

MEMBERS

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

DAVID DeLEONARDIS
Crossroads Diversified Services

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

MARGARITA VALENZUELA
Unite Here Local 49 Gaming

MARK FRAYSER
Department of Rehabilitation

MARTHA ESCOBEDO
Employment Development Department

MICHAEL ZIMMERMAN
MTI College

PAUL CASTRO
California Human Development

RANDY WAGNER
Sierra Economic Development
Corporation

RICK LARKEY, *Vice Chair*
North State Building Industry Foundation

ROBERT WARD
IBEW Local 340

SHERRI SPRINGER
Happy Kids Preschool & Childcare

STEWART SCHURR
Doctor PC

TINK MILLER, *Chair*
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

**GOLDEN SIERRA WORKFORCE BOARD
REGULAR MEETING
AGENDA**

Thursday, January 21, 2016 - 1:00 p.m.

**Brandman University
400 Sunrise Avenue, Suite 200
Roseville, CA 95661**

*Mission: To be the premier provider of business and
job seeker services in the region we serve*

- I. ROLL CALL AND INTRODUCTION OF GUESTS
- II. APPROVAL OF AGENDA 1-2
- 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 November 19, 2015 WB Meeting 3-7
 - B. Review of Minutes from December 17, 2015 EC/FC meeting 8-12
 - C. Attendance Log 13
- IV. PUBLIC COMMENT-FOR THOSE ITEMS NOT ON THE AGENDA
- V. APPROVE 2015/16 REVISED BUDGET 14-21
- VI. APPROVE WORKFORCE BOARD (WB) BYLAWS 22-47
- VII. APPOINT NOMINATION COMMITTEE 48
- VIII. WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)
 - WIOA Matrix 49-54
 - State Plan 55
 - Memorandum of Understanding (MOU) Draft Directive 56-66
- IX. PLACER COUNTY RE-ENTRY PROGRAM (PREP) PRESENTATION
 - Jeff Cuneo – Placer County Office of Education
- X. ADULT EDUCATION BLOCK GRANT PRESENTATION
 - Michael Ward – Lake Tahoe Adult Education Consortium

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.

XI. WIOA SERVICE PROVIDER UPDATES

- Alpine County
- El Dorado County
- Golden Sierra Job Training Agency
- PRIDE Industries
- Business Engagement / Rapid Response

XII. COMMITTEE UPDATES

- Executive & Finance Committees

XIII. FUTURE AGENDA ITEMS/NEW BUSINESS

XIV. NEXT MEETING

Thursday, March 17, 2016 – 1:00 PM, Brandman University

XV. ADJOURNMENT

**GOLDEN SIERRA WORKFORCE BOARD
REGULAR MEETING
MINUTES**

Thursday, November 19, 2015 - 1:00 p.m.

**Brandman University
400 Sunrise Avenue, Suite 200
Roseville, CA 95661**

*Mission: To be the premier provider of business and
job seeker services in the region we serve*

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Chair Miller at 1:00 p.m.

Miller announced the resignation of Tim Cook, and welcomed Bill Bettencourt - Placer School for Adults, as a new member on the Workforce Board.

Present: Tink Miller (Chair), Rick Larkey (Vice Chair), Bill Bettencourt, Carol Pepper-Kittredge, Christina Nicholson, Daniela Devitt, Jason Buckingham, John Tweedt, Kevin Ferreira, Kim Pellow, Laurel Brent-Bumb, Marcy Schmidt, Mark Frayser, Michael Zimmerman, Paul Castro, Stewart Schurr

Absent: Anette Smith-Dohring, David DeLeonardis, Eric Cooper, Kathleen Burris, Maggie Valenzuela, Martha Escobedo, Randy Wagner, Robert Ward, Sherri Springer, Victor Wursten

Guests: Cara Welch, Elizabeth Bosley, Jenny Wilson, Kathy Spindola, Lorna Magnussen, Rick Helmer

II. APPROVAL OF AGENDA

Motion to approve the agenda by Brent-Bumb, second by Zimmerman.

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.

For Approval

A. Approval of Minutes from September 17, 2015 WB Meeting

Informational

B. Review of Minutes from October 15, 2015 EC meeting

C. Attendance Log

Motion to approve the consent agenda by Devitt, second by Schmidt.

Motion approved unanimously.

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

Schmidt announced that a recognition event was held for employers and job seekers who found work through their employment services. The event was held in Placer County and involved Adult and Youth participants. She also announced that Placer County Business Advantage Network is working with the Building Industry Association to secure a date for the Skills Job Fair that will be held April 12, 2016, at the Rocklin Events Center.

Pepper-Kittredge announced that Golden Sierra sponsored a Nontraditional Employment for Women (NEW) event that was held at Sierra College on November 6, 2015. The purpose of the event was to encourage girls to enter careers that are nontraditional to their gender, including welding, construction and mechatronics.

Pepper-Kittredge also acknowledged and thanked Golden Sierra for supporting the “Startup Hustle” event that was partnered with Hacker Lab. This was a six week intensive mentoring process that allowed anyone in the area to present a possible business based on “idea to customer.”

Devitt thanked Golden Sierra for their sponsorship of the employer forums that were held in Roseville and Cameron Park. The forums were successful and employers were complimentary toward Golden Sierra’s obligation and duties. Good opportunity to expose business to Golden Sierra services and Workforce Development Board.

Devitt announced that California Employers Association (CEA) is working with California Workforce Association (CWA) to provide Employment Training Panel (ETP) funding to employers. CEA provided a webinar to employers and have 14 applying for ETP funding.

Jenny Wilson, from El Dorado Health and Human Services, announced that their South Lake Tahoe One-Stop Center was nominated for best public service blue ribbon award, and although not chosen, it was an honor to be recognized.

V. APPROVE TRANSFER OF FUNDS K698360 FOR FY 2015/16

Buckingham explained that Golden Sierra is requesting to transfer 50% (\$668,045) of the Dislocated Worker funding into the Adult funding stream. This increases access to services for the Adult population and still allows Dislocated Workers to receive funding via the Adult funding stream.

Motion to approve the transfer of funding by Larkey, second by Tweedt.

Motion approved unanimously.

VI. WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

- WIOA Matrix

Buckingham explained that the matrix indicates the items that have been completed and those that are a work in progress. He stated that the following actions have been completed:

- ✓ received our local area designation
- ✓ approval of Joint Powers Agreement by the counties and Governing Body
- ✓ approval of the Governing Body Bylaws
- ✓ approval of the Governing Body and Workforce Development Board Agreement
- ✓ competitive bid for Career and Youth Services

Ongoing:

- convening of the Core Partners
- One-Stop Operator – waiting for further clarification from the Federal Government. If procurement is required, must be started prior to July 2016
- Workforce Board Bylaws

Buckingham explained that the Core Partner meetings are covering the following topics:

- discussions about MOUs
 - systems alignment and performance
 - common intake and referral
 - drafting the Mission and Vision Statement
- Workforce Board (WB) Bylaws discussion

The Core Partners convened, discussed and shared drafts of proposed Mission and Vision statements. Buckingham read these to the board and asked for input. They were well received.

Buckingham explained that according to WIOA regulations the minimum workforce board composition is 19. He said that the problem with this is that it wouldn't leave room for key partners who are important to our region. Buckingham does believe that capping the membership is important and recommends 26, which is the current workforce board total.

Buckingham stated that 80% of our regions' private sector business composition is made up of small businesses, in particular, 10 or fewer employees. He recommends that language in the bylaws should state that we are targeting small businesses as members for our board.

Schmidt asked Buckingham if he was aware of other boards having former customers that have gone through the program serve on the board. Buckingham said that he knows that youth councils required that eligible youth serve on the council but unaware of any boards that had this requirement.

Buckingham recommended that the Finance Committee and Executive Committee be combined to form one standing committee; this would eliminate additional meetings and make the management of the committee more efficient. He also recommends formalizing the Core Partner group as a standing committee. The role of this group is to take care of the majority of the work that the board lays out.

Buckingham suggested eliminating the Youth Council due to the fact that under WIOA Title 1 there is very little need for a youth council since funds are focused on out-of-school young adults. The majority of the money must be spent on work experience and similar activities, which would be outside of the youth K-12 arena. He recommends having an ad hoc group to take care of any item that may come up regarding the youth. If the board continues to support the idea of having a youth committee then Buckingham will support the decision but would like to see management shifted to another organization.

Discussion ensued regarding the Youth Council as follows:

Extensive discussion occurred regarding the need to retain or dissolve the Youth Council. The initial recommendation was made to eliminate the committee and perform any youth work via task based ad hoc committees as needs arise; however, there was concern about ensuring that we adequately serve the needs of the population.

The final recommendation was to wait for the state and local planning requirements to be published, at which time a workgroup of board members interested in youth issues will be established to determine: 1) if there is a need for a youth committee; and 2) the value a standing youth committee can add (if any) to the partners, based on the requirements of the state, local and regional planning efforts that are already ongoing in the region.

Current board members and guests interested in serving on this workgroup were Christina Nicholson, Mark Frayser, Paul Castro, John Tweedt, Jenny Wilson and Daniela Devitt. It was recommended that this group assist in drafting the youth portions of the plan based on community needs for youth.

VII. APPROVE MISSION & VISION STATEMENT

Buckingham asked to approve the Mission and Vision statement as noted on page 29 of the agenda packet.

Motion to approve the Mission and Vision statement by Brent-Bumb, second by Devitt.

Motion approved unanimously.

VIII. APPROVE BYLAWS RECOMMENDATIONS

Motion to incorporate the approved Mission & Vision statement into the bylaws, accept the recommendations regarding the board composition and rewrite the subcommittee recommendations to include items 1 & 2 only by Brent-Bumb, second by Devitt.

Motion approved unanimously.

IX. ADULT EDUCATION PRESENTATION

- Bill Bettencourt – Sierra Joint Consortium

Buckingham introduced Bill Bettencourt as the newest member to the Workforce Board and the principal for Placer School for Adults.

Bettencourt shared a PowerPoint and highlighted the following:

- 2005/06 Adult Education took a budget cut of 5% across the board
- 2006/07 an additional 10% budget cut
- 2007/08 had new legislation come in called “flexibility” that allowed schools to tap into Adult Ed funds
- websites to find newest trends and further information regarding Adult Ed are, www.sierraassets.org (local) and www.aebg.cccco.edu (statewide)
- Assembly Bill 86 (AB 86) said that Adult Ed and community colleges need to work together and find ways to leverage resources
 - 5.2 million adults are without high school diploma, GED, or equivalent
 - 6.2 million adults are English learners
 - 1.1 million adults are eligible for citizenship courses
 - 1.9 million adults have disabilities
 - 1.1 million unemployed adults lack a high school diploma
- After 2 years of planning AB 86 became AB 104 – the point of this was to leverage funds and became a block grant again
- this year the governor has put \$525 million into the Adult Education Block Grant (AEBG)
- to be a member of the consortia you had to be serving adults 18 years of age and older
- Placer School for Adults is the primary contact for the local consortium and Roseville is the fiscal contact
- in order to maintain your consortium there needs to be a 3 year plan, annual plan, Governance plan (creating bylaws), individual member allocation form, quarterly expenditure and progress reporting, performance tracking & reporting, student enrollment tracking & reporting and an organizational chart

X. K5 EXPENDITURE UPDATE – INFORMATION

Buckingham reported that there was an additional handout provided for the K5 expenditure update. He explained that El Dorado County's Adult category is 97.7% expended, the Dislocated Worker category at 37.56% expended, combined this brings expenditures to 81%.

XI. WIOA SERVICE PROVIDER UPDATES

Written reports were provided. No discussion.

- Alpine County
- El Dorado County
- Golden Sierra Job Training Agency
- PRIDE Industries
- Business Engagement / Rapid Response

XII. COMMITTEE UPDATES

- Executive & Finance Committees

Miller announced that the Executive Committee met last month and the next meeting will be a joint Executive/Finance and is scheduled for December 17, 2015.

XIII. FUTURE AGENDA ITEMS/NEW BUSINESS

- Draft Workforce Board Bylaws
- Youth Council Discussion

XIV. NEXT MEETING

Thursday, January 21, 2016 – 1:00 PM, Brandman University

XV. ADJOURNMENT

Meeting was adjourned at 2:52 p.m. by Chair Miller.

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

Thursday December 17, 2015 – 1:00 pm

**Roseville Connections
115 Ascot Drive, Suite 180
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and Chair Miller called the meeting to order at 1 p.m.

Executive Committee

Present: Tink Miller, Rick Larkey, Laurel Brent-Bumb, Martha Escobedo

Absent: Kevin Ferreira

Finance Committee

Present: Tink Miller, Michael Zimmerman, Paul Castro

Absent: None

Guests: Jason Buckingham, Lorna Magnussen, Terrie Trombley, Kathy Spindola, Yvonne Kollings, Ramona Diaz, Lori Walker

II. APPROVAL OF AGENDA (EC & FC)

Motion to approve the agenda by Zimmerman, second by Escobedo.

Motion approved unanimously.

III. CONSENT AGENDA (EC)

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

For Approval

A. Approval of Minutes from October 15, 2015 EC meeting

Informational

B. Attendance Log

Motion to approve the Executive Committee Consent Agenda items A and B by Brent-Bumb, second by Larkey.

Motion approved unanimously.

IV. CONSENT AGENDA (FC)

For Approval

A. Approval of Minutes from September 17, 2015 FC meeting

Informational

B. Attendance Log

Motion to approve the Finance Committee Consent Agenda items A and B by Zimmerman, second by Castro.

Motion approved unanimously.

V. PUBLIC COMMENT – FOR THOSE ITEMS ON THE AGENDA

Miller said that she is aware that the Federal Budget is winding its way through both houses and should be on the President's desk soon. Additional housing program money is included in the budget along with a funding stream dedicated to housing vouchers for people with disabilities returning to the community after being released from a rehabilitation or mental health facility.

VI. WIOA IMPLEMENTATION

- State Plan

Buckingham said that the State has released its draft State Plan which will be out for public comment until January 15, 2016. The plan is due to the Department of Labor (DOL) in March 2016. Once approved, the drafting of regional and local plans should begin. The Workforce Board will have until March 2017 to submit its regional/local plan. The State plan encourages the WIOA Core Partners to come together in a combined effort to realize the main goal of attaining 1 million middle-skill industry-valued postsecondary credentials by 2027. A middle-skill credential is defined as having demonstrable labor market value that requires more than a high school education but less than a 4-year college degree. The big objective is focused on income mobility, moving people from one level of socio-economic status to the next.

