

GOVERNING BODY MEMBERS

LORI PARLIN, *Chair*
Board of Supervisors
El Dorado County

BONNIE GORE, *Vice Chair*
Board of Supervisors
Placer County

IRVIN JIM
Board of Supervisors
Alpine County

JASON BUCKINGHAM
Executive Director

Golden Sierra Job Training Agency
115 Ascot Drive, Suite 140
Roseville, CA 95661

(916) 773-8540

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
AGENDA**

Thursday, September 26, 2024 @ 1:00 pm

**Golden Sierra Job Training Agency
Board Room
115 Ascot Drive, Suite 100
Roseville, CA 95661**

- | | | |
|-------|--|-------|
| I. | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u> | |
| II. | <u>APPROVAL OF AGENDA</u> | 1 |
| 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. | |
| | a. Approval of Minutes from July 25, 2024 GB Meeting | 2-4 |
| IV. | <u>PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA</u> | |
| V. | <u>GASB 75 DISCLOSURE 6-30-24 & OPEB VALUATION AS OF 6-30-23 PRESENTATION</u>
Roger Burton, Consulting Actuary, GovInvest | |
| VI. | <u>FY 24-25 AGENCY BUDGET – FINAL</u> | 5-11 |
| VII. | <u>RESOLUTION #24-01 - AMEND POSITION ROSTER</u> | 12-14 |
| VIII. | <u>LEGAL SERVICES RFQ RESULTS & RECOMMENDATION</u> | 15-16 |
| IX. | <u>WORKFORCE BOARD MEMBERSHIP</u> | 17-22 |
| X. | <u>DIRECTOR'S UPDATE</u> | 23-25 |
| XI. | <u>WIOA SERVICE PROVIDER REPORTS (INFO)</u> | |
| | a. ADVANCE - Alpine / South Lake Tahoe | 26 |
| | b. GSJTA - Placer & El Dorado County | 27-30 |
| XII. | <u>FUTURE AGENDA ITEMS</u>
• Future Joint WB/GB Meeting | |
| XIII. | <u>NEXT MEETING</u>
Thursday, TBD | |
| XIV. | <u>ADJOURNMENT</u> | |

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)-773-8540 (Voice). TTY users please call the California Relay Service at 711.

GOLDEN SIERRA JOB TRAINING AGENCY

**GOVERNING BODY
REGULAR MEETING
MINUTES**

Thursday, July 25, 2024 @ 10:00 am

**Golden Sierra Job Training Agency
Board Room
115 Ascot Dr., Suite 100
Roseville, CA 95661**

Teleconferencing Locations:

El Dorado County Administration
330 Fair Lane, Bldg. A
Placerville, CA 95667

Placer County Administration
1211 Pleasant Grove Blvd, Ste. #100
Roseville, CA 95678

Alpine County Administration
99 Water St.
Markleeville, CA 96120

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order at 10:00 am by Supervisor Parlin

Governing Body:

☒ Bonnie Gore ☒ Lori Parlin ☐ Irvin Jim

GSJTA Staff:

☒ Jason Buckingham ☒ Melissa Keefe ☒ Lisa Nelson
☒ Darlene Galipo

Guests: None

II. APPROVAL OF AGENDA

Motion to approve agenda, by Gore, second by Parlin

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 May 30, 2024 GB Meeting

Parlin requested the minutes be pulled and corrected to read "Unanimously" and not by Roll Call Vote

Motion to approve Consent Agenda as amended, by Gore, second by Parlin

Motion approved unanimously

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

None

V. WORKFORCE BOARD MEMBERSHIP

Buckingham reported out as outlined in the agenda packet. Application Jennifer Poff; Gore requested to amend the memo, correction to read “Foundation” instead of Association.

Motion to approve as amended, Workforce Board Membership application for Poff, by Gore, second by Parlin

Motion approved unanimously

VI. STRATEGIC PLANNING PROCUREMENT

Buckingham reported out as outlined in the agenda packet. Five applications were received during procurement process. Executive Committee decided to select three candidates for interviews; CAEL, MAP Advising, and NiVACK. Interviews will be scheduled by end of August. Information only - No action required.

VII. DIRECTOR'S UPDATE

Buckingham reported out as outlined in the agenda packet; in addition, the agency will not be making a second Additional Discretionary Payment (ADP) to pension fund upon close of FY 2023-2024. Information only - No action required.

VIII. CLOSED SESSION – EXECUTIVE DIRECTOR'S EVALUATION & CONTRACT NEGOTIATION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION
(GOVERNMENT CODE §54957)

TITLE: EXECUTIVE DIRECTOR

Parlin called meeting into closed session at 10:21am

Parlin called meeting back into open session at 10:30am

Parlin reported out of closed session that information was shared; No reportable action.

IX. EXECUTIVE DIRECTOR'S COMPENSATION

Buckingham reported out as outlined in the agenda packet; Approve Amendment No.1 to Executive Director Contract to add 1.5% to the COLA effective 7/1/24.

Motion to approve Executive Director's Compensation, by Gore, second by Parlin

Motion approved unanimously

X. WIOA SERVICE PROVIDER REPORTS

Information & Reports shared in agenda packet - No action required

- a. ADVANCE - Alpine / South Lake Tahoe
- b. Golden Sierra Job Training Agency – Placer & El Dorado County

XI. FUTURE AGENDA ITEMS

- FY 24-25 Agency Budget – Final
- OPEB - Actuarially Determined Contribution (ADC)
- Future Joint EC/GB Meeting

XII. NEXT MEETING

Thursday, September 26, 2024 @ 1:00 pm (*note: time change*)

XIII. ADJOURNMENT

Motion to adjourn at 10:33 am by Parlin

Motion approved unanimously

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: September 26, 2024
TO: Governing Body (GB)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJECT: FY 2024-2025 Agency Budget - Final

Before the Board for review is the Fiscal Year (FY) 2024-2025 Agency Final Budget. The Final Budget has been developed based on allocated awards for the *Workforce Innovation and Opportunity Act* (WIOA) FY 2024-2025 funding stream as well as related workforce development grants operated by Golden Sierra Job Training Agency. The budget utilizes a priority-based model, approved by the Governing Body, intended to meet the requirements of the awarded grants while funding Agency debt obligations.

The Workforce Board and the Executive Committee reviewed and recommended for approval the Agency Final Budget as outlined above on September 19, 2024.

