

WDB MEMBERS

AMY SCHULZ  
Sierra College

DANIELA DEVITT  
California Employers Association

DEBBIE MANNING  
El Dorado Hills Chamber of Commerce

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

TOM WILLIAMS  
Express Employment Professionals

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 DEVELOPMENT BOARD  
REGULAR MEETING  
AGENDA**

**Thursday, January 15, 2026 @ 1:00 pm**

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

*The Golden Sierra Workforce Development Board convenes industry leaders and key partners to provide strategic oversight, policy, and regional coordination to drive positive outcomes for employers and job seekers.*

I.	<u>ROLL CALL AND INTRODUCTION OF STAFF AND 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.	
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b)	Attendance Log	7
IV.	<u>PUBLIC COMMENT – FOR ITEMS NOT ON AGENDA</u>	
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VIII.	<u>STRATEGIC PLAN UPDATES AND DISCUSSION</u> <ul style="list-style-type: none"><li>Employer Engagement</li><li>System Coordination and Accessibility</li><li>Outreach and Awareness</li></ul>	
IX.	<u>AJCC OPERATOR UPDATE</u>	
X.	<u>WORKFORCE DEVELOPMENT BOARD MEMBER INTRODUCTIONS</u> <ul style="list-style-type: none"><li>Process</li><li>Janis Aydelott - Program Supervisor for Placer County Health and Human Services   Economic Development, Business Advantage Network</li></ul>	41 42-43
XI.	<u>WORKFORCE DEVELOPMENT BOARD MEMBER ROUNDTABLE</u> Emerging Issues, Updates and Opportunities	

**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.

XII. FUTURE AGENDA ITEMS/NEW BUSINESS  
Chair and Vice Chair Nomination Committee

XIII. NEXT MEETING  
Thursday, March 20, 2026 @ 1:00 p.m.

XIV. ADJOURNMENT

**GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD  
REGULAR MEETING  
MINUTES**

**Thursday, November 20, 2025 @ 1:00 pm**

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

**Teleconference Locations:**

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

Quorum was established and meeting called to order at 1:00 pm by Chair Larkey. Announced and welcomed new Workforce Board Development Board members, Debbie Manning and Tom Williams

Rick Larkey (Chair)

Rana Ghadban (Vice-Chair)

Amy Schulz

Jeff Richard

Tink Miller

Daniela Devitt

Jennifer Poff

Todd Beingessner

Debbie Manning

Michael Snead\*

Tom Willians

Eric Henkel

Nick Gunn

Vivian Hernandez-Obaldia

Janis Aydelott

Scott Alvord

Volma Volcy\*

Jason Buckingham

Steven Casperite

William Gonzalez

William Reed

**GSJTA Staff:**

Melissa Keefe

Lisa Nelson

Guests: Cara Welch, EDD LMID

*\*Denotes late arrival or early departure*

**II. APPROVAL OF AGENDA**

Buckingham requested to amend the agenda, removing the teleconference location.

**Motion** to approve agenda as amended, by Reed, second by Henkel

**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 September 18, 2025, WDB Meeting
- b) Approval of minutes from October 07, 2025, WDB Special Meeting
- c) Review of minutes from September 18, 2025, EC Meeting
- d) Review of minutes from October 30, 2025, Special EC Meeting
- e) Attendance log

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

**Motion** approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

None

*\*Volcy arrived @1:15pm*

V. WORKFORCE DEVELOPMENT BOARD NEW MEMBERS

- Debbie Manning, President & CEO, El Dorado Hills Chamber of Commerce (Business)
- Tom Williams, Owner & CFO, Express Employment Professionals (Business)

New board members Manning and Williams each gave a brief introduction as they are welcomed additions to the board.

VI. GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD THREE-YEAR STRATEGIC PLAN

NiVack Group, Gunn provided a report out; a presentation was shared, roundtable discussion occurred.

Mission and Vision Statement were approved.

Three-Year Strategic Plan, with amendments, was approved.

Golden Sierra WDB will focus on three Strategic Priorities and update the plan annually, as needed.

- 1) Employer Engagement
- 2) System Coordination and Accessibility
- 3) Outreach and Awareness

Employer Engagement Ad Hoc Committee was approved during October retreat for #1; opened to allow more board members to join.

