

WB MEMBERS

AAMIR DEEN
Unite Here Local 49

APRIL BALLESTERO
One Light Ahead

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

ERIC ULRICH
Hacker Lab

JACQUELINE HUMENICK
Ponte Palmero

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JOHN TWEEDT
District Council 16

LAUREL BRENT-BUMB
El Dorado Chamber of Commerce

LISA HUTCHINSON
Cokeva

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

ROBERT VERDUGO
Northern California Valley Sheet Metal
JATC

ROBIN TRIMBLE
Rocklin Area Chamber of Commerce

TINK MILLER
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

YVETTE ELAM
United Domestic Workers of America

GOLDEN SIERRA WORKFORCE BOARD REGULAR MEETING AGENDA

Thursday, March 15, 2018 – 1:00 PM

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

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 and workforce needs.

- | | | |
|-------|--|-------|
| I. | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u> | |
| II. | <u>APPROVAL OF AGENDA</u> | 1-2 |
| III. | <u>CONSENT AGENDA</u> | |
| | All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion. | |
| | • Approval of Minutes from January 18, 2018 WB Meeting | 3-6 |
| | • Review of Minutes from February 22, 2018 EC Meeting | 7-10 |
| | • Attendance Log | 11 |
| IV. | <u>PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA</u> | |
| V. | <u>APPOINT NOMINATION COMMITTEE</u> | 12 |
| VI. | <u>DRAFT WORKFORCE BOARD (WB) BYLAWS</u> | 13-36 |
| VII. | <u>CAREER SERVICES RFP</u> | 37 |
| VIII. | <u>LEGISLATIVE WATCH</u> | 38-48 |
| | • AB1743 California Career Technical Education Incentive Grant | |
| | • FY2018 House Appropriations Letter | |
| IX. | <u>NETWORKING WORKSHOP REPORT OUT</u> | 49 |
| X. | <u>ONE-STOP OPERATOR REPORT OUT AND DIRECTION</u> | 50-56 |
| XI. | <u>WORKGROUPS</u> | 57-62 |

EQUAL OPPORTUNITY

Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request. Special requests for services, aids and/or special formats need to be made by calling (916) 771-8540 (Voice). TTY users please call the California Relay Service at 711.

XII. FUTURE AGENDA ITEMS/NEW BUSINESS

- WORKFORCE BOARD
 - Draft Budget
 - Meeting Schedule
 - Chair & Vice-Chair Nominations
- EXECUTIVE COMMITTEE
 - Draft Budget

XIII. NEXT MEETING

Thursday, May 17, 2018 – 1:00 PM. North State BIA

XIV. ADJOURNMENT

**GOLDEN SIERRA WORKFORCE BOARD
REGULAR MEETING
MINUTES**

Thursday, January 18, 2018 – 1:00 PM

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

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Chair Larkey at 1:02 pm.

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), April Ballestero, Bill Bettencourt, Christina Nicholson, Daniela Devitt*, Diana Souza, Jaqui Humenick, Jason Buckingham, Eric Cooper, John Tweedt, , Lisa Hutchinson, Marcy Schmidt, Mark Frayser, Martha Escobedo, Robert Verdugo, Tink Miller, Vic Wursten

Absent: Aamir Deen, Carol Pepper-Kittredge, Eric Ullrich, Laurel Brent-Bumb, Paul Castro, Robin Trimble, Yvette Elam

Guests: Carline Chavez, Lorna Magnussen, Michael Indiveri, Cara Welch, Felicia Buasan

**Denotes late arrival or early departure*

II. APPROVAL OF AGENDA

Motion to approve agenda by Cooper, second by Tweedt

Motion approved unanimously

**Devitt arrived 1:04 pm*

III. CONSENT AGENDA

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

- a) Approval of Minutes from September 21, 2017 WB Meeting
- b) Review of Minutes from September 21, 2017 EC Meeting
- c) Review of Minutes from October 19, 2017 EC Meeting
- d) Review of Minutes from December 21, 2017 EC Meeting
- e) Attendance Log

Motion to approve consent agenda items a-e by Miller, second by Souza

Motion approved unanimously.

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Buckingham announced the upcoming Tech Forum “Technology Impacts on the Workforce” on February 9, 2018.

Buckingham informed the board that on Monday, January 22, 2018, the RFP for Career Services for Alpine County and South Lake Tahoe Basin will be released.

V. LEGISLATIVE PLATFORM

Buckingham explained that the purpose of this platform is to grant the GSWDB Chair the authority to take positions on legislation on behalf of the board when appropriate.

This was presented to the Executive Committee for review.

Cooper requested to add Native American under Targeted Populations. Miller asked how the information will flow back to the full board on positions taken and presented. Buckingham answered that they will establish a “watch list” and note on the side if the board is taking a position or not.

Motion to approve Legislative Platform as amended by Cooper, second by Zimmerman

Motion approved unanimously

VI. ONE-STOP OPERATOR REPORT OUT AND DIRECTION

Indiveri stated that in the agenda packet there is a progress report including partner meeting notes; during the partners meeting they discussed the future of the comprehensive center. The lease will expire February 2019, and EDD will not continue to be the lease holder. Indiveri stated that usually the city, county, or school district is the lease holder in the majority of other centers.

The idea was to make sure that all the partners were informed, and if they had any ideas or suggestions to bring to the table there is still time to do so.

At the last Executive Committee meeting the issue was discussed relating to reporting outcomes from the various partners in the system. The partners are preparing for a standardized reporting system in the program year 2018/2019, and it will be reported to the board. In the meantime they are willing to share their outcomes and results.

This information will help on following up with a customer as well as verifying if customers are co-enrolled.

The Executive Committee would like to see reports on systems the partners are currently using.

Larkey asked if the partners agreed on a deadline for reports to be due. Indiveri stated that they did not establish a deadline, but a timeframe; mid-year, quarter and end of year report.

Miller asked if the reports will be sent to the board as opposed to the ones submitted to Golden Sierra to oversee contract performance. Buckingham said that these reports would be presented to the board.

Cooper asked if the Native American program will have to submit a copy of their report that they submit quarterly or yearly. Indiveri answered that that was correct.

Devitt asked what does Indiveri mean by partners; is it state, city, or county. Indiveri answered that it's the entities that signed a memorandum of understanding with the local workforce board.

Indiveri added that the other item on the report is the upcoming certification process for the AJCC (America's Job Center of California). It's a two part process for this year; the first part was the baseline matrix, and it has been completed. The next step is the hallmarks of excellence which contains eight areas; they are outlined in the report. Indiveri stated that he is developing a questionnaire to interview people; he will start with the one-stop, and then interview the managers and staff. The first set of interviews will be held on January 30, 2018, at the Roseville Connections location. The hallmarks must be submitted by the end of June 2018; he believes that he will be able to give a report to the board in May.

Nicholson suggested that the agency consider Sierra College Gateway Center as a possible location. Buckingham added that many factors regarding the location of the comprehensive center will be driven by the final budget. A significantly reduced budget will require the reduction of fixed costs such as rent. Should this be the case Golden Sierra staff will likely be distributed among partner organizations that offer career services.

Miller asked if the Governing Body has discussed this matter. Buckingham answered that they have been informed but have not discussed it further.

VII. WORKGROUPS

Larkey asked the current facilitators of the workgroups to provide a brief update.

Schmidt/Employer Outreach:

The group provided a recap, and talked about ongoing tasks. They also talked about the matrix they are creating with the different initiatives. In addition, they are connecting with different groups like Valley Vision to understand better how they are working with specific industries, and how to build expertise as partners. A Construction Forum is scheduled for tomorrow.

Schmidt shared that she had recently listened to a webinar on rapid response and layoff assistance, and one of the things discussed was a flyer created by the Bay area. This flyer lists the different One-stop centers and other resource centers all compiled in one flyer; they are distributed when there is a layoff, and provide those impacted with information on the most convenient center for them. She believes that this is something to pursue as a region with all the partners.

Buckingham recommended that he could bring this idea to the regional group to discuss.

Frayser/Integrated Training and Best Practices:

Frayser commented that the group had met twice. Bettencourt added that they discussed building partnerships with the unions, and the possibility of providing instructors for the MC3 curriculum. They are working on understanding the barriers, and the dynamics on how to move forward. Verdugo added that they are trying to figure out how to work around the barriers, such as the training center locations, and how to cover the costs.

Verdugo also stated that there is funding for pre-apprenticeship, but people don't understand the difference between apprenticeship and pre-apprenticeship. There is no legal definition for pre-apprenticeship, and that hinders the program.

Tweedt said that the issue with the pre-apprenticeship program is that apprentices are not allowed on certain projects. He also added that while they have jobs available, people are not being referred or they are not qualified to enter the programs.

Ballestero expressed that the group wants to make sure they accomplish specific goals this year. She recapped that the group wants to know the different breakdown of programs currently available; what is realistic for them to focus on to fill those needs; specify action items and concise timelines; and how to measure the results.

