

WB MEMBERS

AMY SCHULZ
Sierra College

DANIELA DEVITT
California Employers Association

ERIC HENKEL
UFCW-8 Golden State

JANIS AYDELOTT
Placer County HHS/ES/BAN

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JEFF RICHARD
Employment Development Department

JENNIFER POFF
Building Careers Foundation

MICHAEL SNEAD
Sierra Consulting Services, Inc.

NICK GUNN
The NiVACK Group

RANA GHADBAN, *Vice-Chair*
California Chamber of Commerce

RICK LARKEY, *Chair*
Associated Resources, LLC

SCOTT ALVORD
Advanced Development Concepts, LLC

STEVEN CASPERITE
Placer School for Adults

TINK MILLER
Placer Independent Resource Services

TODD BEINGESSNER Jr.
Quick Quack Car Wash

VIVIAN HERNANDEZ-OBALDIA
Department of Rehabilitation

VOLMA VOLCY
Sacramento Central Labor Council
AFL-CIO

WILLIAM GONZALEZ
District Council 16

WILLIAM REED
United Domestic Workers of America

GOLDEN SIERRA WORKFORCE BOARD EXECUTIVE COMMITTEE REGULAR MEETING AGENDA

Thursday, July 17, 2025 @ 12:00 pm

**Roseville Chamber of Commerce
650 Douglas Blvd.
Roseville, CA 95678**

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.

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| 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 May 15, 2025 EC Meeting | 2-3 |
| | b. Attendance Log | 4 |
| IV. | <u>PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA</u> | |
| V. | <u>WORKFORCE BOARD MEMBERSHIP</u> | 5 |
| VI. | <u>WORKFORCE BOARD NOTIFICATION AND RECRUITMENT POLICY</u> | 6-8 |
| VII. | <u>STRATEGIC PLANNING</u> | |
| VIII. | <u>FUTURE AGENDA ITEMS/NEW BUSINESS</u> | |
| | • FY 2024-2025 Agency Budget – Final | |
| IX. | <u>NEXT MEETING</u> | |
| | Thursday, September 18, 2025 @ 12:00 p.m. | |
| X. | <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 WORKFORCE BOARD
EXECUTIVE COMMITTEE
REGULAR MEETING
MINUTES**

Thursday, May 15, 2025 @ 12:00 pm

**Roseville Chamber of Commerce
650 Douglas Blvd.
Roseville, CA 95678**

**Teleconference Location:
Sacramento Central Labor Council
2617 K Street
Sacramento, CA 95816**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting called to order at 12:03 pm by Chair Larkey

<input checked="" type="checkbox"/> Rick Larkey (Chair)	<input type="checkbox"/> Rana Ghadban (Vice-Chair)
<input checked="" type="checkbox"/> Daniela Devitt	<input checked="" type="checkbox"/> Greg Geisler
<input checked="" type="checkbox"/> Steven Casperite	<input checked="" type="checkbox"/> Volma Volcy
<input checked="" type="checkbox"/> Jason Buckingham (Ex-Officio)	

GSJTA Staff:

☒ Melissa Keefe
☒ Lisa Nelson

One-Stop Operator:

☐

GUESTS: None

II. APPROVAL OF AGENDA

Motion to approve agenda by Geisler, second by Devitt

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 March 20, 2025 EC Meeting
- b. Attendance Log

Motion to approve consent agenda items a-b by Devitt, second by Casperite

Motion approved unanimously by roll call vote

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

NONE

V. FY 2025-2026 AGENCY BUDGET – DRAFT

Buckingham reported out as outlined in the agenda packet.

Correction in Additional Notes, bullet 3, page 2 - Operational Expenses have been reduced by 1%, not 91% as written.

AJCC Operator application to move services “in-house” has been approved.

Career Service Provider application has been approved.

Motion to approve FY 2025-2026 Agency Budget – Draft as presented, by Casperite, second by Geisler

Motion approved unanimously by roll call vote

VI. FY 2025-2026 MEETING SCHEDULE

Buckingham reported out as outlined in the agenda packet.

Motion to approve FY 2025-2026 Meeting Schedule as presented, by Devitt, second by Geisler

Motion approved unanimously by roll call vote

VII. WORKFORCE BOARD MEMBERSHIPS & RENEWALS

Buckingham reported out as outlined in the agenda packet;

1. Establish a recruitment plan and 2. Review and recommend for approval term renewals for Larkey, Ghabban, Hernandez-Obaldia and Zimbelman.

Motion to approve Workforce Board membership recruitment plan and term renewals as presented, by Geisler, second by Devitt

Motion approved unanimously by roll call vote

VIII. STRATEGIC PLANNING UPDATE

Buckingham provided a verbal report out; Roundtable discussion occurred; information was shared. Information only-no action required.