**Motion** to Create Ad Hoc Committee for #2 - System Coordination and Accessibility, by Snead, second by Richard

**Motion** to approve Golden Sierra Workforce Development Board Three-Year Strategic Plan as amended, to remove timelines, by Ghadban, second by Miller

**Motion** to require all board members to serve on at least one Ad Hoc Committee pertaining to the Strategic Plan (1-Employer Engagement, 2-System Coordination and Accessibility, and/or #3-Outreach and Awareness, by Ghadban, second by Miller

**All Motion(s) approved unanimously by roll call vote**

VII. ARTIFICIAL INTELLIGENCE (AI) DISCUSSION

Larkey reported out, provided handouts, roundtable discussion occurred, how to use AI responsibly, leverage AI, salary impacts, navigating AI. Information only - no action required.

*\*Volcy departed @ 2:15pm, Snead departed @ 2:35pm*

VIII. AJCC OPERATOR UPDATE

A report was provided as outlined in the agenda packet; Information only - no action required.

IX. WORKFORCE DEVELOPMENT BOARD MEMBER INTRODUCTIONS

Process was outlined in the agenda packet; Aydelott anticipated to present her Bio at the January 2026 meeting. Information only - no action required.

X. WORKFORCE DEVELOPMENT BOARD MEMBER ROUNDTABLE

Buckingham reported out as outlined in the agenda packet; this will be a new standing item on all future agendas creating a space for members to share insights and challenges, highlight regional trends and identify opportunities.

Board members were asked to identify emerging issues in their areas for discussion at the next WDB meeting. Rana proposed a future Talent Pipeline Management (TPM) overview presentation.

There was discussion regarding the impact of AI on workforce development, including job automation, the need for AI literacy, concerns about the future of work, and whether traditional degrees remain relevant versus roles less vulnerable to automation.

Amy Shulz shared information on successful Sierra College initiatives, a roundtable with California Secretary of Labor and Workforce Stuart Knox, and hosting California Workforce Development Board member Kaina Pereira at Sierra College. Sierra College will also serve as host for the North Far North Regional Consortia.

Scott Alvord noted that small business owners are hesitant to expand due to payroll costs, high labor and supply expenses, and that well-trained individuals are struggling to find employment. He also mentioned the upcoming Placer Valley Business Summit in April 2026.

Information only - no action required.

XI. FUTURE AGENDA ITEMS/NEW BUSINESS

- WDB Bio/introductions (Aydelott)
- Strategic Plan
- Workforce Development Board Bylaws updates
- FY 2025-2026 Agency Budget - Modification
- Nomination Committee
- Proxy Policy amendment

XII. NEXT MEETING

Thursday, January 15, 2026 @ 1:00 pm

XIII. ADJOURNMENT

**Motion** to adjourn meeting at 3:01 pm, by Larkey, second by Miller and Alvord

**Motion** approved unanimously

**GOLDEN SIERRA  
WORKFORCE DEVELOPMENT BOARD**

**ATTENDANCE LOG**

**JANUARY 15, 2026**

Date:	1/23/25	2/10/25	3/20/25	5/15/25	7/17/25	9/18/25	10/7/25	11/20/25	
WORKFORCE BOARD	WB	WB+GB	WB	WB	WB	WB	WB	WB	
Meeting Type	Regular	Special	Regular	Regular	Regular	Regular	Special	Regular	RATE
Amy Schulz	1	1	1	0	0	1	0	1	63%
Daniela Devitt	1	0	1	1	1	1	1	0	75%
Debbie Manning								1	100%
Eric Henkel	1	1	0	1	0	1	1	1	75%
Janis Aydelott	0	1	1	1	1	1	1	0	75%
Jason Buckingham	1	1	1	1	0	1	1	1	88%
Jeff Richard	1	1	1	1	1	1	1	1	100%
Jennifer Poff	1	1	1	1	1	1	1	1	100%
Michael Snead	1	1	1	1	1	0	1	1	88%
Nick Gunn	0	1	1	1	1	0	1	1	75%
Rana Ghadban	0	1	1	0	1	1	0	1	63%
Rick Larkey	1	1	1	1	1	1	0	1	88%
Scott Alvord	1	1	1	1	1	1	1	1	100%
Steven Casperite	1	1	1	1	1	1	1	1	100%
Susan "Tink" Miller	1	1	1	0	1	1	1	1	88%
Todd Beingessner	1	1	0	0	0	0	0	0	25%
Tom Williams								1	100%
Vivian Hernandez-Obaldia	1	1	1	0	1	0	1	0	63%
Volma Volcy	1	1	1	1	0	1	0	1	75%
William Gonzalez	0	0	1	0	1	0	0	0	25%
William Reed	0	0	1	1	1	1	1	1	75%
<b>Total</b>	<b>15</b>	<b>18</b>	<b>19</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>16</b>	