The three main objectives of the State plan are:

- Demand-driven Skills Attainment
- Upward Mobility
- Aligning, Coordinating, and Integrating Programs and Services

It's expected that the Core Partners and other required partners work toward using the same "cross-system" data reporting.

Brent-Bumb asked if this is required or suggested. Buckingham said that he believes the Federal Government has an expectation that shared data will occur. However, all partners sharing one data reporting system may not be plausible. There may be a reporting structure that is combined at the state level and then reported to the Federal Government.

Seven basic strategies have been outlined in the state plan:

- Organizing regionally
- Identifying sector strategies
- Developing career pathways
- Utilizing earn-and-learn models
- Providing supportive services
- Building cross system data capacity
- Integrating services and braiding resources

- Memorandum Of Understanding (MOU) Draft Directive

Buckingham said that the State has published a technical assistance guide around local MOU's which outlines how the partners will work together to reach their goals. The first phase of the MOU needs to be completed by July 2016. The final phase will describe the resource sharing agreements and is due December 2017.

Buckingham stated that the new resource sharing agreement has an expectation of financial commitment to the workforce development system. Costs of and contributions to the cost of the infrastructure would also be included.

Escobedo asked what Golden Sierra is doing in regard to beginning the process of Phase 1 of the MOU. Buckingham said that a template has been introduced to the Core Partners that includes requirements of the law and feedback is anticipated.

Larkey asked if there was anything in the works to discuss regional planning. Buckingham said that there are collaborative efforts discussing the NEG Sector Award, SlingShot Initiative and Prop 39 but formalizing the process needs to happen.

Miller said that she saw an announcement about a federal grant being released for proposals around Youth in transition. She will research the information and if still open for proposals, will forward to Buckingham since there is much emphasis on Youth in transition in the new law.

- Youth Needs Assessment

Buckingham stated that he wanted to discuss further with the Executive Committee the conversation regarding the youth council that occurred at the full board meeting. He contacted legal counsel and discussed the concerns along with what best provides the greatest flexibility to the Workforce Board within the Bylaws. A decision was made to allow committees to be built around the needs of the system and not name them in the bylaws, with the exception of the Executive Committee. Buckingham reiterated his understanding that before a decision is made on whether the board has a standing youth committee or not, that the needs of youth in the region be determined. Buckingham felt that there are no benefits to duplicating efforts or having a standing committee exert itself as experts in the field if there are experts already doing the work.

Castro supports having a standing Youth Committee. Brent-Bumb supports identifying the needs before a decision is made. Buckingham would like to identify the local planning requirements and then have the group who identified themselves as interested in youth issues go out to the community to find out if other groups are providing services according to the plan's requirements before making a decision about what, if anything should be done. The key would be that any standing committee or ad hoc work needs to add value to the partners and be in alignment with the Board's Mission and Vision.

Miller asked for this information to be communicated back to the individuals who were interested in forming a workgroup. Buckingham said that if it adds value to the partnership to have a standing Youth Committee then he is for it but, if there is no added value then he cannot support it.

VII. APPROVE 2015/16 REVISED BUDGET (FC)

Buckingham highlighted the revisions of the 2015/16 budget as follows:

- reallocation of Rapid Response monies to reflect the rescission of funding from EDD
- modify direct training requirement to expend 20% WIOA cash and 5% leverage; previously 15% WIOA cash and 10% leverage
- transfer of \$60,000 from Program Administration to Placer County in order to meet the consortium's direct training requirement

Motion to approve the 2015/16 revised budget by Zimmerman, second by Castro.

Motion approved unanimously.

Castro inquired about Items 4-7 on the revised budget. Buckingham stated that Item 4 would eliminate the One-Stop Operator and Regional Planning Cost Centers for this fiscal year. State plans are not requiring that we expend the dollars in this area this fiscal year and the \$10,000 will go into Program Administration. Item 5 refers to the creation of a new cost center that uses Rapid Response funding for WIOA transition costs. Item 6 trues up last fiscal year's rollover amount of unencumbered funds between Program Administration and Placer Program, which was an estimation at the time. Item 7 reallocates In-School Youth funding to Out-of-School Youth funding to better meet participants' needs and the focus on Out-of-School youth services.

VIII. K5 EXPENDITURE UPDATE

Buckingham explained that the K5 update was created out of expenditure talks with El Dorado County but it was decided that it would be beneficial to include all counties. El Dorado's expenditure is at a little over 76% at this time and due to the momentum that they have established, Buckingham recommends funding their new contract that will begin January 2016.

Trombley said that she would like to disclose that in the past Golden Sierra only reported cash transactions, but the current draft includes encumbered training contracts.

IX. K5 DIRECT TRAINING REPORT

Buckingham said that the K5 report shows where the consortium is with meeting the direct training requirement. The report shows Placer County at 133% and El Dorado County at 88% direct training expended contracts. The report also shows that the actual leverage collected is lower than anticipated; therefore, increasing the training funds will be required to meet the 25% training expenditure requirement. Buckingham said that discussions with the State Board reference SB 45 which is the long-term bill for implementing WIOA. The conversations address the leveraging definition and what should count toward it. Temporary Assistance for Needy Families (TANF), along with staffing that it takes to make them successfully complete should be included. Zimmerman asked if scholarships apply to the leverage. Buckingham said only certain types of Pell Grants qualify. Buckingham said he is working with the legislative committee of the State Association to try to get this changed.

Trombley said that next year's K7 funding will have a 30% direct training requirement.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

- Prop 39

Castro asked where the board composition stands and it was explained that we are in compliance according to WIOA requirements.

Miller said that there is a new training program for video production that has moved in behind her office. It consists of a group of former production industry professionals who have come together to form a non-profit organization that trains in-the-field video production. A studio is being built where classes and rentals will be available. Miller suggested they meet with Golden Sierra and the Department of Rehabilitation (DOR) to consider on-the-job training for people with disabilities and youth in transition.

Brent-Bumb said that El Dorado Chamber of Commerce recently became a local agency for AARP Title 5 Program and currently has an opening for a part-time administrative assistant.

XI. NEXT MEETING

February 18, 2015 – Joint Executive & Finance, Roseville Connections

XII. ADJOURNMENT

Chair Miller adjourned the meeting at 2:04 p.m.

Date:	1/15/15	3/19/15	5/21/15	7/16/2015	9/17/2015	11/19/15	Rate
	Regular	Regular	Regular	Regular	Regular	Regular	
WB							
Anette Smith-Dohring	0	1	0	1	1	0	50%
Bill Bettencourt						1	100%
Bob Ward	0	0	0	0	0	0	0%
Carol Pepper-Kittredge	1	1	1	1	1	1	100%
Christina Nicholson	1	1	1	0	1	1	83%
Daniela Devitt	1	1	1	1	0	1	83%
Dave DeLeonardis	1	1	1	0	1	0	67%
Eric Cooper	1	1	1	1	1	0	83%
Jason Buckingham	0	1	1	0	1	1	67%
John Tweedt	1	1	0	1	0	1	67%
Kathy Burris	1	1	1	1	1	0	83%
Kevin Ferreira	0	0	0	1	1	1	50%
Kim Pellow	1	1	0	0	1	1	67%
Laurel Brent-Bumb	1	1	1	0	0	1	67%
Maggie Valenzuela	1	1	0	0	1	0	50%
Marcy Schmidt	1	0	1	1	1	1	83%
Mark Frayser	1	0	1	1	0	1	67%
Martha Escobedo	1	1	1	0	0	0	50%
Michael Zimmerman	1	1	1	1	1	1	100%
Paul Castro	1	1	1	1	1	1	100%
Randy Wagner	1	0	1	1	1	0	67%
Rick Larkey	1	1	1	1	1	1	100%
Sherri Springer	0	0	1	0	0	0	17%
Stewart Schurr	0	1	1	1	1	1	83%
Tink Miller	1	1	1	1	1	1	100%
Victor Wursten	1	0	1	0	0	0	33%

**GOLDEN SIERRA
WORKFORCE BOARD**

MEMORANDUM

DATE: January 21, 2016
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Consortium Revised Final 15/16 Budget

Resolution Action Item Information

Attached is a Fiscal Year 2015/2016 revised final budget. The revised final budget reflects reduction of PY 15/16 allocation, and modification of direct training plan WIOA to Leverage ratio.

This budget was reviewed and recommended for approval by the Finance Committee on December 17, 2015.

Purpose: Budget Revision to Fiscal Year 2015/2016.

To present a more current consortium financial plan which is reflective of new information and analysis of the changed budget model ensuring programmatic requirements and service goals are met.

Notable Adjustments:

- 1 Reallocate Program Year 15/16 allocation, Rapid Response and Layoff Aversion to reflect reduction in award from the Employment Development Department.
- 2 Direct Training Requirement: modify original plan to expend 15% WIOA cash and 10% leverage to 20% WIOA cash and 5% leverage.
- 3 Transfer \$60,000 from Consortium Program Administration to Placer County in order to meet the consortium's direct training requirement.
- 4 Eliminate the One-Stop Operator and Regional Planning cost centers for this Fiscal Year. State plans will not require the expending of these dollars in this manner for this fiscal year.
- 5 Created a new cost center to reflect the allowable use of Rapid Response funding for WIOA transition costs.
- 6 True up of last fiscal year's rollover amount and the distribution of unencumbered funds between Program Administration and Placer Program.
- 7 Re-allocated Youth In new funding all to the Youth Out category. This better reflects how expenditures will occur in order to meet participant needs.

Line #		A		B		C		C-B		C/B		D		D-C		D/C	
		Fiscal Year 2014/2015 Revised Final Approved December 2014	% of Total Funding	Unaudited Close for Fiscal Year 2014/2015	% of Total Funding	Consortium Fiscal Year 2015/2016 Final Budget	% of Total Funding	Difference between Fiscal Year 2015/2016 Final Budget and Unaudited Closing Budget	Percent of Change from Unaudited Close Fiscal Year 2014/2015 to Final Budget FY 2015/2016	Consortium Fiscal Year 2015/2016 Revised Final Budget	% of Total Funding	Difference between Fiscal Year 2015/2016 Revised Final Budget and Fiscal Year 2015/2016 Final Budget	Percent of Change from Fiscal Year 2015/2016 Final Budget to Revised Budget FY 2015/2016				
Funding Sources:																	
1	Carry-In Allocation Funds from PY 14	\$ 2,110,965		\$ 2,110,965		\$ 1,888,875		\$ (222,090)	-10.52%	\$ 1,888,875		\$ -	0.00%				
2	Actual PY 15/16 WIOA Allocations	3,631,369		3,631,369		3,455,775		(175,594)	-4.84%	3,451,348		(4,427)	-0.13%				
3	Actual Rapid Response Funds PY15	291,910		291,910		237,081		(54,829)	-18.78%	236,657		(424)	-0.18%				
4	Carry-In Allocation Rapid Response from PY 14	110,897		110,897		-		(110,897)	-100.00%	-		-	0.00%				
5	Actual Layoff Aversion Funds PY15	72,802		72,802		65,581		(7,221)	-9.92%	65,401		(180)	-0.27%				
6	Actual Non-Allocation Awards	7,000		7,000		539,509		532,509	7607.27%	539,509		-	0.00%				
7	Total Funding Sources	\$ 6,224,943		\$ 6,224,943		\$ 6,186,821		\$ (38,122)	-0.61%	\$ 6,181,790		\$ (5,031)	-0.08%				
Expenditures:																	
Consortium Operations:																	
8	Retiree Benefits	\$ 81,480	1.31%	\$ 67,873	1.09%	\$ 457,054	7.39%	\$ 389,181	573.40%	\$ 457,054	7.39%	\$ -	0.00%				
9	Salaries and Benefits	2,103,417	33.79%	2,054,551	33.01%	1,203,506	19.45%	(851,045)	-41.42%	1,222,240	19.77%	18,734	1.56%				
10	Services and Supplies	661,602	10.63%	809,696	13.01%	464,816	7.51%	(344,880)	-42.59%	428,928	6.94%	(35,888)	-7.72%				
11	Professional Services	102,762	1.65%	34,332	0.55%	\$ 70,000	1.13%	\$ 35,668	103.89%	\$ 35,000	0.57%	(35,000)	-50.00%				
12	Consortium Operations Total	\$ 2,949,261	47.38%	\$ 2,966,452	47.65%	\$ 2,195,376	35.48%	\$ (771,076)	-25.99%	\$ 2,143,222	34.67%	\$ (52,154)	-2.38%				
Career Services:																	
13	Placer County	\$ 666,672	10.71%	\$ 796,260	12.79%	\$ 1,333,661	21.56%	\$ 537,401	67.49%	\$ 1,537,253	24.87%	\$ 203,592	15.27%				
14	El Dorado County	1,606,219	25.80%	1,557,437	25.02%	1,258,159	20.34%	(299,278)	-19.22%	1,257,339	20.34%	(820)	-0.07%				
15	Alpine County	114,241	1.84%	119,714	1.92%	113,667	1.84%	(6,047)	-5.05%	113,667	1.84%	-	0.00%				
16	Career Services Non-Allocation	-	0.00%	-	0.00%	208,215	3.37%	208,215	100.00%	208,215	3.37%	-	0.00%				
17	Career Services Total	\$ 2,387,132	38.35%	\$ 2,473,411	39.73%	\$ 2,913,702	47.10%	\$ 440,291	17.80%	\$ 3,116,474	50.41%	\$ 202,772	6.96%				
19	Committee Budget	\$ 25,000	0.40%	\$ 9,711	0.16%	\$ 15,000	0.24%	\$ 5,289	54.46%	\$ 15,000	0.24%	\$ -	0.00%				
20	Current Year Award Expended in Second Year	\$ 863,550	13.87%	\$ 775,369	12.46%	\$ 1,062,743	17.18%	\$ 287,374	37.06%	\$ 907,094	14.67%	\$ (155,649)	-14.65%				
21	TOTAL EXPENDITURES	\$ 6,224,943		\$ 6,224,943		\$ 6,186,821		\$ (38,122)	-0.61%	\$ 6,181,790		\$ (5,031)	-0.08%				
22	Net Income/(Loss)	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					