Budget Introduction and Overview

Golden Sierra Job Training Agency is a Joint Powers Authority (JPA) organized between the counties of Placer, El Dorado and Alpine. The Agency's annual source of funds is allocated by Title I of the *Workforce Innovation and Opportunity Act (WIOA)*. Additionally, the Agency administers miscellaneous grants and awards that complement the WIOA Title I objectives and the stated purpose of the JPA.

Approach in Developing the Final Budget for Fiscal Year (FY) 2024/2025

The model used to develop the Consortium's annual budget is the Priority Based Budget model. The goal is to develop a budget based on the relationship between program funding levels and expected results from that program. The objectives are to retain cost-efficient and effective ways to meet the requirements of WIOA while providing quality services to participants and meeting the debt obligations of the Agency.

The FY 2024/2025 Final Budget:

The funding used to develop the Final Budget includes carry-over funding calculated at year-end as well the newly awarded WIOA Title I formula fund allocations. Other programs to be administered by the Agency are categorized as Non-Allocation grants. These grants have been awarded via competitive processes. The largest of which is the Regional Equity and Recovery Partnership Grant (RERP) awarded by the California Workforce Development Board, followed by the Prison to Employment 2.0 Grant (P2E 2.0). This funding is being administered by Golden Sierra on behalf of the Capital Region Workforce Boards including SETA, NCCC, and Yolo County. The Agency received additional RERP funding from Sierra College which will directly support the RERP effort within the Golden Sierra Region. In FY 2023/2024 the Agency received funding for the Student Transition Employment Program (STEP) with an expectation that funding would carry in to FY 2024/2025.

The budget meets mandated funding requirements as follows:

- 20% of the Adult and Dislocated Worker funding will support *Direct Training* with a planned assumption of 10% leverage in order to meet the full requirement of 30% with a 20/10 ratio of WIOA cash/leverage.
- 20% of the Youth funding is earmarked to meet the *Youth Work Based Learning (WBL)* requirement as outlined in the WIOA Title I award. To clarify, *Work Based Learning* only includes a participant's enrollment in employment related training such as an On-The-Job Training (OJT) or Work Experience (WEX). It does not include classroom training.
- The remaining cost objectives required of the Title I funding are to maintain a minimum of one *Comprehensive - America's Job Center (AJCC)* in the *Local Area*, strategically utilize financial resources to meet the debt service required payments for the liabilities of the JPA, and participate in the continued development of both local and regional workforce systems.
- This budget presentation does not allow for the funding of the *One-Stop/AJCC Operator* as staff are recommending bringing that service back in-house.

Additional Notes – Final Budget FY 2024/2025

Note:

- There is a planned transfer of 55% of the awarded Dislocated Worker funding to the Adult funding category. Up to 100% is allowable by law.
- The Total Funding Sources for FY 2024/2025 reflect a 21% reduction from FY 2023/2024. This includes a 1% reduction between FY 2024/2025 Draft and Final Budget. This difference is primarily the result of receiving fewer non-allocation grants in FY 2023/2024 that would carry-in to FY 2024/2025. Additionally, there are no new non-allocation grants to appropriate at this time. Total funding difference between FY 2023/2024 and FY 2024/2025 is a negative \$1.65 million.
- Operational expenditures have been reduced by 9% between FY 2024/2025 Draft and Final Budget in order to account for the funding gap. This includes a reduction in staffing levels equating to 2 FTE and a reduction in hours for specified extra help staff.
- Career & Training Services reflects a 9.5% increase between FY 2024/2025 Draft and Final Budget; this is due in part to a miscalculation of the formula that led to the omission of certain required expenditures in the FY 2024/2025 Draft Budget (i.e. work based learning) as well as reduced carry-over in both allocation and non-allocation funding.

Description of Schedules		
<u>Schedule 1</u>	<u>Consortium Draft Budget 2024/2024 to Final Budget 2024/2025</u>	Schedule is based on rollover funding, non-allocation carry over, and new awards. Expenditures have been adjusted based on anticipated costs, WIOA spending requirements, and pension debt service requirements and shows a comparison of Draft Budget for FY 2024/2025 to Final Budget FY 2024/2025.
<u>Schedule 2</u>	<u>Consortium Cost Center Detail</u>	
	Consortium Administration:	Includes fiscal management, procurement, and human resource functions.
	Consortium Program Operations:	Includes program oversight and technical assistance to member counties. Staff and consultants have expertise in ADA/EO compliance, program monitoring, WIOA continual refinement, and database management.
	Consortium Rapid Response and Layoff Aversion:	Includes activities related to business outreach, workshop facilitation, and labor exchange. Staff have expertise in helping affected employees return to work as quickly as possible following a layoff and developing early-warning systems to prevent layoffs altogether.
	Consortium Comprehensive One-Stop:	Includes the physical location and related operating expenses of the required job center that offers universal access and comprehensive employment-related programs and services.
	El Dorado County Career and Training Services:	Includes PY23/24 carry-in funds and PY24/25 WIOA funding to be administered by the Agency.
	Placer County Career and Training Services:	Includes PY23/24 carry-in funds and PY24/25 WIOA funding to be administered by the Agency.
	South Lake Tahoe / Alpine County Career and Training Services:	Services awarded to <u>Advance</u> . Includes balance of contract for PY23/24 and Planned PY24/25 WIOA funding awarded to Advance
	Non-Allocation Career and Training Services:	<u>Cost Centers listed here are non-routine in nature managed by the Agency:</u> <u>Ticket to Work</u> – Funds received through the Ticket to Work program for successfully assisting Persons with Disabilities (PWD) find gainful, and long-term employment. <u>RERP Sierra College</u> - Regional Equity and Recovery Partnership Grant funds received by Sierra College and subcontracted to Golden Sierra to support staffing of the RERP efforts <u>STEP</u> - DOR Student Transitional Employment Program. W2 work experience for students with disabilities (SWD)
	Regional Grants	<u>RERP</u> – Regional Equity and Recovery Partnership Grant <u>P2E 2.0</u> - Prison to Employment 2.0
	Board Initiatives	Workforce Board Discretionary Funding
	Surplus Funds	<u>Surplus funds, if available, represent discretionary funding for allocation by the Governing Body and are generally used to reduce pension liabilities.</u>

Approved By:
Executive Committee: September 19, 2024
Workforce Board: September 19, 2024
Governing Body:

L i n e #		A		B		C		B/A	
		Consortium Fiscal Year 2024/2025 Draft Budget	% of Total Funding	Consortium Fiscal Year 2024/2025 Final Budget	% of Total Funding	Column A less Column B Change Between 2024/2025 Draft Budget to 2024/2025 Final Budget	Percent Change from 2024/2025 Draft Budget to 2024/2025 Final Budget		
	Funding Sources:								
1	Carry-In WIOA Allocation	\$ 1,209,002	19.37%	\$ 1,001,799	16.24%	\$ (207,203)	-17.14%	SOURCES	
2	Awarded WIOA Allocations	\$ 2,452,244	39.29%	\$ 2,539,823	41.17%	\$ 87,579	3.57%		
3	Carry-In RR/LA	\$ -	0.00%	\$ 36,921	0.60%	\$ 36,921			
4	Awarded Rapid Response Funds	\$ 284,370	4.56%	\$ 291,682	4.73%	\$ 7,312	2.57%		
5	Carry-In Layoff Aversion Funds		0.00%	\$ 13,267	0.22%	\$ 13,267			
6	Awarded Layoff Aversion Funds	\$ 51,005	0.82%	\$ 85,778	1.39%	\$ 34,773	68.18%		
7	Non Allocation Awards Carried In	\$ 2,244,690	35.97%	\$ 2,200,292	35.66%	\$ (44,398)	-1.98%		
8	Non-Allocation Awards (New)	\$ -	0.00%	\$ -	0.00%	\$ -			
9	Total Funding Sources PY 25	\$ 6,241,311		\$ 6,169,562		\$ (71,749)	-1.15%		
	Expenditures:								
10	Retiree Benefits	\$ 751,082	12.03%	\$ 741,332	12.02%	\$ (9,750)	-1.30%	EXPENDITURES	
11	Salaries and Benefits	\$ 1,899,609	30.44%	\$ 1,681,878	27.26%	\$ (217,731)	-11.46%		
12	Services and Supplies	\$ 407,358	6.53%	\$ 385,499	6.25%	\$ (21,859)	-5.37%		
13	Professional Services	\$ 129,510	2.08%	\$ 92,500	1.50%	\$ (37,010)	-28.58%		
14	Salaries, Services, and Supplies Total	\$ 3,187,559	51.07%	\$ 2,901,209	47.02%	\$ (286,350)	-8.98%		
	Career & Training Services								
15	Placer County	\$ 203,149	3.25%	\$ 334,091	5.42%	\$ 130,942	64.46%	DIRECT CLIENT EXPENDITURES	
16	El Dorado County	125,959	2.02%	234,902	3.81%	\$ 108,943	86.49%		
17	SLT & Alpine County	165,750	2.66%	167,915	2.72%	\$ 2,165	1.31%		
18	Non Allocation Carried in From Prev FY	334,998	5.37%	345,003	5.59%	\$ 10,005	2.99%		
19	Non-Allocation Awards (New)	-	0.00%	-	0.00%	\$ -			
20	Regional Contracts	1,256,244	20.13%	1,202,863	19.50%	\$ (53,381)	-4.25%		
21	Career & Training Services Total	\$ 2,086,100	33.42%	\$ 2,284,774	37.03%	\$ 198,674	9.52%		
22	Board Initiatives	\$ 30,000	0.48%	\$ 30,000	0.49%	\$ -	0.00%	WORKFORCE BOARD EXPENDITURES	
23	Non allocation Carry-out to New FY	251,026	4.02%	242,428	3.93%	\$ (8,598)	-3.43%	CARRYOUT	
24	Allocation carry-out to New FY	\$ 686,628	11.00%	\$ 711,151	11.53%	\$ 24,523	3.57%		
25	Carry-out to PY 24 Total	\$ 937,654	15.02%	\$ 953,579	15.46%	\$ 15,925	1.70%		
26	TOTAL EXPENDITURES	\$ 6,241,313		\$ 6,169,562		\$ (71,751)	-1.15%		
27	Net Surplus vs (Deficit)	\$ (0)		\$ 0		\$ 0		Surplus vs (Deficit)	

Surplus reflected in Draft Budget applied to
pension per direction from Governing Body

Approved by:
Executive Committee: September 19, 2024
Workforce Board: September 19, 2024
Governing Body:

L i n e #		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
		Consortium Admin (WIOA)	Consortium Program Operations (WIOA)	Consortium Rapid Response and Layoff Aversion	Local Area Stop Delivery System	El Dorado County Career and Training Services	Placer County Career and Training Services	Alpine County & South Lake Tahoe Career and Training Services
	Funding Sources:							
1	Carry-In Allocation Funds from PY 24	\$ 258,127	\$ 317,205		\$ 98,415	\$ 91,926	\$ 153,211	\$ 82,915
2	Allocation Awards PY 25	\$ 253,982	\$ 965,132	\$ -	\$ 304,778	\$ 347,831	\$ 583,100	\$ 85,000
3	Carry-In Rapid Response Funds PY24			\$ 36,921				
4	Awarded Rapid Response Funds PY 25	\$ -	\$ -	\$ 291,682	\$ -	\$ -	\$ -	\$ -
5	Carry-In Layoff Aversion Funds PY24	\$ -	\$ -	\$ 13,267	\$ -	\$ -	\$ -	\$ -
6	Awarded Layoff Aversion Funds PY 25			\$ 85,778	\$ -	\$ -	\$ -	\$ -
7	Carry-In Non-Allocation from PY 24							
8	Actual Non-Allocation Awards PY 25				\$ -	\$ -	\$ -	\$ -
9	Total Funding Sources	\$ 512,109	\$ 1,282,337	\$ 427,648	\$ 403,193	\$ 439,758	\$ 736,310	\$ 167,915
	Expenditures:							
	Consortium Operations:							
10	Retiree Benefits	\$ -	\$ 541,199	\$ 60,133	\$ -	\$ -	\$ -	\$ -
11	Salaries and Benefits	\$ 210,368	\$ 261,880	\$ 258,583	\$ 192,996	\$ 124,911	\$ 257,345	\$ -
12	Services and Supplies	\$ 12,391	\$ 125,051	\$ 93,582	\$ 116,241	\$ 2,734	\$ 18,899	
13	Professional Services	\$ 35,368	\$ 35,180	\$ 1,350	\$ 3,000	\$ -	\$ -	
14	Consortium Operations Total	\$ 258,127	\$ 963,310	\$ 413,648	\$ 312,237	\$ 127,645	\$ 276,244	\$ -
	Career & Training Services							
	Program Year 2023/2024 WIOA/Other - Rebudget							
15	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Placer County	-	-	-	-	\$ -	\$ 48,401	\$ -
17	El Dorado County	-	-	-	-	\$ 60,286		
18	SLT and Alpine County	-	-	-	-	\$ -		\$ 82,915
	Program Year 2024/2025 WIOA/Other							
19	Non-Allocation Awards	-	-	-	-	\$ -	\$ -	\$ -
20	Placer County	-	-	-	-	\$ -	\$ 285,690	
21	El Dorado County	-	-	-	-	\$ 174,616	\$ -	\$ -
22	SLT and Alpine County	-	-	-	-	\$ -	\$ -	\$ 85,000
23	Regional Contracts							
24	Career & Training Services Total	\$ -	\$ -	\$ -	\$ -	\$ 234,902	\$ 334,091	\$ 167,915
25	Board Initiatives	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
26	PY 25 Award Expend in Second Year	\$ 253,982	\$ 193,027	\$ -	\$ 60,956	\$ 77,211	\$ 125,975	\$ 0
27	Future Year Expend Non-Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	PY 25 WIOA Additional Pension Support (ADP)	\$ -	\$ 126,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -
29	TOTAL EXPENDITURES	\$ 512,109	\$ 1,282,336	\$ 427,648	\$ 403,193	\$ 439,758	\$ 736,310	\$ 167,915
30	Net Income/(Loss)	\$ -	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ (0)	\$ (0)