**GOLDEN SIERRA  
WORKFORCE BOARD**

**MEMORANDUM**

**DATE:** January 15, 2026

**TO:** Workforce Development Board (WDB)

**FROM:** Jason Buckingham, GSJTA Executive Director

**SUBJ:** Workforce Board Bylaws approval

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Before the Board for review and approval are the redrafted Workforce Board Bylaws. The proposed Bylaws will revise the current Bylaws to include the newly adopted Mission and Vision. Additionally, legal counsel corrected language relating to Proxies in California and provided clarity to ensure conformity with current law.

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

The changes include:

- 2.2 Updated Vision to align with the Workforce Development Board's Strategic Plan, approved November 20, 2025
- 2.3 Update Mission to align with the Workforce Development Board's Strategic Plan, approved November 20, 2025
- 3.7 Update language to align with the Brown Act guidelines prohibiting Proxies

Misc. All other changes were made based on recommendations from legal counsel and were intended to ensure compliance with all applicable federal and state guidelines, as well as to clarify language.

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

**GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD**  
**BYLAWS AS AMENDED APRIL 4, 2018 — JANUARY 22, 2026**

These Bylaws are hereby created by the Golden Sierra Workforce Development Board (“WDB”) (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 29 C.F.R. §679.310(g) requires that the Governing Body establish the Workforce Development Board bylaws, 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 collaborative and accessible workforce system creating pathways to economic growth within our communities. 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 Development Board convenes industry leaders and key partners to provide strategic oversight, policy, and regional coordination to drive

positive outcomes for employers and job seekers. The Golden Sierra Workforce Board WDB 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. Pursuant to 29 C.F.R. §679.370, ~~it~~ It shall be the duty of the WDB to do all of the following:

2.4.1. Develop and submit a four-year local plan in partnership with the Governing Body and consistent with Section 108 of the Act;

2.4.2. Develop and submit a regional plan in collaboration with Regional Planning Unit, and if applicable, other local areas.;

2.4.3. Conduct workforce research and regional labor market analysis to include:

2.4.3.1. Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;

2.4.3.2. Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and

2.4.3.3. Other research, data collection, and analysis related to the workforce needs of the regional economy as the WDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;

2.4.4. Convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the WDB and any standing committees in carrying out convening, brokering, and leveraging functions at the direction of the WDB;

2.4.5. Lead efforts to engage with a diverse range of employers and other entities in the region in order to:

2.4.5.1. Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the WDB;

2.4.5.2. Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;

2.4.5.3. Ensure that workforce investment 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

2.4.5.4. Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), 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;

2.4.6. With representatives of secondary and postsecondary education programs, lead efforts to develop and implement career pathways by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;

2.4.7. Lead efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;

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

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

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

2.4.8.3. 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, such as improving digital literacy skills; and

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

2.4.9. In partnership with the Governing Body:

2.4.9.1. Conduct oversight of youth workforce investment activities authorized under Section 129(c) of the Act, adult and dislocated worker employment and training activities under Sections 134(c) and (d) of the Act, and the entire one-stop delivery system;

2.4.9.2. Ensure the appropriate use and management of the funds provided under subtitle B of the Act for the youth, adult, and dislocated worker activities and one-stop delivery system; and

2.4.9.3. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes under Section 116 of the Act;

2.4.10. Negotiate and reach agreement on local performance indicators with the Governing Body and the Governor;

2.4.11. Negotiate with the Governing Body and required partners on the methods for funding the infrastructure costs of one-stop centers, or notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;

2.4.12. Select the following providers, and where appropriate terminate such providers in accordance with 2 Code of Federal Regulations part 200:

2.4.12.1. Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the WDB determines there is an insufficient number of eligible training providers, the WDB may award contracts on a sole-source basis as per Section 123(b) of the Act;

2.4.12.2. Providers of training services consistent with the criteria and information requirements established by the Governor and Section 122 of the Act;