Miller/Storytelling:

Miller reported that the group had 2 teleconference meetings; they are also in the process of scheduling a meeting with Buckingham. They are focusing on the website as the first target. Ullrich, who has experience in digital marketing, is analyzing the Golden Sierra website, and has suggestions to offer to Buckingham on January 31st. The purpose is to build in functionality that forwards the information into the service delivery system, and the customer or employer are able to get connected to the one-stop.

VIII. NETWORKING WORKSHOP

La Vonnia De Loach was the facilitator for the workshop. Members were asked to introduce themselves and give a 2 minute summary of what organization they represent, what services they offer, and what does the organization needs.

Overall the members engaged in exchanging contact information and had a better understanding of what the members are able to provide to the board and the community. Handouts were given.

IX. FUTURE AGENDA ITEMS/NEW BUSINESS

- WORKFORCE BOARD
 - Report on technology events
 - Report on networking results
 - Legislative Update
- EXECUTIVE COMMITTEE

XII. NEXT MEETING

Thursday, March 15, 2018 – 1:00 PM. North State BIA

XIII. ADJOURNMENT

Motion to adjourn the meeting at 2:53 pm by Miller, second by Cooper

Motion approved unanimously

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

Thursday, February 22, 2018 –1:00 PM

**Roseville Connections
Conference Room B
115 Ascot Drive, Suite 180
Roseville, CA 95661**

Teleconferencing Locations

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

**MTI College (2)
5221 Madison Avenue
Sacramento, CA 95841**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order at 2:30 p.m. by Chair Larkey

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair) (2),
Martha Escobedo, Carol Pepper-Kittredge*, Laurel Brent-Bumb (1),
Greg Geisler, Jason Buckingham

Absent: None

Guests &
GSJTA Staff**: Carline Chavez, Gabriel Garcia, Michael Indiveri

**Denotes late arrival or early departure*

***Golden Sierra Job Training Agency*

(#) Indicates teleconference location

II. APPROVAL OF AGENDA

Motion to approve agenda by Escobedo, Geisler

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 December 21, 2017 EC Meeting
- B. Review of Minutes from January 18, 2018 WB Meeting
- C. Attendance Log

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

Motion approved unanimously by roll call vote

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Indiveri mentioned an article in the Wall Street Journal regarding industries and private sector attempting to get younger people interested in blue collar jobs; he brought a copy of the article for members to read.

Indiveri also gave an update on the national budget; though there are reductions proposed in the federal budget there is also a supplemental that maintains funding at PY 17 levels for PY 19 How that would work with the local formulas is to be determined.

Brent-Bumb mentioned that the Annual Business Showcase & I Love Film mixer will take place in March 9, 2018 from 4:00pm to 8:00 pm in Placerville at the exhibition hall at the El Dorado County Fairgrounds. It is free to the public; there will be food and wine tastings. The speaker for the film mixer will be one of the producers of the film Ladybird. There will be over 80 businesses in attendance.

V. DRAFT WDB BYLAWS

Buckingham stated that the proposed bylaw changes are based on final regulations, legal counsel input, as well as a few changes in operational procedures. One such operational change is noted in 3.5 to amend the automatic removal, and grant more flexibility if the members have valid excuses for not attending.

**Pepper-Kittredge arrived at 1:10 pm*

Larkey requested an amendment on page 21 second paragraph on section 6.9.1, after: communications to and from the Governing Body, he would like to add: “review and make recommendations on Workforce Board memberships to the Governing Body” this is based on a decision made on May of last year, on membership review process.

Motion to approve Draft WDB Bylaws as amended by Escobedo, second by Zimmerman

Motion approved unanimously by roll call vote

VI. ONE-STOP OPERATOR REPORT OUT & DIRECTION

Indiveri said that the progress report mentions that he is in the second stage of certification for the comprehensive job center. The summary on the Hallmarks of Excellence lists 8 review areas; this is reduced from the original 28 page report.

As part of the review process Indiveri will be conducting interviews with line staff, and supervisors who provide services to the public. He will also conduct interviews with the partner agencies; these interviews will be held in person, or over the phone. Based on the information he collects Indiveri will come up with the first draft of the Hallmarks.

First part of the assessment is what is currently happening; second will be a numerical ranking from 1-5, 5 being the optimum; and the third part is a crucial part containing continuous goals and recommendations. Indiveri noted that any score below 5 should be discussed for implementation ideas and concepts to improve the ranking.

He is asking the committee to share any ideas they have with him.

Larkey asked if the evaluation will be based on each county separately, or is it the whole area. Indiveri explained that the State wants the review process to be of the comprehensive center for the first year. The following year it will be of the affiliated and satellite centers.

Indiveri added that he wants the completed draft done by early April to be added to the agenda packet for the next workforce board meeting.

Escobedo asked if the program outcomes will be from mandated partners or all partners. Indiveri stated that mandated partners will be the required ones, but any other partners that provide information will be accepted.

Buckingham commented that the Storytelling workgroup would like data that helps reinforce the telling of the good work being done

VII. WORKGROUPS

Buckingham stated that the Employer Outreach group has been working with the Greater Capital Region and about how to align the various services; there is a training coming up on how to use the CalJobs system on the customer relationship management piece. On the last board meeting Schmidt handed out a flyer she obtained from the last Rapid Response roundtable meeting listing all the different one-stop locations in the neighboring areas for layoff events; Buckingham brought that to the regional group and talked about how to implement something similar to this on a regional level.

Larkey gave an update on the Integrated Training and Best Practices group is focused on the pre-apprenticeship training. Larkey is asking the Leadership & Strategy group what they think about the recent networking session, and what they feel would be an appropriate follow up to the session.

Brent-Bumb asked Buckingham if he was meeting with John Kreuger from The Greater Sacramento Economic Council on February 28; Buckingham stated he had to postpone and will reschedule at a later date.

Larkey is asking the members if they felt there should be a report out from the networking session at the next Workforce Board meeting; the members agreed.

Buckingham updated the members on the Storytelling group, and stated that he had met with them and discussed how the Golden Sierra website could be improved to capture better information from its visitors.

Buckingham also added that it might make sense to establish a small level of funding and have somebody compile stories for publication on behalf of the workforce system.

Larkey stated that if enough of the members are doing their own storytelling within their own networks the board could republish those in addition to other relevant work. For example, one of NSBIA publications picks up articles and stories from other organizations and sources. He asked if this could be something that can possibly be done in an inexpensive way.

Buckingham suggested that one way would be to draft an RFP (Request for Proposal) and not tie it to a dollar amount. This would allow us to find out how much it would cost to have it done.

Larkey asked Buckingham to bring this topic to the Storytelling workgroup and see if they have recommendations.

VIII. FUTURE AGENDA ITEMS

Workforce Board

- Networking Follow-up
- Revisit/review Retreat outcomes

IX. NEXT MEETING

Thursday, April 19, 2018 – 1:00 PM. At Roseville Connections

X. ADJOURNMENT

Motion to adjourn the meeting at 1:53 pm by Escobedo, second by Brent-Bumb

Motion approved unanimously

Date:	3/16/17	5/18/17	7/20/17	9/21/17	1/18/18	
Workforce Board	WB	WB	WB	WB	WB	
Meeting Type	Regular	Regular	Regular	Regular	Regular	Rate
Aamir Deen	0	0	1	0	0	20%
April Balletero				1	1	100%
Bill Bettencourt	1	1	0	1	1	80%
Carol Pepper-Kittredge	0	0	1	0	0	20%
Christina Nicholson	1	1	1	0	1	80%
Daniela Devitt	1	1	1	1	1	100%
Diana Souza			0	1	1	67%
Eric Cooper	1	0	0	0	1	40%
Eric Ullrich				1	0	50%
Jacqueline Humenick			1	1	1	100%
Jason Buckingham	1	1	1	1	1	100%
John Tweedt	0	1	0	0	1	40%
Laurel Brent-Bumb	1	0	1	1	0	60%
Lisa Hutchinson				1	1	100%
Marcy Schmidt	1	1	1	1	1	100%
Mark Frayser	1	1	0	1	1	80%
Martha Escobedo	1	1	1	1	1	100%
Michael Zimmerman	1	1	1	0	1	80%
Paul Castro	0	0	1	0	0	20%
Rick Larkey	1	0	1	1	1	80%
Robin Trimble			1	0	0	33%
Robert Verdugo				1	1	100%
Susan "Tink" Miller	0	1	1	1	1	80%
Victor Wursten	1	1	0	1	1	80%
Yvette Elam				0	0	0%

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: March 15, 2018

TO: Golden Sierra Workforce Development Board

FROM: Rick Larkey, Workforce Board Chair

SUBJ: Appoint and Populate Nomination Committee

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

Serving on the Nomination Committee would consist of 2-3 (1) hour meetings; some of these meetings may be accomplished via teleconference.