Approved by:
 Finance Committee: 12/17/2015
 WDB
 Governing Board

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
<i>L</i>		Consortium	Consortium	Consortium	WIOA Transition	One Stop	Consortium	Regional Cost
<i>i</i>		Admin	Program Admin	Rapid Response	Costs	Operator	Comprehensive	Sharing Admin
<i>n</i>				and Layoff			One Stop	
<i>e</i>				Aversion				
#								
Funding Sources:								
1	Carry-In Allocation Funds from PY 14	\$ 339,405	\$ 336,599	\$ 9,622	\$ -	\$ -	\$ 61,296	\$ -
2	Actual PY 15/16 WIOA Allocations	345,135	1,002,661	-	-	-	345,135	-
3	Actual Rapid Response Funds PY15	-	38,566	141,994	32,389	-	23,708	-
4	Actual Layoff Aversion Funds PY15	-	19,602	39,241	-	-	6,558	-
5	Actual Non-Allocation Awards	-	-	-	-	-	-	-
6	Total Funding Sources	\$ 684,540	\$ 1,397,428	\$ 190,857	\$ 32,389	\$ -	\$ 436,697	\$ -
Expenditures:								
Consortium Operations:								
7	Retiree Benefits	\$ -	\$ 457,054	\$ -	\$ -	\$ -	\$ -	\$ -
8	Salaries and Benefits	301,801	512,122	112,361	32,389	-	263,567	-
9	Services and Supplies	37,604	247,993	43,496	-	-	99,835	-
10	Professional Services	-	-	\$ 35,000	\$ -	-	-	-
11	Consortium Operations Total	\$ 339,405	\$ 1,217,169	\$ 190,857	\$ 32,389	\$ -	\$ 363,402	\$ -
Career Service:								
Program Year 2014/2015 WIA								
12	Placer County - Agency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	El Dorado County - HHS	-	-	-	-	-	-	-
14	Alpine County - HHS	-	-	-	-	-	-	-
Program Year 2015/2016 WIOA								
15	Placer County - Agency	-	-	-	-	-	-	-
16	El Dorado County	-	-	-	-	-	-	-
17	Alpine County	-	-	-	-	-	-	-
18	Career & Training Services	-	-	-	-	-	-	-
19	Career Service Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Committee Budget	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
21	Current Year Award Expended in Second Year	\$ 345,135	\$ 165,259	\$ -	\$ -	\$ -	\$ 73,295	\$ -
22	TOTAL EXPENDITURES	\$ 684,540	\$ 1,397,428	\$ 190,857	\$ 32,389	\$ -	\$ 436,697	\$ -
23	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Cost Center Share of Available Funding	11.07%	22.61%	3.09%	0.52%	0.00%	7.06%	0.00%

Approved by:
 Finance Committee: 12/17/2015
 WDB
 Governing Board

		H	I	J	K	L	M	N	O
<i>L</i>		El Dorado County Career and Training Services	Placer County Career and Training Services	Alpine County Career and Training Services	Prop 39	Disability Employment Initiative Round Two	Disability Employment Accelerator	Sector Partnerships National Emergency Grant	Total of all Funding Sources and Expenditures
<i>i</i>									
#									
	Funding Sources:								
1	Carry-In Allocation Funds from PY 14	\$ 616,915	\$ 461,371	\$ 63,667	\$ -	\$ -	\$ -	\$ -	\$ 1,888,875
2	Actual PY 15/16 WIOA Allocations	640,424	1,067,993	50,000	-	-	-	-	3,451,348
3	Actual Rapid Response Funds PY15	-	-	-	-	-	-	-	236,657
4	Actual Layoff Aversion Funds PY15	-	-	-	-	-	-	-	65,401
5	Actual Non-Allocation Awards	-	-	-	16,652	6,191	166,666	350,000	539,509
6	Total Funding Sources	\$ 1,257,339	\$ 1,529,364	\$ 113,667	\$ 16,652	\$ 6,191	\$ 166,666	\$ 350,000	\$ 6,181,790
	Expenditures:								
	Consortium Operations:								
7	Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 457,054
8	Salaries and Benefits	-	-	-	-	-	-	-	1,222,240
9	Services and Supplies	-	-	-	-	-	-	-	428,928
10	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	35,000
11	Consortium Operations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,143,222
	Career Service:								
	Program Year 2014/2015 WIA								
12	Placer County - Agency	\$ -	\$ 461,371	\$ -	\$ 16,652	\$ 6,191	\$ -	\$ -	\$ 484,214
13	El Dorado County - HHS	616,915	-	-	-	-	-	-	616,915
14	Alpine County - HHS	-	-	63,667	-	-	-	-	63,667
	Program Year 2015/2016 WIOA								
15	Placer County - Agency	-	867,492	-	-	-	95,442	90,105	1,053,039
16	El Dorado County	640,424	-	-	-	-	-	-	640,424
17	Alpine County	-	-	50,000	-	-	-	-	50,000
18	Career & Training Services	-	-	-	-	-	71,224	136,991	208,215
19	Career Service Totals	\$ 1,257,339	\$ 1,328,863	\$ 113,667	\$ 16,652	\$ 6,191	\$ 166,666	\$ 227,096	\$ 3,116,474
20	Committee Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
21	Current Year Award Expended in Second Year	\$ -	\$ 200,501	\$ -	\$ -	\$ -	\$ -	\$ 122,904	\$ 907,094
22	TOTAL EXPENDITURES	\$ 1,257,339	\$ 1,529,364	\$ 113,667	\$ 16,652	\$ 6,191	\$ 166,666	\$ 350,000	\$ 6,181,790
23	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Cost Center Share of Available Funding	20.34%	24.74%	1.84%	0.27%	0.10%	2.70%	5.66%	100.00%

Approved by:
 Finance Committee: 12/17/2015
 WDB
 Governing Board

		A	B	C	D	E	F	G	H
L i n e #			Dislocated						
		Dislocated	Worker				Rapid	Other &	
		Worker	Tran to Adult	Adult	Youth - In	Youth - Out	Response	Layoff Aversion	TOTAL
Consortium Operations Budgeted and Rebudgeted									
Services and Supplies									
1	Chivalry IT Services (Agency & Placer IT Services)	\$ 2,942	\$ 2,500	\$ 6,558	\$ 3,000	\$ 5,000	\$ 2,500	\$ 1,500	\$ 24,000
2	Geographic Solutions (Agency Case Management System)	2,000	2,500	2,293	2,000	2,500	-	-	11,293
3	Vavrinek, Trine, Day & Co. vtd (Agency Annual Financial Auditing Services)	1,500	2,500	7,000	2,000	5,004	500	500	19,004
4	Bartel & Associates (Agency & Placer County Bi-annual OPEB Actuarial Services)	3,000	3,000	5,000	2,000	3,500	250	250	17,000
5	EMRL -Outreach & Media Services	9,000	5,000	10,000		9,000	2,000	5,000	40,000
6	Kronick, Moskovitz, Tiedemann & Girard (Agency & Governing Board Legal Counsel)	6,500	5,500	7,789	3,000	4,250	750	500	28,289
7	State of California Employment Development Department (Agency Roseville Location)	12,500	11,000	23,500	5,875	17,625	5,498	5,000	80,998
8	Duff Brothers (Agency Auburn Location)	14,000	11,000	25,000	5,000	20,000	6,611	5,763	87,374
Professional Services - (Consortium Programmatic Services)									
9	Mike Indiveri (Agency Workforce Services Consulting Services)	\$ 250	\$ 500	\$ 500	\$ 250	\$ 250	\$ -	\$ -	\$ 1,750
10	Business Engagement Services (Consortium Services)	-	-	-	-	-	25,000	5,000	30,000
11	One Stop Operator (Consortium Contracted Services) - Vendor - TBD	-	-	-	-	-	-	-	-
12	Consortium Operation Services - Contracted Total	\$ 51,692	\$ 43,500	\$ 87,640	\$ 23,125	\$ 67,129	\$ 43,109	\$ 23,513	\$ 339,708
Consortium Career Services Budgeted and Rebudgeted									
WIA -Career Services PY14/15 Rebudgeted									
13	El Dorado County One-Stop	\$ 83,625	\$ 65,034	\$ 114,761	\$ 45,682	\$ 118,295	\$ -	\$ -	\$ 427,397
14	El Dorado County Direct Training	38,245	38,245	61,882	16,490	34,659	-	-	189,521
15	Alpine County One-Stop	4,461	4,462	26,366	15,664	9,714	-	-	60,667
16	Alpine County Direct Training	-	-	3,000	-	-	-	-	3,000
17	Placer County - Pride Industries (Youth Out Services)	-	-	-	-	73,564	-	-	73,564
18	Placer County Direct Training	6,598	11,055	5,624		2,029			25,306
WIOA - Career Services PY15/16 Budgeted									
Career Services									
19	El Dorado County - Awarded via Competitive Procurement	\$ 74,268	\$ -	\$ 190,182	\$ -	\$ 126,561	\$ -	\$ -	\$ 391,011
20	Alpine County - Awarded via Competitive Procurement	2,278	-	37,612	-	3,421	-	-	43,311
21	Placer County - Agency	124,448	200,723	117,959	-	212,074	-	-	655,204
22	Consortium Occupational & Academic Education	-	-	-	-	-	-	31,991	31,991
Direct Training									
23	El Dorado County - Awarded via Competitive Procurement	49,512	-	126,788	-	-	-	-	176,300
24	Alpine County - Awarded via Competitive Procurement	1,338	-	3,427	-	-	-	-	4,765
25	Placer County Agency	82,966	133,815	78,639	-	-	-	-	295,420
Work Based Learning (Youth)									
26	El Dorado County - Awarded via Competitive Procurement	\$ -	\$ -	\$ -	\$ -	\$ 73,115	\$ -	\$ -	\$ 73,115
27	Alpine County - Awarded via Competitive Procurement	-	-	-	-	1,924	-	-	1,924
28	Placer County - Awarded via Competitive Procurement	-	-	-	-	117,368	-	-	117,368
29	Consortium Career Services - Contracted Total	\$ 467,739	\$ 453,334	\$ 766,240	\$ 77,836	\$ 772,724	\$ -	\$ 31,991	\$ 2,569,864
30	Total Contracted Services	\$ 519,431	\$ 496,834	\$ 853,880	\$ 100,961	\$ 839,853	\$ 43,109	\$ 55,504	\$ 2,909,572

Approved by:
 Finance Committee: 12/17/2015
 WDB
 Governing Board

Consortium Budget Schedule 4
 Consortium Allocation of Subgrant Award
 Revised Final Budget FY 2015/216
 Presented: December 2015

			A	B	C	D	E	F	G	H
Allocation Funding Categories										
L i n e				Dislocated						
			Dislocated	Worker						
#			Worker	Transfer to Adult	Adult	Youth In 0%	Youth Out 100%	Rapid Response	Layoff Aversion	Total
1	Funding Awards for New Fiscal Year Consortium Operations		\$ 669,078	\$ 669,077	\$ 1,044,269	\$ -	\$ 1,068,924	\$ 236,657	\$ 65,401	\$ 3,753,406
2	Administration	10.00%	\$ 66,908	\$ 66,908	\$ 104,427	\$ -	\$ 106,892	\$ -	\$ -	\$ 345,135
3	WDB Support/Legacy Costs/Program Administration	30.00%	\$ 200,723	\$ 200,723	\$ 313,281	\$ -	\$ 320,677	\$ 70,997	\$ 19,620	\$ 1,126,021
4	Consortium Sponsored Cost Centers	10.00%	\$ 66,908	\$ 66,908	\$ 104,427	\$ -	\$ 106,892	\$ 23,666	\$ 6,540	\$ 375,341
5	Consortium Operating Cost Totals		\$ 334,539	\$ 334,539	\$ 522,135	\$ -	\$ 534,461	\$ 94,663	\$ 26,160	\$ 1,846,497
6	Award less Consortium Operating Cost		\$ 334,539	\$ 334,538	\$ 522,134	\$ -	\$ 534,463	\$ 141,994	\$ 39,241	\$ 1,906,909
7	Required Direct Training Adult & DW	20.00%	\$ 133,816	\$ 133,815	\$ 208,854	\$ -	\$ -	\$ -	\$ -	\$ 476,485
8	Work Based Learning (Youth)	20.00%	\$ -	\$ -	\$ -	\$ -	\$ 192,406	\$ -	\$ -	\$ 192,406
9	Allocation for Career Services		\$ 200,723	\$ 200,723	\$ 313,280	\$ -	\$ 342,057	\$ -	\$ -	\$ 1,056,783
Youth - Adult - Dislocated Worker Allocation										
Career Services										
10	Placer	62.00%	\$ 124,448	\$ 124,448	\$ 194,234	\$ -	\$ 212,075	\$ -	\$ -	\$ 655,205
11	El Dorado	37.00%	\$ 74,268	\$ 74,268	\$ 115,914	\$ -	\$ 126,561	\$ -	\$ -	\$ 391,011
12	Alpine	1.00%	\$ 2,007	\$ 2,007	\$ 3,133	\$ -	\$ 3,421	\$ -	\$ -	\$ 10,568
Direct Training										
13	Placer	62.00%	\$ 82,966	\$ 82,965	\$ 129,489	\$ -	\$ -	\$ -	\$ -	\$ 295,420
14	El Dorado	37.00%	\$ 49,512	\$ 49,512	\$ 77,276	\$ -	\$ -	\$ -	\$ -	\$ 176,300
15	Alpine	1.00%	\$ 1,338	\$ 1,338	\$ 2,089	\$ -	\$ -	\$ -	\$ -	\$ 4,765
Work Based Learning (Youth)										
16	Placer	61.00%	\$ -	\$ -	\$ -	\$ -	\$ 117,368	\$ -	\$ -	\$ 117,368
17	El Dorado	38.00%	\$ -	\$ -	\$ -	\$ -	\$ 73,114	\$ -	\$ -	\$ 73,114
18	Alpine	1.00%	\$ -	\$ -	\$ -	\$ -	\$ 1,924	\$ -	\$ -	\$ 1,924
Rapid Response Allocation										
19	Placer	34.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,278	\$ 13,342	\$ 61,620
20	El Dorado	33.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,858	\$ 12,950	\$ 59,808
21	Alpine	33.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,858	\$ 12,950	\$ 59,808
Allocations by County Totals										
22	Placer		\$ 207,414	\$ 207,413	\$ 323,723	\$ -	\$ 329,443	\$ 48,278	\$ 13,342	\$ 1,129,613
23	El Dorado		\$ 123,780	\$ 123,780	\$ 193,190	\$ -	\$ 199,675	\$ 46,858	\$ 12,950	\$ 700,233
24	Alpine		\$ 3,345	\$ 3,345	\$ 5,222	\$ -	\$ 5,345	\$ 46,858	\$ 12,950	\$ 77,065
25									Check Figure	\$ 3,753,407

