training and many others.

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

4. Provide the Local Area's performance outcomes for each of the last three Program Years (PY 2013-14, 2014-15, 2015-16). Describe how these outcomes compare to other Local Areas in the Regional Planning Unit (RPU). For single Local Area RPUs, compare performance outcomes to other comparable Local Areas in the surrounding area.

Performance Year 2015/2016		Negotiated Performance Level	Actual Performance Level	Success Rate
Entered Employment Rate	Adults	70.5%	78.0%	<b>110.6%</b>
	Dislocated Workers	72.0%	84.0%	<b>116.7%</b>
Retention Rate	Adults	82.0%	82.0%	<b>100.0%</b>
	Dislocated Workers	84.5%	83.0%	<b>98.2%</b>

Average Earnings	Adults	\$17,500	\$15,487	<b>88.5%</b>
	Dislocated Workers	\$18,950	\$24,697	<b>130.3%</b>
Placement in Employment or Education	Youth (14-21)	63.5%	71.0%	<b>111.8%</b>
Attainment of Degree or Certificate	Youth (14-21)	64.0%	84.0%	<b>131.3%</b>
Literacy or Numeracy Gains	Youth (14-21)	48.0%	40.0%	<b>83.3%</b>

Performance Year 2014/2015		Negotiated Performance Level	Actual Performance Level	Success Rate
Entered Employment Rate	Adults	70.5%	85.4%	<b>121.1%</b>
	Dislocated Workers	72.0%	86.4%	<b>120.0%</b>
Retention Rate	Adults	82.0%	91.9%	<b>112.1%</b>
	Dislocated Workers	84.5%	91.5%	<b>108.3%</b>
Average Earnings	Adults	\$17,500	\$18,674.43	<b>106.7%</b>
	Dislocated Workers	\$18,950	\$26,747.26	<b>141.1%</b>
Placement in Employment or Education	Youth (14-21)	63.5%	63.8%	<b>100.5%</b>
Attainment of Degree or Certificate	Youth (14-21)	64.0%	78.0%	<b>121.9%</b>
Literacy or Numeracy Gains	Youth (14-21)	48.0%	65.0%	<b>135.4%</b>

Performance Year 2013/2014		Negotiated Performance Level	Actual Performance Level	Success Rate
Entered Employment Rate	Adults	72.5%	77.3%	<b>106.6%</b>
	Dislocated Workers	67.0%	78.1%	<b>116.5%</b>
Retention Rate	Adults	85.0%	85.7%	<b>100.8%</b>
	Dislocated Workers	87.5%	88.2%	<b>100.8%</b>
Average Earnings	Adults	\$16,750	\$18,442	<b>110.1%</b>
	Dislocated Workers	\$17,900	\$25,652	<b>143.3%</b>
Placement in Employment or Education	Youth (14-21)	63.5%	63.8%	<b>100.5%</b>
Attainment of Degree or Certificate	Youth (14-21)	64.0%	78.0%	<b>121.9%</b>
Literacy or Numeracy Gains	Youth (14-21)	48.0%	65.0%	<b>135.4%</b>

The Capital Area Regional Planning Unit (RPU) includes Sacramento Employment and Training Agency (SETA), the North Central Counties Consortium (NCCC), Yolo County and Golden Sierra. Comparing

performance outcomes within the (RPU) is slightly difficult as two of the local areas SETA and NCCC administer programs under a modified Integrated Service Delivery model (ISD) developed under the pilot learning lab system. This means that, in general, ISD entities will enroll larger numbers of individuals however; the respective local areas will have lower negotiated performance expectations than non ISD local areas. Neither Golden Sierra nor Yolo county use the ISD model therefore, any comparisons made need to be made with the understanding that the comparison is not “apples to apples”.

In reviewing the data published in the California Workforce Board’s Annual Reports for the last three program years one will see that only two of the 108 total performance outcomes attributable to the 4 local areas in the RPU were not met (Yolo 2013). Additionally, Golden Sierra’s negotiated performance expectations were significantly elevated compared to the remaining three local areas for each of the three program years specifically with regards to Adult and Dislocated Worker Earnings. However, Golden Sierra met or significantly exceeded performance in all areas including Adult and Dislocated Worker Earnings.

Three of the local Areas in the RPU gained “High Performing Board” Status and received Incentive awards as published in WSIN16-27 on December 27, 2016. By and large, all areas in the RPU are successful at meeting performance expectations and Golden Sierra is no exception.

5. Provide evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services. Attach supporting documentation.

Golden Sierra is uniquely qualified to provide career services for the following reasons

- A 30+ year track record of performance above industry standard
- Staff are highly educated and well-trained in workforce development issues
- Leadership is well-informed and has extensive knowledge of the law and related regulations
- Internal controls are well-established and effective (no disallowed costs or egregious findings)
- Local policies are well-written and effectively enforced
- GSJTA is approved by Social Security Administration as an Employment Network – this allows the agency to serve individuals with barriers to employment, including those with disabilities
- Relationships with required one-stop partners are well-established
- Reputation among participants and employers is strong

- GSJTA staff are physically co-located in the comprehensive AJCC with EDD – GSJTA is the obvious choice to provide career services; awarding a contract to a new provider would be disruptive and participants/employers would experience a gap in services
- Staff has extensive experience (5+ years) entering data in CalJOBS and navigating the complexities of the state’s labor exchange service.
- Designated as a High Performing Board (WSIN16-27)

Golden Sierra elected to participate in the National Association of Workforce Board’s storytelling campaign known as Workforce Investment Works. This application includes a sample of customer quotes and testimonials that have been collected over multiple program years. Attachment II

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

Letters from the Local Board Chair and the Governing Body are included as Attachments III and IV respectively.