Extracted from current Bylaws:

4.21 NOMINATING COMMITTEE

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

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

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

4.22 DUTIES OF THE NOMINATING COMMITTEE

The nominating committee shall poll WDB members for prospective nominees.

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

At least twenty (20) calendar days prior to the WDB meeting where elections are to occur, the committee shall mail a list of all nominees to each WIB member. [April 27, 2018]

The nominating committee shall then present names to the WDB no later than June of each election year. [May 17, 2018]

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: March 15, 2018
TO: Workforce Board (WB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Workforce Board Bylaws approval

Before the Board for review and approval are the redrafted Workforce Board Bylaws. The proposed Bylaws will amend the current Bylaws to conform to the requirements of the federal Workforce Innovation and Opportunity Act based on final legislation.

Attached in the agenda packet are redline and final draft Bylaws reflecting the changes.

These Bylaws have been reviewed and recommended for approval as amended by both the Executive Committee and Agency Legal Counsel.

Once approved by the Workforce Board, the final draft Bylaws will be submitted to the Governing Body for approval.

**GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD
BYLAWS AS AMENDED JANUARY 13, 2016**

Comment [LM1]: Revise date once final

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

RECITALS

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

**ARTICLE I
NAME**

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

**ARTICLE II
PURPOSE AND FUNCTION**

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

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

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

Comment [LM2]: Approved 11/2015

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

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

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

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

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

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

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

[2.4.3.](#) Develop and submit a local workforce development plan to the Governor.

~~2.4.3.~~[2.4.4.](#) [Collaborate with Regional Planning Unit to develop and submit a regional plan to the Governor.](#)

Comment [LM3]: 679.370(b) final; only proposed when bylaws were approved

~~2.4.4.~~[2.4.5.](#) Designate or certify one-stop operators, consistent with Title 1 of the Act.

~~2.4.5.~~[2.4.6.](#) Award grants or contracts to eligible providers of youth activities in the local area on a competitive basis, consistent with the Act

~~2.4.6.~~[2.4.7.](#) Identify, consistent with Title 1 of the Act, eligible providers of training services in the local area.

~~2.4.7.~~[2.4.8.](#) Identify eligible providers of career services and, when the one-stop operator does not provide career services to the local area, award contracts to those providers.

~~2.4.8.2.4.9.~~ Coordinate with the State to ensure that there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities, consistent with the Act.

~~2.4.9.2.4.10.~~ Oversee programs ~~including~~including:

~~2.4.9.1.2.4.10.1.~~ Conduct oversight for local youth workforce development activities, local employment and training activities, and the one stop delivery system in the local area;

~~2.4.9.2.2.4.10.2.~~ Ensure the appropriate use and management of funds for the local youth workforce development activities, local employment and training activities, and one-stop delivery system; and

~~2.4.9.3.2.4.10.3.~~ Ensure the appropriate use, management, and investment of funds to maximize performance outcomes related to workforce development activities.

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

2.4.12. Negotiate with the Governing Body and required partners on the methods for funding the infrastructure costs of the one-stop centers in the local area.

Comment [LM4]: 679.370(k) final; only proposed when bylaws were approved

~~2.4.10.2.4.13.~~ Conduct research, data collection, and analyses to assist in the development and implementation of the local workforce development plan, including, but not limited to:

~~2.4.10.1.2.4.13.1.~~ Analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities in the region;

~~2.4.10.2.2.4.13.2.~~ Assist in the development of a statewide workforce and labor market information system by the collection, analysis, and utilization of workforce and labor market information for the region; and

~~2.4.10.3.2.4.13.3.~~ Conduct other research, data collection, and analysis as necessary as determined by the WDB.

~~2.4.11.2.4.14.~~ Lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, especially individuals with barriers to employment.

~~2.4.12.2.4.15.~~ Lead efforts in the local area to:

| ~~2.4.12.1~~2.4.15.1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers in the local workforce development system; and

| ~~2.4.12.2~~2.4.15.2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs, including providing physical and programmatic accessibility.

| ~~2.4.13~~2.4.16. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:

| ~~2.4.13.1~~2.4.16.1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

| ~~2.4.13.2~~2.4.16.2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;

| ~~2.4.13.3~~2.4.16.3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system; and

| ~~2.4.13.4~~2.4.16.4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

| ~~2.4.14~~2.4.17. Coordinate activities with education and training providers in the local area.

| ~~2.4.15~~2.4.18. Develop a budget for the purpose of carrying out the duties of the WDB, consistent with the local workforce development plan, subject to the approval of the Governing Body.

| ~~2.4.16~~2.4.19. Annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

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

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

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

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

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

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

ARTICLE III MEMBERSHIP

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

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

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

Comment [LM5]: TEGL 27-14 mandates 2 representatives

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Initial WDB membership was approved on February 6, 2016, and established staggered terms to balance membership expiration dates.

Comment [LM6]: 379.310(g)(2)

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

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

Comment [LM7]: Proposed changes by EC/WDB

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

3.6. Notification & Recruitment Process. Upon a vacancy on the Workforce Board, Golden Sierra support staff will utilize approved policy to initiate notification and recruitment steps.

Comment [LM8]: 679.310(g)(3)

3.5.3.7 Designation of Proxy. At the first meeting of each fiscal year, WDB members may designate a proxy to cast votes on their behalf in their absence. Changes to the proxy designation at any other time throughout the year shall be made in writing to the Chairperson at least seventy-two (72) hours prior to the scheduled Board meeting at which the newly-designated proxy is intended to cast a vote on behalf of an absent Board Member. All proxies shall self-certify, in writing, their compliance with 20 C.F.R. 679.110(d)(4) and 20 C.F.R. 679.320 prior to casting any vote.

Comment [LM9]: 679.110(d)(4) & 679.310(g)(4). Self-Certification will allow for verification that designee is from same organization and has hiring and policy-making authority as outlined in regs.

ARTICLE IV OFFICERS

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

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

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

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

With the exception of the Chairperson, nNo WDB member who wishes to run for election shall sit on the nominating committee.

Comment [LM10]: Current Chairperson has historically recused themselves from the nomination committee if nominated

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

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

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

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

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

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

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

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

ARTICLE V MEETINGS AND QUORUMS

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

Comment [LM11]: Not necessary

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

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

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

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

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

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

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

ARTICLE VI COMMITTEES

6.1. Committee definitions:

6.1.1. Standing Committee. Composed of less than a quorum of the full board, include non-WDB members, have a continuing subject matter, meeting schedule is fixed by formal action, and is subject to Brown Act requirements.

6.1.2. Ad-Hoc Committee. Comprised solely of less than a quorum of the full WDB, has a limited or single purpose, is not perpetual, is dissolved once the specific task is completely, and is not subject to Brown Act requirements.

~~6.1.6.2.~~ The WDB Chairperson, with the approval of the WDB, shall create committees of the WDB.

~~6.2.6.3.~~ The WDB Chairperson shall appoint committee chairpersons from the WDB membership.

~~6.2.1.6.3.1.~~ Committee chairpersons must be WDB members

~~6.3.6.4.~~ Committee members shall be appointed by the WDB Chairperson, with the approval of the WDB.

~~6.3.1.6.4.1.~~ Committees may include WDB members.

~~6.3.2.6.4.2.~~ Committees shall be supplemented by non-WDB members who the WDB has determined have the appropriate experience and expertise.

~~6.4.6.5.~~ With the exception of the Executive Committee, all committee members, both WDB and non-WDB membership, have equal voting rights.

6.6. Action may be taken by a WDB committee by an affirmative majority vote of the current committee members present, unless otherwise required by law.

~~6.5.6.7.~~ Action may be taken by a majority vote of the WDB members present, unless otherwise required by law

~~6.6.6.8.~~ All actions of a WDB committee shall be advisory to the full WDB, unless the full WDB has expressly delegated "final authority" to a given committee on a given issue or matter.

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

Comment [LM12]: Board proposed allowing Chair to appoint 6-16-16 EC minutes; legal counsels interpretation of 679.360 is that WDB must approve. Rewritten to be consistent with 6.2.

Comment [LM13]: Updated to be consistent with 5.7

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

Comment [LM14]: Clarified in 6.1, and appointment outlined in 6.2.

6.9. The WDB shall have one standing committee:

6.9.1. Executive Committee. The Executive Committee shall consist of ~~five (5)~~ six (6) voting members: WDB Chairperson, Vice Chairperson, ~~and~~ three (3) additional WDB members, one of which shall be from the business community, and one (1) non-WDB as identified in 6.3.2. The Golden Sierra Executive Director shall sit as an ex-officio ~~non-voting member~~ of the Executive Committee, and will not be used in determining the existence of a quorum. The WDB Chairperson may also invite WDB committee chairpersons to participate in Executive Committee meetings as non-voting members. The membership term shall be the same as the chair term.

