

WB MEMBERS

AAMIR DEEN
Unite Here Local 49

BILL BETTENCOURT
Placer School for Adults

CAROL PEPPER-KITTREDGE
Sierra College

CHRISTINA NICHOLSON
Whole Person Learning

DANIELA DEVITT
California Employers Association

DIANA SOUZA
NorCal Kenworth

ERIC COOPER
California Indian Manpower Consortium

JACQUELINE HUMENICK
Ponte Palmero

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JOHN TWEEDT
District Council 16

LAUREL BRENT-BUMB
El Dorado Chamber of Commerce

MARCY SCHMIDT
Placer Co. Business Advantage Network

MARK FRAYSER
Department of Rehabilitation

MARTHA ESCOBEDO
Employment Development Department

MICHAEL ZIMMERMAN, *Vice Chair*
MTI College

PAUL CASTRO
California Human Development

RICK LARKEY, *Chair*
North State Building Industry Foundation

ROBIN TRIMBLE
Rocklin Area Chamber of Commerce

TINK MILLER
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

**GOLDEN SIERRA WORKFORCE BOARD
REGULAR MEETING
AGENDA**

Thursday, July 20, 2017 – 1:00 PM

**Folsom Lake College
Community Room C-102
6699 Campus Drive
Placerville, CA 95667**

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

- 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 May 18, 2017 WB Meeting 3-6
 - b) Review of Minutes from May 15, 2017 EC Meeting 7-12
 - c) Attendance Log 13
- IV. PHASE II MOUs 14-44
- V. AJCC CERTIFICATION PROCESS [WSD16-20](#) 45-49
- VI. BOARD MEMBER ORIENTATION 50-57
- VII. PAST YEAR REFLECTION AND NEW YEAR PROJECTIONS 58-60
- VIII. TECHNOLOGY IMPACTS AT WORK 61-65
- IX. ONE-STOP OPERATOR REPORT OUT 66
- X. WORKGROUPS
- XI. WORKFORCE BOARD MEMBERSHIP UPDATE 67

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.

- XII. WORKFORCE BOARD BYLAW REVISION UPDATE 68
- XIII. WIOA SERVICE PROVIDER AND PARTNER UPDATES 69-72
- Alpine County – Alpine County HHS
 - El Dorado County – El Dorado County HHS
 - Placer County - Golden Sierra Job Training Agency
 - Consortium Business Engagement / Rapid Response
- XIV. FUTURE AGENDA ITEMS/NEW BUSINESS
- WORKFORCE BOARD
 - EXECUTIVE COMMITTEE
- XV. NEXT MEETING
- Thursday, September 21, 2017 – 1:00 PM. North State BIA
- XVI. ADJOURNMENT

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Schmidt shared that there will be a “Fair Chance Employer Summit” on May 24, 2017 in Pleasant Hill, sponsored by the Contra Costa County.

V. 2017-20118 WIOA TITLE I DRAFT BUDGET

Budget highlights:

- Built with an assumed 10% reduction in funds. While the federal award is rumored to be flat, the agency does not believe that California’s award or the local award formula will be flat.
- Increased the Direct Training Leverage percentage from 5% to 10% which frees up funding from the training pool for other purposes such as staffing.
- Meets all required components of the Act such as work based learning and support for the required Comprehensive Center.
- Transfer 50% dislocated worker to Adult.
- Approved by Executive Committee on May 15, 2017

The following correction was noted on Schedule 3, Page 14:

Row 15 – Placer
Row 16 – El Dorado
Row 17 - Alpine

Motion to approve the WIOA Title I Draft Budget by Miller, second by Devitt.

Motion approved unanimously

VI. CTEIG SUMMER INTERNSHIP APPROPRIATIONS

Buckingham commented that the agency has been working on a partnership with the Placer County Office of Education, North State BIA, and Lennar Homes to put on a summer construction internship. Appropriating the funds from this award allows Golden Sierra to act as the employer of record for the instructors providing the educational component of the internship. Students will learn and work in the construction industry for 8 weeks. The funding comes from Placer County Office of Education Career Technical Education Incentive Grant (CTEIG).

Motion to approve the CTEIG Summer Internship Appropriations by Escobedo, second by Miller

Motion approved unanimously

VII. EXECUTIVE COMMITTEE MEMBERSHIP

Zimmerman stated that Alexis Zoss' resignation from her position with El Dorado County left a vacancy on the Executive Committee; consequently the Executive Committee met on Monday and recommend Greg Geisler as a candidate for the position. Mr. Geisler's nomination is before the board for approval.

Motion to approve Greg Geisler as a member of the Executive Committee by Buckingham, second by Nicholson

Motion approved unanimously

VIII. WIOA YOUTH ELIGIBILITY POLICY

Buckingham explained that in general, WIOA Title I operating policies do not normally require board approval; however, by law this policy requires board approval.

In WIOA, youth who wish to receive services must be low income as defined by the law AND have at least one of several additional barriers. These might include pregnant or parenting, disability, incarceration etc. The law also allows for a local definition of Youth Needing Additional Assistance

The definition that we are proposing includes 9 pre-defined barriers but also allows flexibility for unique situations that we may not have considered in the proposed definitions.

Motion to approve the WIOA Youth Eligibility Policy by Devitt, second by Schmidt

Motion approved unanimously

IX. 2017-2018 MEETING SCHEDULE

2017-2018 Meeting Scheduled proposed at 3rd Thursday of odd months.

Motion to approve the 2017-2018 WB Meeting Schedule, by Miller second by Frayser

Motion approved unanimously

X. SLINGSHOT PRESENTATION

Buckingham stated that the board has been participating for the better part of two years in the regional SlingShot initiative. The majority of that time was spent on the planning and approval process with the State Board. It has been a while since the board has received an update and with new members on board and the upcoming implementation phase an update was timely.

Evan Schmidt and Meg Arnold from Valley Vision gave a presentation; please refer to Golden Sierra website for further details

Jake Elia and Trisha Rhomberg from Hacker Lab gave a presentation; please refer to Golden Sierra website for further details

XI. WIOA LOCAL PLAN UPDATE

Buckingham stated that the Agency received notice from the State Workforce Board on May 1, 2017, that the Local Plan was conditionally approved, and noted that the approval from the board allows for modifications to the plan due to requested changes.

XII. CAREER SERVICES APPLICATION UPDATE

Buckingham stated the Agency's application to provide career services was also conditionally approved by the State Workforce Board's Executive Committee on April 27, 2017.

XIII. MEMBERSHIP UPDATE

Magnussen informed the board that there are vacancies for 6 Business members, 1 Organized Labor, and 1 Joint Labor. There are currently 4 applications in process and another one that should be due shortly; she is also working with Sacramento Labor Council to secure a nominee for organized labor. She anticipates these applications will be approved by August 2nd by the Governing Body, and this will bring board membership into full compliance.

Magnussen also added that there are 10 members whose terms are expiring on June 30, 2017; all 10 members have agreed to continue with their commitment to the board.

XIV. WORKGROUP REPORT OUT

Miller solicited input for members to serve on the Marketing workgroup, as she is currently the only member.

Schmidt commented that the Partnership and Business Engagement workgroup, met with SETA on January 19th, and have another meeting scheduled with SETA for regional business engagement and rapid response. They have also started mapping out and cataloging initiatives, and will be distributing to the board for input.

XV. WIOA SERVICE PROVIDER AND PARTNER UPDATES

Zimmerman informed the board members that Indiveri is working on an updated version of the service provider reports to help the board visualize goals and accomplishments.

XVI. FUTURE AGENDA ITEMS/NEW BUSINESS

- Phase II MOU
- One-Stop Operator Report
- Workgroup report out and/or breakouts
- WDB bylaws
- Technology impacts
- AJCC certification WSDD165

XVII. NEXT MEETING

Thursday, July 20, 2017 – 1:00 PM. Folsom Lake College – Placerville Campus

XVIII. ADJOURNMENT

Motion to adjourn the meeting at 2:07 pm by Escobedo

Motion approved unanimously

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

Monday, May 15, 2017 – 1:30 PM

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

Teleconferencing locations

**El Dorado (1)
Chamber of Commerce
542 Main Street
Placerville, CA 95667**

**Sierra College (2)
Building B-1
5100 Sierra College Blvd
Rocklin, CA 95677**

**135 Merritt Way (3)
Sacramento, CA 95864**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order at 1:30 p.m. by Chair Larkey

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair) (3), Martha Escobedo, Carol Pepper-Kittredge (2), Laurel Brent-Bumb (1)

Absent: None

Guests: Michael Indiveri, Marcy Schmidt, Lorna Magnussen, Terrie Trombley, Carline Chavez,

**Denotes late arrival or early departure*

(#) Indicates teleconference location

II. APPROVAL OF AGENDA

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

Motion approved unanimously by roll call vote

III. CONSENT AGENDA

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

a) Approval of Minutes from February 6, 2017 EC Meeting

b) Review of Minutes from March 16, 2017 WB Meeting

c) Attendance Log

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

Motion approved unanimously by roll call vote

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

None

V. 2017-2018 WIOA TITLE I DRAFT BUDGET

Buckingham explained that the board has two main types of responsibilities. System responsibilities and responsibilities associated with Title I of the Act. Most of the action items today are related to WIOA Title I. This budget represents a draft budget presentation for WIOA Title I.

The key points are:

- Built with an assumed 10% reduction in funds. While the federal award is rumored to be flat, the agency does not believe that California's award or the local award formula will be flat.
- Increased the Direct Training Leverage percentage from 5% to 10% which frees up funding from the training pool for other purposes such as staffing.
- Meets all required components of the Act such as work based learning and support for the required Comprehensive Center.
- Transfer 50% dislocated worker to Adult.

The following correction was noted on Page 16:

Row 15 – Placer
Row 16 – El Dorado
Row 17 - Alpine

Motion to approve WIOA Title I Draft Budget as corrected by Escobedo, second by Zimmerman

Motion approved unanimously by roll call vote

VI. CTEIG SUMMER INTERNSHIP APPROPRIATIONS

Buckingham commented that the agency has been working on a partnership with the Placer County Office of Education, North State BIA, and Lennar Homes to put on a summer construction internship. Appropriating the funds from this award allows Golden Sierra to act as the employer of record for the instructors providing the educational component of the internship. Students will learn and work in the construction industry for 8 weeks. The funding comes from Placer County Office of Education Career Technical Education Incentive Grant (CTEIG).

Motion to approve CTEIG Summer Internship Appropriations by Escobedo, second by Zimmerman

Motion approved unanimously by roll call vote

VII. 2017-2018 MEETING SCHEDULE

Larkey noted that a poll had been taken to establish the best time and day of the week for the meeting; the results were to keep meetings on the 3rd Thursdays of even months from 1:00 pm to 3:00 pm.

Motion to approve 2017-2018 Meeting Schedule by Brent-Bumb, second by Escobedo

Motion approved unanimously by roll call vote

VIII. EXECUTIVE COMMITTEE MEMBERSHIP

Buckingham stated that Greg Geisler, Program Manager for Placer County Health and Human Services is the current nominee to fill the vacant seat on the Executive Committee. Greg has been an active member in workforce development issues in Placer County for a number of years and will continue to provide a HHS perspective that would otherwise be lost with the absence of Alexis Zoss.

Geisler would fill the Non-Workforce Board member seat on the Executive Committee.

Motion to approve Executive Committee Membership by Zimmerman, second by Escobedo.

Motion approved unanimously by roll call vote

IX. WB MEMBERSHIP REVIEW PROCESS

Larkey stated that that the Workforce Board currently has the following vacancies:

6 business member, 1 organized labor and, 1 joint labor.

The current members whose terms will be ending June 30, 2017, have agreed to serve an additional 4 year term.

There are 3 applications for business members pending approval by the Governing Body on June 7, 2017.

Magnussen is currently in communication with the labor council to nominate 2 members.

Larkey asked the committee members for their input on the review/screening process. Brent-Bumb said most applicants have been vetted by their nominating entity and doesn't feel an interview process would be necessary.

Pepper-Kittredge asked if the committee's recruitment efforts are targeting certain sectors. Larkey responded that hospitality, healthcare and business associations such as chamber were targeted.

Magnussen noted that the screening process could be to review applicants for appropriateness and forward recommendations on all applicants to Governing Body for consideration and approval if appropriate.

Motion to approve WB Membership Review process and recommend current applicants to the Governing Body by Brent-Bumb, second by Pepper-Kittredge

Motion approved unanimously by roll call vote

X. WIOA LOCAL PLAN UPDATE

Buckingham stated that the Agency received notice from the State Workforce Board on May 1, 2017, that the Local Plan was conditionally approved, and noted that the approval from the board allows for modifications for requested changes.

XI. CAREER SERVICES APPLICATION UPDATE

Buckingham stated the Agency's application to provide career services was also conditionally approved by the State Workforce Board's Executive Committee on April 27, 2017.

XII. ONE-STOP OPERATOR INTRODUCTION AND DISCUSSION OF ROLES & RESPONSIBILITIES

Buckingham wanted the committee to have an opportunity to hear from Indiveri on his vision on how he will bring value to the group and seek direction from the committee.

