

**GOLDEN SIERRA WORKFORCE BOARD  
REGULAR MEETING  
MINUTES**

**Thursday, July 20, 2017 – 1:00 PM**

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

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

Quorum was established and the meeting was called to order by Chair Larkey at 1:04 pm.

Larkey announced the following membership changes:

New appointments: Robin Trimble, Jaqui Humenick, and Diana Souza representing business

Renewals: Carol Pepper-Kittredge; Christina Nicholson; Eric Cooper; John Tweedt; Marcy Schmidt; Mark Frayser; Michael Zimmerman; Paul Castro; Rick Larkey; Vic Wursten

New appointments and renewals approved by the Governing Body on June 7, 2017.

Roll call:

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), Aamir Deen\*, Carol Pepper-Kittredge\*, Christina Nicholson Daniela Devitt, Jaqui Humenick, Jason Buckingham, Laurel Brent-Bumb, Marcy Schmidt, Martha Escobedo, Paul Castro\*, Robin Trimble, Tink Miller.

Absent: Bill Bettencourt, Diana Souza, Eric Cooper, John Tweedt, Mark Frayser, Vic Wursten.

Guests: Robert Verdugo, Machele Rae, Janis Aydelott, Felicia Buasan, Carline Chavez, Lorna Magnussen, Michael Indiveri.

*\*Denotes late arrival or early departure*

**II. APPROVAL OF AGENDA**

Larkey requested the following amendment to agenda item VII memo on page 58; should be from Rick Larkey no Jason Buckingham.

**Motion** to approve agenda as amended by Miller, second by Zimmerman

**Motion** approved unanimously

*\* Deen arrived at 1:09 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 May 18, 2017 WB Meeting
- b) Review of Minutes from May 15, 2017 EC Meeting
- c) Attendance Log

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

**Motion** approved by unanimously

IV. PHASE II MOUs

Buckingham explained that in the board packet is detailed information regarding the Phase II MOU process. The second phase is the effort that focuses on documenting the partner contributions to the workforce development system specifically as it relates to the comprehensive center. Each partner MOU requires signatures from the Partner, Workforce Board Chair and the Chair of the Chief Local Elected Official (Governing Body).

The request is to grant signature authority to the board chair to sign these agreements as they come in so that the board can meet the September submission deadline.

Phase II MOUs will be required for the affiliate centers in Program year 2018/2019.

**Motion** to approve Phase II MOUs by Miller, second by Zimmerman.

**Motion** approved unanimously

*\* Castro arrived at 1:15 pm*

V. AJCC CERTIFICATION PROCESS WSD16-20

Buckingham mentioned that there are two types of certification: Baseline and Hallmarks of Excellence:

- Baseline contains 4 items (described on page 46) and must be completed by December 2017. Additionally, the local board may select additional criteria to include in the review.
- Hallmarks of excellence contain 8 items (described on page 47) focused on continuous improvement and must be completed by July 2018

Certification is a local board determination and recommendations must be provided by a neutral party (someone not providing direct services). Additionally, the board may include additional items if deemed necessary. Certification of the comprehensive center is due the first round and the affiliate sites will be due in the 2018/2019 program year.

Buckingham made the recommendation to adopt as is for baseline submission, and make changes as feedback and information is received.

Indiveri noted that the next partner meeting is scheduled for August 22, 2017, and welcomes input from board members by email.

*\* Pepper-Kittredge arrived at 1:29 pm*

**Motion** to approve AJCC Certification process by Nicholson, second by Zimmerman.

**Motion** approved unanimously

VI. BOARD MEMBER ORIENTATION

A draft outreach video was presented to members.

*Feedback from board members was collected and provided to Buckingham.*

VII. PAST YEAR REFLECTION AND NEW YEAR PROJECTIONS

Larkey engaged group in discussion surrounding past year strategic planning, challenges and moving ahead.