Comment [LM15]: Per legal counsel input

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

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

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

ARTICLE VII STAFFING AND SUPPORT OF WDB

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

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

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

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

7.5. The WDB shall not directly operate programs.

**ARTICLE VIII
CONFLICT OF INTEREST**

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

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

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

**ARTICLE IX
AMENDMENTS**

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

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

**ARTICLE X
EFFECTS**

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

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

[signatures on following page]

APPROVED/ACCEPTED:

APPROVED/ACCEPTED:

Susan "Tink" Miller~~Rick Larkey~~, Chairperson
Golden Sierra Workforce Development Board

Kirk Uhler, Chairperson
Golden Sierra Governing Body

Date: _____

Date: _____

**GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD
BYLAWS AS AMENDED MAY 15, 2018**

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

RECITALS

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

**ARTICLE I
NAME**

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

**ARTICLE II
PURPOSE AND FUNCTION**

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

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

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

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

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

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

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

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

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

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

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

2.4.4. Collaborate with Regional Planning Unit to develop and submit a regional plan to the Governor.

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

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

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

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

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

2.4.10. Oversee programs including:

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

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

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

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

2.4.12. Negotiate with the Governing Body and required partners on the methods for funding the infrastructure costs of the one-stop centers in the local area.

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

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

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

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

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

2.4.15. Lead efforts in the local area to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE III MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Initial WDB membership was approved on February 6, 2016, and established staggered terms to balance membership expiration dates.

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

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

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

3.6. Notification & Recruitment Process. Upon a vacancy on the Workforce Board, Golden Sierra support staff will utilize approved policy to initiate notification and recruitment steps.

3.7. Designation of Proxy. At the first meeting of each fiscal year, WDB members may designate a proxy to cast votes on their behalf in their absence. Changes to the proxy designation at any other time throughout the year shall be made in writing to the Chairperson at least seventy-two (72) hours prior to the scheduled Board meeting at which the newly-designated proxy is intended to cast a vote on behalf of an absent Board Member. All proxies shall self-certify, in writing, their compliance with of 20 C.F.R. 679.110(d)(4) and 20 C.F.R. 679.320 prior to casting any vote.

ARTICLE IV OFFICERS

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

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

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

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

No WDB member who wishes to run for election shall sit on the nominating committee.

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

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

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

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

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

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

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

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

ARTICLE V MEETINGS AND QUORUMS

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

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

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

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

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

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

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

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

ARTICLE VI COMMITTEES

6.1. Committee definitions:

6.1.1. **Standing Committee.** Composed of less than a quorum of the full board, include non-WDB members, have a continuing subject matter, meeting schedule is fixed by formal action, and is subject to Brown Act requirements.

6.1.2. **Ad-Hoc Committee.** Comprised solely of less than a quorum of the full WDB, has a limited or single purpose, is not perpetual, is dissolved once the specific task is completely, and is not subject to Brown Act requirements.

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

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

6.3.1. Committee chairpersons must be WDB members

6.4. Committee members shall be appointed by the WDB Chairperson, with the approval of the WDB.

6.4.1. Committees may include WDB members.

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

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

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

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

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

6.9. The WDB shall have one standing committee:

6.9.1. **Executive Committee.** The Executive Committee shall consist of six (6) voting members: WDB Chairperson, Vice Chairperson, three (3) additional WDB members, one of which shall be from the business community, and one (1) non-WDB as identified in 6.3.2. The Golden Sierra Executive Director shall sit as an ex-officio non-voting member of the Executive

Committee, and will not be used in determining the existence of a quorum. The WDB Chairperson may also invite WDB committee chairpersons to participate in Executive Committee meetings as non-voting members. The membership term shall be the same as the chair term.

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

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

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

ARTICLE VII STAFFING AND SUPPORT OF WDB

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

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

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

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

7.5. The WDB shall not directly operate programs.

ARTICLE VIII CONFLICT OF INTEREST

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

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

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

ARTICLE IX AMENDMENTS

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

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

ARTICLE X EFFECTS

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

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

APPROVED/ACCEPTED:

APPROVED/ACCEPTED:

Rick Larkey, Chairperson
Golden Sierra Workforce Development Board

Kirk Uhler, Chairperson
Golden Sierra Governing Body

Date:_____

Date:_____

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: March 15, 2018
TO: Golden Sierra Workforce Development Board
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Career Services RFP

The following item asks the board to discuss and take action regarding the ~~competitively procured~~ sole source procurement for WIOA Title I Career Services providers for Alpine and South Lake Tahoe region.

Please find outline below regarding the WIOA Title I [Career Services RFP](#):

RFP released: January 22, 2018
Bidder's Conference: January 30, 2018
RFP closed: February 16, 2018

Estimated baseline funding: \$68,000

4 organizations attended Bidders Conference
2 bidders submitted Letter of Intent
1 bidder submitted responsive Pre-Qualification packets
1 bidder submitted responsive bids
4 outside raters have been appointed and completed the process on March 13, 2018

Responses & rating

Bidder – ADVANCE Lake Tahoe Community College (LTCC) – requested \$68,000

Possible Points	Raters			
	1	2	3	4
70	60	58	56	57

The rating committee felt confident that ADVANCE could meet the needs of the RFP, with the recommendation that contract negotiations include detailed service delivery outcomes per county.

This procurement would be considered sole source procurement under OMB 200.318 due to limited number of response during the RFP process.

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: March 15, 2018
TO: Golden Sierra Workforce Development Board
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Legislative Watch

AB1743 Career Technical Education Incentive Grant

AB 1743 provides continued funding for the Career Technical Education Incentive Grant (CTEIG). The CTEIG identifies 11 elements of quality secondary school CTE instruction intended to better align and sequence programs for entry into post-secondary education or employment. Current funding expires 2017-2018. AB1743 proposes funding an additional three years at \$500,000,000 annually. Placer County Office of Education is a current CTEIG recipient.

Federal Appropriations Support Letter:

The Background:

Congressional leaders agreed to a 2-year budget deal which increases federal spending caps for defense and non-defense discretionary accounts for Fiscal Years 2018 and 2019. The increases for non-defense accounts are \$63 billion and \$68 billion, respectively. This allows Congress to avoid sequestration and negotiate spending bills to complete the FY2018 funding cycle – the budget deal included another continuing resolution through March 23, 2018.

Congressional Appropriators are currently dividing those additional funds amongst the various subcommittees – the most important for workforce development being Labor, HHS, Education Appropriations. Once those funds have been allocated, the staff will pull together a revised bill with increased funding levels.

The California Workforce Association (CWA) and the United States Workforce Association (USWA) have submitted letters to congressional appropriators urging them to fund WIOA titles at fully authorized levels for FY2018. This effort is being paired by local system efforts.

Attached is a letter prepared by CWA and signed by the Board Chair requesting that WIOA funding be restored to levels appropriated in the Act. The message is for the congressional members to contact the Appropriations Committee as they 'divide' the additional resources under the recently signed Bipartisan Budget Act.

GOLDEN SIERRA REGIONAL WORKFORCE BOARD LEGISLATIVE PLATFORM – 2018/2019

Mission:

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

Vision:

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

The Golden Sierra Regional Workforce Development Board's (GSWDB) legislative platform serves as a basis by which the GSWDB and the Executive Committee take positions on legislation. This platform grants the GSWDB Chair the authority to take positions on legislation that falls within the following guidelines. For legislation that does not fall within these guidelines, the Chair will seek input from the full Board or the Executive Committee prior to taking a position on legislation.

General Policy Guidelines

- **Workforce System:** The GSWDB supports policies that meet the needs of businesses, job seekers, workers, and youth. GSWDB opposes policies that seek to erode California's workforce development system or do not promote a systems approach to service coordination.
- **Local Decision Making and Accountability:** The GSWDB supports policies that preserve local decision making in terms of spending, direction of work, and other functions of local workforce boards, local areas, and their partners.
- **Job Creation:** The GSWDB supports policies that increase employment and the creation of jobs in both the public and private sectors.
- **Increase/Preserve Funding for Workforce:** The GSWDB supports policies that provide increased funding to support job seeker and business services, as well as policies that make strategic investments to leverage existing funding in the workforce development system.
- **Business:** The GSWDB supports policies that enhance the ability of businesses to access a qualified talent pool, and promote business growth through the development of a skilled workforce.
- **Education:** The GSWDB supports policies that connect K-12 and higher education to businesses. In addition, the Board supports policies that place greater focus and attention on career preparation in K-12 and higher education—especially for in-demand and emerging sectors and occupations.
- **Targeted Populations:** The GSWDB supports policies that streamline or improve services for targeted populations including veterans, people with disabilities, disconnected youth/young adults, formerly incarcerated, and low-income populations, which lead to jobs, training, and education.