Indiveri stated that there are three major areas to start off with; the first is the One Stop Operator (OSO) has the responsibility of tracking and reviewing the provisions and agreements that are outlined in the MOUs. Such as how services are delivered, how customers receive the services, and the associated costs.

The second part of the process will be obtaining the partners reviews on the system and how it operates, and what are their priorities. This would include establishing a matrix that can be used locally for the core partners; knowing the funding sources, how do customers come in and what are the outcomes.

The third part would be to establish communication/feedback dynamic between the OSO and the partners.

Buckingham added that when the scope of work for the OSO was written the following was considered: The board's mission which includes measuring if the board is effectively meeting its goals; whatever metrics are developed should be to help the board move forward in ensuring that the partnership is meeting the needs of industry.

Larkey inquired about regional versus local relationships. Buckingham stated that the State Workforce Board did state in their approval of the career services providers and one-stop operators that they encouraged local areas to start exploring regional one-stop operator agreements. Buckingham felt that this would be the role of the Regional Planning Unit (RPU).

**Brent-Bumb departed at 3:00 pm*

XIII. WORKGROUP NEXT STEPS

Larkey asked if the groups would like to continue to meet outside of the board meetings to work on their projects.

Schmidt suggested that the groups should continue to meet outside the meetings to be able to achieve their goals since the meetings are only once every two months.

Larkey noted that Brown Act rules must be considered and adhered to when meeting outside of the regular meetings. If a majority of the Board or Executive Committee meet it should be announced and considered a Brown Act public meeting. He will suggest having special meetings if on the regular scheduled meetings the group is unable to work on the workgroup projects.

Partnership and Business Engagement [Schmidt]

- Sat in on SETA's employer outreach committee meeting. Heard about a project they are working called "Build your own workforce" training for staff; launching June with 4 half day training sessions. A Golden Sierra and Placer County staff member were invited to participate.
- Attended the rapid response roundtable meeting in April hosted by SETA.
- Larkey and Buckingham requested a meeting with SETA; scheduled on May 23, 2017 to discuss regional efforts.
- Goal was to meet with Valley Vision to learn more about the "Slingshot" initiative. Hacker Lab was one of the local awardees, and the will attend the upcoming Workforce Board meeting.
- Placer County will most likely move ahead with creating a business center, as it moves forward it will be an important for the business engagement piece.
- Group is going to map out the regional workforce initiatives for the boards, they created a draft, and the idea behind it was to understand what type of workforce initiatives and projects where active and who on the board is participating in them to be able to transmit to the board the information.

Leadership & Best Practices [Larkey]

- Working on scheduling joint Executive & Governing Body meeting
- Conference of Mayor link was provided by CWA that provides best practices; CWA is also developing survey to solicit best practices.

XIV. FUTURE AGENDA ITEMS/NEW BUSINESS

- Review Workforce Board applications
- Workgroups
- Short term deliverables for Local Plan

XV. NEXT MEETING

Thursday, June 15, 2017 – 1:00 PM. Roseville Connections

XVI. ADJOURNMENT

Motion to adjourn the meeting at 3:15 pm by Escobedo, second by Zimmerman

Motion approved unanimously

Date:	7/21/16	9/15/16	11/17/16	1/19/17	3/16/17	5/18/17	Rate
WIB	Regular	Special	Regular	Regular	Regular	Regular	
Aamir Deen				0	0	0	0%
Bill Bettencourt	0	1	1	1	1	1	83%
Carol Pepper-Kittredge	0	1	0	1	0	0	33%
Christina Nicholson	0	1	1	1	1	1	83%
Daniela Devitt	0	1	1	0	1	1	67%
Eric Cooper	1	1	1	0	1	0	67%
Jason Buckingham	1	1	1	1	1	1	100%
John Tweedt	1	0	0	1	0	1	50%
Laurel Brent-Bumb	1	1	1	1	1	0	83%
Marcy Schmidt	1	1	1	1	1	1	100%
Mark Frayser	1	1	1	1	1	1	100%
Martha Escobedo	1	1	1	1	1	1	100%
Michael Zimmerman	1	1	0	1	1	1	83%
Paul Castro	0	1	0	0	0	0	17%
Rick Larkey	1	1	1	1	1	0	83%
Tink Miller	1	1	0	1	0	1	67%
Victor Wursten	1	0	1	1	1	1	83%

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: July 20, 2017
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Phase II Memorandums of Understanding (MOUs)

Before the board for signature authority are Phase II, WIOA required partner MOUs. The Board is responsible for 18 total partner MOUs locally however, there are a number that have been combined as the partner operates multiple programs. Golden Sierra, for example, operates three programs while the Employment Development Department operates four. This reduces the number of required documents to 12.

All partners have received their MOU packets and are aware of the requirements and upcoming September 1, 2017 submission deadline.

Included in your packet are the following MOU content:

- Attachment A, Revision 1
- Attachment B, Revision 1
- Attachment C
- Signature Page
 - o Colocated partner
 - o Non-colocated partner
- Cost Sharing Budget Documents

Required MOUs include:

- AARP - Title V Older Americans Act
- Alpine County HHS – TANF
- California Human Development Corporation – Migrant Seasonal Farmworkers (Section 167)
- California Indian Manpower Consortium – Native American Programs (Section 166)
- Department of Rehabilitation – WIOA Title IV Vocational Rehabilitation
- El Dorado County HHS – TANF
- Employment Development Department (EDD) - WIOA Title III Wagner-Peyser; Veterans; Trade Adjustment Assistance Act; and Unemployment Insurance
- Golden Sierra Job Training Agency – WIOA Title I Adult, Dislocated Worker & Youth
- Placer County HHS – TANF
- Sierra Joint Consortium for Adult Education – WIOA Title II Adult Education & Literacy
- Sierra College – CTE Programs; Carl D. Perkins
- Lake Tahoe Community College – CTE Programs; Carl D. Perkins

Attachment A
Partner Contact Information

<p>WIOA Title I: Adult, Dislocated Worker, and Youth Golden Sierra Job Training Agency 1919 Grass Valley Highway Auburn, CA 95603 Jason Buckingham 530-823-4635 buckingham@goldensierra.com</p>	<p>Native American Programs (WIOA, Section 166) California Indian Manpower Consortium 738 North Market Blvd. Sacramento, CA 95834 Lorenda T. Sanchez 916-920-0285 lorendas@cimcinc.com</p>
<p>Migrant Seasonal Farmworker Programs California Human Development Corporation 3315 Airway Drive Santa Rosa, CA 94503 Christopher Paige 707-521-4726 chris.paige@cahumandevlopment.org</p>	<p>WIOA Title II: Adult Education and Literacy Roseville Adult School 200 Branstetter Street Roseville, CA 95678 Joe Landon, Assistant Superintendent 916-782-3952 jlandon@rjuhsd.us</p>
<p>WIOA Title II: Adult Education and Literacy Placer School for Adults 390 Finley Street Auburn, CA 95603 Peter Efstathiou, Assistant Superintendent 530-885-8585 pefstathiou@puhsd.k12.ca.us</p>	<p>WIOA Title III: Wagner-Peyser Employment Development Department ARU 160 115 Ascot Drive, Suite 180 Roseville, CA 95661 Janet Neitzel 916-865-2470 Janet.Neitzel@edd.ca.gov</p>
<p>WIOA Title IV: Vocational Rehabilitation Department of Rehabilitation 151 N Sunrise Avenue, Suite 601 Roseville, CA 95661 Jay Onasch 916-558-5300 Jay.Onasch@dor.ca.gov</p>	<p>WIOA Title IV: Vocational Rehabilitation Department of Rehabilitation 11641 Blocker Drive, Suite 125 Auburn, CA 95603 Jay Onasch 916-558-5300 Jay.Onasch@dor.ca.gov</p>
<p>Older Americans Act AARP 735 Sunrise Avenue, Suite 218 Roseville, CA 95661 Brenda Harden 916-749-4165 bharden@aarp.org</p>	<p>CTE Programs (Carl D. Perkins) Sierra College 5000 Rocklin Road Rocklin, CA 95677 Carol Pepper-Kittredge 916-660-7801 cpepper-kittredge@sierracollege.edu</p>
<p>CTE Programs (Carl D. Perkins) South Lake Tahoe Community College 1 College Drive South Lake Tahoe, CA 96151 Brad Deeds 530-541-4660 deeds@ltcc.edu</p>	<p>Trade Act Employment Development Department ARU 160 115 Ascot Drive, Suite 180 Roseville, CA 95661 Janet Neitzel 916-865-2470 Janet.Neitzel@edd.ca.gov</p>

<p>Veterans Employment and Training Program Employment Development Department ARU 160 115 Ascot Drive, Suite 180 Roseville, CA 95661 Janet Neitzel 916-865-2470 Janet.Neitzel@edd.ca.gov</p>	<p>Unemployment Insurance Employment Development Department P.O. Box 826880 – UIPCD, MIC 40 Sacramento, CA 94280-0001 David Rangel 916-490-5700 David.Rangel@edd.ca.gov</p>
<p>TANF/CalWORKs Placer County Health and Human Services P.O. Box 20400 Auburn, CA 95604 Jeffrey S Brown 530-886-1870 jbrown@placer.ca.gov</p>	<p>TANF/CalWORKs El Dorado County Health and Human Services 3047 Briw Road Placerville, CA 95667 Patricia Moley-Dunn 530-642-4806 patty.moley@edcgov.us</p>
<p>TANF/CalWORKs Alpine County Health and Human Services 75-A Diamond Valley Road Markleeville, CA 96120 Nichole Williamson 530-694-2235 nwilliamson@alpinecountyca.gov</p>	

Attachment B
Partner Services and Service Location(s)

WIOA Title I: Adult, Dislocated Worker, and Youth

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	P	P	P
Outreach, Intake, and Orientation	P	P	P
Initial Assessment of Skill Levels	P	P	P
Labor Exchange Services/Job Search Assistance	P	P	P
Referrals to Other Programs and Services	P	P	P
Labor Market Information	P	P	P
Information about Eligible Training Providers	P	P	P
Information about Local Area Performance	P	P	P
Information about Supportive Services	P	P	P
Eligibility for Non-WIOA Financial Aid Programs	P	P	P
Assistance with Unemployment Insurance	P	P	P
Individualized Career Services			
Comprehensive and Specialized Assessment	P	P	P
Development of an Individual Employment Plan	P	P	P
Group Counseling	P	P	P
Individual Counseling	P	P	P
Career Planning (e.g. case management)	P	P	P
Short-term Prevocational Services	P	P	P
Internships or Work Experience	P	P	P
Workforce Preparation Activities	P	P	P
Financial Literacy Services	P	P	P
Out-of-Area Job Search	P	P	P
English Language Acquisition	P	P	P

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A “*direct linkage*” through technology is available

Service Locations and Contacts

115 Ascot Drive, Suite 180 Roseville, CA 95661 Darlene Galipo 916-746-7722 x122 galipo@goldensierra.com	3047 Briw Road Placerville, CA 95667 Machelle Rae 530-642-7246 Machelle.rae@edcgov.us	75-A Diamond Valley Road Markleeville, CA 96120 Rena Lynch 530-694-2235 x227 rlynch@alpinecountyca.gov
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Native American Programs (WIOA, Section 166)

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	C	N/A	N/A
Outreach, Intake, and Orientation	C	N/A	N/A
Initial Assessment of Skill Levels	C	N/A	N/A
Labor Exchange Services/Job Search Assistance	C	N/A	N/A
Referrals to Other Programs and Services	C	N/A	N/A
Labor Market Information	C	N/A	N/A
Information about Eligible Training Providers	C	N/A	N/A
Information about Local Area Performance	N/A	N/A	N/A
Information about Supportive Services	C	N/A	N/A
Eligibility for Non-WIOA Financial Aid Programs	N/A	N/A	N/A
Assistance with Unemployment Insurance	N/A	N/A	N/A
Individualized Career Services			
Comprehensive and Specialized Assessment	C	N/A	N/A
Development of an Individual Employment Plan	C	N/A	N/A
Group Counseling	C	N/A	N/A
Individual Counseling	C	N/A	N/A
Career Planning (e.g. case management)	C	N/A	N/A
Short-term Prevocational Services	C	N/A	N/A
Internships or Work Experience	C	N/A	N/A
Workforce Preparation Activities	C	N/A	N/A
Financial Literacy Services	C	N/A	N/A
Out-of-Area Job Search	C	N/A	N/A
English Language Acquisition	N/A	N/A	N/A

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A "*direct linkage*" through technology is available