Approved by:
 Finance Committee: 12/17/2015
 WDB
 Governing Board

Funding Categories					
				<u>Dislocated Worker</u>	
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
Funding Awards PY 2015/2016		\$ 669,078	\$ 669,077	\$ 1,044,269	\$ 2,382,424
Direct Training Requirement*	25.00%	\$ 167,269	\$ 167,269	\$ 261,067	\$ 595,605
Requirement met via:					
Program Year 2015/2016 WIOA Cash	20.00%	\$ 133,816	\$ 133,815	\$ 208,854	\$ 476,485
Program Year 2015/2016 Planned Leverage	5.00%	\$ 33,453	\$ 33,454	\$ 52,213	\$ 119,120
Adult & Dislocated Worker Distribution					
				<u>Dislocated Worker</u>	
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
20 % WIOA Cash Award					
Placer	62.00%	\$ 82,966	\$ 82,965	\$ 129,489	\$ 295,420
El Dorado	37.00%	\$ 49,512	\$ 49,512	\$ 77,276	\$ 176,300
Alpine	1.00%	\$ 1,338	\$ 1,338	\$ 2,089	\$ 4,765
5 % Leveraged Funds					
Placer	62.00%	\$ 20,741	\$ 20,741	\$ 32,371	\$ 73,853
El Dorado	37.00%	\$ 12,378	\$ 12,378	\$ 19,319	\$ 44,075
Alpine	1.00%	\$ 335	\$ 335	\$ 522	\$ 1,192
Total Required Direct Training (Check Figure)		\$ 167,270	\$ 167,269	\$ 261,066	\$ 595,605
<i>* Employment Development Department Workforce Services Directive 11-9</i>					

Approved by:
 Finance Committee: 12/17/2015
 WDB
 Governing Board

**GOLDEN SIERRA
WORKFORCE BOARD**

MEMORANDUM

DATE: January 21, 2016
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Workforce Board Bylaws approval

Resolution Action Item Information

Before the Board for review and approval are the redrafted Workforce Board Bylaws. If approved by the Workforce Board and the Governing Body, the draft Bylaws will amend the current Bylaws to conform to the requirements of the federal Workforce Innovation and Opportunity Act (that supersedes the Workforce Investment Act). This includes changes to the membership and responsibilities of the Workforce Board. The draft limits membership to no more than 26, encourages the recruitment of small businesses, establishes one standing Executive Committee and allows flexibility for additional standing or ad hoc committees as the board see fit.

GOLDEN SIERRA WORKFORCE ~~INVESTMENT~~DEVELOPMENT BOARD
BYLAWS AS AMENDED ~~MAY 20, 2010-~~ , 2016

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

RECITALS

- A. The Counties of Alpine, ~~EIEI~~ Dorado, and Placer have created the Golden Sierra Job Training Agency, herein referred to as “Golden Sierra,” a joint powers agreement, to administer workforce development programs within their boundaries.
- B. The Governing Body consists of three members, i.e., one ~~Chief Elected Official~~chief elected official from each of the Boards of Supervisors of Alpine, ~~EIEI~~ Dorado, and Placer Counties.
- C. The State of California, pursuant to the Workforce Innovation and Opportunity Act of 2014, 29 U.S.C. § 3101 et seq. (which supersedes the Workforce Investment Act of 1998, 29 U.S.C. § 2801 et seq.), hereinafter called the “Act”, ~~Public Law 105-220,~~” has designated the Golden Sierra Job Training Agency as a “Workforce Development Area” (formerly a “Workforce Investment Area”) for the system building and delivery of workforce development programs at the local level, and provides funding thereto.
- D. The State and Federal rules and regulations promulgated pursuant to the Act provide for program activities and require that the Governing Body establish at the Workforce InvestmentDevelopment Board ~~herein called WIB~~, to be as follows:

ARTICLE I
NAME

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

ARTICLE II
PURPOSE AND FUNCTION

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

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

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

~~2.2.2.4.~~ It shall be the duty of the ~~WIB~~ WDB to do all of the following:

~~2.2.1. Coordinate workforce investment activities in the local area~~ Engage with economic development strategies.

~~2.4.1. Promote participation of private sector~~ a diverse range of employers, and with entities in the region:

~~2.4.1.1. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the WDB;~~

~~2.2.2.0-2.4.1.2. To develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment development system activities;~~

~~2.4.1.3. To ensure that workforce investment development activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and~~

~~2.4.1.4. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.~~

~~2.4.2. Convene local workforce development system stakeholders to assist in the development of the local workforce development plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.~~

~~2.2.3-2.4.3.~~ Develop and submit a local workforce investment development plan to the Governor.

~~2.4.4. Designate or certify one-stop operators, consistent with Title 1 of the Act.~~

~~2.2.4-2.4.5.~~ Award grants or contracts to eligible providers of youth activities in the local area on a competitive basis, consistent with the Workforce Investment Act of 1998, based upon the recommendations of the youth council. Act

~~2.2.5-2.4.6.~~ Identify, consistent with Title 1 of the Workforce Investment Act of 1998, eligible providers of training services: in the local area.

2.2.6.2.4.7. Identify eligible providers of intensivecareer services and, when the one-stop operator does not provide intensivecareer services to the local area, award contracts to those providers.

~~2.2.7. Develop local policy on the amount and duration of individual training accounts based upon the market rate for local training programs.~~

2.4.8. Coordinate with the State to ensure that there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities, consistent with the Act.

2.4.9. ~~Oversee programs including:~~

~~2.2.8.0.2.4.9.1. Conduct program oversight over for local youth workforce investment-development activities, local employment and training activities, and the one stop delivery system in the local area;~~

2.4.9.2. Ensure the appropriate use and management of funds for the local youth workforce investment-development activities, local employment and training activities, and one-stop delivery system; and

2.4.9.3. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes related to workforce development activities.

~~2.2.9.2.4.10. Negotiate with the local chief elected official in the local area~~Governing Body and the Governor on local performance measures for the local area.

2.4.11. Conduct research, data collection, and analyses to assist in the development and implementation of the local workforce development plan, including, but not limited to:

2.4.11.1. Analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities in the region;

~~2.2.10.0.2.4.11.2. Assist in the development of a statewide employment statistics system, which shall be developed in conjunction with and shall utilize to the fullest extent possible, the Employment Development Department's workforce and labor market information system-~~ by the collection, analysis, and utilization of workforce and labor market information for the region; and

~~2.2.11. The WIB, in cooperation with the local chief elected officials shall appoint a youth council.~~

~~2.3. The WIB, in order to carry out its functions:~~

2.4.11.3. Shall prepare Conduct other research, data collection, and analysis as necessary as determined by the WDB.

2.4.12. Lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, especially individuals with barriers to employment.

2.4.13. Lead efforts in the local area to:

2.4.13.1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers in the local workforce development system; and

2.4.13.2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs, including providing physical and programmatic accessibility.

2.4.14. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:

2.4.14.1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

2.4.14.2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;

2.4.14.3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system; and

2.4.14.4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

2.4.15. Coordinate activities with education and training providers in the local area.

~~2.3.1-~~2.4.16. Develop a budget for the purpose of carrying out the duties of the ~~WIB as specified under this section~~WDB, consistent with the local workforce development plan, subject to the approval of the ~~local chief elected official.~~ Governing Body.

~~2.4.17. Shall direct~~Annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

2.5. The WDB, in order to carry out its functions:

~~2.3.2-~~2.5.1. May designate standing committees to provide information and assist the WDB in carrying out its activities~~of the WIB's executive director.~~

~~2.3.3-~~2.5.2. May employ additional staff to carry out the activities as described in the WIB's strategic planfunctions of the WDB, consistent with Act.

~~2.3.4-~~2.5.3. May solicit and accept contributions and grant funds from other sources.

~~2.3.5-~~2.5.4. Shall not provide training services unless the Governor grants a written waiver of this provision.

~~2.3.6-~~2.5.5. Shall not provide other workforce investmentcareer services or be designated or certified as a one-stop operator without the agreement of the ~~local chief elected official~~Governing Body and the Governor.

ARTICLE III
MEMBERSHIP-3.1.0

3.1. Pursuant to provisions authorized by the Act, the Governing Body has established the initial membership and structure of the ~~WIB~~WDB, and appoints/reappoints new members to the ~~WIB~~WDB. Changes to the initial structure shall maintain business representation at a minimum of 51% of total membership. Should ~~this~~such business representation drop below ~~51%%~~, recruitment will immediately go into effect.

3.2. The Governing Body has determined that the ~~WIB~~WDB shall ~~consist of~~be a maximum of 26 members, who are comprised of the following:

3.2.1. **Business Representatives:** At least 51% of the members shall be representatives ~~offrom the~~ business community (a) appointed from among individuals nominated by local business organizations and business trade associations, ~~who shall be Chief Executive Officers, Chief Operating Officers;~~ (b) chief executive officers, chief operating officers, or owners of businesses, or other business, ~~human resources~~ executives or ~~those~~employers with optimum policy making or hiring authority; and (c) from businesses or organizations, including small businesses, that provide employment opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area. The WDB shall endeavor to recruit and secure representatives of local small businesses as WDB members.

3.2.2. **Workforce Representatives:** At least ~~15~~20% of ~~WIB~~WDB members shall be representatives of the workforce within the local area; and

3.2.2.1. Of those, at least 15% of the WDB members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members; labor organization representatives shall include:

(A) ~~shall include~~ representatives of labor organizations ~~unless the~~who have been nominated by local labor ~~federation fails to nominate enough members. If this occurs, then at least 10% of the~~WIB members ~~federations or other representatives of employees;~~

(B) ~~shall be~~ representatives ~~include~~ a member of a labor ~~organizations.~~organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.;

~~—~~The remaining Workforce Representatives may include representatives of community-based organizations serving populations with barriers to employment, including organizations that serve veterans and individuals with disabilities; -and

~~3.2.2.0.~~3.2.2.2. ~~may include~~ representatives of organizations that address the employment, training, or education needs of youth, including out-of-school youth.

3.2.3. **Education and Training Representatives:** At least two (2) members that are representatives of ~~educational agencies/entities administering education and training activities in the local area; and~~

~~3.2.3.1. shall include a representative of eligible providers administering adult education and literacy activities pursuant to the Act;~~

~~3.2.3.2. shall include a representative of institutions of higher education providing workforce investmentdevelopment activities; and~~

~~3.2.3.3. may include representatives of local educational agencies, and of community-based organizations that address the education or training needs of individuals with barriers to employment.~~

3.2.4. **Governmental Representatives:** At least ~~two (2)~~ **three (3)** members that are representatives of ~~governmental and economic and community development- entities serving the local area; and~~

~~3.2.5. At least two (2) members that are representatives of community-based organizations serving populations with barriers to employment.~~

~~3.2.5.1.3.2.4.1. At least One (1) member that is~~ shall include a representative of ~~each of~~ economic and community development entities; ~~and~~

~~3.2.6.0. shall include an appropriate representative from the One-Stop Partners present within State employment service office under the region;~~

~~3.2.6.1. WIA Title I programs~~

~~3.2.6.2.3.2.4.2. - Wagner-Peyser Act-;~~

~~3.2.6.3. Adult Education and Literacy Title II shall include an appropriate representative of the~~ programs

~~3.2.6.4.3.2.4.3. -Department carried out under Title 1 of the Rehabilitation Title I programs-Act of 1973;~~

~~3.2.6.5. Older Americans Title V programs~~

~~3.2.6.6. Postsecondary Vocational Education; Carl Perkins~~

~~3.2.6.7. Trade Act Title II programs~~

~~3.2.6.8. Veterans programs~~

~~3.2.6.9. CSBG Employment & Training~~

~~3.2.6.10. Housing & Urban Development Employment & Training~~

~~3.2.6.11. Unemployment Compensation~~

~~3.2.6.12. Small Business Development Centers.~~

~~3.2.4.4. may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistances; and~~

~~3.2.4.5. may include representatives of philanthropic organizations serving the local area.~~

~~3.2.7.3.2.5.~~ Members can act as representatives to more than one of the sectors identified above.

~~3.2.8.3.2.6.~~ May include such other individuals or representatives of entities as the ~~chief elected official in the local area~~ Governing Body may determine to be appropriate.

3.3. Terms of Appointment. WISWDB members shall serve for fixed terms; term lengths shall be for four years from the July 1st immediately preceding the appointment/re-appointment date. All WIBWDB terms shall expire on June 30th, except that members may continue to serve after the end of their term until a successor is appointed.

3.4. Resignations. Any WISWDB member may resign by submitting written notice to the WISWDB Chairperson.

3.5. Removal for Cause. Any member may be removed from the WIBWDB for cause if a majority of the WIBWDB 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 WIBWDB 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 WIBWDB, and will result in automatic recommendation for removal.

ARTICLE IV OFFICERS

4.1. The presiding officers of the WIBWDB shall be called Chairperson and Vice Chairperson and shall have two ~~~ear~~year terms of office beginning July 1st of each even year and ending on June 30th, two years later.

4.2. The WIBWDB shall elect, by majority vote of the WIBWDB members present, its Chairperson and Vice Chairperson. Election shall occur prior to July 1st of each two-year office. The WIBWDB Chairperson and Vice Chairperson shall be from its business sector representatives, and they may succeed themselves if so reelected.

4.2.1. Nominating Committee. No later than March of each election year, a nominating committee shall be appointed by the Chairperson.

The committee shall consist of the Chairperson and three ~~WIBWDB~~ members with as many counties being represented as possible.

~~No~~With the exception of the Chairperson, no WDB member who wishes to run for election shall sit on the nominating committee.

4.2.2. Duties of the Nominating Committee. The nominating committee shall poll ~~WIBWDB~~ members for prospective nominees.

It shall be the duty of the nominating committee to interview each of the candidates prior to placing their names on the ballot and secure their pledges to serve faithfully if elected.

At least twenty (20) calendar days prior to the ~~WIBWDB~~ meeting where elections are to occur, the committee shall mail a list of all nominees to each ~~WIBWDB~~ member.

The nominating committee shall then present names to the ~~WIBWDB~~ no later than June of each election year.

4.2.3. Elections. All voting to elect officers of the ~~WIBWDB~~ shall be by open vote and the ballot shall list nominees by officer position in an order drawn randomly.

The ~~WIBWDB~~ shall elect officers by majority vote of the ~~WIBWDB~~ members present.

4.3. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice Chairperson, the ~~WIBWDB~~ shall, at the beginning of its meeting, designate by majority vote of the ~~WIBWDB~~ members present, a Chairperson Pro-Tem to serve as presiding officer of that meeting.