Meeting minutes of the Workforce Board and the Governing Body documenting approval are included in Attachment V.

# Signature Page

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

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

## Local Workforce Development Board Chair

## Local Chief Elected Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Rick Larkey  
Name

\_\_\_\_\_  
Michael Ranalli  
Name

\_\_\_\_\_  
Chair, Golden Sierra WDB  
Title

\_\_\_\_\_  
Chair, Golden Sierra Governing Body  
Title

\_\_\_\_\_  
1/19/17  
Date

\_\_\_\_\_  
2/1/17  
Date



## HIGH-PERFORMING LOCAL BOARD AWARDS

Pursuant to *California Unemployment Insurance Code* (CUIC) Section 14200(c), the California Workforce Development Board (State Board) has established standards for certification of high-performing Local Workforce Development Boards (Local Board). CUIC Section 14200(d) requires a portion of the Governor's discretionary fund to be made available for the purpose of providing performance incentives to high-performing Local Boards. In Program Year 2012-13 the State Board certified 31 high-performing Local Boards. Program Year 2016-17 will be the first year these Local Boards receive monetary awards as the Governor's discretionary fund has been restored to the full 15 percent this Program Year.

Each of the following Local Boards will be identified as being high-performing on the [State Board's website](#), and receive a monetary award of either \$54,838 or \$54,839:

- |                          |                         |                          |
|--------------------------|-------------------------|--------------------------|
| 1) Contra Costa County   | 12) Santa Cruz County   | 23) Solano County        |
| 2) Kings County          | 13) SELACO              | 24) Sonoma County        |
| 3) Los Angeles County    | 14) SETA                | 25) City of Anaheim      |
| 4) Monterey County       | 15) South Bay           | 26) Golden Sierra        |
| 5) NOVA                  | 16) Tulare County       | 27) Kern, Inyo, and Mono |
| 6) Orange County         | 17) Foothill            | 28) NCCC                 |
| 7) City of Richmond      | 18) City of Los Angeles | 29) NoRTEC               |
| 8) Riverside County      | 19) Merced County       | 30) San Diego County     |
| 9) San Bernardino County | 20) Pacific Gateway     | 31) Madera County        |
| 10) City of San Jose     | 21) Ventura County      |                          |
| 11) City of Santa Ana    | 22) Humboldt County     |                          |

For more information on the State's high-performing Local Board policy and awards, please contact Doug Sale at the State Board at 916-657-1445 or [douglas.sale@cwdb.ca.gov](mailto:douglas.sale@cwdb.ca.gov).

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
 Central Office Workforce Services Division

## **Partner Testimonial Samples:**

Golden Sierra Job Training Agency (GSJTA) and the Employment Development Department (EDD) Northern Workforce Services staff have partnered together since 1998 in order to provide comprehensive Career and Training Services to Placer, El Dorado and Alpine Counties. This includes, as early implementers, establishing the first comprehensive One-Stop centers under the Workforce Investment Act (WIA). Establishing these centers required the colocation of staff, as well as, the co-development of mutually valuable processes and procedures ensuring both agencies met respective program expectations. During our time as program partners, GSJTA staff have displayed professionalism, and a willingness to partner in order to achieve success for all parties. Similar to EDD, GSJTA administers multiple programs that require a high degree of professional expertise. This expertise is displayed in the Region's WIA/WIOA performance outcomes and through the designation as a high performing area and receipt of incentive awards for receiving that designation.

As a colocated partner in the region's only comprehensive center, choosing another provider through a competitive process would result in unreasonable and unnecessary service disruptions and costs for all Core Partners and the job seekers they serve. For these reasons I support GSJTA's continued provision of Career Services.

Sincerely,  
Diane Ferrari  
Division Chief  
Northern Workforce Services  
Employment Development Department

## **Business/Employer Testimonial Samples:**

We greatly enjoyed our experience with the Golden Sierra OJT program. We were able to find a suitable candidate and had continued support throughout the training process. We were able to transition our OJT candidate into a full time employee--she has just celebrated her 1 year anniversary!

As a company we would recommend this program to others in search of qualified employees. We also would encourage those in our community looking for employment to participate in the programs offered by Golden Sierra.

Charity at Farmers in Meadow Vista

A partner and I are bringing a collegiate wood bat baseball club to Lincoln, CA. We have a license agreement with the City, franchise in the Great West League and have recently hired our General Manager and Director of Sales. We are going to be looking to fill two positions in the next month that will be full and part time year round positions in an office in Lincoln. My wife, Isabel, used your program previously and it was tremendously helpful in starting her business.

Clifton Taylor



I'm looking forward to participating in the WEX program again not only for technical interns but for other positions for my growing company.

Askia Howell Alpha Baller Technologies

In a nutshell, Golden Sierra made participation in the program unexpectedly easy for employers, which was a huge relief for me as a small business owner. What I didn't appreciate until later in the process was how much the reimbursement actually helped to offset the cost of training a new employee, particularly a first employee.