Service Locations and Contacts

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

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	D	D	D
Outreach, Intake, and Orientation	D	D	D
Initial Assessment of Skill Levels	D	D	D
Labor Exchange Services/Job Search Assistance	D	D	D
Referrals to Other Programs and Services	D	D	D
Labor Market Information	D	D	D
Information about Eligible Training Providers	D	D	D
Information about Local Area Performance	D	D	D
Information about Supportive Services	D	D	D
Eligibility for Non-WIOA Financial Aid Programs	N/A	N/A	N/A
Assistance with Unemployment Insurance	D	D	D
Individualized Career Services			
Comprehensive and Specialized Assessment	D	D	D
Development of an Individual Employment Plan	D	D	D
Group Counseling	N/A	N/A	N/A
Individual Counseling	D	D	D
Career Planning (e.g. case management)	D	D	D
Short-term Prevocational Services	D	D	D
Internships or Work Experience	D	D	D
Workforce Preparation Activities	D	D	D
Financial Literacy Services	D	D	D
Out-of-Area Job Search	D	D	D
English Language Acquisition	D	D	D

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A "*direct linkage*" through technology is available

Service Locations and Contacts

California Human Development Corporation 117 West Main Street, Suite 1B Woodland, CA 95695 Blanca Barba 530-662-9601 blanca.barba@cahumandevlopment.org
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WIOA Title II: Adult Education and Literacy

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	N/A	N/A	N/A
Outreach, Intake, and Orientation	C	N/A	N/A
Initial Assessment of Skill Levels	N/A	N/A	N/A
Labor Exchange Services/Job Search Assistance	P	N/A	N/A
Referrals to Other Programs and Services	C	N/A	N/A
Labor Market Information	C	N/A	N/A
Information about Eligible Training Providers	C	N/A	N/A
Information about Local Area Performance	C	N/A	N/A
Information about Supportive Services	C	N/A	N/A
Eligibility for Non-WIOA Financial Aid Programs	N/A	N/A	N/A
Assistance with Unemployment Insurance	N/A	N/A	N/A
Individualized Career Services			
Comprehensive and Specialized Assessment	N/A	N/A	N/A
Development of an Individual Employment Plan	C	N/A	N/A
Group Counseling	N/A	N/A	N/A
Individual Counseling	C	N/A	N/A
Career Planning (e.g. case management)	C	N/A	N/A
Short-term Prevocational Services	P	N/A	N/A
Internships or Work Experience	N/A	N/A	N/A
Workforce Preparation Activities	P	N/A	N/A
Financial Literacy Services	N/A	N/A	N/A
Out-of-Area Job Search	P/C	N/A	N/A
English Language Acquisition	C	N/A	N/A

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A "*direct linkage*" through technology is available

Service Locations and Contacts

Roseville Adult School 200 Branstetter Street Roseville, CA 95678 Michael Brockman 916-782-3952 x1703 mbrockman@rjuhsd.us	Placer School for Adults 390 Finley Street Auburn, CA 95603 Beth Lanning 530-885-8585 elanning@puhsd.k12.ca.us
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WIOA Title III: Wagner-Peyser

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	N/A	N/A	N/A
Outreach, Intake, and Orientation	P	C	C
Initial Assessment of Skill Levels	P	C	C
Labor Exchange Services/Job Search Assistance	P	C/D	C/D
Referrals to Other Programs and Services	P	C	C
Labor Market Information	P	C/D	C/D
Information about Eligible Training Providers	P	C/D	C/D
Information about Local Area Performance	P	N/A	N/A
Information about Supportive Services	P	N/A	N/A
Eligibility for Non-WIOA Financial Aid Programs	P	N/A	N/A
Assistance with Unemployment Insurance	P	D	D
Individualized Career Services			
Comprehensive and Specialized Assessment	P	N/A	N/A
Development of an Individual Employment Plan	P	N/A	N/A
Group Counseling	P	N/A	N/A
Individual Counseling	P	N/A	N/A
Career Planning (e.g. case management)	P	N/A	N/A
Short-term Prevocational Services	P	N/A	N/A
Internships or Work Experience	N/A	N/A	N/A
Workforce Preparation Activities	P	N/A	N/A
Financial Literacy Services	N/A	N/A	N/A
Out-of-Area Job Search	P	N/A	N/A
English Language Acquisition	N/A	N/A	N/A

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A “*direct linkage*” through technology is available

Service Locations and Contacts

Employment Development Department ARU 160 115 Ascot Drive, Suite 180 Roseville, CA 95661 Chad Bradley 916-865-2462 Chad.Bradley@edd.ca.gov

WIOA Title IV: Vocational Rehabilitation

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	N/A	N/A	N/A
Outreach, Intake, and Orientation	P	C/D	C/D
Initial Assessment of Skill Levels	C/D	C/D	C/D
Labor Exchange Services/Job Search Assistance	C/D	C/D	C/D
Referrals to Other Programs and Services	C/D	C/D	C/D
Labor Market Information	C/D	C/D	C/D
Information about Eligible Training Providers	C/D	C/D	C/D
Information about Local Area Performance	N/A	N/A	N/A
Information about Supportive Services	C/D	C/D	C/D
Eligibility for Non-WIOA Financial Aid Programs	N/A	N/A	N/A
Assistance with Unemployment Insurance	N/A	N/A	N/A
Individualized Career Services			
Comprehensive and Specialized Assessment	N/A	N/A	N/A
Development of an Individual Employment Plan	N/A	N/A	N/A
Group Counseling	N/A	N/A	N/A
Individual Counseling	N/A	N/A	N/A
Career Planning (e.g. case management)	N/A	N/A	N/A
Short-term Prevocational Services	N/A	N/A	N/A
Internships or Work Experience	N/A	N/A	N/A
Workforce Preparation Activities	N/A	N/A	N/A
Financial Literacy Services	N/A	N/A	N/A
Out-of-Area Job Search	N/A	N/A	N/A
English Language Acquisition	N/A	N/A	N/A

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A “*direct linkage*” through technology is available

Service Locations and Contacts

151 N Sunrise Avenue, Suite 601 Roseville, CA 95661 Mark Frayser 916-774-4410 mfrayser@dor.ca.gov	11641 Blocker Drive, Suite 125 Auburn, CA 95603 David Luke 530-823-4050 David.Luke@dor.ca.gov
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Older Americans Act

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	N/A	N/A	N/A
Outreach, Intake, and Orientation	C	C	C
Initial Assessment of Skill Levels	N/A	N/A	N/A
Labor Exchange Services/Job Search Assistance	D	D	D
Referrals to Other Programs and Services	N/A	N/A	N/A
Labor Market Information	D	D	D
Information about Eligible Training Providers	N/A	N/A	N/A
Information about Local Area Performance	N/A	N/A	N/A
Information about Supportive Services	N/A	N/A	N/A
Eligibility for Non-WIOA Financial Aid Programs	N/A	N/A	N/A
Assistance with Unemployment Insurance	N/A	N/A	N/A
Individualized Career Services			
Comprehensive and Specialized Assessment	N/A	N/A	N/A
Development of an Individual Employment Plan	N/A	N/A	N/A
Group Counseling	N/A	N/A	N/A
Individual Counseling	N/A	N/A	N/A
Career Planning (e.g. case management)	D	D	D
Short-term Prevocational Services	N/A	N/A	N/A
Internships or Work Experience	N/A	N/A	N/A
Workforce Preparation Activities	D	D	D
Financial Literacy Services	N/A	N/A	N/A
Out-of-Area Job Search	N/A	N/A	N/A
English Language Acquisition	N/A	N/A	N/A

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A “*direct linkage*” through technology is available

Service Locations and Contacts

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

CTE Programs (Carl D. Perkins)

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	N/A	N/A	N/A
Outreach, Intake, and Orientation	D	D	D
Initial Assessment of Skill Levels	D	D	D
Labor Exchange Services/Job Search Assistance	D	D	D
Referrals to Other Programs and Services	D	D	D
Labor Market Information	D	D	D
Information about Eligible Training Providers	N/A	N/A	N/A
Information about Local Area Performance	N/A	N/A	N/A
Information about Supportive Services	N/A	N/A	N/A
Eligibility for Non-WIOA Financial Aid Programs	N/A	N/A	N/A
Assistance with Unemployment Insurance	N/A	N/A	N/A
Individualized Career Services			
Comprehensive and Specialized Assessment	D	D	D
Development of an Individual Employment Plan	N/A	N/A	N/A
Group Counseling	N/A	N/A	N/A
Individual Counseling	D	D	D
Career Planning (e.g. case management)	D	D	D
Short-term Prevocational Services	D	D	D
Internships or Work Experience	D	D	D
Workforce Preparation Activities	D	D	D
Financial Literacy Services	N/A	N/A	N/A
Out-of-Area Job Search	N/A	N/A	N/A
English Language Acquisition	D	D	D

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A "*direct linkage*" through technology is available

Service Locations and Contacts

Sierra College 5000 Rocklin Road Rocklin, CA 95677 Darlene Jackson 916-660-7870 djackson@sierracollege.edu	Lake Tahoe Community College 1 College Drive South Lake Tahoe, CA 96151 Jamie Rhone 530-541-4660 x 583 rhone@ltcc.edu
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Trade Act

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	N/A	N/A	N/A
Outreach, Intake, and Orientation	P	N/A	N/A
Initial Assessment of Skill Levels	P	N/A	N/A
Labor Exchange Services/Job Search Assistance	P	C/D	C/D
Referrals to Other Programs and Services	P	C	C
Labor Market Information	P	C/D	C/D
Information about Eligible Training Providers	P	C/D	C/D
Information about Local Area Performance	N/A	N/A	N/A
Information about Supportive Services	P	N/A	N/A
Eligibility for Non-WIOA Financial Aid Programs	N/A	N/A	N/A
Assistance with Unemployment Insurance	P	D	D
Individualized Career Services			
Comprehensive and Specialized Assessment	P	N/A	N/A
Development of an Individual Employment Plan	P	N/A	N/A
Group Counseling	P	N/A	N/A
Individual Counseling	P	N/A	N/A
Career Planning (e.g. case management)	P	N/A	N/A
Short-term Prevocational Services	P	N/A	N/A
Internships or Work Experience	N/A	N/A	N/A
Workforce Preparation Activities	P	N/A	N/A
Financial Literacy Services	N/A	N/A	N/A
Out-of-Area Job Search	P	N/A	N/A
English Language Acquisition	N/A	N/A	N/A

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A “*direct linkage*” through technology is available

Service Locations and Contacts

Employment Development Department ARU 160 115 Ascot Drive, Suite 180 Roseville, CA 95661 Rick Helmer 916-865-2438 Rick.Helmer@edd.ca.gov

Veterans Employment and Training Program

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	N/A	N/A	N/A
Outreach, Intake, and Orientation	P	C	C
Initial Assessment of Skill Levels	P	C	C
Labor Exchange Services/Job Search Assistance	P	C/D	C/D
Referrals to Other Programs and Services	P	C	C
Labor Market Information	P	C/D	C/D
Information about Eligible Training Providers	P	C/D	C/D
Information about Local Area Performance	P	N/A	N/A
Information about Supportive Services	P	C	C
Eligibility for Non-WIOA Financial Aid Programs	P	N/A	N/A
Assistance with Unemployment Insurance	P	D	D
Individualized Career Services			
Comprehensive and Specialized Assessment	P	N/A	N/A
Development of an Individual Employment Plan	P	N/A	N/A
Group Counseling	P	N/A	N/A
Individual Counseling	P	N/A	N/A
Career Planning (e.g. case management)	P	N/A	N/A
Short-term Prevocational Services	P	N/A	N/A
Internships or Work Experience	P	N/A	N/A
Workforce Preparation Activities	P	N/A	N/A
Financial Literacy Services	P	N/A	N/A
Out-of-Area Job Search	P	N/A	N/A
English Language Acquisition	N/A	N/A	N/A

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A “*direct linkage*” through technology is available

Service Locations and Contacts

Employment Development Department ARU 160 115 Ascot Drive, Suite 180 Roseville, CA 95661 Chad Bradley 916-865-2462 Chad.Bradley@edd.ca.gov

Unemployment Insurance

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	D	D	D
Outreach, Intake, and Orientation	C	C	C
Initial Assessment of Skill Levels	N/A	N/A	N/A
Labor Exchange Services/Job Search Assistance	N/A	N/A	N/A
Referrals to Other Programs and Services	N/A	N/A	N/A
Labor Market Information	N/A	N/A	N/A
Information about Eligible Training Providers	N/A	N/A	N/A
Information about Local Area Performance	N/A	N/A	N/A
Information about Supportive Services	N/A	N/A	N/A
Eligibility for Non-WIOA Financial Aid Programs	N/A	N/A	N/A
Assistance with Unemployment Insurance	C/D	C/D	C/D
Individualized Career Services			
Comprehensive and Specialized Assessment	N/A	N/A	N/A
Development of an Individual Employment Plan	N/A	N/A	N/A
Group Counseling	N/A	N/A	N/A
Individual Counseling	N/A	N/A	N/A
Career Planning (e.g. case management)	N/A	N/A	N/A
Short-term Prevocational Services	N/A	N/A	N/A
Internships or Work Experience	N/A	N/A	N/A
Workforce Preparation Activities	N/A	N/A	N/A
Financial Literacy Services	N/A	N/A	N/A
Out-of-Area Job Search	N/A	N/A	N/A
English Language Acquisition	N/A	N/A	N/A

