

WB MEMBERS

AMY SCHULZ
Sierra College

CHRISTINA NICHOLSON
Whole Person Learning

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

JEFF SHARP
Parker's Hot Dogs

JENNIFER POFF
Building Careers Foundation

KYLE ZIMBELMAN
County of El Dorado

MICHAEL SNEAD
Sierra Consulting Services, Inc.

MICHAEL ZIMMERMAN
Campus, formerly known as MTI College

NICK GUNN
The NIVACK Group

RANA GHADBAN, *Vice-Chair*
Roseville 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, March 20, 2025 @ 12:00 pm

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

Teleconference Location:

North Natomas Community Center
2631 New Market Dr.
Sacramento, CA 95835

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 January 23, 2025 EC Meeting | 2-3 |
| | b. Attendance Log | 4 |
| IV. | <u>PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA</u> | |
| V. | <u>REGIONAL AND LOCAL PLAN APPROVAL – PY 2025-2028</u> | 5 |
| VI. | <u>PARTNER MEMORANDUM OF UNDERSTANDING (MOU) TEMPLATE</u> | 6-16 |
| VII. | <u>CAREER SERVICES PROVIDER APPLICATION</u> | 17-43 |
| VIII. | <u>STRATEGIC PLANNING DISCUSSION</u> | 44-54 |
| IX. | <u>FUTURE AGENDA ITEMS/NEW BUSINESS</u> | |
| | <ul style="list-style-type: none">• Strategic Planning Update• Membership Renewals• FY 2025-2026 Agency Budget – Draft• FY 2025-2026 Meeting Schedule | |
| X. | <u>NEXT MEETING</u> | |
| | Thursday, May 15, 2025 @ 12:00 p.m. | |
| XI. | <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, January 23, 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 92816

The Westin Hapuna Beach Resort
62-100 Kauna Oa Dr.
Kamuela, HI 96744

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting called to order at 12:12 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 Casperite, second by Volcy

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 October 24, 2024 Special EC Meeting
- b. Attendance Log

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

Motion approved unanimously by roll call vote

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

NONE

V. FY 2024-2025 AGENCY BUDGET – MODIFICATION 1

Buckingham reported out as outlined in the agenda packet

Motion to approve FY 2024-2025 Agency Budget – Modification 1, as presented, by Casperite, second by Volcy

Motion approved unanimously by roll call vote

VI. LOCAL AREA SUBSEQUENT DESIGNATION AND LOCAL BOARD RECERTIFICATION PY 2025-2027

Buckingham reported out as outlined in the agenda packet; Casperite, Devitt, and Volcy noted some corrections needed to their names/titles

Motion to approve Local Area Subsequent Designation and Local Board Recertification PY 2025-2027, with corrections, by Volcy, second by Geisler

Motion approved unanimously by roll call vote

VII. AJCC OPERATOR APPLICATION UPDATE

Buckingham reported out as outlined in the agenda packet; application is pending and we are awaiting further direction; Operator should be in place by end of March. Information only-no action required.

VIII. STRATEGIC PLANNING UPDATE

Buckingham provided a verbal report out; All WB member interviews have been concluded and information will be shared at the upcoming February 10th Workshop. Roundtable discussion occurred; information was shared. Information only-no action required.

IX. FUTURE AGENDA ITEMS/NEW BUSINESS

- Strategic Planning Update

X. NEXT MEETING

Thursday, March 20, 2025 @ 12:00 pm

XI. ADJOURNMENT

Motion to adjourn meeting at 12.32 pm by Casperite, second by Volcy

Motion approved unanimously by roll call vote

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE MEETING**

ATTENDANCE LOG

MARCH 20, 2025

Date:	3/21/24	5/16/24	7/24/24	9/19/24	10/24/24	11/21/24	1/23/25	Rate
Executive Committee	EC	EC	EC	EC	EC	EC	EC	
Meeting Type	Regular	Regular	Regular	Regular	Special	Regular	Regular	
Rick Larkey- CHAIR	1	1	1	0	1		1	83%
Rana Ghadban- VICE CHAIR 7/1/24			1	1	1		0	75%
Daniela Devitt	0	1	1	0	0		1	50%
Steven Casperite	1	1	1	1	1		1	100%
Volma Volcy					1		1	100%
Greg Geisler	1	1	0	1	1		1	83%
Jason Buckingham	1	1	1	1	1		1	100%