Isabel Domeyko Taylor New Economics & Advisory

Compassion Planet looks forward to a long-term working relationship with Golden Sierra to ensure together we can provide a positive work experience to help young (18-25 year olds) at-risk youth develop the necessary work and people skills to ensure that they will be productive and successful contributors to our community.

Candidates placed by Golden Sierra are hardworking individuals who stay on-task, are willing to learn new skills and desire to be a positive member of our work team.

Maura Kent Compassion Planet

Golden Sierra has been very helpful to me the last 2 years. They helped me find an outstanding HR Assistant. I utilized the Wage Subsidy program. It was very easy and actually was so smooth

[Golden Sierra has] been extremely helpful over the last year in our hiring needs. They helped me with a Hiring Event, they did it all. Advertised, took reservation, came early to set up and check the applicant in and cleaned up. We received 20 resumes from that event. 12 of which we had or will have for interviews.

Lisa Hutchison Cokeva

I was able to find an IT intern through their service. We are nearing the end of the internship and it was rewarding for everyone. He's decided to go to school to get a degree in IT administration, which is a big win for all involved.

Askia Howell Alpha Baller Technologies

When we needed to add scanning technicians for our business to meet a big project deadline, they provided us with prescreened applicants. We were able to finish that project on time and under budget thanks to Golden Sierra and the various programs like WEX and OJT they offered. We acquired some excellent workers and even though our work has slowed down for now, we still have one of the workers working for us full time. She is a great worker and we are happy to have her as part of our full time team.

Lonnie Hines Hines EDM

We have two employees who graduated from the OJT Program, our office manager who is going on four years and a computer technician who has been here for 1 ½ years. Golden Sierra posted a job description for a Business Services Independent Contractor. Within a few days we had 10 applicants to interview and employed a highly qualified person from the group.

Our experience with Golden Sierra has been more than excellent. The staff are professional, well organized, and make super use of their resources.

Stewart Schurr Doctor PC

The paperwork for the OTJ program was minimal and easy to complete, staff minimized my involvement by coordinating directly with the job candidate, staff was available and responsive to answer the questions I did have, and the reimbursement process is simple and straightforward.

Isabel Domeyko Taylor New Economics & Advisory

### **Customer Testimonial Samples:**

The resources and staff at Golden Sierra were invaluable in helping me develop the skills and confidence I needed to find success in my job search. I was able to check the job boards and use the computers to access CalJobs. I worked one-on-one with my employment counselor to polish my resumes and cover letters. I strongly recommend the job seeker workshops, which helped me assess my strengths, determine my goals, and develop and practice interviewing and networking skills.

Best Regards,

Jeanine

"With determination, patience and the wonderful help Golden Sierra Job Training Agency gave me, I was able to start my path on the goals I set for my future."

~ Dakota Nesbit

"I attended a series of free career planning and personality assessment workshops. After I was done, I was able to identify how my personality was perfect for my chosen career path as a medical assistant. I found new confidence on the job and in my personal relationships as a result of this."

~ Kiarra Brown

"I was unemployed and looking for a rewarding career when I came to Golden Sierra Job Training Agency. The interview workshops, career coaching and resume help were all vital in helping me get my life on track. Now, I am a full-time contracting employee with PG&E."

~ Richie Reyes

"I have extensive experience and training as an Emergency Medical Technician. As a healthcare professional, I thought I knew how to construct a resume and how to find a job. When I asked my CPR instructor to critique my resume, she advised me, 'Don't show it to anyone else!' if I ever wanted to get a job. I used Google to locate the local career center and immediately registered for several of the Auburn Connections "How-to" workshops. I spent every day working on my resume, applying for positions, and attending workshops. Within a few days I began getting responses and after three interviews I was hired! Jan's workshops gave me the confidence to succeed in my interview."

~ Lauren

"The most useful part of this program was the guidance, support and motivation I received from my case worker and the time [she] spent talking with me and listening to my goals."

~ Rebecca Reyes

"The most helpful services in overcoming challenges and issues were the workshops and the coaching. I would like to tell others that the One-Stop Career Centers offer useful programs and they should try them out."

~ Lexi

"Golden Sierra Job Training Agency has been so wonderful. My grandson received so much help: he was able to study for his GED, and get a part-time job with an employer who would work with is less-than-perfect background. He became a changed person. He now would like to attend college. Thank you, thank you."

~ Geraldine

"Through the youth program, I was able to find out what I really want to do with my life: I will study sustainable agriculture. I participated in a youth program where I worked on a small farm that supports over 100 families. This changed my life.  
Thank you."

~ Erik

"I am much more focused and confident after working with the staff at the Auburn Connections Center. I have a network, a plan, and the resources I need to take this personal campaign to a successful conclusion. This a great place to focus, get advice and help. I appreciated the opportunity to attend classes, meetings, job fairs, use the computer/internet, and all the friendly support."

~ Bo Boynton

"I want to thank Golden Sierra Job Training Agency for helping me find stable and rewarding employment. The OJT program gave me the opportunity to market myself to employers in a unique way. Because Golden Sierra agreed to reimburse the employer 80% of my wages I was hired in a position that I was not completely qualified for. The owner took a chance on me and allowed me to train in multiple areas of the company. I earned his trust and built up my own confidence. Since, I have advanced from the hiring position of Bookkeeper to Operations Manager. Even though I was hired 18 months ago, Golden Sierra continues to root for my success."