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A “*direct linkage*” through technology is available

Service Locations and Contacts

Employment Development Department ARU 160 115 Ascot Drive, Suite 180 Roseville, CA 95661 Chad Bradley 916-865-2462 Chad.Bradley@edd.ca.gov

TANF/CalWORKs

Basic Career Services	Roseville AJCC	Placerville AJCC	Markleeville AJCC
Title I Program Eligibility Determinations	N/A	N/A	N/A
Outreach, Intake, and Orientation	D	P	P
Initial Assessment of Skill Levels	C	P	P
Labor Exchange Services/Job Search Assistance	C	C	P
Referrals to Other Programs and Services	C	C	P
Labor Market Information	C	C	P
Information about Eligible Training Providers	N/A	P	P
Information about Local Area Performance	N/A	P	P
Information about Supportive Services	C	P	P
Eligibility for Non-WIOA Financial Aid Programs	N/A	D	P
Assistance with Unemployment Insurance	N/A	D	C
Individualized Career Services			
Comprehensive and Specialized Assessment	N/A	N/A	P
Development of an Individual Employment Plan	N/A	N/A	P
Group Counseling	N/A	N/A	D
Individual Counseling	N/A	N/A	P
Career Planning (e.g. case management)	N/A	N/A	P
Short-term Prevocational Services	N/A	N/A	P
Internships or Work Experience	C	N/A	P
Workforce Preparation Activities	C	N/A	P
Financial Literacy Services	N/A	N/A	P/D
Out-of-Area Job Search	D	N/A	P/D
English Language Acquisition	N/A	N/A	D

Legend

P = Partner is *physically present* at the job center

C = Other partner staff physically present at the job center are *cross-trained* to provide information

D = A "direct linkage" through technology is available

Service Locations and Contacts

1000 Sunset Blvd, Suite 100 Rocklin, CA 95765 Greg Geisler 916-784-6134 GGeisler@placer.ca.gov	1919 Grass Valley Hwy. Ste. 190 Auburn, CA 95603 Greg Geisler 916-784-6134 GGeisler@placer.ca.gov	5225 North Lake Blvd. Carnelian Bay, CA 96140 Greg Geisler 916-784-6134 GGeisler@placer.ca.gov
3047 Briw Road Placerville, CA 95667 Machelle Rae 530-642-7246 Machelle.rae@edcgov.us	75-A Diamond Valley Road Markleeville, CA 96120 Rena Lynch 530-694-2235 x227 rlynch@alpinecountyca.gov	

**Workforce Innovation and Opportunity Act
Phase II Memorandum of Understanding
Attachment C**

Process and Development

Local Workforce Development Area (Local Area): Golden Sierra Consortium

- I. The period of time this agreement is effective: July 1, 2017 – June 30, 2018

- II. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.
 - a. CEO/s: Golden Sierra Job Training Agency Governing Body

 - b. Local Board/s: Golden Sierra Workforce Development Board

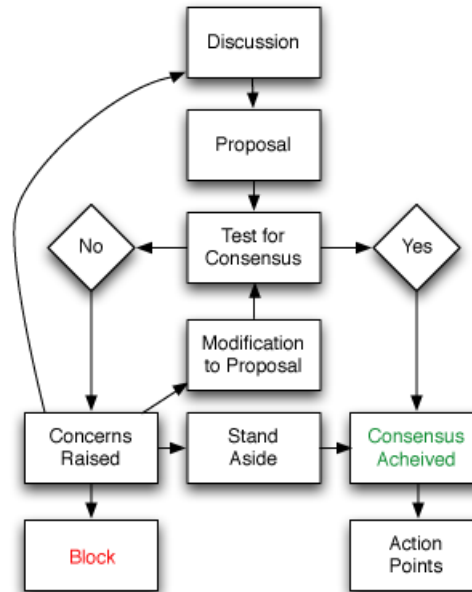
 - c. AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

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

d. AJCC Partners Participating in the Shared Other System Costs Agreement (System Agreement):

Required Partner Program	Responsible Entity
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency
WIOA Title II – Adult Education and Literacy	Sierra Joint Consortium for Adult Education
Career and Technical Education Programs	Sierra Joint Community College District South Lake Tahoe Community College
Wagner-Peyser	Employment Development Department
Veterans	Employment Development Department
Trade Adjustment Assistance Act	Employment Development Department
Unemployment Insurance	Employment Development Department
Vocational Rehabilitation	Department of Rehabilitation
Senior Community Service Employment Program	AARP
Native American (WIOA Sec. 166)	California Indian Manpower Consortium
Migrant/Seasonal Farmworker (WIOA Sec. 167)	California Human Development Corporation
Temporary Assistance for Needy Families/CalWORKs	Placer County Health and Human Services El Dorado County Health and Human Services Alpine County Health and Human Services
Job Corps	N/A: Services Not Available in Local Area
Second Chance Act	N/A: Services Not Available in Local Area
Community Service Block Grant	N/A: Services Not Available in Local Area
Department of Housing and Urban Development	N/A: Services Not Available in Local Area

- III. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.
 - a. All parties agree to work together to create a unified service delivery system that best meets the needs of their shared customers. Phase II of the MOU development process shall utilize the following technique for reaching a group consensus.



- IV. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.
 - a. The parties agree to try to resolve policy or practice disputes at the lowest administrative level. Conflicts that may arise regarding the interpretation of the clauses of this MOU will be resolved by the Governing Board, and that decision will be considered final and not subject to further appeal or to review by any outside court or other tribunal.
- V. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.

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

VI. Assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

- a. All Partners agree to renegotiate the cost sharing agreement and pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.
 - i. The only exception is that Native American programs are not required to contribute to infrastructure funding (WSD16-09).

Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

Phase II MOU Content Requirements:

A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item.

When establishing the infrastructure cost budget, Local Boards have two options:

Option 1: Develop a separate budget for each comprehensive AJCC.

Option 2: Develop a consolidated system-wide budget for its network of comprehensive AJCCs

If the Local Board chooses to negotiate infrastructure costs based on their network of comprehensive AJCCs, rather than center by center, then the budgets for all the comprehensive AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology). Consolidations might allow the “financing” of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

Option 1: A separate budget for each comprehensive AJCC.

Option 2: A consolidated system-wide budget for the network of comprehensive AJCCs.

Comprehensive AJCC(s) and Colocated Partners

Comprehensive AJCC #1

Roseville Connections
115 Ascot Drive, Suite 180
Roseville, CA 95661
(916) 865-2440

Partners Colocated at this AJCC:

- Golden Sierra Job Training Agency
- Employment Development Department

Infrastructure Funding Agreement
See attached IFA budget document (excel file)

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

The Local Board and colocated partners must agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. Any cost allocation methodology selected must adhere to the following:

- Be consistent with federal laws authorizing each partner's program.
- Comply with federal cost principles in the Uniform Guidance.
- Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
- Be based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

Infrastructure Cost Allocation Methodology

Identify the chosen and agreed upon cost allocation methodology:

- ✓ The proportion of a partner program's occupancy percentage of the AJCC (square footage)

Sharing Other One-Stop System Costs

See attached Sytem Budget document (excel file)

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs:

Required Partner Program	Responsible Entity
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency
WIOA Title II – Adult Education and Literacy	Sierra Joint Consortium for Adult Education
Career and Technical Education Programs	Sierra Joint Community College District South Lake Tahoe Community College
Wagner-Peyser	Employment Development Department
Veterans	Employment Development Department
Trade Adjustment Assistance Act	Employment Development Department
Unemployment Insurance	Employment Development Department
Vocational Rehabilitation	Department of Rehabilitation
Senior Community Service Employment Program	AARP
Native American (WIOA Sec. 166)	California Indian Manpower Consortium
Migrant/Seasonal Farmworker (WIOA Sec. 167)	California Human Development Corporation
Temporary Assistance for Needy Families/CalWORKs	Placer County Health and Human Services El Dorado County Health and Human Services Alpine County Health and Human Services
Job Corps	N/A: Services Not Available in Local Area
Second Chance Act	N/A: Services Not Available in Local Area
Community Service Block Grant	N/A: Services Not Available in Local Area
Department of Housing and Urban Development	N/A: Services Not Available in Local Area

Signatories:

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

**GOLDEN SIERRA JOB TRAINING AGENCY
GOVERNING BOARD**

By: _____
Its: Chairperson

Dated: _____

**GOLDEN SIERRA
WORKFORCE DEVELOPMENT BOARD**

By: _____
Its: Chairperson

Dated: _____

Partner

Name
Title

Dated: _____

Signatories:

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

**GOLDEN SIERRA JOB TRAINING AGENCY
GOVERNING BOARD**

By: _____
Its: Chairperson

Dated: _____

**GOLDEN SIERRA
WORKFORCE DEVELOPMENT BOARD**

By: _____
Its: Chairperson

Dated: _____

PARTNER NAME

Name
Title

Dated: _____

The Golden Sierra Workforce Development Area
 Infrastructure Funding Agreement
 July 1, 2017 - June 30, 2018

		A	B	C	D	E	F	G	H	I
		Title I	Native Am	MSFW	Title II	Title III	Title IV	Senior	CTE	CTE
Budget Category	Total Partner Contributions	Golden Sierra Job Training Agency	California Indian Manpower Consortium	California Human Development Corporation	Sierra Joint Consortium for Adult Education	Employment Development Department	Department of Rehabilitation	AARP	Sierra Joint Community College District	Lake Tahoe Community College
Comprehensive One-Stop Infrastructure Budget		Colocated				Colocated				
Rent										
Rental of Facilities	\$ 316,855	\$ 60,793	\$ -	\$ -	\$ -	\$ 256,062	\$ -	\$ -	\$ -	\$ -
Rental Costs Subtotal:	\$ 316,855	\$ 60,793	\$ -	\$ -	\$ -	\$ 256,062	\$ -	\$ -	\$ -	\$ -
Utilities & Maintenance										
Electric	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas	-	-	-	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-	-	-	-
High Speed Internet	1,500	1,500	-	-	-	-	-	-	-	-
Telephones (Landlines)	1,600	1,600	-	-	-	-	-	-	-	-
Facility Maintenance	-	-	-	-	-	-	-	-	-	-
Utilities & Maintenance Costs Subtotal:	\$ 3,100	\$ 3,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment										
Assessment-related products	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assistive technology (Access and Accommodation)	2,300	2,300	-	-	-	-	-	-	-	-
Copiers	1,500	1,500	-	-	-	-	-	-	-	-
Fax	600	600	-	-	-	-	-	-	-	-
Computers	2,000	2,000	-	-	-	-	-	-	-	-
Other Tangible Equipment: UI Telephones	-	-	-	-	-	-	-	-	-	-
Equipment Costs Subtotal:	\$ 8,400	\$ 8,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology to Facilitate Access										
Technology for planning and outreach	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AJCC website maintenance	-	2,000	-	-	-	-	-	-	-	-
Technology to Facilitate Access Costs Subtotal:	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Common Identifier Costs										
Creating New AJCC Signage	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updating Templates and Materials	1,500	1,500	-	-	-	-	-	-	-	-
Updating Electronic Resources	1,500	1,500	-	-	-	-	-	-	-	-
Common Identifier Costs Costs Subtotal:	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Total Contributions	\$ 336,355	\$ 80,293	\$ -	\$ -	\$ -	\$ 256,062	\$ -	\$ -	\$ -	\$ -

Summary of Costs to be Shared by Colocated Partners	
Cost Category	
Subtotal: Rental Costs	\$ 316,855
Subtotal: Utilities & Maintenance Costs	\$ 3,100
Subtotal: Equipment costs	\$ 8,400
Subtotal: Technology to Facilitate Access Costs	2,000
Subtotal: Common Identifier Costs	6,000
Total Infrastructure Costs	\$ 336,355

The Golden Sierra Workforce Development Area
 Infrastructure Funding Agreement
 July 1, 2017 - June 30, 2018

		J	K	L	M	N	O
		Trade Act	Veterans	UI	TANF	TANF	TANF
Budget Category	Total Partner Contributions	Employment Development Department	Employment Development Department	Employment Development Department	Placer County Department of Health and Human Services	El Dorado County Department of Health and Human Services	Alpine County Department of Health and Human Services
Comprehensive One-Stop Infrastructure Budget							
		Colocated See Column E	Colocated See Column E				
Rent							
Rental of Facilities	\$ 316,855	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental Costs Subtotal:	\$ 316,855	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities & Maintenance							
Electric	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Hight Speed Internet	1,500	-	-	-	-	-	-
Telephones (Landlines)	1,600	-	-	-	-	-	-
Facility Maintenance	-	-	-	-	-	-	-
Utilities & Maintenance Costs Subtotal:	\$ 3,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment							
Assessment-related products	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assistive technology (Access and Accommodation)	2,300	-	-	-	-	-	-
Copiers	1,500	-	-	-	-	-	-
Fax	600	-	-	-	-	-	-
Computers	2,000	-	-	-	-	-	-
Other Tangible Equipment: UI Telephones	-	-	-	-	-	-	-
Equipment Costs Subtotal:	\$ 8,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology to Facilitate Access							
Technology for planning and outreach	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AJCC website maintenance	-	-	-	-	-	-	-
Technology to Facilitate Access Costs Subtotal:	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Common Identifier Costs							
Creating New AJCC Signage	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updating Templates and Materials	1,500	-	-	-	-	-	-
Updating Electronic Resources	1,500	-	-	-	-	-	-
Common Identifier Costs Costs Subtotal:	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Total Contributions	\$ 336,355	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Summary of Costs to be Shared by Colocated Partners	
Cost Category	
Subtotal: Rental Costs	\$ 316,855
Subtotal: Utilities & Maintenance Costs	\$ 3,100
Subtotal: Equipment costs	\$ 8,400
Subtotal: Technology to Facilitate Access Costs	2,000
Subtotal: Common Identifier Costs	6,000
Total Infrastructure Costs	\$ 336,355