Approved by:
Executive Committee: September 19, 2024
Workforce Board: September 19, 2024
Governing Body:

		<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>
		RERP	P2E 2.0	RERP Sierra College	STEP	Ticket to Work	Total of all Funding Sources and Expenditures
L i n e							
#							
	Funding Sources:						
1	Carry-In Allocation Funds from PY 24						\$ 1,001,799
2	Allocation Awards PY 25						\$ 2,539,823
3	Carry-In Rapid Response Funds PY24						\$ 36,921
4	Awarded Rapid Response Funds PY 25						\$ 291,682
5	Carry-In Layoff Aversion Funds PY24						\$ 13,267
6	Awarded Layoff Aversion Funds PY 25						\$ 85,778
7	Carry-In Non-Allocation from PY 24	\$ 990,438	\$ 601,018	\$ 56,755	\$ 365,781	\$ 186,300	\$ 2,200,292
8	Actual Non-Allocation Awards PY 25						\$ -
9	Total Funding Sources	\$ 990,438	\$ 601,018	\$ 56,755	\$ 365,781	\$ 186,300	\$ 6,169,562
	Expenditures:						
	Consortium Operations:						
10	Retiree Benefits						\$ 601,332
11	Salaries and Benefits	\$ 120,059	\$ 129,020	\$ 56,755	\$ 69,961		\$ 1,681,878
12	Services and Supplies	\$ 9,622	\$ 5,779		\$ 1,200		\$ 385,499
13	Professional Services	\$ -	\$ 1,607		\$ 15,995		\$ 92,500
14	Consortium Operations Total	\$ 129,681	\$ 136,406	\$ 56,755	\$ 87,156	\$ -	\$ 2,761,209
	Career & Training Services						
	Program Year 2023/2024 WIOA/Other - Rebudget						
15	Non-Allocation Awards	\$ 44,114	\$ 22,264		\$ 278,625		\$ 345,003
16	Placer County						\$ 48,401
17	EI Dorado County						\$ 60,286
18	SLT and Alpine County						\$ 82,915
	Program Year 2024/2025 WIOA/Other						\$ -
19	Non-Allocation Awards						\$ -
20	Placer County						\$ 285,690
21	EI Dorado County						\$ 174,616
22	SLT and Alpine County						\$ 85,000
23	Regional Contracts	\$ 790,289	\$ 412,574				\$ 1,202,863
24	Career & Training Services Total	\$ 834,403	\$ 434,838	\$ -	\$ 278,625	\$ -	\$ 2,284,774
25	Board Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
26	PY 25 Award Expend in Second Year	\$ -	\$ -			\$ -	\$ 711,151
27	Future Year Expend Non-Allocation	\$ 26,354	\$ 29,774			\$ 186,300	\$ 242,428
28	PY 25 WIOA Additional Pension Support (ADP)	\$ -	\$ -			\$ -	\$ 140,000
29	TOTAL EXPENDITURES	\$ 990,438	\$ 601,018	\$ 56,755	\$ 365,781	\$ 186,300	\$ 6,169,562
30	Net Income/(Loss)	\$ -	\$ 0	\$ -	\$ (0)	\$ -	\$ 0

Approved by:
Executive Committee: September 19, 2024
Workforce Board: September 19, 2024
Governing Body:

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: September 26, 2024

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Resolution 24-01 – Amend Position Roster

Before the board for review and approval is Resolution 24-01, amended Allocated Position Roster. The changes to the Position Roster were necessary to align the position roster with the agency's current needs and funding.

The following changes were made to the position roster:

- Reduce unfunded Account Clerk from 1 FTE to 0 FTE
- Reduce unfunded Program Clerk from 2 FTE to 0 FTE
- Reduce funded Associate Business and Employment Specialist II (ABES II) from 7 FTE to 5 FTE
- Reduce funded Program Clerk from 1 FTE to .6 FTE

FISCAL IMPACT:

- Reduce funded ABES II from 7 FTE to 5 FTE - Reduction of \$195,000*
- Reduce funded Program Clerk from 1 FTE to .6 FTE - Reduction of \$22,000*

*Method based on of actual impact of retirement and reductions.

BEFORE THE GOVERNING BODY
GOLDEN SIERRA JOB TRAINING AGENCY

In the matter of: Resolution to amend the
Golden Sierra Job Training
Agency Allocated Position
Roster

Resolution No.: 24-01

Ordinance No.: _

First Reading: _

The following Resolution was duly passed by the Governing

Body of the Golden Sierra Job Training Agency at a regular meeting held

September 26, 2024 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Lori Parlin, Chair of the Governing Body

Attest:

Melissa Keefe, Clerk of the Governing Body

BE IT HEREBY RESOLVED by the Governing Body of the Golden Sierra Job Training Agency that the Golden Sierra Job Training Agency Positions Allocation Roster are adopted as the document that describes the structure and staffing of the Golden Sierra Job Training Agency.