4.4. The Chairperson shall have the responsibility of preparing the agenda for ~~WIBWDB~~ meetings.

ARTICLE V MEETINGS AND QUORUMS

5.1. The ~~WIBWDB~~ shall meet at a minimum of four (4) times annually on a calendar quarterly basis, ~~two (2) of these being joint meetings with the Governing Body.~~

5.2. Special meetings of the ~~WIBWDB~~ may be called by the ~~WIBWDB~~ Chairperson or by a majority of ~~WIBWDB~~ members.

5.3. All meetings of the ~~WIBWDB~~ shall be conducted and noticed in conformance with the Ralph M. Brown Act, California Government Code 54960, et seq., as amended ~~(“the~~ “Brown Act”~~”).~~

5.4. Notice of all meetings of the ~~WIBWDB~~ shall be given by any means reasonably calculated at least seventy-two (72) hours before the meeting. Notices of meetings shall advise ~~WIBWDB~~ members of the general nature of business to be transacted at such meeting.

5.5. A quorum to conduct business of the regular ~~WIBWDB~~ shall require a majority of the ~~WIBWDB~~ members present both in person or by teleconference connection, consistent with the provisions of the Brown Act.

5.6. Each member of the ~~WIBWDB~~ shall have one vote.

5.7. Action may be taken by a majority vote of the ~~WIBWDB~~ members present, unless otherwise required by law.

5.8. The ~~WIBWDB~~ in all its actions and meetings shall be governed by ~~Roberts Rules of Order, Newly Revised, in all cases to which they are applicable~~the Act and ~~to the extent in which they are not inconsistent with, or in conflict with,~~ these ~~bylaws~~Bylaws.

ARTICLE VI COMMITTEES

6.1. The ~~WIBWDB~~ Chairperson, with the approval of the ~~WIBWDB~~, shall create committees of the ~~WIBWDB~~.

6.2. The ~~WIBWDB~~ Chairperson shall appoint committee chairpersons from the ~~WIBWDB~~ membership.

~~6.2.1. Committee chairpersons must be WDB members, with the exception of the Youth Council,~~

6.3. ~~Committee members~~ shall be appointed by the ~~WIB Chairperson and include WIB members.~~WDB.

~~6.3.1. Committees, with the exception of Youth Council and Executive Committee may include WDB members.~~

~~6.3.2. Committees shall be supplemented by non-WIBWDB members as deemed who the WDB has determined have the appropriate by the WIB Chairperson; however, experience and expertise.~~

~~With the exception of the Executive Committee, all committee chairs must be WIB members.~~

6.4. ~~Committee members with the exception of the Executive Committee can be comprised of WIB &, both WDB and non-WIBWDB membership with all members having, have equal voting rights; however, committee chair must be a WIB member.~~

6.5. Action may be taken by a ~~WIBWDB~~ committee by an affirmative majority vote of the current committee members.

6.6. All actions of a WIBWDB committee shall be advisory to the full WIBWDB, unless the full WIBWDB has expressly delegated "final authority" to a given committee on a given issue or matter.

6.7. The WIBWDB Chairperson, with the consent of the WIBWDB, shall also be able to create and appoint task forces or technical workgroups as needed.

6.8. All committees, task forces or technical workgroups appointed or created by the WIBWDB, are considered under the Brown Act to be "legislative bodies" and are therefore subject to Brown Act requirements.

6.9. The WIBWDB shall have ~~two~~ one standing committees:

6.9.1. Executive Committee. The Executive Committee shall consist of five (5) voting members: WIBWDB Chairperson, Vice Chairperson, and three (3) additional WIBWDB members, one of which shall be from the business community. The Golden Sierra Executive Director shall sit as an ex-officio non-voting member of the Executive Committee. The WIBWDB Chairperson may also invite WIBWDB committee chairpersons to participate in Executive Committee meetings as non-voting members. The membership term shall be the same as the chair term.

The function of the Executive Committee shall be to coordinate the establishment and content of WIBWDB agendas, proposals, communications to and from the Governing ~~Board~~ Body, and other supportive activities and functions as may be directed by the WIBWDB or the Governing ~~Board~~ Body.

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

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

~~6.9.2. Youth Council. A Youth Council will be established to improve programs and to act as an advocate in the community in order to provide opportunities for youth to achieve career goals and to enhance their ability to compete in the labor market.~~

~~Members of the Youth Council shall be appointed by the WIB.~~

~~Membership shall include, but not be limited to the following: WIB members, youth participants; youth service agency representatives including: education, apprenticeship training programs, private nonprofit, juvenile justice and law enforcement; private sector representatives; representatives of local public housing authorities; and parents of eligible youth.~~

~~Responsibilities of the Youth Council shall include, but not be limited to the following: developing and aligning the youth-related portions of the local plan; reviewing requests for proposals and recommending eligible providers for youth activities; providing recommendations for improving the effectiveness of funded youth programs; collaborating and leveraging funding with regional youth service providers that are aligned with the Youth~~

~~Councils mission and with Workforce Investment Act goals (employment, education outreach and training).~~

ARTICLE VII STAFFING AND SUPPORT OF ~~WIB~~WDB

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

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

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

7.4. ~~A~~Final authority for any decision to hire, evaluate, or discharge any staff assigned to the ~~WIB~~WDB shall rest with the Governing Body.

7.5. The ~~WIB~~WDB shall not directly operate programs.

ARTICLE VIII CONFLICT OF INTEREST

8.1. A ~~WIB~~WDB and/or ~~Committee~~committee member shall recuse him or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision of any matter which would financially benefit such member or his/her immediate family member or any organization such member represents. ~~Member~~Such member must declare ~~their~~his or her conflicts for the official record. ~~8.20~~WIB

~~8.1.8.2.~~WDB members shall avoid organizational conflict of interest, and they and their personnel, employees, or agents shall avoid personal conflict of interest or appearance of conflict of interest in awarding financial assistance, and in the conduct of procurement activities involving funds under the Act.

~~8.2.8.3.~~Members of the ~~WIB~~WDB shall comply with the California Political Reform Act of 1979 (commencing with Section 87300 of Chapter 7, Title IX, of the California Government Code) and any other conflicts of interest or financial disclosure requirements which the State may require.

ARTICLE IX ~~9.00~~-AMENDMENTS

9.1. Amendments to these ~~bylaws~~Bylaws may be approved by an affirmative majority vote of the ~~WIB~~WDB members at any regular meeting of the ~~WIB~~WDB; provided however, that the amendments proposed had been submitted in writing at the previous regular meeting or

included in the call to the meeting. Amendments proposed to these ~~bylaws~~Bylaws must be received by the ~~WIB~~WDB membership no less than seventy two (72) hours prior to their consideration by the ~~WIS~~WDB.

9.2. To take effect, amendments to these ~~bylaws~~Bylaws must also have concurrence by an affirmative majority vote of the Governing Body.

**ARTICLE X
EFFECTS**

10.1. These ~~bylaws~~Bylaws shall become effective upon adoption by an affirmative majority vote of the ~~WIB~~WDB and the Governing Body, and shall remain in effect, as amended by ~~Section 9.00~~Article IX above, until dissolution of the ~~WIB~~WDB and/or ~~the~~ Governing Body.

10.2. In any conflict arising between the ~~provision~~provisions of the Act, applicable State law, and or other implementing regulations, the legal provisions of law and regulations shall prevail, except as ~~the bylaws~~these Bylaws represent allowable discretion by the Governing Body and ~~WIB~~the WDB in interpretation and implementation of law and regulation.

[signatures on following page]

APPROVED/ACCEPTED:

APPROVED/ACCEPTED:

~~Susan “Tink” Miller~~,[NAME], Chairperson
Golden Sierra Workforce
~~Investment~~Development Board

~~Henry “Skip” Veatch~~,[NAME], Chairperson
Golden Sierra Governing Body

Date: _____

Date: _____

**GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD
BYLAWS AS AMENDED , 2016**

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

RECITALS

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

**ARTICLE I
NAME**

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

**ARTICLE II
PURPOSE AND FUNCTION**

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

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

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

2.4. It shall be the duty of the WDB to do all of the following:

2.4.1. Engage with a diverse range of employers, and with entities in the region:

2.4.1.1. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the WDB;

2.4.1.2. To develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce development activities;

2.4.1.3. To ensure that workforce development activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

2.4.1.4. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.

2.4.2. Convene local workforce development system stakeholders to assist in the development of the local workforce development plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.

2.4.3. Develop and submit a local workforce development plan to the Governor.

2.4.4. Designate or certify one-stop operators, consistent with Title 1 of the Act.

2.4.5. Award grants or contracts to eligible providers of youth activities in the local area on a competitive basis, consistent with the Act

2.4.6. Identify, consistent with Title 1 of the Act, eligible providers of training services in the local area.

2.4.7. Identify eligible providers of career services and, when the one-stop operator does not provide career services to the local area, award contracts to those providers.

2.4.8. Coordinate with the State to ensure that there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities, consistent with the Act.

2.4.9. Oversee programs including:

2.4.9.1. Conduct oversight for local youth workforce development activities, local employment and training activities, and the one stop delivery system in the local area;

2.4.9.2. Ensure the appropriate use and management of funds for the local youth workforce development activities, local employment and training activities, and one-stop delivery system; and

2.4.9.3. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes related to workforce development activities.

2.4.10. Negotiate with the Governing Body and the Governor on local performance measures for the local area.

2.4.11. Conduct research, data collection, and analyses to assist in the development and implementation of the local workforce development plan, including, but not limited to:

2.4.11.1. Analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities in the region;

2.4.11.2. Assist in the development of a statewide workforce and labor market information system by the collection, analysis, and utilization of workforce and labor market information for the region; and

2.4.11.3. Conduct other research, data collection, and analysis as necessary as determined by the WDB.

2.4.12. Lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, especially individuals with barriers to employment.

2.4.13. Lead efforts in the local area to:

2.4.13.1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers in the local workforce development system; and

2.4.13.2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs, including providing physical and programmatic accessibility.

2.4.14. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:

2.4.14.1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

2.4.14.2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;

2.4.14.3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system; and

2.4.14.4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

2.4.15. Coordinate activities with education and training providers in the local area.

2.4.16. Develop a budget for the purpose of carrying out the duties of the WDB, consistent with the local workforce development plan, subject to the approval of the Governing Body.

2.4.17. Annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

2.5. The WDB, in order to carry out its functions:

2.5.1. May designate standing committees to provide information and assist the WDB in carrying out its activities.

2.5.2. May employ additional staff to carry out the functions of the WDB, consistent with Act.

2.5.3. May solicit and accept contributions and grant funds from other sources.

2.5.4. Shall not provide training services unless the Governor grants a written waiver of this provision.

2.5.5. Shall not provide career services or be designated or certified as a one-stop operator without the agreement of the Governing Body and the Governor.

ARTICLE III MEMBERSHIP

3.1. Pursuant to provisions authorized by the Act, the Governing Body has established the initial membership and structure of the WDB, and appoints/reappoints new members to the WDB. Changes to the initial structure shall maintain business representation at a minimum of 51% of total membership. Should such business representation drop below 51%, recruitment will immediately go into effect.

3.2. The Governing Body has determined that the WDB shall be a maximum of 26 members, who are comprised of the following:

3.2.1. **Business Representatives:** At least 51% of the members shall be representatives from the business community (a) appointed from among individuals nominated by local business organizations and business trade associations; (b) chief executive officers, chief operating officers, or owners of businesses, or other business executives or employers with optimum policy making or hiring authority; and (c) from businesses or organizations, including small businesses, that provide employment opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area. The WDB shall endeavor to recruit and secure representatives of local small businesses as WDB members.

3.2.2. **Workforce Representatives:** At least 20% of WDB members shall be representatives of the workforce within the local area; and

3.2.2.1. Of those, at least 15% of the WDB members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members; labor organization representatives shall include:

(A) representatives of labor organizations who have been nominated by local labor federations or other representatives of employees;

(B) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

3.2.2.2. The remaining Workforce Representatives may include representatives of community-based organizations serving populations with barriers to employment, including organizations that serve veterans and individuals with disabilities; and may include representatives of organizations that address the employment, training, or education needs of youth, including out-of-school youth.

3.2.3. **Education and Training Representatives:** At least two (2) members that are representatives of entities administering education and training activities in the local area; and

3.2.3.1. shall include a representative of eligible providers administering adult education and literacy activities pursuant to the Act;

3.2.3.2. shall include a representative of institutions of higher education providing workforce development activities; and

3.2.3.3. may include representatives of local educational agencies, and of community-based organizations that address the education or training needs of individuals with barriers to employment.

3.2.4. **Governmental Representatives:** At least three (3) members that are representatives of governmental and economic and community development entities serving the local area; and

3.2.4.1. shall include a representative of economic and community development entities; and

3.2.4.2. shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act;

3.2.4.3. shall include an appropriate representative of the programs carried out under Title 1 of the Rehabilitation Act of 1973;

3.2.4.4. may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistances; and

3.2.4.5. may include representatives of philanthropic organizations serving the local area.

3.2.5. Members can act as representatives to more than one of the sectors identified above.

3.2.6. May include such other individuals or representatives of entities as the Governing Body may determine to be appropriate.

3.3. Terms of Appointment. WDB members shall serve for fixed terms; term lengths shall be for four years from the July 1st immediately preceding the appointment/re-appointment date. All WDB terms shall expire on June 30th, except that members may continue to serve after the end of their term until a successor is appointed.

3.4. Resignations. Any WDB member may resign by submitting written notice to the WDB Chairperson.

3.5. 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.

ARTICLE IV OFFICERS

4.1. The presiding officers of the WDB shall be called Chairperson and Vice Chairperson and shall have two year terms of office beginning July 1st of each even year and ending on June 30th, two years later.

4.2. The WDB shall elect, by majority vote of the WDB members present, its Chairperson and Vice Chairperson. Election shall occur prior to July 1st of each two-year office. The WDB Chairperson and Vice Chairperson shall be from its business sector representatives, and they may succeed themselves if so reelected.

4.2.1. Nominating Committee. No later than March of each election year, a nominating committee shall be appointed by the Chairperson.

The committee shall consist of the Chairperson and three WDB members with as many counties being represented as possible.

With the exception of the Chairperson, no WDB member who wishes to run for election shall sit on the nominating committee.