The Golden Sierra Workforce Development Area
System Budget
July 1, 2017 - June 30, 2018

		A	B	C	D1	D2	E	F	G	H
		Title I	Native Am	MSFW	Title II	Title II	Title III	Title IV	Senior	CTE
Budget Category	Total Partner Contributions	Golden Sierra Job Training Agency	California Indian Manpower Consortium	California Human Development Corporation	Roseville Adult School	Placer School for Adults	Employment Development Department	Department of Rehabilitation	AARP	Sierra Joint Community College District
Applicable Career Services										
Basic Career Services										
Determinations of Title I eligibility	\$ 158,748	\$ 158,638	\$ 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach, intake, & orientation to available services	\$ 925,786	\$ 52,879	\$ 5,539	\$ -	\$ 56,769	\$ 101,470	\$ -	\$ 707,158	\$ -	\$ -
Initial assessment	\$ 47,716	\$ 47,591	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor exchange services & job search assistance	\$ 425,806	\$ 79,319	\$ -	\$ -	\$ 56,769	\$ 101,470	\$ -	\$ -	\$ 26,476	\$ -
Referrals to other programs and services	\$ 222,060	\$ 26,440	\$ 5,120	\$ -	\$ 56,769	\$ 101,470	\$ -	\$ -	\$ -	\$ -
Provision of labor market information	\$ 234,953	\$ 37,016	\$ 13,699	\$ -	\$ 56,759	\$ 101,470	\$ 17,184	\$ -	\$ 8,825	\$ -
Provision of information re: training providers	\$ 58,167	\$ 58,167	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Provision of information re: local area performance	\$ 10,576	\$ 10,576	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Referrals for supportive services	\$ 184,936	\$ 26,440	\$ 267	\$ -	\$ 56,759	\$ 101,470	\$ -	\$ -	\$ -	\$ -
Determinations of eligibility for non-WIOA programs	\$ 5,288	\$ 5,288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information re: unemployment insurance	\$ 26,526	\$ 26,440	\$ 86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 1,344,320			\$ 45,210			\$ 853,088			
Individualized Career Services										
Comprehensive assessment	\$ 122,526	\$ 122,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Development of an Individual Employment Plan (IEP)	\$ 153,243	\$ 153,157	\$ 86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group counseling	\$ 18,379	\$ 18,379	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Individual counseling	\$ 3,299,554	\$ 153,157	\$ 1,286	\$ -	\$ 113,537	\$ 202,940	\$ -	\$ 2,828,634	\$ -	\$ -
Career planning (case management)	\$ 51,890	\$ 42,884	\$ 181	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,825	\$ -
Short-term prevocational services	\$ 746,676	\$ 12,253	\$ -	\$ -	\$ 227,074	\$ 507,349	\$ -	\$ -	\$ -	\$ -
Internships and work experience	\$ 366,571	\$ 36,758	\$ 15	\$ -	\$ 113,537	\$ 202,940	\$ -	\$ -	\$ -	\$ 13,321
Workforce preparation activities	\$ 881,765	\$ 36,758	\$ 39	\$ -	\$ 227,074	\$ 405,879	\$ -	\$ -	\$ 8,825	\$ 182,190
Financial literacy services	\$ 69,030	\$ 12,253	\$ 8	\$ -	\$ 56,769	\$ -	\$ -	\$ -	\$ -	\$ -
Out-of-area job search assistance	\$ 12,253	\$ 12,253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
English language acquisition	\$ 328,730	\$ 12,253	\$ -	\$ -	\$ 113,537	\$ 202,940	\$ -	\$ -	\$ -	\$ -
	\$ 245,029			\$ 18,593			\$ 150,545			
Estimated Total Contributions	\$ 9,940,524	\$ 1,141,422	\$ 26,561	\$ 63,803	\$ 1,135,353	\$ 2,029,398	\$ 1,020,817	\$ 3,535,792	\$ 52,951	\$ 195,511

The Golden Sierra Workforce Development Area
System Budget
July 1, 2017 - June 30, 2018

		I	J	K	L	M	N	O
		CTE	Trade Act	Veterans	UI	TANF	TANF	TANF
Budget Category	Total Partner Contributions	Lake Tahoe Community College	Employment Development Department	Employment Development Department	Employment Development Department	Placer County Department of Health and Human Services	El Dorado County Department of Health and Human Services	Alpine County Department of Health and Human Services
<u>Applicable Career Services</u>								
Basic Career Services								
Determinations of Title I eligibility	\$ 158,748	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach, intake, & orientation to available services	\$ 925,786	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,970
Initial assessment	\$ 47,716	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor exchange services & job search assistance	\$ 425,806	\$ -	\$ -	\$ -	\$ -	161,772	\$ -	\$ -
Referrals to other programs and services	\$ 222,060	\$ -	\$ -	\$ -	\$ -	\$ -	32,261	\$ -
Provision of labor market information	\$ 234,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Provision of information re: training providers	\$ 58,167	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Provision of information re: local area performance	\$ 10,576	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Referrals for supportive services	\$ 184,936	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Determinations of eligibility for non-WIOA programs	\$ 5,288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information re: unemployment insurance	\$ 26,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 1,344,320	\$ -	\$ 106,029	\$ 324,019	\$ 15,974	\$ -	\$ -	\$ -
Individualized Career Services								
Comprehensive assessment	\$ 122,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Development of an Individual Employment Plan (IEP)	\$ 153,243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group counseling	\$ 18,379	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Individual counseling	\$ 3,299,554	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Career planning (case management)	\$ 51,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Short-term prevocational services	\$ 746,676	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internships and work experience	\$ 366,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workforce preparation activities	\$ 881,765	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Financial literacy services	\$ 69,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Out-of-area job search assistance	\$ 12,253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
English language acquisition	\$ 328,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 245,029	\$ -	\$ 18,711	\$ 57,180	\$ -	\$ -	\$ -	\$ -
Estimated Total Contributions	\$ 9,940,524	\$ 21,000	\$ 124,740	\$ 381,199	\$ 15,974	\$ 161,772	\$ 32,261	\$ 1,970

Glossary of Terms*

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

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

*Source: EDD Directive WSD16-09

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: July 20, 2017
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: AJCC Certification Process

Before the Board for review and approval is the recommended local AJCC Certification timeline and process which includes discussing the inclusion of any additional criteria the Local Workforce Board deems necessary.

(Summarized from [Workforce Services Directive 16-20](#))

The WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective Americas Job Centers of California (AJCCs). To assist in these efforts, the California Workforce Development Board (State Board), in consultation with an AJCC Certification Workgroup comprised of state-level partners and Local Board representatives, developed objective criteria and procedures for Local Boards to use when certifying the AJCCs within their Local Workforce Development Areas (Local Area).

The WIOA Joint Final Rule outlines three key requirements for AJCC certification:

- Effectiveness of the AJCC,
- Physical and programmatic accessibility for individuals with disabilities,
- Continuous improvement.

California's certification process is centered on these key requirements and sets a statewide standard of service delivery that ensures all customers consistently receive a high-quality level of service.

In accordance with WIOA Section 121(g), Local Boards must conduct an independent and objective evaluation of the AJCCs in their Local Areas once every three years using criteria and procedures established by the State Board. The Local Board can choose to add additional certification criteria tailored to the needs of their Local Area, but they may not remove or replace any of the federal or state criteria.

The initial AJCC certification process will be conducted during Program Year (PY) 2017-18 and take effect PY 2018-19. For this initial certification, Local Boards are only required to certify their comprehensive AJCCs.

Beginning PY 2018-19, Local Boards will be required to certify their affiliate and specialized AJCCs. The initial AJCC certification process for affiliate and specialized AJCCs will be conducted during PY 2018-19 and take effect PY 2019-20. Further guidance regarding the certification of affiliate and specialized AJCCs will be released in a Directive during PY 2017-18.

Local Board Certification Process

Each Local Board must develop and submit to their Regional Advisor by September 30, 2017, an outline of the process they plan to use to certify each comprehensive AJCC within their Local Area. The outline must include the following information:

- Who will conduct the independent review and evaluation(s).
- What firewalls are in place to avoid a conflict of interest (if applicable).
- What steps will be included in the process and the associated timeline.
- Any additional criteria the Local Board has chosen to include (if applicable).

As part of their process, Local Boards may choose to utilize staff, a subcommittee, or identify a neutral third-party to conduct the on-site, open, and independent evaluation of each comprehensive AJCC. Based on those evaluations, the entity can provide recommendations to the Local Board regarding certification status and continuous improvement strategies. It is the Local Board, however, that must officially decide the certification status and accompanying continuous improvement plan for each of the comprehensive AJCCs in the Local Area.

To avoid any potential conflicts of interest, the entity conducting the on-site evaluations cannot be AJCC program partner staff or the Title I Adult and Dislocated Worker Career Services Provider. If a Local Board has been approved by the Governor to also act as the Title I Adult and Dislocated Worker Career Services Provider then they must have very clear firewalls in place that separate the staff who work in the AJCCs from the staff or entity who will be conducting the objective review of those AJCCs.

There are two levels of AJCC certification: Baseline and Hallmarks of Excellence.

The Baseline AJCC Certification is intended to ensure that every comprehensive AJCC is in compliance with key WIOA statutory and regulatory requirements.

In order to receive Baseline AJCC Certification, an AJCC must meet all of the following requirements:

- The Local Board has implemented a signed MOU with all the required AJCC partners. This includes both Phase I and Phase II of the MOU process.
- The AJCC has implemented the board-defined roles and responsibilities of the AJCC operator and career services provider (i.e., an operator and career services provider is in place and functioning within the AJCC).
- The AJCC meets all regulatory requirements to be considered a comprehensive AJCC as identified in the WIOA Joint Final Rule Section 678.305.
- The AJCC ensures equal opportunity for individuals with disabilities in accordance with the ADA, WIOA Section 188, and all other applicable federal and state guidance.

The Hallmarks of Excellence AJCC Certification is intended to encourage continuous improvement by identifying areas where an AJCC may be exceeding quality expectations, as well as areas where improvement is needed.

The State Board has identified eight Hallmarks of Excellence, with each one ranked on a scale of 1-5.

In order to receive a Hallmarks of Excellence AJCC Certification, an AJCC must meet Baseline

AJCC Certification and receive a ranking of a least 3 for each of the following:

1. The AJCC physical location enhances the customer experience.
2. The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.
3. The AJCC actively supports the One-Stop system through effective partnerships.
4. The AJCC provides integrated, customer-centered services.
5. The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathways.
6. The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business services strategy that focuses on quality jobs.
7. The AJCC has a high-quality, well-informed, and cross-trained staff.
8. The AJCC achieves business results through data-driven continuous improvement.

Recommendations for the Golden Sierra Regional Workforce Board AJCC Certification Process:

Comprehensive AJCC

Who will conduct the independent review and evaluations:

- Michael Indiveri, One-Stop Operator

What firewalls are in place to avoid a conflict of interest (if applicable):

- See Exhibit A

What steps will be included in the process and the associated timeline:

- One-Stop Operator to visit comprehensive center, interview staff and conduct review using supplied “Baseline Criteria” matrix supplied in WSD16-20 and return recommendation on certification status of Comprehensive AJCC no later than November 2017.
- One-Stop Operator to conduct review using “Hallmarks of Excellence” criteria beginning January 2018 and returning recommendation in May 2018 on status of “Hallmarks of Excellence” certification

Any additional criteria the Local Board has chosen to include (if applicable):

- The Local Board has an opportunity to include additional criteria if deemed necessary.