ALLOCATED POSITION ROSTER

Effective 09/27/2024

CLASSIFICATION		SALARY RANGE*		# of POSITIONS FUNDED	# of POSITIONS UNFUNDED
		From [A]	To [E]		
Account Clerk I	}	19.35	24.20	2 FTE	
Account Clerk II		20.91	26.10		
Account Clerk III		23.20	29.05		
Accounting Technician		24.54	29.89		1 FTE
Accountant I	}	28.79	35.07	1 FTE	
Accountant II		33.32	40.60		
Administrative Clerk I	}	16.30	20.40	1 FTE	
Administrative Clerk II		19.35	24.20		
Administrative Clerk III		20.91	26.10		
Executive Assistant		24.00	28.37		1 FTE
Program Clerk I	}	19.35	24.20	.6 FTE	
Program Clerk II		20.91	26.10		
Business and Employment Specialist I		23.29	28.37	5 FTE	
Business and Employment Specialist II		28.31	34.49		
Business and Employment Specialist Supervisor		34.40	41.92		1 FTE
Disability Resource Coordinator		28.31	34.49	1 FTE	
Program Analyst		28.31	34.49	1 FTE	
Administrative Analyst (Confidential)**		35.04	42.69	1 FTE	
WB Coordinator/Analyst		36.12	44.01		.5 FTE
Chief Fiscal Officer		39.37	47.97		1 FTE
Deputy Director		47.09	57.38	1 FTE	
Executive Director***				1 FTE	
				14.6	4.5

* Employees at Steps E and F for more than 5 years are eligible for a 5% longevity pay increase

** Includes 5% Confidential Supplemental Compensation

*** Executive Director position is exempt from the normal salary structure, as the 5% incremental steps do not apply. Salaries for this position are negotiated at time of hire.

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: September 26, 2024

TO: Governing Body (GB)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Legal Services RFQ

The following item is presented to the board for discussion and action regarding the results of the legal services procurement.

BACKGROUND:

Golden Sierra (GSJTA) recently completed a procurement for legal services to the Joint Powers Agreement (JPA) with the intent to award a contract to a qualified attorney or firm to provide legal services necessary for the operation of the agency. A Request for Quotes (RFQ) was published on August 15, 2024 with a submission deadline of September 5, 2024.

At a minimum, the RFQ seeks Legal Services Counsel to represent GSJTA and the Golden Sierra Governing Body in any legal matters, including:

- 1) Consultation on human resource or agency matters that may lead to litigation proceedings, including disciplinary or termination actions;
- 2) Representation in negotiations and in administrative and court proceedings, as requested by Agency or otherwise required by law;
- 3) Legal services pertaining to employment and employee relations matters, including review and revision of personnel policies and procedures, and ability to conduct or secure services for investigations.

Requested services include:

- 1) Review drafts of contracts and leases;
- 2) Advise on legal issues related to agency and tax-exempt organization status;
- 3) Advise on legal issues related to the Golden Sierra Governing Body;
- 4) Review personnel, fiscal and other policies, as well as agency bylaws;
- 5) Advise on human resources policies and/or procedures;
- 6) Advise on responses to subpoenas, court orders, and requests for information from third parties;
- 7) Defend lawsuits, administrative claims, or other legal claims;
- 8) Conduct litigation as necessary.

The agency received responsive quotes from four qualified firms:

- Richards, Watson, Gershon (RWG)
- Kronick, Moskovitz, Tiedemann, Gerard (KMTG)
- Duggan, McHugh
- Norton, Rose, Fulbright (NRF)

The RFQ can be found at the following link.

<https://goldensierra.com/app/uploads/2024/08/Legal-Services-RFQ-rev1.pdf>

RECOMMENDATION:

Staff recommend awarding RWG the contract for legal services based on the following ratings.

Responses & rating

Four staff rated the responses. The results are provided in the following chart.

	Rater 1	Rater 2	Rater 3	Rater 4	Total	Average
RWG	92	100	99	94	385	96.25
KMTG	98	97	93	94	382	95.5
Duggan McHugh	68	82	76	54	280	70
NRF	68	86	65	45	264	66

Each of the full responses can be found at their respective links:

[RWG](#)

[KMTG](#)

[Duggan McHugh](#)

[NFR](#)

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: September 26, 2024
TO: Governing Body (GB)
FROM: Melissa Keefe, Administrative Analyst
SUBJECT: Workforce Board Membership

In accordance with 20 CFR 679.310, the board is being informed of current vacancies on the Workforce Board and recruitment efforts in place in accordance with Workforce Board notification and recruitment policy, as well as seeking approval for application(s).

The Executive Committee is scheduled to review and make recommendations to the Governing Body for the applications outlined below at their September 19, 2024 meeting.

Application(s):

Janis Aydelott, Placer County Health and Human Services, representing Economic Development.

Vacancies:

Recruitment:

Efforts continue to identify additional representation from El Dorado County.



115 Ascot Drive, Ste. 140, Roseville, CA 95661
(916) 773-8540 · goldensierra.com

WORKFORCE DEVELOPMENT BOARD MEMBERSHIP APPLICATION FORM

Person Nominated: _____ Title: _____

Business Name: _____

Business Address: _____

Telephone: _____ FAX: _____ E-mail: _____

Organization submitting nomination: _____
(i.e: Chamber of Commerce, Manufacturing Association, etc.)

Contact Person: _____ Title: _____

Business Address: _____

Telephone: _____ FAX: _____ E-mail: _____

(A letter of nomination is required and must be attached to this application or forwarded under separate cover.)

AREA OF REPRESENTATION (CHECK ALL THAT APPLY):

- | | |
|--|---|
| <input type="checkbox"/> Business | <input type="checkbox"/> Governmental and Economic and Community Development |
| <input type="checkbox"/> Workforce | <input type="checkbox"/> Economic & Community Development |
| <input type="checkbox"/> Labor organizations | <input type="checkbox"/> Wagner-Peyser Representative |
| <input type="checkbox"/> Joint labor-management apprenticeship program or apprenticeship program | <input type="checkbox"/> Vocational Rehabilitation Representative |
| <input type="checkbox"/> CBO w/Barrier | <input type="checkbox"/> Transportation/Housing/Public Assistance |
| <input type="checkbox"/> Youth | <input type="checkbox"/> Philanthropic Organization |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Other |
| <input type="checkbox"/> Adult Education/Literacy Representative | |
| <input type="checkbox"/> Higher Education Representative | |
| <input type="checkbox"/> Local Ed/CBO w/Training Barrier | |

Janis Aydelott

Signature

Date

I hereby submit my application for membership on the Local Workforce Development Board to Golden Sierra Job Training Agency. I have completed and included the following: narrative questions, conflict of interest and nomination letter.