2.4.12.3. Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and

2.4.12.4. One-stop operators;

2.4.13. In accordance with Section 107(d)(10)(E) of the Act, work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;

2.4.14. Coordinate activities with education and training providers, including:

2.4.14.1. Reviewing applications to provide adult education and literacy activities under Title II of the Act to determine whether such applications are consistent with the local plan;

2.4.14.2. Making recommendations to the eligible agency to promote alignment with such plan; and

2.4.14.3. Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;

2.4.15. Develop a budget for the activities of the WDB, with approval of the Governing Body and consistent with the local plan and the duties of the WDB;

2.4.16. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers, in accordance with Section 188 of the Act, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*); and

2.4.1. Certification of one-stop centers. 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.~~

~~2.4.11.1. 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.~~

~~2.4.12. Conduct research, data collection, and analyses to assist in the development and implementation of the local workforce development plan, including, but not limited to:~~

~~2.4.12.1. 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;~~

~~2.4.12.2. 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~~

~~2.4.12.3. Conduct other research, data collection, and analysis as necessary as determined by the WDB.~~

~~2.4.13. 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.~~

2.4.14. Lead efforts in the local area to:

~~2.4.14.1. 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~~

~~2.4.14.2. 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.~~

~~2.4.15. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:~~

~~2.4.15.1. 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;~~

~~2.4.15.2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;~~

~~2.4.15.3. 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~~

~~2.4.15.4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.~~

~~2.4.15.5. Coordinate activities with education and training providers in the local area.~~

~~2.4.16. 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.~~

~~2.4.17. 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, in conformance with the Ralph M. Brown Act, California Government Code 54960 et seq., as amended (the “Brown Act”), designate standing or other 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 approved by the Governing Body and 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 twenty six (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 at least one (1) representative of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization~~, 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 ~~that have demonstrated experience and expertise in addressing the employment, training or education serving needs of populations individuals~~ with barriers to employment, including organizations that serve veterans ~~and or provide or support competitive integrated employment for~~ 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 at least one (1) representative of eligible providers administering adult education and literacy activities pursuant to the Act;

3.2.3.2. shall include at least one (1) representative of institutions of higher education providing workforce development activities, including community colleges; 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;

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## 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.

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

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

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

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### 6.1. Committee definitions:

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6.1.2. Ad-Hoc Committee. An advisory committee c~~o~~mpired 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.

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6.4.1. Committees may include WDB members.

6.4.2. Committees shall may be supplemented by non-WDB members who the WDB has determined have the appropriate experience and expertise. A standing committee must include other individuals appointed by the WDB who are not members of the WDB and who have demonstrated experience and expertise:

6.4.2.1. As a workplace learning advisor;

6.4.2.2. Through contributions to the field of workforce development, human resources, training and development, or a core program function; or

6.4.1.6.4.2.3. Who the WDB recognizes for valuable contributions in education or workforce development related fields as determined by the WDB.

6.5. With the exception of the Executive Director, who sits as an ex-officio non-voting member Committees provided in Section 6.9.1, 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

**6.8.6.7.**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.

**6.9.6.8.** The WDB shall have one standing committee:

**6.9.1.6.8.1. 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 6.43.2. 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 WDB 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 197~~49~~ (commencing with Section ~~87300-81000 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 EFFECTIVE DATES**

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:

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Rick Larkey, Chairperson  
Golden Sierra Workforce Development Board

APPROVED/ACCEPTED:

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~~Kirk Uhler~~Bonnie Gore, Chairperson  
Golden Sierra Governing Body

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD BYLAWS AS AMENDED, JANUARY 22, 2026**

These Bylaws are hereby created by the Golden Sierra Workforce Development Board (“WDB”) (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, which collectively act as the chief elected official for purposes of establishing and appointing members of the Workforce Development Board pursuant to 29 C.F.R. §679.310(e).
- C. The State of California, pursuant to the Workforce Innovation and Opportunity Act of 2014, 29 U.S.C. § 3101 *et seq.*, hereinafter called the “Act,” has designated the Golden Sierra Job Training Agency as a “Workforce Development 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 29 C.F.R. §679.310(g) requires that the Governing Body establish the Workforce Development Board bylaws, 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 collaborative and accessible workforce system creating pathways to economic growth within our communities.*