Affiliate AJCC

Who will conduct the independent review and evaluations:

- Michael Indiveri, One-Stop Operator

What firewalls are in place to avoid a conflict of interest (if applicable):

- See Exhibit A

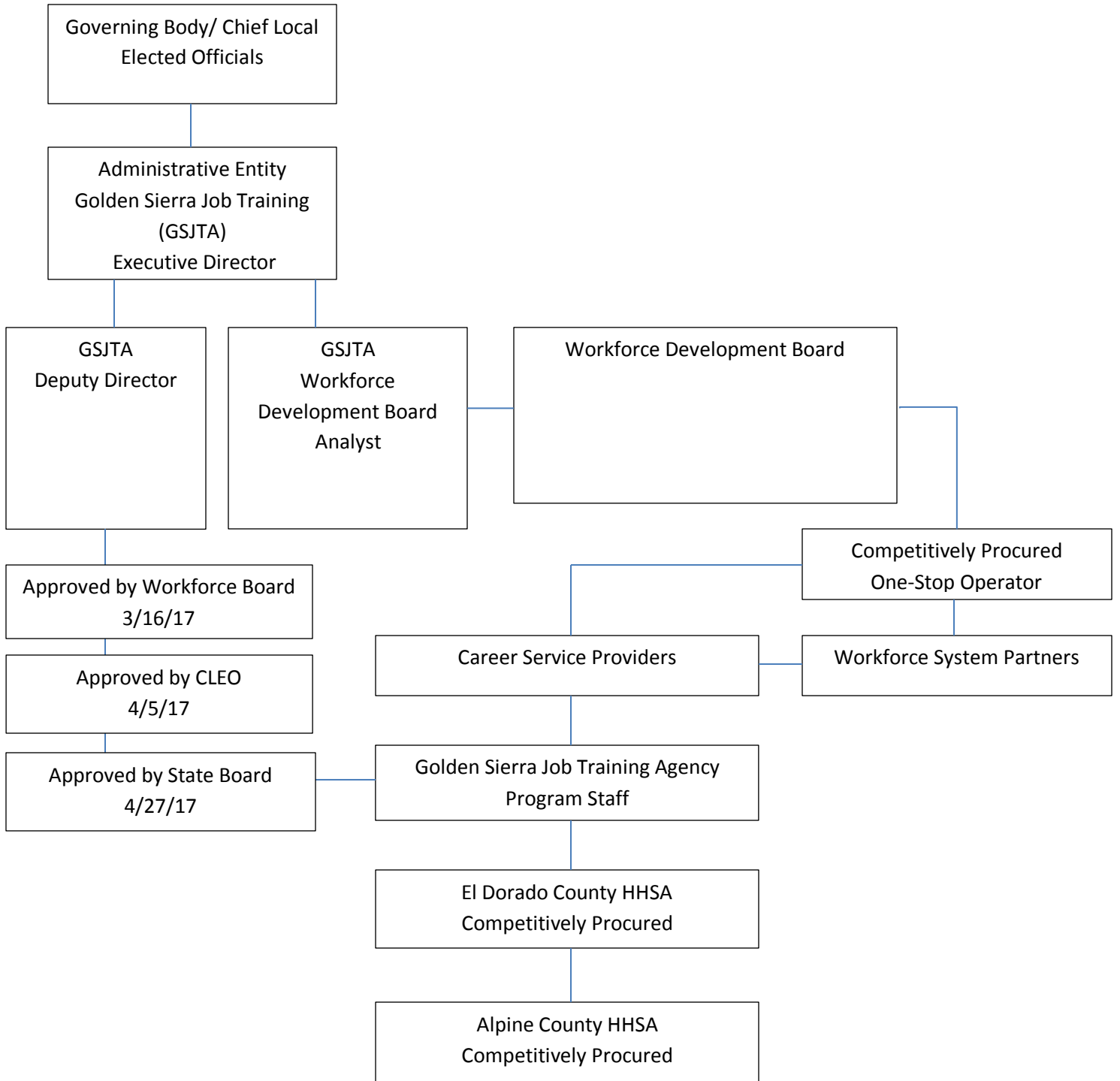
What steps will be included in the process and the associated timeline:

- One-Stop Operator to visit comprehensive center, interview staff and conduct review using supplied “Baseline Criteria” matrix supplied in WSD16-20 and return recommendation on certification status of Comprehensive AJCC no later than November 2018.
- One-Stop Operator to conduct review using “Hallmarks of Excellence” criteria beginning January 2019 and returning recommendation in May 2019 on status of “Hallmarks of Excellence” certification

Any additional criteria the Local Board has chosen to include (if applicable):

- The Local Board has an opportunity to include additional criteria if deemed necessary.

Exhibit A: AJCC Certification Firewall Diagram



WIOA and the Golden Sierra Workforce Board

Introduction

The Workforce Innovation and Opportunity Act (WIOA) provides state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current jobseekers and employers. WIOA accomplishes this by prescribing a stronger alignment of the core partners including Workforce (Title I), Adult Education (Title II), Wagner-Peyser (Title III), the Department of Rehabilitation (IV), and Temporary Assistance for Needy Families (or TANF).

Goals:

The Act requires a multitude of changes within the current three county Golden Sierra Region (El Dorado, Alpine and Placer Counties). Locally, the Workforce Board has focused most of its efforts on the one-stop career centers and the Workforce Investment Act (WIA) funded partner within the system. However, the new act greatly expands the role of the local board and encourages local boards to focus on systems alignment. The State Board (April 14, 2015) has identified seven program/policy strategies that apply to the core programs. These are as follows:

1. Partnering in Sector Strategies
2. Building Career Pathways
3. Utilizing Earn and Learn Training
4. Organizing Regionally
5. Creating Cross System Data Capacity
6. Integrating Service Delivery
7. Providing Support Services for Successful Outcomes

The Local Plan

The local Boards greatest strength lie in identifying initiatives and providing support, direction and oversight on the outcomes of convenings targeted to meet these goals. This includes identifying measures of success, timelines and continuous improvement when appropriate. Ultimately, the Board (in cooperation with the Chief Local Elected Officials) will be in charge of developing a 4 year local plan that aligns with the State goals and, when part of a planning region, complies with the regional planning requirements. The local plan will need to be reviewed and updated every 2 years to ensure that it still aligns with local labor market trends.

This plan should attempt to raise outcomes for all core partners who now share the same performance measures. Though there are over 20 elements to the local plan, in simple terms the goals of the plan include:

1. Preparing prospective employees for viable employment opportunities and career pathways in the region.
2. Supporting regional employers' efforts to hire, train, and transition employees by enhancing and communicating the availability and value of the Board's business engagement strategy.
3. Preparing young adults to thrive and succeed in the regional workforce by providing relevant work based learning opportunities.

Roles of the Workforce Board

WIOA outlines 13 roles of the local board. Though there may be some overlap, in general, these can be categorized into two groups. The first group is focused on systems building. The second group is specific to Title 1 of the Act.

Systems Building Roles

1. Local Plan
 - a. The local board, in partnership with the chief elected official for the local area involved, shall develop and submit a local plan to the Governor that aligns with the state WDB strategies and incorporates WIOA identified requirements.
2. Workforce Research and Regional Labor Market Analysis
 - a. In order to assist in the development and implementation of the local plan, the local board shall carry out analyses of the economic conditions in the region.
3. Convening, Brokering, Leveraging
 - a. The local board shall convene local workforce development system stakeholders to assist in the development of the local plan and in carrying out its other functions.
4. Employer Engagement
 - a. Promote business representation on the board
 - b. Develop linkages with employers
 - c. Ensure activities meet needs of employers
 - d. Develop and implement proven and promising strategies to meet employment and skill needs.
5. Career Pathways Development:
 - a. The local board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways.
6. Proven and Promising Practices:
 - a. Identify and promote proven and promising strategies for meeting needs of employers and jobseekers
7. Technology: Enhance accessibility and effectiveness of services by:
 - a. Facilitating connections among the intake and case management information systems
 - b. Facilitating access to services including in remote areas
 - c. Identifying strategies for better meeting needs of persons with barriers to employment
 - d. Leveraging resources

Title 1 Roles

1. Budget and Administration
 - a. Develop a budget that supports the activities and initiatives of the Board
 - b. Disburse grant funds for Title 1 workforce investment activities
2. Selection of Operators and Providers
 - a. Selection of One-Stop Operators
 - b. Selection of Youth and Career Service Providers
 - c. Identification of eligible providers of training services
 - d. Identification of eligible providers of career services
3. Program Oversight
 - a. Conduct oversight of local youth, employment and training and adult workforce investment activities
 - b. Ensure appropriate use and management of funds
4. Coordination of Educational Providers:
 - a. Coordinate activities with education and training providers
 - b. Review the applications to provide adult education and literacy activities
 - c. Implement cooperative agreements
5. Negotiation of Local Performance Accountability
 - a. The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.
6. Accessibility for Individuals with Disabilities:
 - a. The local board shall annually assess the physical and programmatic accessibility in accordance with the provisions in the American with Disabilities Act of 1990 of all one-stop centers in the local area.

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.

Vision:

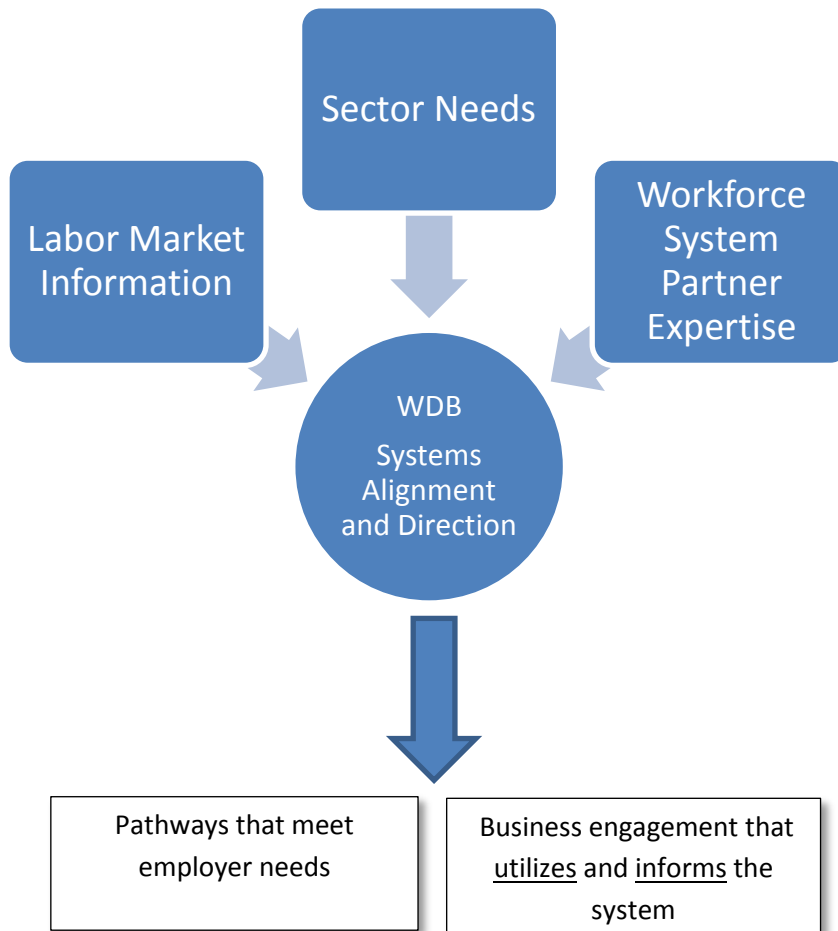
A fully integrated workforce system that capitalizes on the expertise of industry and workforce partners to continuously meet the needs of business, and facilitate pathways to success for students, workers and job seekers.

Values:

Values of the Workforce Board should be set in order to inform and guide decision making process. The Partners are in the process of developing these values currently. Examples of possible values might include:

- Stewardship of assets focusing on the local and regional priorities of the stakeholders
- The expertise of the partners of the system
- The struggle of small business
- Continuous improvement
- Collaboration with workforce, education and economic development partners
- Systems alignment
- Innovation responsive to business and workforce needs
- Business engagement that develops value added relationships with business

System Overview



A feedback loop will be an integral part of refining and improving the system

Composition of the Board:

Golden Sierra actively seeks members from throughout the region to fill available seats on the board. The majority of the board is represented by business and industry from the private sector. Other sectors represented include education, labor, rehabilitation and state employment services, public assistance agencies, community-based organizations as well as local economic development interests. Golden Sierra attempts to maintain a board whose private sector members are representative of small business or the sectors of interest to our initiatives. In addition, we strive ensure that our member county's interests are at the table while keeping the board nimble. Because of this, our board composition and recruitment efforts may change over time.

Minimum Representation on the local board includes:

1. Business Representatives (51%), including the Chair
2. Labor and Workforce Representatives (20%) (further definitions apply)
3. Adult Education/Literacy Representative
4. Vocational Rehabilitation Representative
5. Higher Education Representative
6. Wagner-Peyser Representative
7. Economic Development Representative

Standing subcommittees require that a board member be chair and that non board members with expertise be appointed. Ad hoc committee work may be recommended.

Time Commitment

Board members should be active and engaged in the work of the board to understand its operations and deliver its message. Serving on the Golden Sierra Workforce Board will require a commitment of at least 12 hours per year. The time commitment includes six board meetings held every other month in addition to ad hoc and subcommittee work as necessary.