Return all information to:

Melissa Keefe, Administrative Analyst
Golden Sierra Job Training Agency
115 Ascot Drive, Suite 140
Roseville, CA 95661
keefe@goldensierra.com

NARRATIVE QUESTIONS

What specific experience/expertise do you possess which would be of value to the Workforce Development Board?

Why would you be a good candidate to serve on the Workforce Development Board?

You may attach additional information, including your resume or biography. Further questions should be directed to Melissa Keefe at Golden Sierra Job Training Agency at (916) 773-8544.

CONFLICT OF INTEREST INFORMATION

1. Does your employer/company provide goods and/or services to Golden Sierra Job Training Agency, or have any plans to provide goods and/or services to Golden Sierra Job Training Agency in the future?

Yes ☐ No ☐ If yes, please describe below:

2. You will be setting policy for and possibly allocating funds to community-based organizations, profit and non-profit corporations, school districts and other governmental entities or program operators. Do you or any member of your immediate family have any affiliation with such entities (i.e., ownership; employment; contractual relationships, including Golden Sierra-funded On-the-Job Training (OJT) program participation; commission, board or committee membership)?

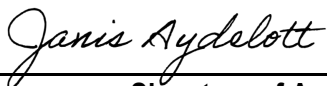
Yes ☐ No ☐

(If yes, identify below the name of the entity and the nature of the affiliation. (Immediate family members are: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister-in-law, father-in-law, mother-in-law, aunt, uncle, niece, nephew, step-parent or step-child.)

3. Do you, or any member of your immediate family (as defined above), have any ownership interest in any commercial real property that is currently leased/rented by Golden Sierra Job Training Agency?

Yes ☐ No ☐ If yes, please describe such property by size and location.

If your nomination or application is approved, you will be required to file a limited conflict of interest form with Golden Sierra Job Training Agency prior to assumption of Workforce Development Board membership.



Signature of Applicant

Date

NARRATIVE QUESTIONS

What specific experience/expertise do you possess which would be of value to the Workforce Development Board?

I have over 10 years' experience working in the workforce development field. Currently, I am Program Supervisor for Placer County Business Advantage Network (BAN). Business Advantage Network is a team of workforce development professionals that network with businesses to provide hiring assistance and information regarding training and hiring opportunities to job candidates. This unique Placer County unit balances Economic Development and HHS/Employment Services. In this role I have been instrumental in assisting in matching employers with job seekers. I am passionate about helping communities and people thrive in today's ever changing labor market.

~ Current member of the Golden Sierra AJCC MOU Partners providing regionwide workforce services to employers/businesses and job/career seekers

~ Facilitator in Training and Development and Job Readiness workshops. Providing real world 'soft skills' training for today's workforce.

~ Member of the Northern California Rapid Response team providing services to businesses and employees with lay off and aversion assistance.

~ Participating member of Parole and Community Team (PACT) Assisting those who are a part of a Reentry Program, California Department of Corrections and Rehabilitation's Division of Parole Operations.

~ Leadership Rocklin Class of 2016/17 Graduate

~ Bachelor of Science in Communications minors in Psychology and Sociology from Central Michigan University.

~ Certified Career Coach from The Career Coach Entrepreneur Academy. This education has helped me work closely with individuals to find a career that fits their interests and values.

August 8, 2024

Workforce Development Board – Janis Aydelott

I am pleased to write this letter of support for Janis Aydelott. I have known Janis for the past nine years. During this time, I've come to have a very high regard for her many outstanding qualities and talents.

Janis is a kind, patient and caring person. She is thoughtful, efficient, dependable, enthusiastic and loyal. For the past nine years, Janis and I have worked collaboratively together on important workforce and business initiatives. Janis is a graduate of our award-winning Leadership Rocklin program. Janis has a special heart for community and goes "above and beyond" to build relationships that provide positive workforce connections for our region. Janis truly leads by example.

During my tenure as CEO of the Rocklin Area Chamber I have had the opportunity to witness Janis in a variety of situations. As a true professional, Janis always puts others first. She has the moral compass and business acumen to successfully deal with all levels of job seekers, business leaders and elected officials.

Janis possesses a great sense of wisdom, is an excellent listener and always displays professionalism. Janis is sensitive to the feelings of others and she is a powerful and positive influence to those around her. As a past board member of the Workforce Development Board, Janis' experience is a perfect fit for the vision and objectives of the board.

Please feel free to contact me if I can provide any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robin Trimble', with a large, sweeping flourish at the end.

Robin Trimble, CEO
Rocklin Area Chamber of Commerce

Director's Update

9/26/24

James Irvine Foundation:

On July 1, 2024 Golden Sierra applied for \$500,000 in partnership with the Roseville Area Chamber of Commerce to the James Irvine Foundation's Public Workforce Capacity Fund. The intent of the funding is to promote the creation of and access to quality jobs within the workforce development field and in the communities Workforce Development Boards serve. Eligible applicants included only Workforce Development Boards. The application we submitted would support the Chamber's Talent Pipeline Management (TPM) initiative. The TPM work builds employer collaboratives in identified industry sectors to address common "pain points". The funding would be used to build employer collaboratives in Hospitality and Tourism, Advanced Manufacturing, Construction, Information Technology, and Healthcare. Unfortunately, we were not one of the 10 proposals awarded.

Strategic Planning Update:

Golden Sierra completed a competitive procurement via the Request for Proposal (RFP) process to identify qualified entities to provide strategic planning services to the Golden Sierra Workforce Development Board (GSWDB). In general, the plan services will consist of reviewing/revising the current mission and vision statements, reviewing workforce plan documents from stakeholder organizations, facilitating interviews and discussions that lead to a three year strategic plan that will provide guidance to the Workforce Development Board.