~ Robyn Russell

I wanted to let you know how grateful I am for your program's assistance. Since we were granted your scholarship I have received my level II POST, an AS degree in Biological Sciences as well as a degree in Administration of Justice. I am now back in school for business as I've found that is where my current job and interest remain.

~ Hailey Graspoiner

We have had a Golden Sierra employee working with us for a few months. When he came to us, he had no training and no work history. He struggled with simple tasks and the basics of a work environment. We counseled him, as did his supervisor at Golden Sierra, several times and it did not seem to be working. At this point, he was not adding value to our organization, and if he was a paid employee, we would have terminated him. Through more training and counseling, he has come so far, just in the past month. This program really worked for this staff member, and for us. He was able to get the experience necessary to get started in the work force, and we were able to gain a staff member without it affecting our budget. As our time comes to a close, we will be interviewing him for a paid position with us. Now that we have seen what he can bring to our organization, if a position is available, I have no hesitating hiring him. I know for a fact this would not have been true at the beginning of this adventure, and for that, I thank Golden Sierra Job Training Agency.

~ Jamie Hudson

Thank you for all your help. Especially for introducing me to Seeley and being the first to send me the flyer for the position that I now hold. I can't thank you enough.

I haven't had a chance to call in but I will this week when I get my first paycheck because I wouldn't have had this start if it wasn't for all of you.

~ Shamal Williams

I have some exciting news and Golden Sierra guidance and support was an essential part of my opportunity to return to the workforce. I was offered two employment positions and accepted an employee position with Verizon Network Business Operations. The two course I'm enrolled were significant in my employment opportunities and definitely made it possible to return to workforce making very close to the same base salary I previously made.

~ Linda Isaacson

GOLDEN SIERRA  
WORKFORCE DEVELOPMENT  
BOARD

Attachment III

1919 GRASS VALLEY HWY,  
SUITE 100  
AUBURN, CA 95603  
(530) 823-4635

MEMBERS

AAMIR DEEN

Unite Here Local 49

ANETTE SMITH-DOHRING  
Sutter Health Sacramento Sierra Region

BILL BETTENCOURT  
Placer School for Adults

CAROL PEPPER-KITTREDGE  
Sierra College

CHRISTINA NICHOLSON  
Whole Person Learning

DANIELA DEVITT  
California Employers Association

ERIC COOPER  
California Indian Manpower Consortium

JASON BUCKINGHAM  
Golden Sierra Job Training Agency

JOHN TWEEDT  
District Council 16

KATHLEEN BURRIS  
CVS Health

KEVIN FERREIRA  
Sacramento – Sierra's Building and  
Construction Trades Council

KIMBERLY PELLOW  
Brandman University

LAUREL BRENT-BUMB  
Bumb Construction

MARCY SCHMIDT  
Placer Co. Business Advantage Network

MARK FRAYSER  
Department of Rehabilitation

MARTHA ESCOBEDO  
Employment Development Department

MICHAEL ZIMMERMAN, *Vice Chair*  
MTI College

PAUL CASTRO  
California Human Development

RICK LARKEY, *Chair*  
North State Building Industry Foundation

RUSTIN JOHNSTON

IBEW Local 340

STEWART SCHURR  
Doctor PC

TINK MILLER  
Placer Independent Resource Services

VIC WURSTEN  
PRIDE Industries

January 19, 2017

California Workforce Development Board  
P.O. Box 826880  
Sacramento, CA 94280-0001

Re: Golden Sierra Job Training Agency Career Services Application

As Chair of the Golden Sierra Workforce Development Board (GSWDB), I acknowledge that the GSWDB reviewed and approved Golden Sierra Job Training Agency's application to provide Adult and Dislocated Worker Career Services. This action occurred at our public meeting held on January 19, 2017.

Sincerely,

Rick Larkey  
Chair, Golden Sierra Workforce Development Board

GOVERNING BODY MEMBERS

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

MICHAEL RANALLI, *Chair*  
Board of Supervisors,  
El Dorado County

KIRK UHLER  
Board of Supervisors,  
Placer County

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JASON BUCKINGHAM  
Executive Director

Golden Sierra Job Training Agency  
1919 Grass Valley Hwy, Suite 100  
Auburn, CA 95603

(530) 823-4635

February 1, 2017

California Workforce Development Board  
P.O. Box 826880  
Sacramento, CA 94280-0001

Re: Golden Sierra Job Training Agency Career Services Application

As Chair of the Governing Body for the Golden Sierra Job Training Agency, the Chief Local Elected Official (CLEO) for the Golden Sierra Workforce Development Area, I acknowledge that the Governing Body reviewed and approved Golden Sierra Job Training Agency's application to provide Adult and Dislocated Worker Career Services. This action occurred at our public meeting held on February 1, 2017.

Sincerely,

Michael Ranalli  
Governing Body Chair  
Golden Sierra Job Training Agency



# Stationary Engineers, Local 39

INTERNATIONAL UNION OF OPERATING ENGINEERS AFL-CIO

**JERRY KALMAR**  
BUSINESS MANAGER-SECRETARY

December 28, 2016

RE: Adult and Dislocated Worker Career Services

To Whom It May Concern,

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Chuck Thiel", is written over the word "Sincerely,".