Term of Office

Currently, board members serve fixed terms of four years from the July 1st immediately preceding the appointment/re-appointment date. All WB terms shall expire on June 30th, except that members may continue to serve after the end of their term until a successor is appointed.

Board Responsibilities

1. Develop and oversee the mission.
2. Encourage and educate employer organizations and affiliations to leverage the system.
3. Engage in strategic planning
4. Recommend for appointment and orient new Board members.
5. Enhance the Board's public image and deliver its message.
6. Ensure Board efficiency in its operations.
7. Prepare for and actively participate in meetings, including engaging other resources as needed.
8. Miss no more than three consecutive Board meetings
9. Complete periodic ethics training as required by California law.
10. Submit form 700

3. ***Golden Sierra Workforce Board Industry Clusters of Opportunity 2010-2015.*** (Exhibit 8)

The Golden Sierra Workforce Board Industry Clusters of Opportunity Report also procured June of 2016 is a subset of the Capital Region Report specifically targeting labor and economic data for the three counties within the Golden Sierra Consortium. Each local area within the RPU received a similar report. The Golden Sierra report identifies nine target clusters including:

Based on the Labor Market Analysis described above and included in Exhibit 8, the Board has identified nine target industry sectors and occupational clusters within the region that are currently high wage, high demand and that are vital to both the local and regional economy.

- Healthcare and Social Assistance;
- Arts, Entertainment, and Recreation;
- Building and Systems Construction,
- Business Management and Support,
- Investment Support,
- Information Technology and Telecommunications,
- Manufacturing,
- Transportation, Warehousing, and Logistics,
- Agribusiness, Food and Beverage Production

These current and recent work products provide the data necessary for the system partners to develop a strategic plan that meets the vision of a state-wide workforce strategy based on:

- Demand Driven Skills Attainment
- Enabling upward mobility
- Aligning, coordinating and integrating programs and services.

The intent is to build coordination and alignment within the Capital Area Regional Planning Unit Workforce system partnership and to further develop Sector Partnerships and onramps to career pathways in priority industries fostering upward mobility. In this local plan document, the GSWDB provides a strategy to work with the entities that carry out the core programs and other required partners to align resources available within the local area, to achieve the strategic vision of the local plan.

**GOLDEN SIERRA
WORKFORCE BOARD**

MEMORANDUM

DATE: July 20, 2017
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Past Year Reflections and New Year Projections

But Mousie, thou art no thy-lane,
In proving foresight may be vain:
The best laid schemes o' Mice an' Men
Gang aft agley,
An' lea'e us nought but grief an' pain,
For promis'd joy!

Robert Burns--*On Turning up in Her Nest with the Plough, November, 1785*

Tis time to reflect on what has been accomplished this past year by this Workforce Board and to decide what we want to accomplish for FY17-18.

The following is the Strategic Action Calendar from the Board Retreat we held in the Fall of 2016 for your review.

Please take a couple of minutes to reflect on what we have accomplished as a Board, what our Challenges are, and what you would like the Board to accomplish for the FY17-18 year.

Specifically, what items that were identified in the Strategic Plan should continue to be worked on and what items should be put on hold.

Additionally, are there any new items to add to the mix for this next year?

We will discuss this at the meeting with the hopes of developing New Best Laid Schemes for 2017-18.

GOLDEN SIERRA WDB STRATEGIC ACTION CALENDAR

GROUPS	LAUNCH	OCT-DEC 2016 QT 1	JAN-MAR 2017 QT 2	APR-JUNE 2017 QT 3	JULY-SEPT 2017 QT 4	VICTORY!!
TRAINING	Overview to Staff and Board on AB 86, Doing What Matters and Strong Task Force	<ul style="list-style-type: none"> - Meet with AB86 - Meet with Strong Workforce Taskforce Region 	<ul style="list-style-type: none"> - Meet with Industry Sector Navigators - Schedule and meet with union reps 	<ul style="list-style-type: none"> - Internal discussion on bridging training to market efficiently - Schedule and meet with union reps 	<ul style="list-style-type: none"> - Meeting with training providers to discuss findings from sector partnerships 	Agreement with at least 1 training provider to ensure relevant and timely training within sectors
LEADERSHIP & STRATEGY	Presentation on Strategic Action Calendar 16-17	<ul style="list-style-type: none"> - Schedule and meet with regional BOS to determine workforce priorities - Schedule and meet with regional Economic Development Orgs to determine workforce initiatives - Discussion and definition of success measures for partnerships 	<ul style="list-style-type: none"> - Schedule and meet with regional BOS to determine workforce priorities - Schedule and meet with regional Economic Development Orgs to determine workforce initiatives - WDB update on Strategic Action Calendar progress 	<ul style="list-style-type: none"> - Facilitated conversation at WDB on aggregate priorities/initiatives and develop action - WDB update on Strategic Action Calendar progress - Conversation on fiscal growth and sustainability 	<ul style="list-style-type: none"> - Begin discussion on PR to BOS and Economic Development - WDB update on Strategic Action Calendar progress 	Fully developed PR plan to BOS and Economic Development Completion of 70% of task on Strategic Action Calendar
MARKETING	Brainstorming session on value proposition and WDB accomplishments	<ul style="list-style-type: none"> - Focus groups with job seekers and businesses to get expectations and experience of system 	<ul style="list-style-type: none"> - Develop communication/PR strategy for community outreach 	<ul style="list-style-type: none"> - Develop marketing presentation for “roadshow” on benefits of WDB 	<ul style="list-style-type: none"> - Develop marketing presentation for “roadshow” on benefits of WDB 	Speaker bureau developed with board members using the presentation

GOLDEN SIERRA WDB STRATEGIC ACTION CALENDAR

GROUPS	LAUNCH	OCT-DEC 2016 QT 1	JAN-MAR 2017 QT 2	APR-JUNE 2017 QT 3	JULY-SEPT 2017 QT 4	VICTORY!!
BEST PRACTICES	Connect with CWA to identify best practice examples on strategic planning or sector work	<ul style="list-style-type: none"> - Follow up on local WDB best practice contacts 	<ul style="list-style-type: none"> - Report to WDB findings from best practice calls 	<ul style="list-style-type: none"> - Identify Board members who use the system and report experiences - Choose 1-3 Board members to work with to try to work with system 		2 WDB Members who have implemented a successful partnership with AJC services
BUSINESS ENGAGEMENT	Meet as WDB and determine sectors (1-2) to work within in each county	<ul style="list-style-type: none"> - Meet with SETA Employer Outreach Committee to pursue partnership - Survey chambers and biz improvement orgs on workforce initiatives 	<ul style="list-style-type: none"> - Hold sector engagement meetings in each county to determine business need, partnerships, and recovery plans 	<ul style="list-style-type: none"> - I.D. any current initiatives to support vs. lead - Hold sector engagement meetings in each county to determine business need, partnerships, and recovery plans 	<ul style="list-style-type: none"> - Meet with Greater Sacramento Metro Chamber and Valley Vision to develop possible partnerships - Analyze information from sector summits to develop implementation plan on service delivery 	Board business summit to unveil sector plans
Project Management	GSWDB EC Meet to refine plan, propose assignments, & set up monthly reporting system 11/07/16	<ul style="list-style-type: none"> - Assigned people report results and Jason/Rick generate monthly reports for Nov GSWDB EC work out any issues 	<ul style="list-style-type: none"> - Assigned people report results and Jason/Rick generate monthly reports for Dec, Jan, & Feb GSWDB EC work out any issues 	<ul style="list-style-type: none"> - Assigned people report results and Jason/Rick generate monthly reports for Mar, Apr, & May GSWDB EC work out any issues - Organize Annual Evaluation & Planning Session 	<ul style="list-style-type: none"> - Assigned people report results and Jason/Rick generate monthly reports for Jun, Jul, & Aug GSWDB EC work out any issues. - Hold Annual Evaluation and Planning Session 	Board report on FY16-17 Plan and Accomplishments

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: July 20, 2017
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Technology Impacts at Work

The Capital Area Regional Planning Unit (RPU) a partnership of Golden Sierra, Sacramento Employment and Training Agency (SETA), Yolo Co and North Central Counties Consortium (NCCC) was awarded \$66,000 from Round 2 of "SlingShot" to help address the issues associated with technology on the workforce.

The Round 2 funding supports the overall SlingShot objective of income mobility and further supports the collective work of the four Workforce Boards in the RPU. The funding will be used to convene four "Technology Preparedness Forums", one in each of the respective Workforce Areas. The forums will provide an opportunity for leaders from the Region's critical industry clusters to share information directly with workforce development professionals regarding the impacts of technology on the workforce. The forums should help shape the scope of services provided to job seekers throughout the workforce development system.



SlingShot Additional Funding Proposal Cover Sheet

Region: Capital	
Lead/Contact Name: Roy Kim	Phone Number: (916)263-3814
Email: Roy.Kim@seta.net	
Amount Requested: \$66,000	

/s/ <i>Kathy Kossil</i>	4-6-2017
Signature	Date

****CWDB Use Only****

Date Received:	
Proposal Complete: (Y/N)	
Current Funds Allocated:	

SLINGSHOT - TECHNOLOGY PREPAREDNESS FORUM

There is no question that technology has, and will continue to have, a tremendous impact on the nature and characteristics of the workforce. New technologies result in the creation of new occupations and drives change in the more traditional occupations. Sometimes technology changes require increased worker skill levels while other technology refinements and developments actually require decreased worker skill levels (e.g., smartphones or other advanced technology that is simple to use). What is evident is that workforce practitioners and educators need to be better informed on, and prepared for, the impacts that technology improvements have on the workforce.

To accomplish this, the Capital Region's Workforce Boards – Sacramento Employment and Training Agency, Golden Sierra Job Training Agency, North Central Counties Consortium, and Yolo County – are proposing to provide a series of "Technology Preparedness Forums" that engages private industry and provides guidance to workforce development practitioners and partners on the impact of new technology on the workforce. The forums will target businesses from across the Capital Region's critical industry clusters: Advanced Manufacturing, Health Services, Life Sciences, Information and Communications Technology, Construction, Clean Economy, Food and Agriculture, and Knowledge and Education Creation, and be convened in both urban and rural areas within the region. The forum will provide the opportunity for business to share practical workplace changes that have been influenced by new technologies and help target future investments in skills development by workforce development, education and other partners.

The partners will convene a series of four (4) Forums conducted evenly throughout the four (4) workforce development areas so that industry clusters and businesses throughout the region have an equal opportunity to participate and provide input. The Capital Region's workforce boards are already conducting a comprehensive inventory and mapping of all the business advisory groups throughout the region, and the forums

will also be used as an opportunity to better connect advisory groups across the region, recruit new industry champions and connect them to existing advisory groups. In addition, the partners will leverage the relationships developed under the current Slingshot initiative and other sector and partner initiatives like the community college system's "Strong Workforce Initiative", the regional "Next Economy Prosperity Plan" and the "Align Capital Region" effort.

The partners will complete an analysis of the four (4) Forums and prepare a report with findings that will be shared with business advisory groups and partners throughout the Capital Region. The intent is to encourage advisory groups and partners to continue to seek input from the private sector and focus on the impact of technology on the workforce. This will help workforce practitioners and educators be proactive, rather than reactive, in addressing technology driven changes in the workforce.

BUDGET OUTLINE

The partners project the following costs will be incurred in delivering the project:

Forum convenings x 4 @ \$10,000 each (includes facilitation, supplies and related costs)	\$40,000
Analysis of results and report preparation @ \$10,000	10,000
Overall project coordination; liaison with advisory groups/partners	10,000
Administrative costs	<u>6,000</u>
Total Costs	<u>\$66,000</u>

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: July 20, 2017
TO: Workforce Board (WB)
FROM: Michael Indiveri, One-Stop Operator
SUBJ: One-Stop Operator Report Out

Clarification of One-Stop Operator Role within the One Stop AJCC System.

As of May 2017, I have been the One Stop Operator (OSO) for the Golden Sierra Workforce Area. This memo is to provide clarification of the role of the OSO within the One Stop AJCC system and some information on initial activities. The title OSO is somewhat a misnomer, as it implies that that the OSO has some responsibility or role in the provision of services to employer or job seeking customers. That is not the intent of WIOA.

WIOA law (sec. 121) and regulations (sec. 675.620) covers the role of the OSO, but they speak more to what the OSO *should not do* vs. what the OSO can or should be doing. The OSO *must not* be involved in the local/regional plan, involved in the selection of service providers, negotiating performance standards/outcomes and involved in developing the local WIOA budget. (If an OSO is involved in some aspect of service provision, elaborate, complex firewalls must be established). This area has decided that the OSO will not be involved in any aspect of customer service provision, or program administration.

The role of the OSO as envisioned by Golden Sierra is to be an independent coordinator of the service delivery of the required AJCC partners/service providers. This is done by:

- A) Ensuring the partner responsibilities/contributions in Phase I & II MOUs are implemented.
- B) Reporting to the Workforce Board (WB) on big-picture items such as coordination issues, performance outcomes, potential dashboard metrics and continuous improvement recommendations.