The responses were due on July 11, 2024. Golden Sierra received 5 proposals all of which were determined to be responsive. The proposals are currently under review and a selection will be made by the Executive Committee on September 19, 2024.

One-Stop Operator Procurement:

Workforce Services Directive 22-13 (WSD22-13) mandates that Local Workforce Development Boards (Local Boards) select their America's Job Centers of California (AJCC) Operator through a competitive process every four years. This is in accordance with the Workforce Innovation and Opportunity Act (WIOA) Section 121(d)(2)(A). The responsibilities of the AJCC Operator include:

- Coordinating service delivery among AJCC partners and service providers.
- Ensuring that partner responsibilities and contributions outlined in the Memorandum of Understanding are implemented.
- Reporting to Local Boards on operational performance and providing continuous improvement recommendations.
- Complying with all relevant federal and state guidelines.

Under WIOA, Local Boards, or their administrative entities may serve as the AJCC Operator with the agreement of the Chief Local Elected Official (CLEO) and the Governor. To qualify, the Local Board or its administrative entity must complete a competitive process or demonstrate that competition was inadequate, as outlined in the exception for sole-source procurement.

The GSWDB's application follows an open and competitive procurement process that yielded insufficient comparable responses, indicating inadequate market competition among potential service providers.

GSJTA staff issued a Request for Proposals on May 29, 2024, with a submission deadline of July 3, 2024. Only one proposal was received by the deadline. To maintain compliance and ensure a competitive procurement, the solicitation period was extended to August 5, 2024. An additional proposal was received; however, after reviewing both submissions, the procurement was deemed inadequate due to a lack of comparable scope and cost, thereby meeting the criteria for the noncompetitive procurement exception as outlined in WSD22-13.

GSJTA intends to submit an application to serve as the AJCC Operator for the GSWDB after completing the required 30-day public comment period. Public comment will open October 1, 2024 and extend through October 31, 2024. The application will then be presented for approval at the Workforce Board and Governing Body meetings in November before being forwarded to the Governor.

Valley Vision (VV) Activities directly supported by the regional Workforce Boards:

REGIONAL PLAN IMPLEMENTATION (RPI)/REGIONAL EQUITY AND RECOVERY PARTNERSHIP (RERP) EFFORTS:

Sector Specific Strategies:

Overall - VV continues to collaborate and support the region's advancement of multiple TPM collaboratives. Current efforts include Chamber supported employer collaboratives in Construction, Healthcare, Hospitality, IT, and two Manufacturing collaboratives beginning in Roseville and Rancho Cordova. There is also interest in a possible future collaborative on Biomass and forestry occupations.

VV continues to support the Biotech cohort in collaboration with SETA's H RTP grant and Capitol Impact. VV engaged key employers, including Miltenyi, BioConsortia, Hygieia Labs, Bayer, and UC Davis Health, to participate in this initiative. The Employer Collaborative Kickoff Event is scheduled for September 17th from 10 AM to noon.

Agriculture, Water and Environmental Technology (AgWET) VV will be hosting a Biomass conference in November 2024. This event aims to create a baseline understanding of the challenges and opportunities surrounding Biomass utilization, including workforce needs, wildfire risks, and the viability of the industry. The conference will feature representatives from different perspectives to ensure a balanced discussion, and a panel focused on workforce demands in the Biomass sector. VV are assembling a steering committee to guide the planning process, helping to set the table for deeper talent pipeline work in our region.

Information, Communications, and Technology - The next ICT advisory is scheduled for November 7th from 1-3 PM. This session will feature panelists from both the public and private sectors, discussing how the growing demand for AI will impact workforce needs and skills in the industry. VV will also have a contributing member to the panel and a possible keynote speaker from the Deputy Secretary of Workforce Development for the California Government Operations Agency, who will share insights from the State of California's Gen AI Guide, "Building a GenAI-Ready State Workforce."

Advanced Manufacturing –This spring, VV hosted a cross-sector AgTech advisory with 41 participants joining the online session, including panelists from Superior Farms, Del Monte Foods, Tomra, the California League of Food Producers, and Blue Diamond. Looking ahead, our next Advanced Manufacturing advisory will focus on Precision Manufacturing, a key growth sector identified by the CitiesGPS We Prosper Together data. This hybrid advisory is scheduled for September 24th from 4-6 PM possibly at GSEC.

Health and Life Sciences - VV is aligning efforts with the Healthcare TPM employer collaborative, which identified priority positions for direct consultation with training institutions to strengthen the regional talent pool. Following the collaborative's recommendations, VV will hold an advisory on October 24th from 10 AM to noon, focusing on surgical technologists and radiological technicians. This virtual advisory aims to address the growing demand for these roles.

VV ACTIVITIES ALIGNED WITH WORKFORCE DEVELOPMENT EFFORTS

California Jobs First/We Prosper Together:

The Capital Region Leadership Council continues to hold monthly virtual meetings key decisions have been made in the following three areas:

1. **Potential Priority Tradeable Industry Clusters:** The Council identified Business Services, Research and Development, Precision Manufacturing, and Working Lands as primary clusters to advance. They also noted the Creative Economy and Tourism for further exploration.
2. **Current Availability of Quality Jobs in Local Serving Industries:** The Council highlighted Healthcare and Construction as sectors with quality job opportunities.
3. **Inclusionary Strategies to Reduce Barriers:** The Council emphasized the need for strategies in Workforce Development, Childcare, Transportation, Housing, and Outreach and Awareness to reduce barriers.

The region is preparing to launch the Catalyst Fund. Key activities include selecting three to five focus areas for sector strategies within the region. VV plans to issue a Request for Proposals (RFP) for sector coordination by the end of the year, following further analysis of data gathered through employer interviews and roundtable discussions.

Another major activity is the release of a Catalyst Project RFP, with \$9 million available for exploratory or “last mile” projects. Eligible projects may include pre-construction activities and workforce development initiatives. Additionally, the state will release implementation funds under a separate procurement process for projects deemed “ready to go,” with \$50 million allocated for the first year statewide. While an early September release was initially discussed, the timeline appears to have shifted.

Other ongoing efforts include developing an equity framework informed by community engagement throughout the planning phase. This framework will shape key components of the Catalyst RFP and guide project selection criteria.