Chuck Thiel  
Business Representative

**GOLDEN SIERRA  
GOVERNING BODY AND EXECUTIVE COMMITTEE**

**MEMORANDUM**

**DATE:** February 1, 2017

**TO:** Governing Body (G) & Executive Committee (EC)

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

**SUBJECT:** 2017-2020 WIOA Local Plan

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Before the Boards for review and approval is the required WIOA Local Plan for the period of 2017-2020. The request includes allowing Golden Sierra Job Training Agency (GSJTA) staff to make adjustments to the plan, as necessary, in order to ensure that the plan meets state requirements.

WIOA Local Plan: <http://goldensierra.com/wioa-local-plan-2017-2020/>

The plan has been made publicly available and open for comment for the required 30 day period. Agency staff seek approval from the Executive Committee of the WDB and the Governing Body in order to meet the submission due date of March 15, 2017.

The plan ensures that the local WIOA partners, with Local Board oversight, will assist the state in meeting its planned goals of 1 million industry valued credentials and doubling the number of apprenticeships statewide over the next 10 years. It does this by adopting the state policy framework which includes:

Three policy objectives:

1. Demand Driven Skills Attainment
2. Enabling upward mobility, and
3. Aligning, coordinating and integrating programs and services

Seven strategies:

1. sector strategies
2. career pathways
3. organizing regionally
4. earn and learn models
5. supportive services
6. building cross system data capacity
7. integrating services and braiding resources



And two primary goals:

1. Producing a million “Middle Skill” industry valued and recognized postsecondary credentials
2. Doubling the number of apprenticeships statewide (between the years of 2017 and 2027)

The plan further ensures that the local system will organize regionally, through the Capital Region Planning Unit (RPU), in order to identify regional sector needs and career pathways. The local system partners will then respond to these needs by creating onramps to these pathways, in part, through the use of earn and learn models and through providing financial support services that assist in the successful completion of individual training plans.

The One-Stop Operator:

The local One-Stop Operator (OSO), with Board oversight and direction, plays a key role in facilitating the integration of services and the braiding of resources. The OSO will meet regularly with the system partners to facilitate system discussions that elevate outcomes for all while bringing efficiencies to the system. The OSO will also report to the Board on the progress of these meetings.

Outcomes:

The WIOA Core partners will assist the state in meeting its two aspirational goals though meeting the WIOA required measures which include for Adults and Dislocated Workers:

- Entered Employment
- Employment Retention
- Median Earnings
- Credentials
- Measurable Skills Gain

And, for youth:

- Placement in employment, training or education
- Retention in employment, training or education
- Median earnings
- Credentials
- Measurable Skills Gain

There is also a to be determined business measure or measures

The Local Board will provide oversight by applying its adopted framework which applies practical actions leading to annual goals in the areas of:

- Leadership and Strategy
- Business Engagement
- Training
- Best Practices
- Outreach

# **GOLDEN SIERRA GOVERNING BODY**

## **MEMORANDUM**

**DATE:** February 1, 2017  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJECT:** WDB Membership, Recruitment and Attendance

---

### Membership & Recruitment:

In accordance with 20 CFR 679.310(g)(3) the attached policy has been implemented and approved by the Workforce Development Board effective January 19, 2017.

679.310(g)(3) The process to notify the CEO of a WDB member vacancy to ensure a prompt nominee.

Due to recent term expirations and resignations the Workforce Board currently has 3 vacant business seats.

Active recruitment is currently in place as outlined in the policy.

### Attendance:

In accordance with WDB Bylaws Section 3.50, the Workforce Board would like to make you aware of current attendance concerns and steps taken.

#### **3.50 REMOVAL FOR CAUSE**

Any member may be removed from the WDB for cause if a majority of the WDB recommends such action at a legally constituted meeting, and this action is approved by the Governing Body.

“Cause” shall be defined as a determination by the WDB that the member is unable to effectively represent the categorical seat to which he/she is appointed. Absence at three (3) consecutive regular meetings shall result in that position being declared vacant by the WDB, and will result in automatic recommendation for removal.

The following two board members have reached the (3) consecutive meeting threshold:

Anette Smith-Dohring, Sutter Health – representing business

Ms. Smith-Dohring has been assigned a new role within her organization and has been unable to attend meetings due to scheduling conflicts. We are reaching out to Ms. Smith-Dohring to confirm if scheduling conflict may prevent her from continuing to serve on the board; if so we would ask for her assistance in seeking a suitable replacement from within her organization.

Kevin Ferreira, Sacramento-Sierra Building& Construction Trades Council – representing organized labor

Mr. Ferreira has been unable to attend meetings due to scheduling conflicts, but wishes to continue serving on the board and will make every attempt to attend future meeting.

Staff will provide updates on membership, recruitment and attendance at future meetings until vacancies and attendance issues have been resolved.

To:	Workforce Board
Subject:	Workforce Board notification & recruitment
Effective Date:	January 19, 2017
Revision Number:	

### Purpose

The purpose of this document is to establish a standardized notification and recruitment process when vacancies on the Workforce Board occur or are imminent. This policy will provide direction to GSJTA staff allowing them to initiate the notification and recruitment process in a timely manner.

### Policy

When made aware of a vacancy or upcoming vacancy on the Workforce Development Board, GSJTA staff will notify the Boards by placing an item on the next available agenda.

In addition to formally notifying the Workforce Board in compliance with 20 (CFR) 679.310, GSJTA staff will immediately begin a focused member recruitment using one or more of the following strategies:

- Notify Governing Body, Workforce Board and Workforce System Partners, local Chambers of Commerce, and Business Associations via email to solicit assistance in the recruitment process; notification will include details on membership category and provide a recruitment flyer.
- E-blast flyer to Golden Sierra business database and/or local Chambers of Commerce members
- Board members or staff will reach out to individuals referred through the recruitment process to identify suitability and interest.