The primary method for the OSO to accomplish this is to facilitate communications and discussions among the partners concerning alignment, coordination and integration efforts and report this to the WB. This is a critical component of how the WB provides oversight to the AJCC partners and avoids duplication of services. At a minimum, there will be one quarterly meeting with the OSO and all the partners.

For PY 2017-18, the initial project is the implementation and completion of the AJCC Certification Process (see memo in Board agenda). I will be working closely with the Board's Executive Committee in this process to keep them updated and informed, and to obtain input and feedback.

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: July 20, 2017
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: WDB Membership

Vacancies

3 Business members
1 Organized Labor
1 Joint Labor

Applications

The following individuals have applications on file pending recommendation by Executive Committee and approval by Governing Body on August 2, 2017:

April Ballesterro, One Light Ahead; representing Business
Lisa Hutchinson, Cokeva; representing Business
Robert Verdugo, Northern California Valley Sheet Metal JATC; representing Joint Labor

Recruitments

- Potential member from Hacker Lab; currently working on securing application
- Sacramento Central Labor Council is currently working on a nominee

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: July 20, 2017
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: Workforce Board Bylaws update

Due to changes in finalized regulations (Federal & State) and the need for clarified language on some of the current operating practices the bylaws are currently being reviewed for proposed revisions.

The following items are under review:

Review Federal Register 679.310 – required bylaws content

Membership – Article III

- 3.2.1 – CUIIC 14020 – mandates small business membership
- 3.5 – review Removal for cause language

Committees – Article VI

- 6.3 – propose allowing chair to appoint members
- 6.4 – review AB 2755 for clarification on voting rights
- 6.7 – clean up (consent or approval) look at 6.1
- 6.8 – clean up; not accurate

The above noted listed may not be a comprehensive list as full review has not been completed.

Review/Approval process & Timeline:

Executive Committee – October 2017

Workforce Board – November 2017

Governing Body – December 2017

GOLDEN SIERRA WORKFORCE BOARD
SERVICE PROVIDER REPORT

Report Period: May and June 2017

Prepared By: El Dorado (JW)

ACTIVITY SUMMARY

<input checked="" type="checkbox"/> New Enrollments	Eleven
<input checked="" type="checkbox"/> New ITA Contracts	Nine- ITA Contracts in the following occupations: a) Commercial Truck Driving, b) Commercial Electrician, c) Computer Security, d) Massage Therapy and e) Project Management.
<input checked="" type="checkbox"/> New OJT Contracts	Two contracts were developed. Job titles are: a) Accounts Project Manager and b) Accounting Technician.
<input checked="" type="checkbox"/> New WEX Contracts	Three- WEX sites were developed with a) Gilmore Heating, Air and Solar, b) the El Dorado County Chamber of Commerce, and c) Sign Banner Print in Cameron Park.
<input checked="" type="checkbox"/> Total One-Stop Visitors	1003 people utilized the One Stop in May and June. Workshops offered to the public through the One Stop included: a) two, 4 day JSkills sessions entitled *Diversity in the Workplace and * Service Orientation. Also, our round of 8 separate workshops that focus on dealing with stress and anxiety in the workplace and how they can impact the ability to retain a job were offered. Other workshops included: Resume Writing, Interview Skills, Math, Money Smart, and How to get a State Job. Finally our series of 5 nutrition classes were offered in May.
<input checked="" type="checkbox"/> Unique One-Stop Visitors	100 first time visitors.

PROGRAM UPDATES

Youth 1) The six week Summer Youth Fostercare Work Experience Program (a collaborative with the El Dorado County Office of Education-EDCOE, the Tribe, HNSA/WIOA and the Community College) started on June 5, 2017. Beginning with one week of classroom softskills training, followed by 5 weeks of WEX. Eleven Foster kids are in the program. Of the eleven, three were enrolled in the WIOA, WEX program, with the remaining eight being funded with EDCOE dollars. The Tribe contributed a teacher and the fees to use the Get Focus, Stay Focused curriculum. WIOA identified and developed all of the WEX sites as well as brought in guest presenters from Wells Fargo Bank, and Elizabeth Drummond from EDC 2 . The community college donated teachers for part of the afternoon. Rides to and from class, breakfast and lunch were managed and prepared by EDCOE for all of the kids. Outside groups such as the Foster Awareness Network (FAN) also contributed by helping to identify potential WEX sites, such a Breaker Glass, SB Print, Koby Pest Control and Nor Cal Control. The program is scheduled to end on Friday July 14, 2017. The three youth funded with WIOA WEX dollars will be able to continue longer, in line with the WIOA WEX Program.

Adult As of this writing we are in the process of obligating our final \$3820 of Adult formula dollars.

Dislocated Worker All of our dislocated worker dollars have been fully expended.

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>
5/2/17	Hiring Event/Gilmore Heating, Air and Solar	15 attended with 2 placements
5/17/17	Hiring Event/Laborers Union in SLT	16 attended with 5 placements
5/18/17	Hiring Event/Red Hawk Casino	3 people hired
5/23/17	Wollborg Michelson	16 people attended
6/15/17	Hiring Event/ Wollborg Michelson	10 people attended
6/27/17	Hiring Event / The Service Company	No attendance.

NOTEABLE OUTCOMES

Labor Exchange Services *5/2/17- Hiring Event-Gilmore Heating, Air and Solar, *5/17/17Hiring Event-Laborers Union in SLT, *5/18/17 - Hiring Event-Red Hawk Casino, * 5/23/17Wollborg Michelson, * 6/15/17 -Hiring Event-Wollborg Michelson, * 6/27/17- The Service Company.

Business Engagement 1) May12, 2017 - Met with Gilmore Heating Air and Solar with Yvette Wenke representing the HHS Subsidized Employment Program (SEP) and Tammy Cornelison, Business Services Representative to share information about services available through WIOA and the SEP, * May 24 and June 19, 2017 Tri- County Job Fair Planning, * June 5, 2017 - Met with Sign Banner Print/provided WIOA business services information and to develop a WEX site, * June 5, 2017- Met with Gilmore Heating, Air and Solar to work on helping them develop a HVAC school, * June 6, 2017 - Met with the owner of Waterfall Salon and Day Spa to develop a WEX site, * June 6, 2017 - Met with Fairground's staff to provide WIOA information and to develop WEX sites for the Summer Youth Program, * June 7, 2017 - Met with the owners of Breaker Glass to provide WIOA business services information and develop a WEX site, *June 7, 2017 - participated in the Chamber Leadership Group, * June 14, 2017 - Met with DG Grenade and provided WIOA business services information, * June 15, 2017 - Met with Koby Pest Control to provide WIOA business services information.

Partner Engagement * May 8, 16, 23, 30, and June 1, 2, 2017 - Summer Youth Foster Care Program Planning, * May 11, 2017- Attended the monthly ADVANCE LTAEC Network meeting in SLT. The same day met with Tahoe Youth and Family Services to share WIOA information, *May 18, 2017- Started to work with AARP in order to place another AARP participant in our One Stop, * May 19, 23, and June 21 2017- Participated on a year long county wide strategic plan that focuses on creating pathways toward self-sufficiency, * May 22, 2017 - Met with Vicki Ludwig Divittorio and members of the El Dorado County Commission on Aging and oriented them to the One Stop and the WIOA program. Going forward the WIOA program staff will be providing information to the commission about WIOA for the El Dorado County Fair and including them in our contact list for sharing job openings, * June 8, 2017 - Attended the monthly ADVANCE LTAEC Network meeting, also met with the SLT Chamber Representative, * June 12, 2017- Attended the quarterly Foster Care Advisory Committee

The Department of Rehabilitation offered three information sessions through the One Stop

Service Delivery Strategies May 4-5, 2017 - Participated as part of the ADVANCE LTAEC Network team by attending with the team, a National Conference in Washington DC that focused on Apprenticeships. The goal is to establish, through the ADVANCE LTAEC Network, and the Lake Tahoe Community College, community access, processes, funding and curriculum (e.g.stackable certificates, degrees), that lead to strong apprenticeship programs targeted to the business needs of the SLT Basin and that will result in good jobs.

WIOA Transition N/A as we have completely transitioned from WIA to WIOA.

Other:

Technical Assistance and Other WIOA relevant training:

- 1) On May 31, 2017,WIOA staff attended a regularly scheduled Golden Sierra Consortium, technical assistance meeting. The purpose of the meeting is to insure that all WIOA providers are interpreting and implementing Golden Sierra, state and federal policies and directives in a standardized fashion.
- 2) June 28, 2017, WIOA staff attended a Webinar focused on Ticket to Work.

GOLDEN SIERRA WORKFORCE BOARD
SERVICE PROVIDER REPORT

Report Period: 05/01/17 – 06/30/17

Prepared By: Placer County (DG)

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Enrollments	19
<input checked="" type="checkbox"/>	New ITA Contracts	10 (6Σ, AIPB Bookkeeper, Truck Driver, Security Officer, Medical Billing)
<input checked="" type="checkbox"/>	New OJT Contracts	4 (Office Manager, Panel Coordinator, Appraisal Processor)
<input checked="" type="checkbox"/>	New WEX Contracts	5 (Test and Repair Operator, Quality Auditor)
<input checked="" type="checkbox"/>	Total One-Stop Visitors	Data unavailable prior to report submission deadline – will provide update
<input type="checkbox"/>	Unique One-Stop Visitors	Unable to collect via CalJOBS

PROGRAM UPDATES

Youth The case managers organized cohort training with Cokeva to teach young adults how to solder. There is a great opportunity for continued employment after the training period.

Adult The case managers have obligated the majority of 16/17 training funds. A waitlist has been established to determine if additional participants can be served. Priority will go to veterans and eligible spouses.

Dislocated Worker No updates to report at this time.

Disability Employment Accelerator (Advance) Enrollments, expenditures, and placements are on track. The agency was awarded a third round of funding with a project term date of 12/31/18.

National Emergency Grant (SP-NEG) The project has been extended to 06/30/18.

AB2060 Enrollments, expenditures, and placements are on track.

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
05/10/17	Job Connections: Staffing Agencies	5 staffing agencies, 60+ job seekers attended
06/14/17	Job Connections: CA State Agencies	60+ job seekers attended

NOTEABLE OUTCOMES

Labor Exchange Services Assisted Verizon Wireless, SolarCity, Atria Senior Living, WSD Wheel Systems, Sundowner, Carrion Realty and Mortgage, and Ace Hardware with job orders and recruitment events. Contributed to the Tri County Job Fair planning committee.

Business Engagement Outreach efforts include job development and identification of appropriate internship sites.

Partner Engagement No updates to report at this time.

Service Delivery Strategies No updates to report at this time.

WIOA Transition No updates to report at this time.

GOLDEN SIERRA CONSORTIUM

BUSINESS SERVICES AND RAPID RESPONSE REPORT

Report Period: 05/01/17 – 06/30/17
 Prepared By: Business Engagement Team

ACTIVITY SUMMARY

<input checked="" type="checkbox"/>	New Placer Contacts	45
<input checked="" type="checkbox"/>	New El Dorado Contacts	4
<input type="checkbox"/>	New Alpine Contacts	
<input checked="" type="checkbox"/>	New Job Orders Received	20
<input checked="" type="checkbox"/>	Total Active Job Orders	50+
<input type="checkbox"/>	Rapid Response Events	

EVENT PARTICIPATION

<u>Date</u>	<u>Event Name</u>	<u>Outcomes</u>
05/02/17	Hiring Event: Horizon Staffing	12 job seekers attended
05/02/17	Hiring Event: Gilmore Heating & Air	15 job seekers attended; 2 hired
05/05/17	Roseville 2017	Employer outreach and job development leads
05/08/17	Aramark Employee Orientation	Provided needed business service
05/10/17	Job Connections: Staffing Agencies	5 staffing agencies, 60+ job seekers attended
05/17/17	Hiring Event: Laborers Local 185	16 job seekers attended – 5 placements
05/18/17	Hiring Event: Red Hawk Casino	16 job seekers attended – 4 Placements
05/18/17	Hiring Event: Wollborg Michelson	15 job seekers attended
05/23/17	Hiring Event: Wollborg Michelson	16 job seekers attended
05/25/17	Hiring Event: Volt	4 job seekers attended
06/14/17	Job Connections: CA State Agencies	60+ job seekers attended
06/15/17	Hiring Event: Wollborg Michelson	12 job seekers attended
06/22/17	Hiring Event: Volt	5 job seekers attended

ACTIVE JOB ORDER TRENDS

Hospitality and Tourism Red Hawk Casino & Thunder Valley Resort Casino are gearing up for seasonal, summertime employment. Both employers have numerous full-time and part-time positions available. Both are scheduled to participate in the Tri County Job Fair.

Retail Seasonal hiring has increased.

Health Care Services A review of open job orders indicates there are more than 650 call center and claims analysts positions available within the Greater Sacramento region.

Information Technology

Construction Employers are looking to fill skilled positions such as estimator, field assistant, and foreman.

Business and Financial Services

Professional and Technical Services