

**GOLDEN SIERRA WORKFORCE BOARD
SPECIAL MEETING
MINUTES**

Thursday, September 15, 2016 - 10:00 am

**CVS Health
4785 Granite Drive
Rocklin, CA 95677**

I. ROLL CALL AND INTRODUCTION OF GUESTS (10:00)

Quorum was established and the meeting was called to order by Chair Miller at 10:00 am.

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), Bill Bettencourt*, Carol Pepper-Kittredge, Christina Nicholson*, Daniela Devitt*, Eric Cooper, Jason Buckingham, Kathleen Burris, Laurel Brent-Bumb, Maggie Valenzuela, Marcy Schmidt, Mark Frayser*, Martha Escobedo, Paul Castro, Randy Wagner, Stewart Schurr, Tink Miller

Absent: Anette Smith-Dohring, Bob Ward, John Tweedt, Kevin Ferreira, Kim Pellow, Victor Wursten

Guests: Terrie Trombley, Lorna Magnussen, Jennifer Kandi, Alexis Zoss, Carol Welch, Liz Bosley, Bob Lanter, Matt Hidalgo

**Denotes late arrival or early departure*

II. APPROVAL OF AGENDA

* 10:03 Christina Nicholson arrived

Motion to approve agenda by Miller, second by Zimmerman.

Motion approved unanimously.

III. CONSENT AGENDA

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

A. Approval of Minutes from July 21, 2016 WB Meeting

B. Review Minutes from August 18, 2016 EC Meeting

C. Attendance Log

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

Motion approved unanimously.

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

None

V. APPROVE 2016/2017 FINAL BUDGET

Buckingham stated that the Executive Committee had reviewed the final budget and made the recommendation to send it to the workforce board for approval.

Trombley highlighted some of the changes from draft to final budget:

- rapid response/layoff aversion funding was finalized
- final numbers came in a little bit higher than was estimated
- final budget presents administrative cost savings which allowed Golden Sierra to bring their rollover almost up to full funding

Motion to approve the Final Budget by Miller, second by Schurr.

Motion approved unanimously.

VI. APPROVE OJT REIMBURSEMENT POLICY

Buckingham stated that Golden Sierra is introducing a policy to the board that allows an increase to the employer reimbursement rate for On-the-Job Training (OJT) to an amount up to 75%. With the passage of WIOA, the employment reimbursement rate for OJT is 50%. WIOA and draft final rules permit Local Workforce Development Boards to increase the reimbursement rate for OJT's to an amount of up to 75% of the participant's wage rate when taking into consideration the following factors:

- The characteristics of the participant
- The size of the employer
- The quality of the employer-provided training
- The opportunity for advancement in an in-demand industry/occupation

Motion to approve the OJT Reimbursement Policy by Devitt, second by Castro.

Motion approved unanimously.

VII. COMMITTEE UPDATES

- Executive Committee (EC)

8-18 – written report included in packet

9-15 – approved recommendation for final budget

discussed future agenda items; focused on Regional Planning issues and the partnership

discussed following up with the next steps from retreat

will be following up with some reports in regards to Regional Planning as well as Partnership Development

IX. STRATEGIC PLANNING SESSION

Buckingham introduced Bob Lanter from California Workforce Association (CWA) who facilitated the meeting.

He started by instructing the members to introduce themselves, who or what do they represent, and what they hope the workforce development board would accomplish in the next 3 years.

The board came up with the hopes that they would like to accomplish in 3 years. (Included in retreat outcomes)

Check in on [WB Roles and Responsibilities](#)

The WB reviewed the Roles and Responsibilities handout; this handout has been circulated to the board members on several different occasions. Bob Lanter asked the board members if they have any questions regarding the handout.

Pepper-Kittredge asked Lanter if he could give a quick overview as to what stage other local areas are with WIOA implementation.