Golden Sierra Regional Workforce Board Legislative Matrix

Bill Number (Author): AB1743 California Career Technical Education Incentive Grant Program
Introduced by Assembly Members O'Donnell, Burke, Chávez, Cunningham, McCarty, Quirk-Silva, and Thurmond (Coauthors: Assembly Members Arambula, Berman, Grayson, Mayes, and Waldron)

Sponsoring Organization:
Organizations in Support:
Organization in Opposition:

Criteria for Supporting/Opposing Workforce-Related Legislation			
Category	Yes	No	Comments
Business-Led WDBs. Would it enhance or maintain business-led governance and the ability of the system to reflect the needs of business?			Unknown – depends on the local education system and how they choose to engage business.
Local Governance. Would it enhance or maintain the flexibility and capacity of local areas to autonomously determine the use of funding?	X		
Responsiveness to Business and Job-Seekers. Would it enhance or maintain the capacity of the system to provide relevant and customizable services?	X		
One-Stop Delivery. Would it enhance or maintain the capacity and resources available to the One-Stop system to provide and broker services?	X		
Would it add “red tape” or impede service delivery?		X	
Would it impact funding?	X		State funded: continues funding for the CTEIG program - 500,000,000 shall be made available for the program to the department each year for the 2018–19, 2019–20, and 2020–21 fiscal years, and would require a grant applicant to demonstrate a proportional dollar-for-dollar match for a grant award for those fiscal years.
Would the list of opponents reflect our partners or customers?		X	
Would it support or maintain collaboration with the workforce system?	X		Not required currently but would likely maintain current or enhance partnerships
Would it encumber individual WDBs?		X	

Recommendation	Support	Oppose	
	Yes		Recommend “support” or “support if amended” to include collaboration with Workforce Boards or consideration of local workforce planning efforts
Additional Comments Bill has huge potential to augment youth funding in California. http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB1743			

CALIFORNIA LEGISLATURE— 2017–2018 REGULAR SESSION

ASSEMBLY BILL**No. 1743**

Introduced by Assembly Members O'Donnell, Burke, Chávez, Cunningham, McCarty, Quirk-Silva, and Thurmond
(Coauthors: Assembly Members Arambula, Berman, Grayson, Mayes, and Waldron)

January 03, 2018

An act to amend Sections 53070, 53071, 53073, 53075, and 53076 of the Education Code, relating to career technical education.

LEGISLATIVE COUNSEL'S DIGEST

AB 1743, as introduced, O'Donnell. California Career Technical Education Incentive Grant Program.

Existing law establishes the California Career Technical Education Incentive Grant Program, administered by the State Department of Education, with the purpose of encouraging and maintaining the delivery of career technical education programs during implementation of the school district and charter school local control funding formula. Existing law appropriates specified amounts for the program from the General Fund for the 2015–16, 2016–17, and 2017–18 fiscal years and provides minimum eligibility standards for grant applicants.

This bill would instead specify that the purpose of the program is to encourage and maintain the delivery of high quality career technical education programs during implementation of the school district and charter school local control funding formula and the development of career readiness metrics within the California School Dashboard. The bill would specify that, upon appropriation by the Legislature, \$500,000,000 shall be made available for the program to the department each year for the 2018–19, 2019–20, and 2020–21 fiscal years, and would require a grant applicant to demonstrate a proportional dollar-for-dollar match for a grant award for those fiscal years. The bill would add to the minimum eligibility standards that a grant applicant demonstrate that it provides opportunities for pupils to participate in leadership development opportunities, career and technical education student organizations, and opportunities for pupils who are individuals with exceptional needs to participate in all of the grant applicant's programs. The bill would revise reporting requirements for program participants, and would require the Superintendent of Public Instruction to evaluate and deem successful a grant recipient's program as a condition of receiving a renewal grant.

Existing law requires the department and the State Board of Education to give positive consideration for specified characteristics when determining grant recipients, including that the applicant did not operate a career technical education program during the 2014–15 fiscal year.

This bill would instead require the department and state board to give positive consideration to an applicant that has not received a grant award in an unspecified fiscal year. The bill would also authorize the Superintendent to determine, in collaboration with the executive director of the state board, the purposes for which grant funds may be used.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 53070 of the Education Code is amended to read:

53070. (a) The California Career Technical Education Incentive Grant Program is hereby established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten and grades 1 to 12, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage and maintain the delivery of *high quality* career technical education programs during implementation of the school district and charter school local control funding formula pursuant to Section ~~42238.02. There~~ *42238.02 and the development of career readiness metrics within the California School Dashboard.*

(b) There is hereby appropriated to the department from the General Fund for the program established pursuant to this chapter the following amounts:

- (1) For the 2015–16 fiscal year, four hundred million dollars (\$400,000,000).
- (2) For the 2016–17 fiscal year, three hundred million dollars (\$300,000,000).
- (3) For the 2017–18 fiscal year, two hundred million dollars (\$200,000,000).

(c) The following funds shall be made available to the department upon appropriation by the Legislature in the annual Budget Act or another statute for the program established pursuant to this chapter:

- (1) For the 2018–19 fiscal year, five hundred million dollars (\$500,000,000).*
- (2) For the 2019–20 fiscal year, five hundred million dollars (\$500,000,000).*
- (3) For the 2020–21 fiscal year, five hundred million dollars (\$500,000,000).*

~~(b)~~

(d) Of the amounts appropriated in ~~paragraphs (1) through (3), inclusive, of subdivision (a), subdivisions (b) and (c),~~ 4 percent is designated for applicants with average daily attendance of less than or equal to 140, 8 percent is designated for applicants with average daily attendance of more than 140 and less than or equal to 550, and 88 percent is designated for applicants with average daily attendance of more than 550, unless otherwise determined by the Superintendent in collaboration with the executive director of the state board. For purposes of this section, average daily attendance shall be those figures that are reported at the time of the second principal apportionment for the previous fiscal year for pupils in grades 7 to 12, inclusive. For any applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or of any combination of those entities, the sum of the average daily attendance for each of the constituent entities shall be used for purposes of this subdivision.

SEC. 2. Section 53071 of the Education Code is amended to read:

53071. The department shall administer this program as a competitive grant program. An applicant shall demonstrate all of the following to be considered for a grant award:

(a) (1) A proportional dollar-for-dollar match as follows for any funding received from this program:

(A) For the fiscal year beginning July 1, 2015, one dollar (\$1) for every one dollar (\$1) received from this program.

(B) For the fiscal year beginning July 1, 2016, one dollar and fifty cents (\$1.50) for every one dollar (\$1) received from this program.

(C) For the fiscal year beginning July 1, 2017, two dollars (\$2) for every one dollar (\$1) received from this program.

(D) For fiscal years 2018–19, 2019–20, and 2020–21, one dollar (\$1) for every one dollar (\$1) received from this program.

(2) That local match may include funding from school district and charter school local control funding formula apportionments pursuant to Section 42238.02, the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006, the California Partnership Academies, the Agricultural Career Technical Education Incentive Grant, or any other source except as provided in paragraph (3).

(3) That local match shall not include funding from the California Career Pathways Trust established pursuant to Section 53010.

(b) ~~At least a~~ A three-year plan for continued support of career technical education programs after grant funding expires. The plan, at a minimum, shall include the identification of available funding within an applicant's current or projected budget to continue to support career technical education programs and a written commitment to do so. If an applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or any combination of these entities, is applying for grant funding from this program, identification of available funding and a written commitment must be demonstrated by each participating constituent entity.

(c) The applicant, or the applicant's career technical education program, as applicable, meets all of the following minimum eligibility standards:

(1) Offers high quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards, including, but not limited to, providing a coherent sequence of career technical education courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.

(2) Provides pupils with quality career exploration and guidance.

(3) Provides pupil support services, including counseling and leadership development.

(4) Provides for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary educational institutions, documented through formal written agreements.

(5) Forms ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.

(6) Provides opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, *leadership development opportunities, career and technical education student organizations*, and other work-based learning opportunities.

(7) Reflects regional or local labor market demands and focuses on current or emerging high-skill, high-wage, or high-demand occupations.

(8) Leads to an industry-recognized credential or certificate, or appropriate postsecondary training or employment.

(9) Is staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

(10) Provides opportunities for pupils who are individuals with exceptional needs to participate in all programs.

~~(10)~~

(11) (A) Reports ~~data~~, *data to the Superintendent*, as a program participation requirement, to allow for an evaluation of the program.

(B) Data reported pursuant to this paragraph shall include, but not be limited to, metrics aligned with the core metrics required by the federal Workforce Innovation and Opportunity Act and the quality indicators described in the California State Plan for Career Technical Education required by the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006, and the following metrics:

(i) The number of pupils completing high school.

(ii) The number of pupils completing career technical education coursework.

(iii) The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.

(iv) The number of former pupils employed and the types of businesses in which they are employed.

(v) The number of former pupils enrolled in a postsecondary educational institution, a state apprenticeship program, or another form of job training.