2.3. *Mission: The Golden Sierra Workforce Development Board convenes industry leaders and key partners to provide strategic oversight, policy, and regional coordination to drive positive outcomes for employers and job seekers.*

2.4. Pursuant to 29 C.F.R. §679.370, it shall be the duty of the WDB to do all of the following:

2.4.1. Develop and submit a four-year local plan in partnership with the Governing Body and consistent with Section 108 of the Act;

2.4.2. Develop and submit a regional plan in collaboration with Regional Planning Unit, and if applicable, other local areas.;

2.4.3. Conduct workforce research and regional labor market analysis to include:

2.4.3.1. Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;

2.4.3.2. Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and

2.4.3.3. Other research, data collection, and analysis related to the workforce needs of the regional economy as the WDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;

2.4.4. Convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the WDB and any standing committees in carrying out convening, brokering, and leveraging functions at the direction of the WDB;

2.4.5. Lead efforts to engage with a diverse range of employers and other entities in the region in order to:

2.4.5.1. Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the WDB;

2.4.5.2. Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;

2.4.5.3. Ensure that workforce investment 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

2.4.5.4. Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), 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;

2.4.6. With representatives of secondary and postsecondary education programs, lead efforts to develop and implement career pathways by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;

2.4.7. Lead efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;

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

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

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

2.4.8.3. 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, such as improving digital literacy skills; and

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

2.4.9. In partnership with the Governing Body:

2.4.9.1. Conduct oversight of youth workforce investment activities authorized under Section 129(c) of the Act, adult and dislocated worker employment and training activities under Sections 134(c) and (d) of the Act, and the entire one-stop delivery system;

2.4.9.2. Ensure the appropriate use and management of the funds provided under subtitle B of the Act for the youth, adult, and dislocated worker activities and one-stop delivery system; and

2.4.9.3. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes under Section 116 of the Act;

2.4.10. Negotiate and reach agreement on local performance indicators with the Governing Body and the Governor;

2.4.11. Negotiate with the Governing Body and required partners on the methods for funding the infrastructure costs of one-stop centers, or notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;

2.4.12. Select the following providers, and where appropriate terminate such providers in accordance with [2 Code of Federal Regulations part 200](#):

2.4.12.1. Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the WDB determines there is an insufficient number of eligible training providers, the WDB may award contracts on a sole-source basis as per Section 123(b) of the Act;

2.4.12.2. Providers of training services consistent with the criteria and information requirements established by the Governor and Section 122 of the Act;

2.4.12.3. Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and

2.4.12.4. One-stop operators;

2.4.13. In accordance with Section 107(d)(10)(E) of the Act, work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;

2.4.14. Coordinate activities with education and training providers, including:

2.4.14.1. Reviewing applications to provide adult education and literacy activities under Title II of the Act to determine whether such applications are consistent with the local plan;

2.4.14.2. Making recommendations to the eligible agency to promote alignment with such plan; and

2.4.14.3. Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;

2.4.15. Develop a budget for the activities of the WDB, with approval of the Governing Body and consistent with the local plan and the duties of the WDB;

2.4.16. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers, in accordance with Section 188 of the Act, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12101](#) *et seq.*); and

2.4.17. Certification of one-stop centers.

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

2.5.1. May, in conformance with the Ralph M. Brown Act, California Government Code 54960 et seq., as amended (the “Brown Act”), designate standing or other 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 approved by the Governing Body and 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) at least one (1) representative of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization, 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 that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for 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 at least one (1) representative of eligible providers administering adult education and literacy activities pursuant to the Act;

3.2.3.2. shall include at least one (1) representative of institutions of higher education providing workforce development activities, including community colleges; 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.

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3.7. Designation of Alternate Members. The Governing Body may, at its discretion, appoint alternate members to serve on the WDB in the event of an absence of an appointed WDB member. Currently, proxy voting is authorized by federal law under 20 C.F.R Section 679.320, but California law, which is more restrictive, does not allow proxy voting. As such, proxy voting shall not be permitted unless subsequent changes to the Brown Act or other California law authorize the use of proxy voting. In such case, all proxies shall self-certify, in writing, their compliance with of 20 C.F.R. 679.110(d)(4)(i) and (ii) and 20 C.F.R. 679.320 prior to casting any vote.