### References

20 CFR Parts 679.310

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** February 1, 2017

**TO:** Governing Body (GB)

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

**SUBJECT:** One Stop Operator

---

The One-Stop Operator RFQ was released January 1, 2017 based on the services approved by the Board which include:

- 1) In conjunction with Workforce Board oversight and designated administrative staff, the One-Stop Operator will coordinate the implementation of negotiated Memorandums of Understanding (MOUs) and  
Cost Sharing Agreements (CSA) with all mandated partners.
- 2) The convening and facilitation of quarterly WIOA partner meetings that focus on systems alignment, process improvement and building value added collaboration amongst system partners.
- 3) The One-Stop Operator will act as a liaison between the Workforce Board and the system partners and as such will be required to attend meetings of workforce board or its Executive Committee to receive direction and to report on progress no less than three times annually.

A mandatory Bidder's Conference was held on January 5, 2017 in which two entities were in attendance

Bidder's responses are due January 31, 2017 by 5:00pm

Responses will be rated and reviewed and staff recommendations brought to the next regularly scheduled Workforce Board meeting in March 16th, and then to Governing Body on April 5<sup>th</sup> for approval.

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** February 1, 2017  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Funding Rescission

---

The State published two Workforce Service Information Notices (WSIN) WSIN16-22 and WSIN16-23 each of which revises the region's allocations.

[WSIN16-22](#) reduces the area's Rapid Response funding allocation by \$1,134

[WSIN16-23](#) reduces the area's allocation for the Adult and Dislocated Worker funding streams by \$4,249 and \$5,142 respectively.

The funding reductions are a result of rescissions imposed on the state by the Department of Labor.

The Agency will absorb the rescinded funding within the "Program Operations" cost center so that service contractors and their participants remain unaffected.



## HIGH-PERFORMING LOCAL BOARD AWARDS

Pursuant to *California Unemployment Insurance Code* (CUIC) Section 14200(c), the California Workforce Development Board (State Board) has established standards for certification of high-performing Local Workforce Development Boards (Local Board). CUIC Section 14200(d) requires a portion of the Governor's discretionary fund to be made available for the purpose of providing performance incentives to high-performing Local Boards. In Program Year 2012-13 the State Board certified 31 high-performing Local Boards. Program Year 2016-17 will be the first year these Local Boards receive monetary awards as the Governor's discretionary fund has been restored to the full 15 percent this Program Year.

Each of the following Local Boards will be identified as being high-performing on the [State Board's website](#), and receive a monetary award of either \$54,838 or \$54,839:

- |                          |                         |                          |
|--------------------------|-------------------------|--------------------------|
| 1) Contra Costa County   | 12) Santa Cruz County   | 23) Solano County        |
| 2) Kings County          | 13) SELACO              | 24) Sonoma County        |
| 3) Los Angeles County    | 14) SETA                | 25) City of Anaheim      |
| 4) Monterey County       | 15) South Bay           | 26) Golden Sierra        |
| 5) NOVA                  | 16) Tulare County       | 27) Kern, Inyo, and Mono |
| 6) Orange County         | 17) Foothill            | 28) NCCC                 |
| 7) City of Richmond      | 18) City of Los Angeles | 29) NoRTEC               |
| 8) Riverside County      | 19) Merced County       | 30) San Diego County     |
| 9) San Bernardino County | 20) Pacific Gateway     | 31) Madera County        |
| 10) City of San Jose     | 21) Ventura County      |                          |
| 11) City of Santa Ana    | 22) Humboldt County     |                          |

For more information on the State's high-performing Local Board policy and awards, please contact Doug Sale at the State Board at 916-657-1445 or [douglas.sale@cwdb.ca.gov](mailto:douglas.sale@cwdb.ca.gov).

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

## **GOLDEN SIERRA WORKFORCE BOARD**

### **SERVICE PROVIDER REPORT**

Report Period: 11/1/2016-12/31/2016

Prepared By: Alpine County (RL)

#### **ACTIVITY SUMMARY**

<input checked="" type="checkbox"/>	New Enrollments	One new youth enrollment
<input type="checkbox"/>	New ITA Contracts	
<input type="checkbox"/>	New OJT Contracts	
<input type="checkbox"/>	New WEX Contracts	
<input checked="" type="checkbox"/>	Total One-Stop Visitors	54 Total One-Stop visitors
<input type="checkbox"/>	Unique One-Stop Visitors	

#### **PROGRAM UPDATES**

Youth Currently working with youth to enroll students into Community Colleges for upcoming semester/quarter beginning at Western Nevada College and Lake Tahoe Community College

Adult Working with adults during resume/ building workshops and career guidance activities

Dislocated Worker N/A

Prop 39 N/A

Disability Employment Accelerator (Advance) N/A

National Emergency Grant (SP-NEG) N/A

#### **EVENT PARTICIPATION**

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
12/16/2016	Increasing Access to Job Seekers with Disabilities	Informing Career Center Staff and front line staff on providing accessibility to resources
12/9/2016	SNAP-ED E&T Training	Research on pilot programs for CF E&T programs and expanding to additional counties
12/08/2016	WIEC College Planning night	Informing student about WIOA, financial aid and guidance for signing up for college courses
11/8/2016	ADVANCE Consortium meeting	Continued development of ADVANCE, discussion of GED testing, WIOA joint sessions discussions.