IX. FUTURE AGENDA ITEMS/NEW BUSINESS

- Strategic Planning Update
- WB Membership Recruitment plan

X. NEXT MEETING

Thursday, July 17, 2025 @ 12:00 pm

XI. ADJOURNMENT

Motion to adjourn meeting at 12:45 pm by Casperite, second by Devitt

Motion approved unanimously by roll call vote

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE MEETING**

ATTENDANCE LOG

JULY 17, 2025

Date:	7/24/24	9/19/24	10/24/24	11/21/24	1/23/25	3/20/25	5/15/25	Rate
Executive Committee	EC	EC	EC	EC	EC	EC	EC	
Meeting Type	Regular	Regular	Special	Regular Cancelled	Regular	Regular	Regular	
Rick Larkey- CHAIR	1	0	1		1	1	1	83%
Rana Ghadban- VICE CHAIR	1	1	1		0	1	0	67%
Daniela Devitt	1	0	0		1	1	1	67%
Steven Casperite	1	1	1		1	1	1	100%
Volma Volcy			1		1	1	1	100%
Greg Geisler	0	1	1		1	1	1	83%
Jason Buckingham	1	1	1		1	1	1	100%

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: July 17, 2025

TO: Executive Committee (EC)

FROM: Melissa Keefe, Administrative Analyst

SUBJECT: Workforce Board Membership

Before the board for review are the following Workforce Board resignations. These resignations create two business membership vacancies.

At its July 17, 2025 meeting, the Golden Sierra Workforce Board (WB) will be establishing a strategy to recruit two new members that align with the vacancies listed below and the finalized Golden Sierra Workforce Board Strategic Plan.

Application(s):

- None

Resignation(s):

- Kyle Zimbelman, County of El Dorado, representing Economic & Community Development
- Jeff Sharp, Parker's Hot Dogs of Santa Cruz, representing Business

Vacancies:

- 2 – Business

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: July 17, 2025

TO: Executive Committee (EC)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Workforce Board Notification & Recruitment Policy

Staff seeks review and a recommendation for approval of the attached revision to the Workforce Board's recruitment policy. The policy establishes a notification and recruitment process in compliance with 20 CFR Parts 679.310(g)(3) and the Workforce Board Bylaws.

Summary:

The proposed policy gives the Workforce Development Board (WDB) the flexibility to lead recruitment efforts and formally allows, but does not require, the use of an ad hoc committee to support that work. Moving away from prescribing specific outreach steps for the Agency, the policy takes a broader approach that better reflects the Board's role. It also updates the language to more clearly reference the WDB and Governing Body and brings the policy in line with current WIOA and regulatory language. The policy will then be forwarded to the full board for review and final approval.

References:

[20 CFR Parts 679.310\(g\)\(3\)](#)

Attachments:

- 2017 Workforce Board Notification and Recruitment Policy
- 2025 Workforce Board Notification and Recruitment Policy (draft)

To:	Workforce Board
Subject:	Workforce Board notification & recruitment
Effective Date:	January 19, 2017
Revision Number:	

Purpose

The purpose of this document is to establish a standardized notification and recruitment process when vacancies on the Workforce Board occur or are imminent. This policy will provide direction to GSJTA staff allowing them to initiate the notification and recruitment process in a timely manner.

Policy

When made aware of a vacancy or upcoming vacancy on the Workforce Development Board, GSJTA staff will notify the Boards by placing an item on the next available agenda.

In addition to formally notifying the Workforce Board in compliance with 20 (CFR) 679.310, GSJTA staff will immediately begin a focused member recruitment using one or more of the following strategies:

- Notify Governing Body, Workforce Board and Workforce System Partners, local Chambers of Commerce, and Business Associations via email to solicit assistance in the recruitment process; notification will include details on membership category and provide a recruitment flyer.
- E-blast flyer to Golden Sierra business database and/or local Chambers of Commerce members
- Board members or staff will reach out to individuals referred through the recruitment process to identify suitability and interest.

References

20 CFR Parts 679.310



To:	Workforce Board
Subject:	Workforce Board Notification & Recruitment Policy
Effective Date:	July 17, 2025
Revision Number:	1

Purpose

The purpose of this document is to establish a standardized notification and recruitment process when vacancies on the Workforce Development Board (WDB) occur or are imminent in accordance with 20 CFR Part 679.310(g)(3)

Policy

GSJTA staff will notify the WDB and Governing Body by placing an item on the next available board agendas when made aware of a vacancy or upcoming vacancy on the WDB.

To maintain a compliant, effective, and representative Board, it is the policy of the WDB, in alignment with WIOA regulations, state law, and the WDB Bylaws, to authorize the Board Chairperson, Executive Committee, or the full Board to establish and oversee strategies for recruiting new board members.

These strategies may include:

- Identifying current or upcoming vacancies and evaluating the composition of the Board to ensure continued alignment with Workforce Innovation and Opportunity Act (WIOA) mandated categories and representation thresholds.
- Initiating targeted outreach efforts to recruit candidates with appropriate experience, expertise, and representation from business, labor, education, workforce, economic development, and community-based sectors as defined in Section 3.2 of the WDB Bylaws.
- Ensuring that business representation remains at or above the 51% threshold required by federal law. If business membership drops below this level, recruitment efforts must begin immediately.
- Coordinating with local business organizations, labor federations, educational institutions, and other partner entities to identify qualified nominees.
- Utilizing a consistent nomination and vetting process that supports transparency and ensures that all nominees meet statutory eligibility requirements.
- Allowing for the creation of an ad hoc recruitment committee at the discretion of the Board Chairperson, Executive Committee, or full Board. This committee may assist with outreach, review of candidate qualifications, and recommendations to the Governing Body for appointment.

All nominations must be reviewed and a recommendation for appointment approved by the Executive Committee prior to being referred to the Governing Body, which retains appointment authority under the Bylaws and WIOA. Board terms and appointments will follow the provisions outlined in Section 3.3 of the WDB Bylaws.

References

20 CFR Parts 679.310