4.2.2. Duties of the Nominating Committee. The nominating committee shall poll WDB members for prospective nominees.

It shall be the duty of the nominating committee to interview each of the candidates prior to placing their names on the ballot and secure their pledges to serve faithfully if elected.

At least twenty (20) calendar days prior to the WDB meeting where elections are to occur, the committee shall mail a list of all nominees to each WDB member.

The nominating committee shall then present names to the WDB no later than June of each election year.

4.2.3. Elections. All voting to elect officers of the WDB shall be by open vote and the ballot shall list nominees by officer position in an order drawn randomly.

The WDB shall elect officers by majority vote of the WDB members present.

4.3. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice Chairperson, the WDB shall, at the beginning of its meeting, designate by majority vote of the WDB members present, a Chairperson Pro-Tem to serve as presiding officer of that meeting.

4.4. The Chairperson shall have the responsibility of preparing the agenda for WDB meetings.

**ARTICLE V
MEETINGS AND QUORUMS**

5.1. The WDB shall meet at a minimum of four (4) times annually on a calendar quarterly basis.

5.2. Special meetings of the WDB may be called by the WDB Chairperson or by a majority of WDB members.

5.3. All meetings of the WDB shall be conducted and noticed in conformance with the Ralph M. Brown Act, California Government Code 54960 et seq., as amended (the “Brown Act”).

5.4. Notice of all meetings of the WDB shall be given by any means reasonably calculated at least seventy-two (72) hours before the meeting. Notices of meetings shall advise WDB members of the general nature of business to be transacted at such meeting.

5.5. A quorum to conduct business of the regular WDB shall require a majority of the WDB members present both in person or by teleconference connection, consistent with the provisions of the Brown Act.

5.6. Each member of the WDB shall have one vote.

5.7. Action may be taken by a majority vote of the WDB members present, unless otherwise required by law.

5.8. The WDB in all its actions and meetings shall be governed by the Act and these Bylaws.

**ARTICLE VI
COMMITTEES**

6.1. The WDB Chairperson, with the approval of the WDB, shall create committees of the WDB.

6.2. The WDB Chairperson shall appoint committee chairpersons from the WDB membership.

6.2.1. Committee chairpersons must be WDB members

6.3. Committee members shall be appointed by the WDB.

6.3.1. Committees may include WDB members.

6.3.2. Committees shall be supplemented by non-WDB members who the WDB has determined have the appropriate experience and expertise.

6.4. With the exception of the Executive Committee, all committee members, both WDB and non-WDB membership, have equal voting rights.

6.5. Action may be taken by a WDB committee by an affirmative majority vote of the current committee members.

6.6. All actions of a WDB committee shall be advisory to the full WDB, unless the full WDB has expressly delegated “final authority” to a given committee on a given issue or matter.

6.7. The WDB Chairperson, with the consent of the WDB, shall also be able to create and appoint task forces or technical workgroups as needed.

6.8. All committees, task forces or technical workgroups appointed or created by the WDB, are considered under the Brown Act to be “legislative bodies” and are therefore subject to Brown Act requirements.

6.9. The WDB shall have one standing committee:

6.9.1. Executive Committee. The Executive Committee shall consist of five (5) voting members: WDB Chairperson, Vice Chairperson, and three (3) additional WDB members, one of which shall be from the business community. The Golden Sierra Executive Director shall sit as an ex-officio non-voting member of the Executive Committee. The WDB Chairperson may also invite WDB committee chairpersons to participate in Executive Committee meetings as non-voting members. The membership term shall be the same as the chair term.

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

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

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

ARTICLE VII STAFFING AND SUPPORT OF WDB

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

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

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

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

7.5. The WDB shall not directly operate programs.

**ARTICLE VIII
CONFLICT OF INTEREST**

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

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

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

**ARTICLE IX
AMENDMENTS**

9.1. Amendments to these Bylaws may be approved by an affirmative majority vote of the WDB members at any regular meeting of the WDB; provided however, that the amendments proposed had been submitted in writing at the previous regular meeting or included in the call to the meeting. Amendments proposed to these Bylaws must be received by the WDB membership no less than seventy two (72) hours prior to their consideration by the WDB.

9.2. To take effect, amendments to these Bylaws must also have concurrence by an affirmative majority vote of the Governing Body.

**ARTICLE X
EFFECTS**

10.1. These Bylaws shall become effective upon adoption by an affirmative majority vote of the WDB and the Governing Body, and shall remain in effect, as amended by Article IX above, until dissolution of the WDB and/or the Governing Body.

10.2. In any conflict arising between the provisions of the Act, applicable State law, and or other implementing regulations, the legal provisions of law and regulations shall prevail, except as these Bylaws represent allowable discretion by the Governing Body and the WDB in interpretation and implementation of law and regulation.

[signatures on following page]

APPROVED/ACCEPTED:

APPROVED/ACCEPTED:

[NAME], Chairperson
Golden Sierra Workforce Development Board

[NAME], Chairperson
Golden Sierra Governing Body

Date: _____

Date: _____

**GOLDEN SIERRA
WORKFORCE BOARD**

MEMORANDUM

DATE: January 13, 2016
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Appoint and Populate Nomination Committee

Resolution Action Item Information

Today's action is to appoint a nomination committee and solicit 3 members, other than the chair, to serve on this committee. As stated in 4.21, the 3 members should represent as many counties as possible.

Serving on the Nomination Committee would consist of 2-3 (1) hour meetings; some of these meetings may be accomplished via teleconference. These meetings would occur between February 1st and April 15th.

Extracted from current Bylaws:

4.21 NOMINATING COMMITTEE

No later than March of each election year, a nominating committee shall be appointed by the Chairperson.

The committee shall consist of the Chairperson and three WDB members with as many counties being represented as possible.

With the exception of the Chairperson, no member who wishes to run for election shall sit on the nominating committee.

4.22 DUTIES OF THE NOMINATING COMMITTEE

The nominating committee shall poll WDB members for prospective nominees.

It shall be the duty of the nominating committee to interview each of the candidates prior to placing their names on the ballot and secure their pledges to serve faithfully if elected.

At least twenty (20) calendar days prior to the WDB meeting where elections are to occur, the committee shall mail a list of all nominees to each WIB member. [April 29, 2016]

The nominating committee shall then present names to the WDB no later than June of each election year. [May 19, 2016]

WIOA Action Matrix

Action	Comments <i>Action Item = Green</i> <i>Complete = Blue</i>	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
Establish Local Area					
Revise JPA to reference WIOA			X		<ul style="list-style-type: none"> • Ongoing – Working with KMTG should be sent to county counsel in late Feb/March • Out to county counsel for review April 1, 2015 (45 day review period) • On GB Agenda for review April 9, 2015 • Out to BOS' for Approval • 7/21 Alpine County – BOS approved • 7/21 El Dorado County – BOS approved • 9/15/15 Placer – BOS Approved • 10/7/15 GS GB Approved
Request Designation as Local Area	The Governor is required to designate (initially) local areas who have performed successfully and who have had fiscal integrity for the previous two years. Golden Sierra meets these criteria. No process has been defined but I recommend the WIB, in conjunction with the Governing Body, submit a letter requesting designation.	X	X	X	<ul style="list-style-type: none"> • Approved by WIB 11/20/14 • Approved by GB 12/15/14 • Mailed 12/21/14 • Draft Directive WSDD-111 released 1/16/15; Directive WSD14-10 released 2/20/15 (updated 3/9/15) • Request approval from WIB 3/19/15 • Sent unsigned copy to EDD 3/26/15 • GB approved 4/9/15 • Application sent to state 4/27/15 • Received recommendation for approval letter 5/19/2015 • Approved 6/23/15

Action	Comments <i>Action Item = Green</i> <i>Complete = Blue</i>	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
Establish Local Area (continued)					
Request approval to remain one-stop operator	According to WIOA each local area is required to have one One-Stop (at a minimum) and that One-Stop must be collocated with EDD staff. Currently, the Golden Sierra region has five centers only one of which is collocated with EDD (Roseville). The designation would eliminate our requirement to competitively procure the operator for the region. This is the most cost effective and efficient scenario. It does not eliminate the requirement to procure youth and career services.	X	X	X	<ul style="list-style-type: none"> • Approved by WIB 11/20/14 • Approved by GB 12/15/14 • Mailed 12/21/14 • According to NRPM must be competitively procured prior to receiving “waiver”. Procurement must be completed by June 30, 2017 • CWA launched campaign to alter regulations, GB and WDB Exec sent letter to Secretaries of Labor and Education. (8/20/15) • Awaiting clarification from DOL – Indicated additional clarification could come Jan 2016.
Workforce Board					
Governance					
Review WIB Functions for gaps/opportunities	WIB (ADA accessibility policies)	X			<ul style="list-style-type: none"> • WDB functions to include partnering with Core agencies, systems alignment and setting local performance indicators • Updates to WDB ongoing • Board functions reviewed 7/15/15
Review Bylaws	Review bylaws for consistency with responsibilities and functions of WDB	X	X		<ul style="list-style-type: none"> • Working with KMTG • GB Bylaws for review/approval at GB meeting 4/9/15 • WDB Bylaws under review • Draft Presented to WDB EC 10/17/15 • Bylaws redrafted. Included in WDB packet Jan 19 for review and approval
Re-write WIB/Governing Body Agreement	Review current agreement for consistency with WIOA	X	X		<ul style="list-style-type: none"> • Working with KMTG • Draft completed – GB Review 4/9/15 • Approved by WDB Exec 4/16/15 • Approved by GB 6/3/15
Set Qualifications for Director	The WDB will need to set qualifications for the Director. Will probably need to wait for regulations to do so.	X	X		<ul style="list-style-type: none"> • Designated to GB since the Agency sets qualifications for and employs Director

Action	Comments	Responsibility			Status
	Action Item = Green Complete = Blue	WIB	GB/CLEO	CWIB/ Governor	
Workforce Board (continued)					
Governance (continued)					
Review WIB Directives	Current WIB Directives will need to be reviewed and revised or eliminated for accuracy within the new system.	X			<ul style="list-style-type: none"> • Initial Review and Discussion at Exec 4/16/15 • WIA Directives expire June 30, 2015 • New based on broad policy issues, alignment etc. • WDB focus on systems building
Membership					
Review WIB membership for compliance and strategic direction	Is membership in line with key sectors and new requirements?		X		<ul style="list-style-type: none"> • As required by WIOA and as referenced in WSD14-10, the Governing Body will be required to provide direction to staff to develop and approve a recruitment process that identifies and appoints appropriate members as defined by WIOA and state policy. Must be in compliance by July 2016. • Membership reviewed, missing one required member (Adult Education) for compliance. Further review and possible restructuring may need to take place to meet requirements of local initiatives. • Board membership in Compliance 10/7/15 with addition of Adult Ed • Reviewed for planning and strategy 10/17/15 • Membership structure outlined in Bylaws.
Structure					
Review Committee Structure	The WIB should review its committee structure to ensure that it can meet its new role. No youth council is required, new partners included in performance (performance committee), New business engagement metrics, new emphasis on pathways and pathway development, Education and economic development continuous improvement, accessibility... Joint mtgs with SETA? (See initiatives)	X	X		<ul style="list-style-type: none"> • Some of this may need to be completed regionally as a part of the regional planning requirements • Initial recommendations will be proposed for June Executive Committee • Delayed slightly awaiting direction from state • Initial Thoughts: Combine WDB Exec and Finance, and use ad hoc committees • Bylaws drafted to provide maximum flexibility

Action	Comments <i>Action Item = Green</i> <i>Complete = Blue</i>	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
Workforce Board (continued)					
Planning/Service Delivery					
Convene Core Partners to discuss the design of the future system and MOUs	Executive Committee should convene leaders from DOR, EDD, Adult ED to discuss partnering in the new system, MOU's and Cost Sharing Agreements.	X			<ul style="list-style-type: none"> • Email intro CWA WIOA Overview – 9/23/14 • Letter intro WIOA 10/20/14 • First meetings with EDD/Adult Ed April 2015 • First meetings held with Adult Ed, EDD, HHS and DOR (April 2015) • Round 2 July 27 • Round 3 occurred August 18 • Round 4 September 30 – Discussing Mission, Vision, Values draft
Meet with SETA to Consider Joint Committees and policies with SETA and CAIZ group	WIOA will nearly require a regional planning effort. We may want to have our subcommittees start meeting jointly with SETA	X			<ul style="list-style-type: none"> • Attending SETA Planning Committee late January. • Meeting cancelled; next meeting in February, • Though we are jointly coordinating many activities. This meeting has not occurred as of July 2015 • Currently working on Slingshot and Sector Based NEG Grants • Discussing regional MOU for planning region stakeholders
Review One-Stop locations and service delivery model	Review service delivery. Should all current locations remain one-stops or should we target special projects in certain areas. Should we open population-specific job centers? Other LWIAs have centers that focus on youth only or business only or sectors. Should we reduce the number of physical centers and set-up remote access instead (the community colleges would be a likely host). (Recommendations to GB)	X	X		<ul style="list-style-type: none"> • Met with Alpine County on 1/29/15 to discuss program services needs and model. • Consider new model with one comprehensive site, multiple Affiliate sites and designated access points. Only Affiliate and Comprehensive sites have access to Training money. All sites offer some version of Career Services GS manages the payments of contracts etc. • Need to develop a way to recognize access points (DOL, Calworks, DRCs Etc) as part of the system. Possible that Access points may be able to refer eligible clients directly. • Locations will be a product of RFP process and WIOA Comprehensive one-stop requirements

Action	Comments <i>Action Item = Green</i> <i>Complete = Blue</i>	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
Workforce Board (continued)					
Planning/Service Delivery (continued)					
Publish RFQ for vender services	Establishing a vendor list for services will greatly enhance our ability to provider services without a full RFP process for each service	X			<ul style="list-style-type: none"> Working with staff to define services – anticipate release 2/10/15 Released 2/10/15
Publish RFQ for Training Services and/or One-Stops	Prepare for competitive bid requirement by obtaining lists of qualified/interested sub-recipients	X			<ul style="list-style-type: none"> In development/ may need to separate “one-Stop Operator” functions from one-stop service delivery (core function = coordination) Deadline for completion July 2017. Do not award “K6” money beginning of program year 2015. Must develop and complete RFP for Services to be awarded Dec/Jan (2016) for 18 months This (K6) implementation plan was reviewed and approved at Finance committee May 20, 2105; approved at WDB May 21, 2015. RFP Released 7/8/2015 Rated 8/28/15 To WDB for approval 9/17/15
Technology	How does the WDB want to address the new emphasis on Technology	X			
Branding	Consider adopting unified Identifier	X	X		<ul style="list-style-type: none"> WIOA NRPMs identify One-stop brand as “American Job Centers” do we want to keep local brand? Will state board enforce “America’s Job Centers of California”
Accessibility	How will we address accessibility				<ul style="list-style-type: none"> Could be a function of the one-stop operator if contracted out.
LMID	How will we ensure we have proper data for planning – Contract that out				<ul style="list-style-type: none"> Save costs by eliminating EMSI and Work closely with LMID consultant

Action	Comments	Responsibility			Status
	Action Item = Green Complete = Blue	WIB	GB/CLEO	CWIB/ Governor	
Workforce Board (continued)					
Performance					
Metrix	Review and identify performance metrics for WIA services or initiatives (i.e. expenditures related to OJT vs classroom training?) Training in critical clusters? Pathway development, apprenticeship enrollment – Business engagement etc.	X			<ul style="list-style-type: none"> Initial local performance metrics to be proposed to Exec June 2015 Delayed slightly awaiting direction from state subcommittee meetings
Initiatives	Brand Initiatives i.e. NEXT, Vital Assets, Youth@Work etc. - maybe reduce committees but have ad hocs that manage the initiatives?	X			<ul style="list-style-type: none"> Currently Branded “NEXT” for business services/RR Working on “Service First” for Veterans Working on Brand for Persons with Disabilities (PWD) Also need youth brand Implementing centrally administered RR Services. The RR implementation plan was reviewed and approved at Finance committee May 20, 2105; approved at WDB May 21, 2015. “Advance” Branding developed for serving PWD’s

WORKFORCE SERVICES INFORMATION NOTICE

Number: WSIN15-19

Date: December 3, 2015

Expiration Date: 01/03/18
69:175:rc

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: PUBLIC COMMENT PERIOD – CALIFORNIA’S STATE PLAN, PY 2016-2019

The California Workforce Development Board (State Board) is seeking public comments on California’s Unified Strategic Workforce Development Plan (State Plan).