SERVICE PROVIDER REPORT

ADVANCE at Lake Tahoe Community College

Report Period: July - August 2024

Prepared By: Frank Gerdeman

PARTICIPANT STATUS			
	<u>Actual</u>	<u>Goal</u>	<u>% of Goal</u>
Number who received basic career services	23 (3)	100	23%
Number who received individualized career services	9 (1)	50	18%
Number who received training services	2 (1)	15	13%

ACTIVITY SUMMARY
Please note that the numbers above are cumulative for the entire contract period. Numbers in parenthesis are those served in Alpine County. We continued to offer services on-campus, at our off-site office, and virtually with a slight increased focus on housing support, which remains a significant issue in the Basin. One of our Alpine clients not only earned her AA at the end of June but also received a \$10,000 scholarship form the Gene Upshaw Foundation presented at the American Golf Classic in July. This scholarship also allowed the client to enroll in her BS program at UNR startin gin August.

PRACTICES WITH PROMISE
Internally, shared/holistic case management remains a valuable asset to our team, including the provision of services under our contract with GSJTA. This continues to include access to behavioral/mental health support services through our partnership with LTCC and TimelyCare. Our shared use of Traitify with the entire Golden Sierra Job Training Agency region continues to be of value as do other local and state-wide partnerships, most notably with the California Conservation Corps.

CHALLENGES/BARRIERS
Housing issues continue to be the primary issue and barrier in stabilizing life for many clients and potential clients in Tahoe though the first 68 units of workforce housing at Sugar Pine Village will be open for occupation in October of this year. ADVANCE will be providing on-sire, wrap-around, supportive services to residents.

EVENT PARTICIPATION	
<u>Date</u>	<u>Event</u>
7/16/24	Alpine visits and updates for coming year
7/17/24	ECE Apprenticeship and Pathway meeting at LTCC
7/24/24	LTCC Fire Academy orientation – services overview
8/2/24	Tahoe Chamber CEO Roundtable meeting
7/15/24	Alpine in-person visits
7/20/24	Meeting with Tribal TANF Alpine

Service Provider Report

**Golden Sierra
Job Training Agency**

Prepared by Darlene M. Galipo

Report Period

07/01/24 – 8/31/24



Active Cases

July 1, 2024 to August 31, 2024

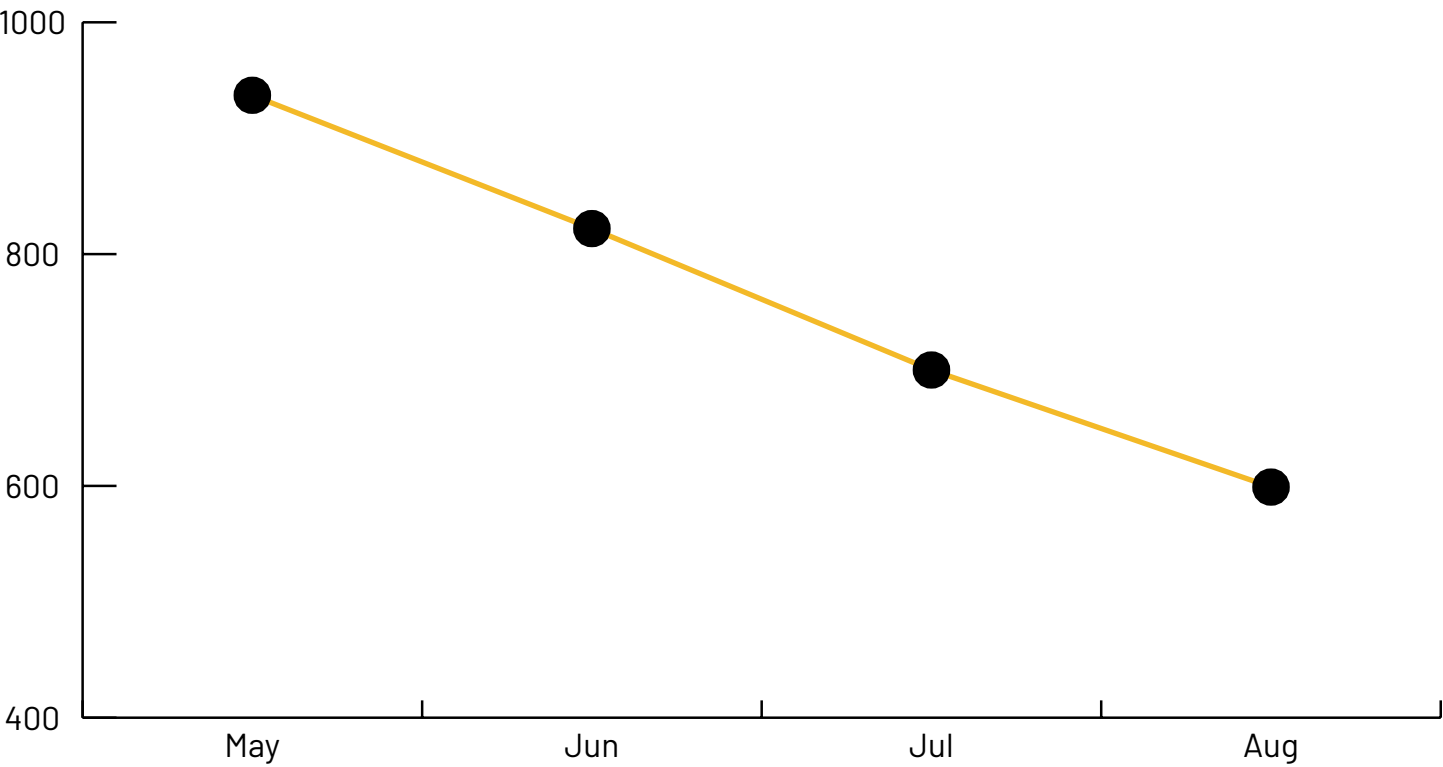
	Active	% of Total
● Adult	53	42%
● Dislocated Worker	23	18%
● Youth	22	17%
● RERP	17	13%
● Prison to Employment	11	9%



Total: 126
These individuals received a grant-funded service during the report period.

Job Center Traffic

Virtual and In-Person



Services Provided

	Previous Report	Cumulative 24/25
Classroom Training	-	4
Work Based Learning	-	6
Supportive Services	-	35
Career Counseling	-	158
Placement Assistance	-	27

Customer Testimonial



One of Golden Sierra's success stories was featured in a statewide Labor Day campaign celebrating California's workers.

<https://www.youtube.com/watch?v=B3QqWRBoZg>