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6.4.2. Committees may be supplemented by non-WDB members who the WDB has determined have the appropriate experience and expertise. A standing committee must include other individuals appointed by the WDB who are not members of the WDB and who have demonstrated experience and expertise:

6.4.2.1. As a workplace learning advisor;

6.4.2.2. Through contributions to the field of workforce development, human resources, training and development, or a core program function; or

6.4.2.3. Who the WDB recognizes for valuable contributions in education or workforce development related fields as determined by the WDB.

6.5. With the exception of the Executive Director, who sits as an ex-officio non-voting member as provided in Section 6.9.1, 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. 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.

6.8. The WDB shall have one standing committee:

6.8.1. 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 6.4.2. 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 WDB 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 1974 (commencing with Section 81000 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**

### **EFFECTIVE DATE**

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:

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Rick Larkey, Chairperson  
Golden Sierra Workforce Development Board

APPROVED/ACCEPTED:

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Bonnie Gore, Chairperson  
Golden Sierra Governing Body

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**GOLDEN SIERRA  
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM**

**DATE:** January 15, 2026

**TO:** Workforce Development Board (WDB)

**FROM:** Melissa Keefe, Administrative Analyst

**SUBJ:** Brown Act Teleconferencing Policy Revision

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To ensure compliance with the Brown Act Section [54953](#) teleconferencing guidelines, the attached Teleconferencing Guidelines Policy Revision 1 is presented for approval.

This policy revision updates the requirement that a majority of the board must attend within the region; this includes in-person and virtual.

This revision will allow the board to continue to maximize the use of teleconferencing.

In addition:

- All non-regular action items will require roll call votes.
- All members teleconferencing must announce to the meeting host (via Zoom) of their intent to leave the meeting. This is necessary to establish that a quorum is maintained during action items, as well as specific times needed for the board minutes.
- Intent to teleconference and location specifics will be required by board staff no later than 10 days prior to the meeting. The Senior Administrative Clerk will send out a reminder to all board members 2 weeks prior to the meeting.
- Teleconferencing locations can be updated or removed any time prior to the agenda being published. After the agenda is published, the member will be responsible for making the location accessible to the public and securing a teleconferencing connection at the noticed time and location provided on the agenda.

To:	All Workforce Board and Executive Committee members
Subject:	Brown Act Teleconferencing Policy
Effective Date:	January 22, 2026
Revision No.:	1

### Purpose

To update the policy in compliance with the Brown Act Section 54953 teleconferencing guidelines that promotes continued use of teleconferencing, defines eligibility, process, and ensures equitable use among board members.

### Brown Act guidelines

Brown Act Section [54953](#) teleconferencing guidelines:

Location	<ul style="list-style-type: none"> <li>Address posted on agenda</li> <li>Agenda posted at each location</li> <li>ADA Accessible</li> <li>Open to Public</li> </ul>
Majority	A majority of the board must attend (including teleconference) from within the jurisdiction (Alpine, El Dorado & Placer Counties)
Vote	Roll Call vote must occur

### Eligibility Framework

#### Workforce Board and Executive Committee:

- Members wishing to attend virtually within the GS region are not limited on the number that can participate.
- Members wishing to attend virtually outside of the GS region will be limited based on the current membership.

#### *Example:*<sup>1</sup>

WB	EC
<i>Membership 21</i> <i>Minimum Quorum 11</i> <i>Inside GS Region: not less than 11</i> <i>Outside GS region: not more than 10</i>	<i>Membership 6</i> <i>Minimum Quorum 4</i> <i>Inside GS Region: not less than 4</i> <i>Outside GS region: not more than 2</i>

### Request process

Staff will send out a reminder to all board members 2 weeks prior to the meeting. Board members shall submit their intent to teleconference and location specifics to staff no later than 10 days prior to the meeting.

<sup>1</sup> This example is based on the board's current membership numbers. Final figures may be adjusted to reflect any changes in membership.

### Determination process

If the number of board members wishing to participate from outside the GS region exceed the maximum number defined, then staff will review current FY teleconference usage to determine which members can participate.

### Confirmation process

Staff will notify all members that requested to participate via teleconference no later than 9 days prior to the meeting on the status of their request.

Teleconferencing locations can be updated or removed any time prior to the agenda being published. The agenda is typically published 7 days prior to the meeting. After the agenda is published, the member will be responsible for making the location accessible to the public and securing a teleconferencing connection at the noticed time and location provided on the agenda.