The four-year State Plan represents agreement among the core partners identified in the *Workforce Innovation and Opportunity Act* (WIOA) and serves as the framework for the development of public policy, fiscal investment, and operation of all state labor exchange, workforce education, and training programs. This draft State Plan meets the requirements of Federal Register Notice Docket ID number ETA-2015-0006-0002 “WIOA Unified and Combined State Plan Requirements” and the associated Information Collection Request.

The State Plan will be posted on the [State Board's website](#) for a 30-day public comment period. Comments will be accepted until 5 p.m. on January 2, 2016 and must be submitted in writing through one of the following:

Mail California Workforce Development Board
Attn: Unified State Plan Comments
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

E-mail CWDBInfo@cwdb.ca.gov

Fax 916-657-1381

If you have any questions, contact Daniel X. Patterson at the State Board by e-mail at Daniel.Patterson@cwdb.ca.gov or by phone at (916) 657-1446.

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

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

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIOA MEMORANDUMS OF UNDERSTANDING

SUBJECT MATTER HIGHLIGHTS

This policy provides guidance on the development of Memorandums of Understanding (MOUs) under the *Workforce Innovation and Opportunity Act* (WIOA).

COMMENTS DUE

December 17, 2015

Comments can be submitted through one of the following ways:

Fax	WSD, Attention: Rolando Cordova at 916-654-9753
E-Mail	Rolando.Cordova@edd.ca.gov (Include "draft comments" in the subject line)
Mail	WSD / P.O. Box 826880 / MIC 50 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. The Workforce Services Branch does not respond individually to each comment received. However, a summary of comments will be released with the final directive.

Comments received after the specified due date will not be considered.

WORKFORCE SERVICES DRAFT DIRECTIVE

Number: WSDD-131

Date: November 25, 2015
69:175:rc:17866

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIOA MEMORANDUMS OF UNDERSTANDING

EXECUTIVE SUMMARY

Purpose

This policy provides guidance on the development of Memorandums of Understanding (MOUs) under the *Workforce Innovation and Opportunity Act* (WIOA).

Please note that this guidance was developed using the WIOA Notices of Proposed Rule Making (NPRM) and is subject to change based upon issuance of the final WIOA regulations or further guidance from the Department of Labor (DOL).

Scope

This directive applies to all Local Workforce Development Boards (Local Boards).

Effective Date

This directive is effective on the date of issuance.

REFERENCES

- *WIOA* (Public Law 113-128) Section 121(c)
- *Americans with Disability Act Amendment Act of 2008* (Public Law 110-325)
- Title 34 *Code of Federal Regulations* (CFR) "WIOA, Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; NPRM", Sections 678.305, 678.310, 678.315, 678.500 and 678.505
- Title 2 *Code of Federal Regulations* (CFR) Part 200

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

STATE-IMPOSED REQUIREMENTS

This directive contains some state-imposed requirements. These requirements are printed in ***bold, italic type.***

FILING INSTRUCTIONS

Retain this directive until further notice.

BACKGROUND

The WIOA strengthens the ability of our public workforce system to align investments in workforce, education, and economic development with regional in-demand jobs. It also focuses on the importance of providing customers with access to high-quality one-stop centers that connect them with the full range of services available in their communities.

Accordingly, California's Workforce Development Strategic Plan was developed with the following three policy objectives in mind:

- Fostering demand-driven skills attainment
- Enabling upward mobility for all Californians
- Aligning, coordinating, and integrating programs and services

To achieve these objectives, the America's Job Center of CaliforniaSM (AJCC) system must serve as an all-inclusive access point to education and training programs that provide demand-driven skills attainment, especially for those with barriers to employment.

Local Boards, with the agreement of the chief elected official (CEO), are responsible for entering into a MOU with each of the AJCC partners that outlines the operations of the overarching one-stop delivery system [WIOA Section 121(c)]. The law envisions that Local Boards will act as both the convener of the MOU negotiations as well as the shaper of how one-stop services are delivered within their Local Workforce Development Area (Local Area) (NPRM Preamble page 20602).

POLICY AND PROCEDURES

The AJCCs are the cornerstone of California's workforce development system. AJCC partners are jointly responsible for workforce and economic development, educational, and other human service programs. Therefore, collaboration is essential to establishing a quality-focused, employer-driven, and customer-centered system.

Comprehensive AJCC

Every Local Area must have at least one comprehensive AJCC that provides universal access to the full range of employment services, training and education, employer assistance, etc. In

other words, a comprehensive AJCC is a physical location where job seekers and employers have access to the programs, services, and activities of all the required AJCC partners. These include the following:

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

The term “access” refers to providing services through one of the following methods:

- Co-location – Program staff from each partner are physically present at the AJCC.
- Cross-training – Staff physically present at the AJCC are properly trained to provide information about all programs, services, and activities that may be available to the customer through other partners.
- Direct access through real-time technology – Access through two-way communication and interaction between customers and AJCC partners that result in services being provided. Examples may include the following:
 - Email or instant messaging.
 - Live chat via Skype or Facetime.
 - Identification of a single point of contact for service delivery at each partner program.
 - Establishment of an internet portal linking all of the partners.

(NPRM Section 678.305)

Affiliate AJCCs

An affiliate AJCC is a center that offers job seekers and employers one or more of the AJCC programs, services, and activities. These types of centers serve as access points into the local AJCC system. An affiliated site is not required to provide access to every required AJCC core or partner service and the frequency of staff presence in an affiliated center is determined at the

local level. Affiliate AJCCs can be specialized centers that address specific needs of a target population or key industry sector or cluster. Local Areas choosing to incorporate affiliated centers as part of their service delivery strategy should implement these centers in a manner that supplements and enhances customer access (NPRM Section 678.310).

Stand Alone Wagner-Peyser Office

Stand-alone Wagner-Peyser (W-P) Employment Service (ES) offices are no longer permitted. Current W-P offices may transition to an affiliated center, provided that staff from at least one other partner in the affiliated center is physically present more than 50 percent of the time during the center's business hours and an MOU has been developed with the Local Board. Additionally, the other partner must not be the partner administering local veterans' employment representatives, disabled veterans' outreach program specialists, or unemployment compensation programs. If W-P ES and any of these three programs are provided at an affiliated site, an additional partner must have staff present in the center more than 50 percent of the time during the center's business hours (NPRM Section 678.315).

Development of a Memorandum of Understanding

Each MOU should act as a functional tool as well as visionary plan for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers.

Local Boards may develop a single "umbrella" MOU that addresses overarching issues for the Local Board, CEO, and AJCC partners as they relate to the local AJCC system. Alternatively, they may choose to enter into a separate MOU with each individual partner or groups of partners (NPRM Section 678.505). Two or more Local Areas within a planning region also have the option to develop a single joint MOU, should they wish to do so (NPRM Section 678.500).

The three major components each MOU should address are as follows:

1. Shared Customers
2. Shared Services
3. Shared Costs

Joint infrastructure funding is a critical part of establishing the foundation needed to support integrated service delivery. Therefore, under WIOA each required partner must contribute a portion of their funds toward maintaining the AJCC system. However, in order to ensure we are moving toward a customer-focused approach across all programs, the shared resources and costs portion of each MOU does not have to be negotiated until after the Local Board and AJCC partners have first addressed their shared customers and services.

Phase I and Phase II

The MOU development process will take place in two phases. Phase I of each MOU will address service coordination and collaboration amongst the partners. Subsequently, Phase II will address how to functionally and fiscally sustain the unified system described in Phase I through the use of resource sharing and joint infrastructure costs. After each phase of a MOU has been completed, it must be signed by authorized representatives of the Local Board, CEO, and AJCC partner(s).

Phase I: Service Coordination

For Phase I, Local Boards are expected to work with all of the required and optional partners in their Local Area to develop an agreement regarding the operations of the local one stop system as it relates to shared services and customers. **Phase I of each MOU must be completed no later than June 30, 2016.**

Phase II: Shared Resources and Costs

For Phase II, Local Boards should build upon the agreements established in Phase I and determine how to best support their established service delivery model through the sharing of resources and costs. **Phase II of each MOU must be completed no later than December 31, 2017.**

The two part schedule is being provided in order to allow time for other key WIOA milestones (e.g., Local Area subsequent designation, AJCC operator procurement, establishment of a state infrastructure fund) to be completed before Phase II of each MOU is due.

While the AJCC operator can participate in the MOU development process, the responsibility of negotiating Phase I and Phase II of each MOU cannot be delegated to them as part of the competitive procurement process. Local Boards may wish to request an assessment of an applicant's ability to leverage resources or their experience in working with the required and optional AJCC partners, but they cannot require applicants to submit each AJCC partner's financial commitments as part of the procurement process.

Every MOU must contain an assurance that it will be reviewed and updated, at a minimum, every three years in order to ensure it contains up to date information regarding funding, delivery of services, and changes in the signatory official of the Local Board, CEO, or AJCC partner(s).

In addition, each MOU must be reviewed and, if necessary, renegotiated after Local Workforce Development Plans and Regional Workforce Development Plans have been developed. This is to ensure they are properly aligned with the local priorities and strategies identified in both plans.

Strategic Timeline

During the MOU development process, Local Boards should remain aware of upcoming deadlines for several other key WIOA provisions. The timeline below takes into account current federal guidance as well as California’s strategic vision for WIOA implementation:

- During PY 2015-2016, Local Boards must complete Phase I of the MOU no later than **June 30, 2016**.
- During PY 2016-2017, Local Boards must ensure that AJCC operators and career services providers are in place and operating by **June 30, 2017**.
- During PY 2017-2018, Local Boards must complete Phase II of the MOU no later than **December 31, 2017**.
- During PY 2018-2019, Local Boards must ensure that both Regional Plans and Local Plans go into effect as of **July 1, 2018**.

**Please note, dates are subject to change, pending further guidance from DOL.*

Provisions of a Memorandum of Understanding

The table below outlines content for Phase I and Phase II of the MOU development process. The left column lists the provisions that each MOU must contain, as required by WIOA, and the right column lists what corresponding information needs to be included in order to address each provision.

In addition, the state developed a Sample MOU (Attachment 1). The Sample MOU is intended to be a technical assistance tool rather than a required template; it should be used in whatever way best fits the needs of the Local Board.

Phase I June 30, 2016	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
<p>Services provided through the one-stop delivery system</p> <p>WIOA Section 121(c)(2)(A)(i)</p> <p>Describe the services to be provided through the one-stop delivery system consistent with the requirements of this section, including the manner in which the services will be coordinated and delivered through such a system.</p>	<ul style="list-style-type: none"> • Define the purpose, mission, values and goals of the AJCC system. • Identify the AJCC partner(s) included in the MOU (both required and optional). • Describe the AJCC system design. • Describe the AJCC system services, that are applicable to each partner, including career services and those identified in the bi-lateral agreements contained in

<p style="font-size: 48pt; color: yellow; text-align: center;">D</p>	<p>the California Workforce Development Strategic Plan</p> <ul style="list-style-type: none"> • Identify the AJCC system customers and describe shared customers. • Describe the responsibilities of the AJCC partner(s), including joint planning and staff development/professional development.
<p>Initial Plan for Funding of Services and Operating Costs</p> <p>Describe the initial plan for Phase II as referenced in WIOA Section 121(c)(2)(A)(ii).</p>	<ul style="list-style-type: none"> • Include a commitment to sharing system operating costs. • Include an assurance that costs will be based on proportionate use and agreed upon methodology. • Include an assurance that a cost sharing agreement will be completed during Phase II of MOU process (see Attachment 1 for more guidance).
<p>Methods for Referring Customers</p> <p>WIOA Section 121(c)(2)(A)(iii)</p> <p>Describe methods of referral of individuals between the one-stop operator and the one-stop partners for appropriate services and activities.</p>	<ul style="list-style-type: none"> • Describe the AJCC system referral process. • Describe commitment to ensuring a high quality customer service and customer-centered focus. • Identify how the AJCC system will provide direct access to partners through real-time technology.
<p>Access to Services</p> <p>WIOA Section 121(c)(2)(A)(iv)</p> <p>Describe methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system.</p>	<ul style="list-style-type: none"> • Attach an AJCC system map that identifies the location of each comprehensive and affiliate AJCC within the Local Area. • Define individuals with barriers to employment and describe how the AJCC system will ensure access and priority for services to individuals with barriers to employment. • Include a commitment by the AJCC partner(s) to work together to share data and technology. • Identify measures and internal control applied to ensure system security.