Lanter stated that the boards are certainly in transition and in the throes of implementation. They are doing it at a very strategic level right now so it is really about reconstituting the boards. All the boards have pretty much been certified under the new federal legislation by the state of California. They are doing a lot of onboarding and planning with their board members. They are doing orientations and strategic planning sessions. The regional local planning under the state WB is just beginning. Boards are reviewing the requirements under the state and federal law for local planning and regional planning. There are a couple of other big ticket items that have to be done that the boards have had their hands full with. These are: performance negotiations and MOUs. In addition to all of that, there is a lot of work going on around regional industry sector partnerships, what are key industry sectors, how do they aligned with the industry sectors of the community college system, and what does it mean to really have industry be the demand driver of how they shape their programs. The SlingShot Initiative is going on statewide. The challenge in all of this is how do you take all of this strategic work and information and shape it into program delivery.

Larkey stated that there is a big difference between having the responsibility to do something versus having the authority to do something. He asked Lanter if there is any discussion at the state level about giving the authority to the WB's in a way that would incentivize or require the other efforts to collaborate.

Lanter stated that in the state they have this line that says, "See Texas Model." He stated that if you look at the WB in Texas most of the funding that flows to a lot of the programs flows through the WB for strategic direction. He stated that it doesn't mean that programs are not run by the program operators, which they still are, but the board has the responsibility to coalesce, leverage, and orchestrate how all that fits. He continued to say that here in California the boards really have authority and purview over Title I funds. That's it. He stated that the board's ability to leverage, coalesce, and partner really is about negotiations locally within community colleges, adult education, all of the other funding streams, Department of Social Services, etc.

Buckingham stated that the one thing that this consortium has in terms of a strategic advantage is that they do have a local willingness among their partners to participate.

Focused Conversation:

[Golden Sierra Regional Labor Market Study](#)

Lanter referred to the other document that was given to the WB which is the Golden Sierra Regional Labor Market Study. He stated that this document helps the WB to know how to strategize, to know the roles of the economic indicators, and to know where the opportunities are in the business communities. He stated that the Golden Sierra WB Industry Clusters of Opportunities document did a great job of outlining 7 or 8 industry clusters of opportunities in the Golden Sierra region.

The board discussed the LMI study and what that means for the board.

* 11:04 Bill Bettencourt arrived

* 11:30 Christina Nicholson departed.

Visioning Session

**The meeting resumed at 11:40 am.

Creating the Vision for the Future:

Lanter introduced the question below to the WB.

What will 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 look like 3 years from now?

After discussing this question with Lanter, the board came up with a visioning list. (Included in retreat outcomes)

**The board broke for lunch at 12:06 pm.

X. STRATEGIC PLANNING SESSION (CONTINUED)

Visioning Session (continued)

**The meeting resumed at 12:36 pm.

Current Reality – Looking at our collective vision through the lens of current situation.

The next exercise that Lanter did with the WB was he had them fill out a current reality chart. Below is a list that includes: strengths, weaknesses, benefits and dangers within the board to accomplish their vision. (Included in retreat outcomes)

* 12:54 Mark Frayser arrived.

Commitment – What are we committed to do, to move us towards our vision?

Lanter then asked the board to give him 1 sentence of personal commitment that each of them were willing to commit to in order to reach their goal. (Included in retreat outcomes)

* 12:54 Daniela Devitt departed.

Action Planning:

Over the next year, what are practical actions the Golden Sierra Workforce Board can take to convene industry leaders and key partners to identify workforce initiatives, create innovative solutions, and measure the success of systems' ability to meet industry's needs.

Lanter posed the question above to the WB and stated that those action items would take place over the next 12 months. He took the board through a strategy to come up with key areas where the board members could create task forces to apply the steps and strategies that they come up with. Below is a list of practical actions the board has agreed to take ownership of. The overall vision and goals of the board are broken down into sections that will further be broken down into tasks the board will complete throughout the year. (Included in retreat outcomes)

Calendar Organizing

This step was skipped due to time constraints. Lanter offered to consolidate information, connect with Buckingham, Larkey, and/or others and plot a draft work plan for the next year. This draft will be brought back to the EC in October and WB in November. The board agreed unanimously.

Review and Next Steps

Lanter reviewed all the activities the board participated in for the day.

VIII. FUTURE AGENDA ITEMS/NEW BUSINESS

Review the WB Strategic Action Calendar.

IX. NEXT MEETING

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

X. ADJOURNMENT

Chair Larkey adjourned the meeting at 2:27 p.m.