#### **NOTEABLE OUTCOMES**

Labor Exchange Services N/A

Business Engagement Working with local business owners to develop OJT and WEX opportunities for clients and strategizing to meet with employers in outlying areas

Partner Engagement Partnering with ADVANCE, WIEC, BHS, Department of Education for WIOA education and resource sharing

Service Delivery Strategies Currently working on partnerships with ADVANCE to development WIOA information sessions in Alpine County on a bi-monthly basis, working with Human Resources managers in assisting with finding job seekers to fill positions

WIOA Transition Attending any WIOA conferences and research any new directives for WIOA and attending webinars and workshops



## **GOLDEN SIERRA WORKFORCE BOARD**

### **SERVICE PROVIDER REPORT**

Report Period: November/December  
2016

Prepared By: Jenny Wilson

#### **ACTIVITY SUMMARY**

<input checked="" type="checkbox"/>	New Enrollments	8
<input checked="" type="checkbox"/>	New ITA Contracts	7
<input checked="" type="checkbox"/>	New OJT Contracts	1
<input checked="" type="checkbox"/>	New WEX Contracts	0
<input checked="" type="checkbox"/>	Total One-Stop Visitors	933
<input type="checkbox"/>	Unique One-Stop Visitors	Other One Stop activities include monthly workshops on a variety of topics taught by WIOA and partner staff. Four WIOA Informations sessions are offered monthly along with four Department of Rehabilitation Orientation sessions. Workshops include How to Get a State job, Interviewing, Resume Development, Math Skills, a series of 8 workshops (rotating) that address Stress Management related to employment as well a series of workshops sponsored by our Health Department that teach folks how to make positive food choices, including quick and easy recipes on a limited budget.

#### **PROGRAM UPDATES**

Youth 1) On-going monthly meetings with the Foster Youth Advisory Committee and the sub committee Transition to College and Career Task Force (TCCTF); 2) Met with Mr. Nicholson from Whole Person Learning. We are currently serving one youth from their program. He will be providing staff training on 1/13/17.

Adult On going monthly meetings with the SLT AB86/Advance Consortia. On November 9<sup>th</sup> we piloted the first joint WIOA/Advance/HHSA group orientation. Advance staff were able to reach into the Hispanic Community as the 11/9/16 session had all spanish speakers in attendance. The second pilot orientation was held on 12/14/16; 15 people (adults and youth) attended. Two potential clients are in process re. working with WIOA (one potential client has a Ticket To Work), and positive conections were made with three youth from Mt. Tallac High School.

Dislocated Worker Golden Sierra (GS) Job Developer (JD) and EDC WIOA staff attended WARN meeting on 12/8/16 for Zimmer Bio Tech.

Prop 39 N/A

Disability Employment Accelerator (Advance) N/A

National Emergency Grant (SP-NEG) N/A

#### **EVENT PARTICIPATION**

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
11/1/16 and 11/3/16	One Stop Training for Child Support Case Management Staff	Provided targeted training to 20 Child Support Case Managers about the services and programs available through the One Stop in Placerville.
11/8/16	Met with El Dorado High School Career Counselors	Awareness of our program for graduating seniors and a referral to Vista Alternative High School.
11/14/16 and 12/1	Met with lead teacher/coordinator of Vista Alternative HS. This meeting	As a result of staff presentation one senior is currently working with WIOA CM and our Job

	lead to a presentation on 12/1/16	Developer. Will enroll when he graduates May 2017. Monthly WIOA meetings with seniors will be scheduled.

## NOTEABLE OUTCOMES

Labor Exchange Services 1) Department of Justice Employer Forum held at the El Dorado Hills Library- 20 people in attendance.

Business Engagement 1) Working with GS/JD, Tammy Cornelison two days a week to provide business services to El Dorado County. Tammy will provide a more detailed report re. activities in EDC. 2) EDC staff met with two employers ( N-Hance and Home Helpers) to share information, coordinated with GS/ JD. 3) On 11/10/16 EDC WIOA staff worked with Goodwill Industries re. a hiring event in Placerville... 30 people were hired. 4) 12/1 EDC Staff met with USDA Forest Service staff, EDC connected GS/JD to set up 2 Employer Forums in January 2017.

Partner Engagement 1) On 11/8/16 - Meet with El Dorado High School Career Counselor Staff to discuss best ways to let graduating seniors know about our programs, 2) EDC staff attended 11/9/16 and 11/10/16, 12/ 7/16 and 12/14/16 LTCC ADVANCE Network meetings; 3) On 11/17 and 12/15/16 WIOA and WTW Joint One Stop staff meetings were held. The purpose of these meetings is to coordinate and improve One Stop services; 4) Met with AB 109 staff to develop One Stop resources for ex-felons. 4) On 12/3/16 met with two DOR Counselors to discuss better coordination. WIOA/Connections One Stop will be starting a Soft Skills (Job Skills) series called jSkills in January. DOR will be sending appropriate clients to these workshops.

Service Delivery Strategies 1) New joint LTCC Advance joint Information Sessions. Two pilot orientations offered during this period.

WIOA Transition 12/12/16 EDC/WIOA staff attended Technical Assistance Training provided by Golden Sierra Job training Agency in Roseville.