SEC. 3. Section 53073 of the Education Code is amended to read:

53073. (a) An applicant receiving a grant from this program in ~~the 2015-16~~ *a prior* fiscal year shall be eligible to receive a renewal grant ~~in the 2016-17 fiscal year and in the 2017-18 fiscal year. An applicant that does not receive a grant in the 2015-16 fiscal year, but receives a grant in the 2016-17 fiscal year, shall be eligible to receive a renewal grant in the 2017-18 fiscal year. if the applicant's program has been evaluated and deemed successful by the Superintendent based on the metrics specified in paragraph (1) of subdivision (b).~~ No applicant shall be eligible for a renewal grant in the ~~2018-19~~ *2021-22* fiscal year.

(b) (1) The department, in collaboration with the state board, shall determine *reporting requirements* ~~and~~ renewal grant eligibility using metrics identified pursuant to paragraph ~~(10)~~ *(11)* of subdivision (c) of Section 53071.

(2) If an applicant for a renewal grant is subject to the requirements of Sections 52060 and 52061, Sections 52066 and 52067, or Section 47606.5, the inclusion of career technical education programs in the applicant's local control and accountability plan shall be required to be eligible for a renewal grant.

SEC. 4. Section 53075 of the Education Code is amended to read:

53075. (a) When determining grant recipients, the department and the state board shall do both of the following:

(1) Give positive consideration to each of the following characteristics in an applicant:

~~(A) Did not operate a career technical education program during the 2014-15 fiscal year.~~

(A) Has not received a grant award pursuant to this chapter in the ____ fiscal year.

(B) Serving unduplicated pupils as defined in Section 42238.02.

(C) Serving pupil subgroups that have higher than average dropout rates as identified by the Superintendent.

(D) Located in an area of the state with a high unemployment rate.

(2) Give positive consideration to programs to the extent they do any of the following:

(A) Successfully leverage one or both of the following:

(i) Existing structures, requirements, and resources of the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006, California Partnership Academies, or Agricultural Career Technical Education Incentive Grants.

(ii) Contributions from industry, labor, and philanthropic sources.

(B) Engage in regional collaboration with postsecondary education or other local educational agencies.

(C) Make significant investment in career technical education ~~infrastructure and equipment.~~ *infrastructure, equipment, and facilities.*

(D) Operate within rural school districts.

(b) When determining grant recipients, the department and the state board shall give greatest weight to the applicant characteristics included in paragraph (1) of subdivision (a).

SEC. 5. Section 53076 of the Education Code is amended to read:

53076. For purposes of administering the program established by this chapter, the Superintendent may do any of the following:

(a) Determine, in collaboration with the executive director of the state board, specific funding ~~amounts~~ *amounts, the purposes for which grant funds may be used,* and the number of grants to be awarded.

(b) Distribute funding on a multiyear schedule, establish a process for monitoring the use of the funding, and, if necessary, cease distribution of funding and recover previously distributed funding in the case of a recipient's failure to comply with a grant prerequisite or minimum standard.

(c) Annually review grant recipients' expenditures on career technical education programs for purposes of determining if the grant recipients have met the dollar-for-dollar match requirement specified in subdivision (a) of Section 53071. If after review, the Superintendent determines that a grant recipient failed to meet the matching funds requirement, the Superintendent shall reduce the following year's grant allocation in an amount equal to the unmet portion of the match requirement. The reduction shall not reduce the grant recipient's match requirement for the year in which the Superintendent reduces the allocation.

(d) Require grant recipients to submit program ~~reports~~ *reports pursuant to paragraph (11) of subdivision (c) of Section 53071.*

(e) Set aside up to ~~1~~ _____ percent of the total amount provided for the program for one or both of the following purposes:

(1) To provide planning grants.

(2) To contract with a local educational agency for the provision of technical assistance to applicants and grant recipients.

February 23, 2018

The Honorable Tom McClintock
US House of Representatives
Washington, DC 20515

Dear Representative:

As a member of a Local Workforce Development Board, I strongly supported the passage of the Bipartisan Budget Act of 2018 as it contains important increases to federal investments in national security and defense, along with domestic programs relating to job training, education, and skill development. The federal workforce system, which is structured using the Workforce Innovation and Opportunity Act (WIOA), has not been funded to its authorized levels since it was passed by Congress in 2014.

As the House Appropriations Committee considers allocating the additional resources made available from the Bipartisan Budget Act, we urge you to recommend that the Labor-HHS Appropriations Subcommittee direct further federal investment into WIOA and fully fund the law to its authorized levels. Appropriated levels have fallen short of authorized levels specifically in Title I accounts at the Department of Labor (Adult Employment and Training Services, Youth Activities, and Dislocated Worker Employment and Training Services). An expanded federal investment across WIOA programs leads to more job training, education, skills development and innovative, proven practices like industry-based sector partnerships, career pathways, and apprenticeships. Local workforce development boards are currently executing on these strategies working directly with employers to address their talent needs.

These same programs have already sustained a more than 50% cut in federal spending over the last decade. With sustained economic prosperity for America as a priority, this increased federal investment could not come at a more opportune time. The skills gap is real and workforce boards are on the front lines with various stakeholders to address the problem.

By stabilizing the federal budget, the Fiscal Year 2018 Labor, Health and Human Services, Education, and Related Agencies Appropriations bill must fully fund all Titles I, II, III, and IV at the level authorized by the Workforce Innovation and Opportunity Act (WIOA).

The funding levels we are requesting in the FY2018 Labor, HHS, Education Appropriations Bill are listed below:

Title I – Department of Labor

- \$861.1 million for Adult Employment and Training Services,
- \$922.2 million for the Youth Activities, and
- \$1.37 billion for Dislocated Worker Employment and Training Services

Title II – Department of Education

- \$649.287 million for Adult Education

Title III – Department of Labor

- \$671,413,000 for Wagner-Peyser

Title IV – Department of Education

- \$3,302,053,000 for Vocational Rehabilitation Services

This training, support and business partnership is vital to our country's economic prosperity. We ask that you to contact the Appropriations Committee leadership to fund these programs at levels authorized by WIOA in the Fiscal Year 2018 Labor, HHS, Education Appropriations bill. For further information, please contact Chris Andresen at (202) 851-3618.

Sincerely,



Rick Larkey
Chair,
Golden Sierra Workforce Development Board

February 23, 2018

The Honorable Doug LaMalfa
US House of Representatives
Washington, DC 20515

Dear Representative:

As a member of a Local Workforce Development Board, I strongly supported the passage of the Bipartisan Budget Act of 2018 as it contains important increases to federal investments in national security and defense, along with domestic programs relating to job training, education, and skill development. The federal workforce system, which is structured using the Workforce Innovation and Opportunity Act (WIOA), has not been funded to its authorized levels since it was passed by Congress in 2014.

As the House Appropriations Committee considers allocating the additional resources made available from the Bipartisan Budget Act, we urge you to recommend that the Labor-HHS Appropriations Subcommittee direct further federal investment into WIOA and fully fund the law to its authorized levels. Appropriated levels have fallen short of authorized levels specifically in Title I accounts at the Department of Labor (Adult Employment and Training Services, Youth Activities, and Dislocated Worker Employment and Training Services). An expanded federal investment across WIOA programs leads to more job training, education, skills development and innovative, proven practices like industry-based sector partnerships, career pathways, and apprenticeships. Local workforce development boards are currently executing on these strategies working directly with employers to address their talent needs.

These same programs have already sustained a more than 50% cut in federal spending over the last decade. With sustained economic prosperity for America as a priority, this increased federal investment could not come at a more opportune time. The skills gap is real and workforce boards are on the front lines with various stakeholders to address the problem.

By stabilizing the federal budget, the Fiscal Year 2018 Labor, Health and Human Services, Education, and Related Agencies Appropriations bill must fully fund all Titles I, II, III, and IV at the level authorized by the Workforce Innovation and Opportunity Act (WIOA).

The funding levels we are requesting in the FY2018 Labor, HHS, Education Appropriations Bill are listed below:

Title I – Department of Labor

- \$861.1 million for Adult Employment and Training Services,
- \$922.2 million for the Youth Activities, and
- \$1.37 billion for Dislocated Worker Employment and Training Services

Title II – Department of Education

- \$649.287 million for Adult Education

Title III – Department of Labor

- \$671,413,000 for Wagner-Peyser

Title IV – Department of Education

- \$3,302,053,000 for Vocational Rehabilitation Services

This training, support and business partnership is vital to our country's economic prosperity. We ask that you to contact the Appropriations Committee leadership to fund these programs at levels authorized by WIOA in the Fiscal Year 2018 Labor, HHS, Education Appropriations bill. For further information, please contact Chris Andresen at (202) 851-3618.