### References

Brown Act Section 54953

# **GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD**

## **MEMORANDUM**

**DATE:** January 15, 2026

**TO:** Golden Sierra Workforce Development Board

**FROM:** Rick Larkey, Workforce Development Board Chair

**SUBJ:** Appoint Ad Hoc Nomination Committee for Chair and Vice Chair

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Today's action is to appoint a Workforce Development Board (WDB) Ad Hoc Nomination Committee to select a new Chair and Vice Chair. The objective is to solicit three non-chair members to serve, representing as many counties as possible, as outlined in Section 4.21.

Serving on the Nomination Committee consists of two to three one-hour meetings, most of which may be conducted 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.
- No WDB 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 2026; exact date tbd]
- The nominating committee shall then present names to the WDB no later than June of each election year. [May 21, 2026]

**GOLDEN SIERRA  
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM**

**DATE:** January 15, 2026

**TO:** Workforce Development Board (WDB)

**FROM:** Melissa Keefe, Administrative Analyst

**SUBJECT:** Golden Sierra Workforce Development Board Member Presentations

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**Process:**

- Two members will be scheduled per board meeting.
- Each member will be allotted five minutes.
- Members interested in participating must submit their interest to Golden Sierra staff to be placed on the schedule.
- Interested board members will be scheduled for the next available WDB meeting on a first-come basis and will be notified of the meeting date.
- Upon confirmation, members are required to submit a one-page biography to staff following the suggested biographical elements/outline below.
- The biography must be submitted no later than one week prior to the WDB meeting to be included in the agenda packet.

**Suggested Biographical Elements:**

- Organization name
- Services/Product provided
- Member name/title
- Member role within their organization
- How your organization fits into the AJCC system
- Contact info
- Company logo (if desired)



## Golden Sierra Workforce Development Board

**Janis Aydelott Program Supervisor**

**Placer County Health and Human Services | Economic Development**

**Business Advantage Network**

530-889-4090 [jaydelot@placer.ca.gov](mailto:jaydelot@placer.ca.gov)

[www.placer.ca.gov/ban](http://www.placer.ca.gov/ban)

### **Program Supervisor | Career Coach | Training & Development Professional**

With over 25 years of experience in **Training and Development** and **Career Counseling**, Janis is passionate about helping individuals grow and achieve their career goals. As a **Program Supervisor with the Placer County Business Advantage Network**, she leads initiatives that connect job seekers with opportunities and resources. Janis collaborates with **Golden Sierra Job Training Agency** on **Job Fairs** and **Job Connections** events and supports **Layoff Aversion** efforts through the **Regional Rapid Response Team**. She holds a **B.S. in Communications** from **Central Michigan University** and is a **Certified Career Coach Entrepreneur**. A proud graduate of the **2016–2017 Leadership Rocklin Program** through the **Rocklin Area Chamber of Commerce**.

Janis lives in **Grass Valley, California**, with her husband **Bob**. She has two grown daughters, **Chelsea** and her husband **Josh**, who live in **Novato, California**, with their daughter **Evelyn Luna**, and **Brenna**, who also resides in **Grass Valley**.

### **Placer County Business Advantage Network (BAN)**

The **Business Advantage Network (BAN)** is a specialized unit within **Placer County Health and Human Services/Employment Services** and **Economic Development**.

BAN is comprised of a dedicated team of **workforce development professionals** focused on connecting local employers with qualified candidates participating in **CalWORKs**, **General Relief (GR)**, and **CalFresh Employment and Training (CFET)** programs.

Through a strong partnership with the **Golden Sierra Training Agency** BAN provides comprehensive support to both job seekers and employers, helping strengthen the local workforce and economy.



#### **BAN Services:**

- **Job Jumpstart** weekly Newsletter and Job leads.
- **Hiring Events & Job Fairs:** Connecting employers with skilled candidates through targeted recruitment efforts.
- **Job Development and Job Readiness Workshops** – Assistance with cover letter and resume review, interview skills and soft skills.
- **Rapid Response & Layoff Aversion:** Supporting businesses and employees during transitions to minimize the impact of workforce reductions.
- **Training Coordination:** Organizing training programs to meet employer needs and enhance job seeker skills.
- **Employer Assistance & Subsidized Wage Programs:** Offering support and incentives to employers who hire eligible participants.
- **Resource Sharing:** Providing access to community and workforce resources to promote employment success.