## **GOLDEN SIERRA WORKFORCE BOARD**

### **SERVICE PROVIDER REPORT**

Report Period: 11/01/16 – 12/31/16

Prepared By: Placer County (DG)

#### **ACTIVITY SUMMARY**

<input checked="" type="checkbox"/>	New Enrollments	19
<input checked="" type="checkbox"/>	New ITA Contracts	7 (Truck Driver, Bookkeeper, Project Manager, Network Specialist, Coder)
<input checked="" type="checkbox"/>	New OJT Contracts	7 (Nurse Practitioner, Shop Helper, Office Manager, Home Administrator)
<input checked="" type="checkbox"/>	New WEX Contracts	7 (Legal Assistant, Customer Service, Sewing and Vacuum Repair)
<input checked="" type="checkbox"/>	Total One-Stop Visitors	1,281
<input type="checkbox"/>	Unique One-Stop Visitors	Unable to collect via CalJOBS

#### **PROGRAM UPDATES**

Youth Outreach efforts were successful and work experience placements saw an increase during report period.

Adult Enrollments and expenditures are on track.

Dislocated Worker Steady flow of referrals generated from EDD's RESEA program.

Disability Employment Accelerator (Advance) Total enrollments = 10/20. Round 2 efforts are ramping up. At this time 3 work based learning placements have been made. Attended quarterly meeting in November.

National Emergency Grant (SP-NEG) Total enrollments = 12/20. Expenditures are low due to shorter than expected training contracts. Award ends 06/30/2017.

AB2060 Total enrollments = 9/20. At this time no placements have been made for on-the-job training.

#### **EVENT PARTICIPATION**

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
11/08/16	Business Service Workshops (2)	Provided staff development services to employers
11/16/16	PREP: services for re-entry population	Enrolled 9 new participants in AB2060 project
12/16/16	CAIZ Training: Serving PWDs	Staff Development

#### **NOTEABLE OUTCOMES**

Labor Exchange Services Assisted Rogers Family Coffee, Lincoln Meadows Care Center, Western Sierra Business Services, Tree Service Management, Koinonia, Trofholz Technologies, and Thunder Valley Resort Casino with job orders and recruitment events.

Business Engagement Staff participated in chamber meetings and continue to meet with local employers on a regular basis to determine their workforce needs and promote partner programs/services. Staff are utilizing the CRM module in CalJOBS to track leads.

Partner Engagement Staff connected with AARP, the new Older Americans Act service provider in Placer County.

Service Delivery Strategies Staff continue to serve and make appropriate referrals for RESEA customers entering the one-stop delivery system.

WIOA Transition Agency staff coordinated partner meeting for MOU Phase II discussion.

## **GOLDEN SIERRA CONSORTIUM**

### **BUSINESS SERVICES AND RAPID RESPONSE REPORT**

Report Period: 11/01/16 - 12/31/16  
Prepared By: Business Engagement Team

#### **ACTIVITY SUMMARY**

<input checked="" type="checkbox"/>	New Placer Contacts	12
<input checked="" type="checkbox"/>	New El Dorado Contacts	5
<input type="checkbox"/>	New Alpine Contacts	
<input checked="" type="checkbox"/>	New Job Orders Received	20
<input checked="" type="checkbox"/>	Total Active Job Orders	175+ in CalJOBS
<input checked="" type="checkbox"/>	Rapid Response Events	1

#### **EVENT PARTICIPATION**

Date	Event Name	Outcomes
11/01/06	Business Service Workshop (Placer)	45 employees attended (from 18 employers)
11/01/16	Hiring Event: HRM Staffing	8 job seekers attended
11/02/16	Job Connections: Franchise Tax Board	56 job seekers attended
11/02/16	Hiring Event: Capstone Logistics	3 job seekers attended
11/03/16	Business Service Workshop (Placer)	7 employees attended (from 5 employers)
11/08/16	Business Service Workshop (Placer)	48 employees attended (from 19 employers)
11/09/16	Hiring Event: Wollborg Michelson	10 job seekers attended
11/10/16	Business Service Workshop (El Dorado)	17 employees attended (from 12 employers)
11/16/16	Hiring Event: Rogers Family Coffee	20 job seekers attended
11/17/16	Hiring Event: Wollborg Michelson	10 job seekers attended; 5 interviewed
11/30/16	Hiring Event: Dept. of Justice (Placer)	35 job seekers attended
12/06/16	Hiring Event: Dept. of Justice (El Dorado)	20 job seekers attended
12/06/16	Hiring Event: Thunder Valley Resort Casino	16 job seekers attended
12/14/16	Hiring Event: Placer County HR (Rocklin)	25 job seekers attended
12/20/16	Hiring Event: Placer County HR (Auburn)	31 job seekers attended

#### **ACTIVE JOB ORDER TRENDS**

Hospitality and Tourism No updates at this time.

Retail As expected, we saw a large increase in job orders for seasonal hiring.

Health Care Services A quick search in CalJOBS reveals there are numerous openings for entry-level and skilled positions. Job seekers indicate employers want at least two years of experience, even for entry-level positions.

Information Technology No updates at this time.

Construction/Trades Hiring seemed to slow down due to the weather conditions. Employers continue to indicate they cannot find reliable employees. We support the 5K in 5 initiative and direct employers to the website.

Business and Financial Services No updates at this time.

Professional and Technical Services Job development efforts were focused on the placement of project managers.