<p style="font-size: 48pt; color: yellow; text-align: center;">D R</p>	<ul style="list-style-type: none"> • Include a commitment to comply with the confidentiality provisions of the respective statutes of the AJCC partner(s). • Describe how the AJCC system will provide measures to promote non-discrimination and equal opportunity. • Describe the AJCC system grievance procedures. • Include a commitment that the AJCC partner(s) will comply with the <i>Americans with Disability Act Amendment Act of 2008</i>. • Include a commitment that the AJCC partner(s) will promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.
<p>Duration of MOU</p> <p>WIOA Section 121(c)(2)(A)(v)</p> <p>Describe the duration of the MOU and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services.</p>	<p style="font-size: 48pt; color: yellow; text-align: center;">A F T</p> <ul style="list-style-type: none"> • Identify the effective dates of the MOU. • Include an assurance to review the MOU at least every three years. • Describe the procedures established to revise and modify the MOU. • Describe the procedures established to terminate the MOU.

Recommended MOU Provision	Optional Sections to include in the MOU
<p>Administration and Operations Management</p>	<ul style="list-style-type: none"> • Describe management operations, including site supervision and day to day operations. • Describe how the AJCC system will engage in media releases and communication. • Describe the AJCC system policy and procedures regarding hold harmless, indemnification, and liability. • Describe how the AJCC system will handle dispute resolution.
<p>Phase II December 31, 2017</p>	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
<p>Funding of Services and Operating Costs</p> <p>WIOA Section 121(c)(2)(A)(ii)</p> <p>Describe how the costs of such services and the operating costs of such system will be funded, including the following:</p> <p>(I) Funding through cash and in-kind contributions (fairly evaluated), which contributions may include funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing one-stop delivery system operations.</p> <p>(II) Funding of the infrastructure costs of one-stop centers in accordance with subsection (h).</p>	<ul style="list-style-type: none"> • Identify the AJCC system operating and infrastructure costs. • Describe how shared operating and infrastructure costs will be funded by the AJCC partner(s). • Describe the cash and in-kind contributions used to fund shared operating and infrastructure costs. • Identify the amount to be contributed by the AJCC partner(s) through the cost sharing agreement. • Include an assurance that AJCC proportionate fund contributions were calculated in accordance with Title 2 CFR Part 200. • Describe the process that will be used to periodically review and adjust shared costs so that they continue to be proportionate and equitable to the benefit received by the AJCC partner(s).

Additional Resources

Supplementary federal guidance that may be of assistance during the MOU development process includes the following:

- [DOL Training and Employment Guidance Letter 04-15](#): Vision for the One-Stop Delivery system under the WIOA
- [Rehabilitation Services Administration Technical Assistance Circular 15-02](#): Vision for the State Vocational Rehabilitation Services Program as a Partner in the Workforce Development System Under the WIOA
- [Office of Career, Technical and Adult Education - Division of Adult Education and Literacy 15-4](#): Vision of the Adult Education and Literacy Act in the Workforce System and Initial Implementation of the WIOA
- [Unemployment Insurance Program Letter 20-15](#): Unemployment Insurance and the WIOA of 2014

INQUIRIES

If you have any questions regarding this directive, contact Robin Purdy at Robin.Purdy@cwdb.ca.gov or 916-657-1474.

Please direct all other questions to your assigned [Regional Advisor](#).

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

Attachment is available on the internet:

1. [Sample MOU](#)

GOLDEN SIERRA WORKFORCE BOARD
SERVICE PROVIDER REPORT

Report Period: 11/01/15-1/1/16
 Prepared By: Alpine County (RL)

ACTIVITY SUMMARY

<input type="checkbox"/>	New Enrollments	
<input type="checkbox"/>	New ITA Contracts	
<input type="checkbox"/>	New OJT Contracts	
<input checked="" type="checkbox"/>	New WEX Contracts	1 ongoing WEX with Alpine County Community Development Department
<input checked="" type="checkbox"/>	New One-Stop Visitors	3 new visitors
<input checked="" type="checkbox"/>	Total One-Stop Visitors	29 total visitors (10 for November and 19 for December)

PROGRAM UPDATES

Youth Communication efforts to encourage enrolled youth on plan continuation and future educational and career goals

Adult Four adults are attending local community colleges for job training

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>
12/23/2015	Behavioral Health Services Staff Meeting	Interagency networking to inform BHS staff about educational/career opportunities for BHS clients-outreach to youth via Native Wellness Advocate
12/21/2015	Chamber of Commerce Networking	Phone call efforts to begin attending Chamber of Commere Meetings
12/8/15-12/10/15	Attending CalWorks Training in Anaheim	Networking with Welfare to Work Case Managers-Discussion of OCAT tool

NOTEABLE OUTCOMES

Labor Exchange Services

Business Engagement Working with Kirkwood/Vail and local towing company to match job seekers to employment opportunities

Partner Engagement Discussions with Alpine Office of Education to establish gaps in education oppourtunites for youth and how to address those gaps by providing collaborative efforts in looking for grants and scholarships for youth/adult for education

Service Delivery Strategies Increasing awarness to community of career center and what the career center offers, more marketing to community members

WIOA Transition Attending WIOA webinars and trainings related to changes that will occur from WIA to WIOA

GOLDEN SIERRA WORKFORCE BOARD
SERVICE PROVIDER REPORT

Report Period: 11/1/15 -12/31/15
 Prepared By: El Dorado/Jenny Wilson

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	11
<input checked="" type="checkbox"/>	New ITA Contracts	7 - a) 2 Class A Truck Drivers, b) Medical Billing and coding, c) Paralegal, d) Medical Assistant e) Pharmacy Technician, f) Esthetician (Supportive Services only), g) AA psychology (books only)
<input checked="" type="checkbox"/>	New OJT Contracts	1- Flooring
<input checked="" type="checkbox"/>	New WEX Contracts	3 - General Trainees placed at; a) Veterans Office, b) HHSa Clerical and c) HHSa WIOA.
<input checked="" type="checkbox"/>	Total One-Stop Visitors	983
<input checked="" type="checkbox"/>	Unique One-Stop Visitors	55

PROGRAM UPDATES

Youth 1) Met with the Transitional Age Youth Team, 2) Visited CCC site to set up services beginning in January via the One Stop as well on-site, 3)Met with EDUHSD Workability staff to discuss coordination and potential client services, 4) November press release targeting 16-24 youth.

Adult K5 dollars are currently 100% obligated; K6 contract is in negotiation.

Dislocated Worker K5 dollars are currently 100% obligated: K6 contract is in negotiation.

Prop 39 N/A for Placerville/not included in the grant.

Disability Employment Accelerator (Advance)

National Emergency Grant (SP-NEG) N/A for Placerville/not included in the grant

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
11/12/15	SLT Blue Ribbon Awards 2015	Nominated for Best Customer Service (Public Agency)
12/17/15	Employer Forum for Gilmore Heating, Air and Solar	1 hire
11/18/15	Employer Forum Home Instead Senior Care	
November and December Workshops	2 Resume Workshops, 3 Interviewing Skills Workshops, 2 Basic Math Skills Workshops, 1 How to get a State Job, 7 other workshops presented by Partner staff addressing Workplace Anxiety, etc., 8 DOR orientations, 9 WIOA orientations, 2 GAIN and 2 CASAs workshops	

NOTEABLE OUTCOMES

Labor Exchange Services Two Employer Forums noted above, plus the El Dorado County (EDC) openings that are reported out for EDC on the Business Engagement Report.

Business Engagement 1) Met with Gilmore Heating Air and Solar to discuss WIOA, and OJT, 2) Met with Advisory Group/EDC2, provided update re. status of WIOA program,

Partner Engagement 1) Discussion with David Luke/SLT DOR re. developing a common referral form, 2) Meeting Al Holmes and Rehab Counselor Candace re. DOR Services through the One Stop, 3) Met with Kelly Trux from EDUHSD and his Workability Job Developers to discuss how WIOA Youth program may fit and support some Workability clients, 3) WIOA staff met with Rick Larkey re. apprenticeship and other labor driven programs for an overview, 4) WIOA staff visited the California Conservation Corp Site in Greenwood. We will be coordinating with them to provide services to Corps members, 5) DOR presented 8 orientations , 6) WIOA staff initiated and completed the first of three One Stop trainings for Partner Staff; CalWORKs and PHA staff attended.

Service Delivery Strategies Attended two Case Management and Data Management meetings with Golden Sierra MIS staff in December.

WIOA Transition On going meeting with partners to build WIOA services/coordination. In SLT participating in the AB86 meeting with SLT Community College, DOR in SLT and Placerville, EDCOE.

GOLDEN SIERRA WORKFORCE BOARD SERVICE PROVIDER REPORT

Report Period: 11/01/15 – 12/31/15

Prepared By: Placer County (DG)

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	15
<input checked="" type="checkbox"/>	New ITA Contracts	10: Class A Driver, Security Officer, Medical Biller, Network Engineer, Analyst
<input checked="" type="checkbox"/>	New OJT Contracts	4: Customer Service, Medical Biller, Bookkeeper, Administrative Assistant
<input checked="" type="checkbox"/>	New WEX Contracts	1: Office Support
<input checked="" type="checkbox"/>	Total One-Stop Visitors	342 (Roseville: 289 + Auburn: 53)
<input type="checkbox"/>	Unique One-Stop Visitors	Unable to collect via CalJOBS (awaiting scan card module)

PROGRAM UPDATES

Youth Golden Sierra Job Training Agency sponsored the NEW event at Sierra College; this event exposes young women to non-traditional careers in science, technology, engineering, and math. Outreach efforts are ramping up for the new year; a new flyer was created to attract out-of-school youth and young adults.

Adult All Placer County case managers participated in staff development training aimed to improve service delivery and performance measures.

Dislocated Worker Staff are challenged to find eligible and appropriate candidates for the DW program; management is working with EDD WSB to access lists of individuals receiving unemployment insurance benefits.

Prop 39 We received a time-only extension on Round 1 of the project; this will ensure the performance measures are met. Round 2 is expected to be awarded soon.

Disability Employment Accelerator (Advance) 23 participants enrolled; 5 enrolled in work-based learning.

National Emergency Grant (SP-NEG) Outreach efforts are ramping up for the new year; a new flyer was created to attract employers, veterans, and long-term unemployed individuals. 1 of 20 participants enrolled.

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
11/6/2015	NEW (Sierra College/Youth Event)	
11/10/2015	Workshop: How to Get a State Job	
12/9/2015	Job Connections: Placer County	
12/15/2015	Job Connections: Comcast/Xfinity	

NOTEABLE OUTCOMES

Labor Exchange Services More than 6 hiring events were hosted in Placer County during the report period.

Business Engagement New job orders and requests for placement assistance continue

Partner Engagement Golden Sierra connected with Placer County Probation to delivery monthly presentations on how to access basic career services (PREP: Placer Re-Entry Program). Supported local AEBG efforts. Routed the Tri County Job Fair MOO to SETA, EDD, Placer County, and William Jessup University.

Service Delivery Strategies More partners have stepped forward to provide services in the local job centers.

WIOA Transition Attended the CWDB roadshow introducing the State Plan.

GOLDEN SIERRA WORKFORCE BOARD
SERVICE PROVIDER REPORT

Report Period: 11/1/15-12-31/15
 Prepared By: PRIDE Industries Youth Services Dept. (MT)

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	<u>1</u>
<input type="checkbox"/>	New ITA Contracts	
<input type="checkbox"/>	New OJT Contracts	
<input type="checkbox"/>	New WEX Contracts	
<input type="checkbox"/>	New One-Stop Visitors	
<input type="checkbox"/>	Total One-Stop Visitors	

PROGRAM UPDATES

Youth PRIDE youth participants have been meeting their ISS goals. On 12-4-15 PRIDE met the required enrollment number of clients needed to fulfill our contract goal. Since PRIDE will no longer be contracted with Golden Sierra at the end of FY 15-16, we are not enrolling any new clients, and are also working to exit as many clients as possible to ensure that we have minimal amount of clients at the end of May 2016.

Adult

Dislocated Worker

Prop 39

Disability Employment Accelerator (Advance)

National Emergency Grant (SP-NEG)

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
11-12-15	Each Mind Matters PCOE	

NOTEABLE OUTCOMES

Labor Exchange Services

Business Engagement

Partner Engagement PRIDE works collaboratively with GSJTA, PCOE, DOR, Unity Care, Probation, CASA, Whole Person Learning and other agencies to support the youths goals.

Service Delivery Strategies PRIDE collaborates with multiple businesses to employ our youth and provide WEX opportunities.

GOLDEN SIERRA CONSORTIUM **BUSINESS SERVICES AND RAPID RESPONSE REPORT**

Report Period: 11/01/15 – 12/31/15

Prepared By: Business Engagement Team

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Placer Contacts	20
<input checked="" type="checkbox"/>	New El Dorado Contacts	11
<input type="checkbox"/>	New Alpine Contacts	0
<input checked="" type="checkbox"/>	New Job Orders Received	32
<input checked="" type="checkbox"/>	Total Active Job Orders	113+
<input type="checkbox"/>	Rapid Response Events	0 official on-site events; 1 job saved via rapid re-employment

EVENT PARTICIPATION

Date	Event Name	Outcomes
11/3/15	Business Workshop (El Dorado)	8 employers participated
11/5/15	Business Workshop (Placer)	20 employers participated
11/10/15	Business Workshop (El Dorado)	10 employers participated
11/10/15	Hiring Event: Caltrans	29 candidates referred
11/10/15	Hiring Event: K-mart	8 candidates referred; 3 hired
11/12/15	Business Workshop (Placer)	20 employers participated
11/17/15	Hiring Event: Randstad	6 candidates referred
11/23/15	Hiring Event: KDS Marketing	2 candidates referred
12/3/15	Hiring Event: Select Staffing	2 candidates referred
12/16/15	Hiring Event: Comcast	3 candidates referred
12/18/15	Hiring Event: VForce Staffing	27 participants referred

ACTIVE JOB ORDER TRENDS

Hospitality and Tourism Met with El Dorado Hills Travel Agency; they will be starting a Hospitality & Tourism training program (6 week course for \$1,100).

Retail 15+ active job orders.

Health Care Services 25+ active job orders; 1 placement made at Westview Healthcare Center.

Information Technology 3 active job orders; 1 placement made at Intel.

Construction 13+ active job orders; sharing leads and candidates with NSBIA.

Business and Financial Services 7+ active job orders.

Professional and Technical Services 20+ active job orders; an appliance company in Cameron Park stated they are struggling to find an adequate local training provider for appliance repair technicians (they currently send employees out-of-state for training).