Sincerely,



Rick Larkey
Chair,
Golden Sierra Workforce Development Board

GOLDEN SIERRA WORKFORCE BOARD

MEMORANDUM

DATE: March 15, 2018
TO: Golden Sierra Workforce Development Board
FROM: Rick Larkey, Workforce Board Chair
SUBJ: Networking Workshop Report Out

Members will have a chance to report on successful networking connections as a result of the last meeting's networking workshop. An email was sent to the board members on February 26th encouraging members to ensure that these connections occur.

Those members who were not able to attend the January workshop will be provided with the resource binder that was distributed at the January workshop.

ONE-STOP OPERATOR (OSO) MEMO

To: Workforce Development Board

From: Michael A. Indiveri, OSO

Date: March 15, 2018

Subj: Progress Report

Hallmarks of Excellence

The OSO is currently conducting the certification process for the Comprehensive America's Job Centers of California (AJCC). The current stage of the certification process is the Hallmarks of Excellence. This stage details the Golden Sierra Workforce Area's self-evaluation of our local comprehensive One-Stop Career Center located in Roseville. This is part of the continuous improvement process required by WIOA and must be submitted to the State in June 2018.

The OSO has developed a two-page summary of the eight Hallmark review areas. This can be useful for both WDB members and AJCC partner agencies and their staff as it focuses in on the key issues and challenges in implementing the AJCC. Based on many of the key issues, I have developed review questions to be used in obtaining required feedback. This information will be used to help determine how our local AJCC should be scored on the one-to-five rating metric. I have already commenced with the interviewing process among the partners, and I have invited WDB members who are interested to participate. I will be conducting both in-person and phone interviews/feedback sessions with AJCC partners, including both management and line-staff.

Each of the eight Hallmarks has a 3-part response requirement:

Assessment of the AJCC's strength and continuous improvement opportunities.

Numerical ranking (1-5) and the rational for that ranking.

Continuous improvement goals and recommendations.

As the OSO, I will be completing all 3 response areas including the one-to-five scores. I also envision that all AJCC partners being empowered to respond, especially in the ranking and improvement goals recommendations. I will communicate this to the partners.

AJCC Partners Quarterly Meeting

I have scheduled the next meeting of the AJCC Partners for March 14, 2018 in Roseville. The AJCC Certification process will be a key agenda item. As part of that discussion will be their involvement in the Hallmarks of Excellence feedback and ranking process. (I have included the ALCC MOU Partner Self-Assessment feedback form in your agenda.) I will also be requesting agenda topics from the partners. As a follow-up to prior meetings, I have requested that the partners provide their latest program outcomes in their current reporting format. The Placer County Business Assistance Network (BAN) has provided their 2016-17 numerical outcomes and these were provided to the Executive Committee. I will review the March 14 Partners Meeting at the WDB March 15 meeting.

WORKFORCE DEVELOPMENT BOARD HALLMARKS OF EXCELLENCE SUMMARY

1. AJCC Physical Location & Facility Enhances The Customer Experience:

- The physical location site is professional, convenient and has adequate space and equipment to meet customer demand.

2. The AJCC Ensures Universal Access; With an Emphasis on Individuals with Barriers:

- Staff honors & accommodates diversity and is adept in working with all customers, including those with Disabilities, ESL, Vets, Youth, Ed. level & cultural background.
- The facility is reviewed for accessibility/equal opportunity periodically and services are available on-site and virtual.

3. The AJCC Supports Effective One-Stop Partnerships:

- All partners (co-located/non-co-located) can express their views of the AJCC and if it adds value to their programs/services.
- There is regular communication among the partners to facilitate an inventory of services, marketing materials and the maintenance of a *customer referral process* among the partners.

4. Integrated Customer Centered Services:

- Staff identifies with shared partner customers; are crossed-trained in partner's services and are also trained in customer service.
- Customers are triaged promptly and are quickly connected to appropriate services thru integrated customer flow procedures.
- There are established protocols for customer co-enrollment among the partners.

5. The AJCC is an on-ramp for Skill Development Which Meets Regional & Pathway Needs:

- Partner staff knows the regional sector/pathway/labor market needs and can assist customers in obtaining the training needed to obtain those career opportunities.
- The AJCC has robust training and support services for customers and there are not cumbersome entry steps that prohibit access.

6. The AJCC Engages Industry & Labor thru an *Integrated Business Services Strategy* That Focuses On Regional Sector Quality Jobs:

- The WDB promotes an integrated & aligned business service strategy.
- The AJCC is an integral partner in the implementation of the local strategy.
- The AJCC should regularly seek & capture employer advice in the design of the strategy, and the delivery of demand-driven services for job seekers; and then obtaining employer feedback for continuous improvement.

7. The AJCC Has High-Quality, Well Informed Cross Trained Staff:

- Through regular staff meetings with all AJCC staff; relationships are built and system-wide updates and strategies are provided.
- There is regular staff cross training and staff capacity building in all aspects of the system:
 - ❖ Customer service and including services to individuals with disabilities
 - ❖ Labor market information/career pathways
 - ❖ Eligibility for partner programs and customer use of CalJOBS

8. The AJCC Achieves Business Results Through Data-Driven Continuous Improvement:

- A system is in place for the partners to collect relevant data on:
 - ❖ Numbers served
 - ❖ Total program enrollments, (including co-enrollments)
 - ❖ Services provided
 - ❖ Training contracts/placements by occupation
 - ❖ Customer outcomes and customer feedback

AJCC MOU PARTNERS SELF-ASSESSMENT

Agency: _____

The eight *Hallmarks of Excellence* review areas present a nearly complete compendium of the key issues and challenges of the Comprehensive One-Stop Career Center System. While the One-Stop Operator (OSO) is charged to conduct the on-site, open and independent evaluation of the AJCC, it is the local Board that officially decides and submits the certification and accompanying continuous improvement plans (CIP) to the State in June 2018.

The OSO will review, evaluate, rate and suggest CIPs for all rating areas. However, it is the implicit responsibility of all the partners of the AJCC (on-site/off-site) to provide information and feedback in the review process. The OSO has been conducting interviews with the MOU partners to obtain valuable information. What is also needed is that partners rate the key area of the Hallmarks and offer some ideas for the development of CIPs.

The OSO has developed a 2-page summary of the eight Hallmark areas to facilitate an understanding of the underlying issues and concerns of each rating area. Please use that summary to inform your rating. The first two Hallmarks deal with the physical center itself, so offsite partner feedback is not required. Hallmark areas 3 through 8 do require partner feedback. To streamline feedback on rating areas 3-8, the following four response areas have been developed.

Integrated Customer Services

Staff Development & Training

Labor Market Info (LMI) & Career Pathways Dissemination

Business Service Strategy & Engagement

For each of these four rating areas, please give a rating, from your perspective, of one-to-five , with a 5 rating meaning that no improvements are needed in this area, “.... everything is working super well in how the AJCC partners interact...” This would mean that no CIP is needed. A score of three can mean we are doing an adequate job, but we can improve. For scores less than five, please give some ideas, or suggestions on how this area can be improved. We are looking for concise responses.

Integrated Customer Services

(Hallmark Areas 3, 4, 7)

This area covers the job seeking/education seeking customer all through the service spectrum. This would be from initial encounter, resources used, case management/enrollment thru placement or graduation. Are the various MOU partner agencies and their staffs integrated enough to provide effective multi-agency service to the customer?

Rating Score: _____

CIP Ideas:

Staff Development & Training

(Hallmark Areas 4, 7)

This area covers staff knowledge of customer service principles, awareness of partner programs (including eligibility), effective customer referral process, including feedback on referrals.

Rating Score: _____

CIP Ideas:

LMI & Career Pathways Dissemination

(Hallmark Areas 5, 7)

This drills down on agency and staff knowledge of the regional and local labor market trends, demand jobs and pay, career educational opportunities, job training availability, and career pathways onramps.

Rating Score: _____

CIP Ideas:

Business Service Strategy & Engagement

(Hallmark Areas 6, 8)

This rating area asks the question; do the MOU Partners have a shared *Business Service Strategy* that includes a common business engagement approach that avoids duplication? And does the local partnership have a system place to track or collect relevant data on business customers (especially employer feedback) and service seeking customers?

Rating Score: _____

CIP Ideas:

Practical Actions

EMPLOYER OUTREACH/BUSINESS ENGAGEMENT

The focus of the Employer Outreach/Business Engagement group is the integration of partner efforts across the Golden Sierra (Placer, El Dorado, and Alpine Co Region) to collectively reach businesses, identify and solve needs in part by brokering the services of the partner stakeholders.