Future focus: Storytelling; Business Engagement and Integrated Services

Information was collected from members and presented to the Board's Chair.

Larkey will work with Buckingham to come up with a list of the items discussed and share with the board via a survey in order to rank and prioritize next steps. These results will be taken to the Executive Committee for review and recommendations that will be taken to full board at a future meeting for approval.

VIII. TECHNOLOGY IMPACTS AT WORK

Buckingham stated that based on recent discussions of this board on the impacts of technology on the workforce and employer demand, he proposed to the Capital Region Planning Unit (RPU) (consisting of Sacramento, Yolo, NCCC and Golden Sierra) that they apply for funding through round 2 of SlingShot to host regional technology forums. The idea is to bring business from within our key sectors to discuss and inform workforce practitioners, economic developers and educators on how they see technology impacting their business and workforce needs locally. The proposal was awarded and the region will receive \$66,000 for this purpose. The agency may be reaching out to members to help identify business leaders to participate in these forums. It's likely that the RPU will be contracting with Valley Vision to coordinate the efforts.

IX. ONE-STOP OPERATOR REPORT OUT

Indiveri said that in the packet is a clarification on what is a One-stop Operator; he considers the more appropriate term would be coordinator-integrator-facilitator; his function is to identify the major issues that are occurring in establishing and maintaining the future operations of the partnership. The idea is to keep communications up. His role is to gather feedback from all the partners and share all the information with the Workforce Board.

X. WORKGROUPS

Marketing: Miller is requesting members to join the marketing group.

Business Engagement: Buckingham and Schmidt met with Sacramento (SETA) regarding communicating on business engagement and rapid response.

Leadership & Best Practices: Larkey noted that the Executive Committee will be meeting with the Governing Body in August.

XI. WORKFORCE BOARD MEMBERSHIP UPDATE

Magnussen updated the board that there are 5 vacancies: 3 for business, 1 joint Labor and 1 Organized Labor.

At this time we have 2 business and 1 joint labor applications in the process pending Executive Committee recommendation and Governing Body approval in August. In addition, Hacker Lab has shown an interest in serving on the board and staff will continue to work with the Labor Council to fill the remaining labor seat.

XII. WORKFORCE BOARD BYLAW REVISION UPDATE

Magnussen stated that the due to finalized legislation and changes in current operating practices the Bylaws are in need of revision. The revised Bylaws should be reviewed and approved by December 2017.

XIII. WIOA SERVICE PROVIDER AND PARTNER UPDATES

- Alpine County – Alpine County HHS

Buckingham explained that Alpine County has some recent developments with regards to their WIOA efforts. One of which is the resignation of their WIOA funded staff person. Alpine is taking this time to investigate various service delivery models to see if there are better ways to serve the county with reduced funding. This includes looking at alternative models within the Golden Sierra JPA as well as reviewing options through other local areas.

Buckingham has been in close communication with Alpine County looks forward to ensuring that the county is well represented within the JPA.

It is likely that the agency will release an RFI to determine interest from other entities in the area that might be interested in serving Alpine County.

Written reports for remainder of providers included in agenda packet:

- El Dorado County – El Dorado County HHS
- Placer County - Golden Sierra Job Training Agency
- Consortium Business Engagement / Rapid Response

XIV. FUTURE AGENDA ITEMS/NEW BUSINESS

FUTURE AGENDA ITEMS

- WORKFORCE BOARD

Update on Youth programs; report out from partners

Orientation (Video improvements)

The impact of Amazon and bringing Jobs to Sacramento area

Workgroup report outs

- EXECUTIVE COMMITTEE

Workgroups

- NEW BUSINESS

Schmidt commented on Job shadowing pilot programs

Brent-Bumb is suggesting that the board should look into the upcoming cannabis industry

XV. NEXT MEETING

Thursday, September 21, 2017 – 1:00 PM. North State BIA

XVI. ADJOURNMENT

**Motion** to adjourn the meeting at 2:22 pm by Larkey