Team Members

Facilitator: Marcy Schmidt

Team Members:

Daniela Devitt Lisa Hutchinson
Diana Souza Robin Trimble
Jaqui Humenick

Proposed at Retreat

1. Meet with SETA's employer outreach committee to determine how we might work together
2. Identify initiatives that we can work with.
3. Engage key employers with specific examples of assistance core partners provide
4. Organize a summit within the industry to look at labor and skill sets needed
5. Step out of comfort zone and engage those people of businesses you normally would not engage
6. Strengthen Regional Partnerships, ie. Data
7. Identify initiatives that we support - don't reinvent/duplicate efforts
8. Contact 2 leaders in each cluster and ask what their emergency/recovery plan includes and what should ours include to help them.
9. Identify Industry Sectors that we want to work with for opportunities (Survey initiatives w/community colleges)
10. Strategic Engagement of Industry Clusters
11. Meet with Greater Sacramento Metro Chamber & Valley Vision to determine their interest I developing a workforce initiative with us.
12. Survey which chambers business improvement Districts & Economic Development organizations are interested in workforce Development & meet with those who are interested.
13. Annual or Bi-annual meetings/summits to measure positive/negative

Next Steps

November 17, 2016

1. Daniela working with SETA on another project, can discuss
 - Rick & Daniela will meet with SETA (Rick met with SETA already so can change to complete)
 - ID initiatives put together w/meet as a WDB and det. Sectors together in Jan.
 - Process compared calendar w/list & grouped on calendar

January 19, 2017

1. Meet with SETA's employer outreach; explore process for Roseville & Sacramento to work together
2. Meet with Valley Vision to discuss SlingShot
3. Map out initiatives: What initiative is it and who is involved to better understand who to reach out to.

March 16, 2017

1. List the initiatives and what services they provide as well as an acronyms glossary.

May 15, 2017

1. 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.
2. Attended the rapid response roundtable meeting in April hosted by SETA.
3. Larkey and Buckingham requested a meeting with SETA; scheduled on May 23, 2017 to discuss regional efforts.
4. 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.

Continued on next page

Practical Actions

EMPLOYER OUTREACH/BUSINESS ENGAGEMENT

Next Steps	Next Steps
<p><u>May 15, 2017 (continued)</u></p> <ol style="list-style-type: none"> 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 were active and who on the board is participating in them to be able to transmit to the board the information. <p><u>September 21, 2017</u></p> <ol style="list-style-type: none"> Group was re-organized and new members were added. They will schedule a time and date to meet via teleconference before the next workforce Board meeting in November. <i>On 10/16/17 the group had a meeting and the next steps they established are:</i> Invite Valley Vision to provide a report to the Workforce Board on the community college's work through the Strong Workforce Initiative & how we might leverage the work for the Industry Advisory Groups Identify other industries specific to our region that may not be represented in the community college list (such as wine producers, hospitality etc.) Jason & Rick to meet with Greater Sacramento to find out how we can meet their needs when recruiting companies to the region Reach out to minority chambers (Asian & Hispanic Chambers etc.) and Women-owned business groups to find out their needs Further discussion is needed on data tracking/collection & data sharing since each group tracks business needs differently (CalJOBS verses other data tracking systems). Connect with local chambers of commerce to find out which ones are interested in workforce issues. Robin will assist with helping us reach out. Robin provided feedback on reaching out to chamber members on their interest in hosting an internship. 	<ol style="list-style-type: none"> There was some discussion of marketing the benefits of hiring interns and showcasing some of our success stories such as Cokeva. Questions: What kind of outreach are we conducting beyond our board members? How do we identify gaps and how do we fill them with our board members? How do we differentiate ourselves from other groups? Discussion about hosting more recruiting events & job fairs. This is especially needed in El Dorado County. Idea to hold smaller events more frequently to meet business needs like Job Connections. Marcy discussed the Northern CA Rapid Response (layoff) meetings and the response to the fires in the state. Robin asked for information on lessons learned and there was some discussion about relocation assistance for those who no longer have jobs in the affected areas. Hospitality businesses are closing due to lack of workforce. <p><u>January 18, 2018</u></p> <ol style="list-style-type: none"> The group recapped and talked about connecting with different groups like Valley Vision to understand better how they are working with specific industries and how to build expertise as partners. Marcy shared that she had recently listened to a webinar on rapid response and layoff assistance, and one of the things discussed was that out on the Bay area they created a flyer; which lists the different One-stop centers and other resource centers all compiled in one flyer; they distribute them when there is a layoff and people are able to go the center that is more convenient to them. She believes that this is something to pursue as a region with all the partners. She will work with Jason to bring this idea to the regional partners. <p>➤ <i>The minutes, initiatives, and acronyms documents are retained on the workgroup master file</i></p>

Practical Actions

INTEGRATED TRAINING & BEST PRACTICES

The purpose of this group will be to identify opportunities for collaborative training efforts. These may come from member businesses or from opportunities identified by the Employer Outreach/Business Engagement group.

Team Members

Facilitator: Vic Wursten

Team Members:

April Ballesterio Robert Verdugo
Bill Bettencourt John Tweedt
Mark Frayser

Proposed at Retreat

1. Meet with AB86 & Doing what matters / Strong workforce initiative & CRANE to determine the workforce initiatives & How we can work together
2. Work with vocational agencies (college, adult education, etc.) to develop efficient training
3. Reach out to our union reps to discuss workforce & training needs.
4. Find a business partner to develop and deliver training

Next Steps

November 17, 2016

1. Align Group with broader range or disciplines and create opportunities and prioritize.
2. CTE
3. Hospitality, journalism, cyber security, advanced manufacturing, career tech Ed fields
4. Stackable certifications including soft skills

January 19, 2017

1. Have a group meeting and determine how to network better and get participants the right job and training.

March 16, 2017

1. Report on meeting is sent out to the board.

September 21, 2017

1. Group was re-organized and new members were added. They're scheduled to meet on 9/28/17 and will report back on the next Workforce Board meeting in November

January 18, 2018

1. The group met twice; they discussed building partnerships with the unions, and the possibility of providing instructors for the MC3 curriculum.
2. They are working on understanding the barriers and the dynamics on how to move forward. They are trying to figure out how to work around the barriers, such as the training center locations, and how to cover the costs.
3. The group wants to know the different breakdown of programs currently available; what is realistic for them to focus on to fill those needs; specify action items and concise timelines; and how to measure the results.

Practical Actions

LEADERSHIP & STRATEGY

Team Members

Facilitator: Rick Larkey

Team Members:

Martha Escobedo
Jason Buckingham
Greg Geisler

Carol Pepper-Kittredge
Michael Zimmerman
Laurel Brent-Bumb

Proposed at Retreat

1. Engage Economic Development
2. Follow-Through
3. Development Agenda around completing tasks
4. BOS meet with what are their goals/vision of system

Next Steps

November 17, 2016

1. Create success measures for partnerships
2. Strategy plan that includes marketing
3. Clear concise proven value added proposition statement developed
4. Consider contracting out this work! Strategy action plan implementation
5. Capital (EQ \$) Necessary to sustain effort to completion

January 19, 2017

1. Contact CWA regarding business engagement & sector initiatives
2. Joint meeting with Governing Body on February 1, 2017 to review board goals and solicit input

March 16, 2017

1. Items will be carried over from last meeting due to meeting being rescheduled.

May 15, 2017

1. Working on scheduling joint Executive & Governing Body meeting

September 21, 2017

1. Groups were re-organized and new members were added.

February 22, 2018

1. Networking session follow-up
2. Revisit/review retreat outcomes

Practical Actions

STORYTELLING

The purpose of this group is to develop and oversee more effective strategies for storytelling that enhance the value, recognition, participation, and support of job seekers, business/industry, students, and other funding organizations.

Team Members

Facilitator: Tink Miller

Team Members:

Eric Cooper
Eric Ullrich
Yvette Elam

Proposed at Retreat

1. Bring in one stop users, customers. What are their view/expectations of system.
2. Develop communication Strategy to market successes
3. Marketing "Roadshow" Presentation, customized for each cluster, about what we can offer them.
4. Organize past WDB accomplishments into marketable message.

Next Steps

November 17, 2016

1. Who
 - Users
 - Customers (One-stop users)
 - Business chambers (List of top 25 employers)
 - Partners (current list)
2. Access business journal for each county (top 25 employers)
3. Speak to people we currently work with, gather all info; and look at info, this will drive how to market
4. Marketing road show will result from steps 1-3 "Promotional" aspect will come

January 19, 2017

1. Do an online Survey regarding services provided to former participants of Golden Sierra to identify services used, goals met or not met.
2. What can we do to improve?
Use results to create marketing strategy and message to potential users of our services

March 16, 2017

1. Create questions to ask on survey.

September 21, 2017

1. Group was re-organized and new members were added. They are requesting contact information for the members that did not attend this meeting to be able to communicate with them and establish a time and date to meet in October.

Group will meet on 11/28/17

Practical Actions

STORYTELLING

Next Steps

January 18, 2018

1. They had 2 teleconference meetings;
2. They are in the process of scheduling a meeting with Buckingham on 1/31/18
3. They are focusing on the website as the first target; Ullrich is analyzing the Golden Sierra website and has suggestions to offer to Jason.
4. The purpose is to build in functionality that forwards the information into the service delivery system and the customer or employer are able to get connected to the people at the one-stop.

Next Steps