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: March 20, 2025

TO: Executive Committee (EC)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: WIOA Regional & Local Plan PY 2025-2028

The Local Workforce Development Board is statutorily responsible for overseeing the One-Stop System. As part of this oversight, the Board must establish a Local Workforce Development Plan in collaboration with the Chief Local Elected Official (CLEO). Additionally, if the local area is part of a Regional Planning Unit (RPU), they must prepare a Regional Workforce Development Plan. The Golden Sierra Workforce Board participates in the Capital Area Regional Planning Unit (Cap RPU).

Staff have prepared the required Local and Regional Plans in accordance with *Workforce Services Directive* [WSD24-09](#). These plans were made available for public comment for the required 30-day period. No comments were received.

Per the *Regional and Local Planning Guidance for PY 2025-28*, the final plans will be effective July 1, 2025, through June 30, 2029, and require the signatures of both the Local Board Chair and the CLEO.

As outlined under WIOA Section 106, Local Boards are required to participate in regional planning as part of the local board recertification and local area subsequent designation process in order to receive WIOA Title I funding.

The local and regional plans will be submitted to the Governing Body (CLEO) for approval on March 27, 2025, pending approval of the Executive Committee. A signed copy of the plans will then be uploaded to the California Department of Technology - Secure Automated File Exchange (CDT-SAFE) repository by the April 27, 2025 deadline as required.

Before the board for approval are the final drafts of each plan.

[WIOA Local Workforce Development Plan Program Years \(PY\) 2025-2028](#)

[Capital Area Regional Strategic Workforce Development Plan Program Years \(PY\) 2025-2028](#)

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: March 20, 2025

TO: Executive Committee (EC)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Partner Memorandum of Understanding (MOU) Template

The Local Workforce Development Board is statutorily responsible for overseeing the One-Stop System. As part of this oversight, the Board must establish Memorandums of Understanding (MOUs) with the required America's Job Center partners within the local area. The Employment Development Department's Workforce Services Directive 18-12 (WSD18-12) outlines the necessary components of these MOUs and mandates the signatures of both the Workforce Board Chair and the Chief Local Elected Official (CLEO).

Beginning in January 2025, on behalf of the Board, staff initiated the negotiation process by inviting the required partners to participate. The most recent MOUs were last updated in 2022 and expire at the end of June 2025. For informational purposes, a draft MOU template is provided herein. The final document, including all required attachments, will be routed for signatures and submitted to the Employment Development Department by the June 30, 2025, deadline.

Before the board is a request for the following:

1. Grant signature authority to the Board Chair.
2. Grant authority to staff to make necessary and reasonable modifications to the draft template presented herein as requested by partner organizations.

Required Partner Program	Responsible Entity
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency
WIOA Title II – Adult Education and Literacy	Roseville Joint Union High School District <ul style="list-style-type: none">• Roseville Adult School Placer Union High School District <ul style="list-style-type: none">• Placer School for Adults
Career and Technical Education Programs	Sierra Joint Community College District Lake Tahoe Community College
Wagner-Peyser	Employment Development Department
Veterans	Employment Development Department
Trade Adjustment Assistance Act	Employment Development Department
Unemployment Insurance	Employment Development Department
Vocational Rehabilitation	Department of Rehabilitation
Senior Community Service Employment Program	AARP SER - Jobs for Progress, Inc.
Native American (WIOA Sec. 166)	California Indian Manpower Consortium
Migrant/Seasonal Farmworker (WIOA Sec. 167)	California Human Development Corporation
Temporary Assistance for Needy Families/CalWORKs	Placer County Health and Human Services County of El Dorado Alpine County Health and Human Services
Job Corps	N/A: Services Not Available in Local Area
Second Chance Act	N/A: Services Not Available in Local Area
Community Service Block Grant	N/A: Services Not Available in Local Area
Department of Housing and Urban Development	N/A: Services Not Available in Local Area

WORKFORCE INNOVATION AND OPPORTUNITY ACT MEMORANDUM OF UNDERSTANDING

I. PREAMBLE

Section 121(c) of the Workforce Innovation and Opportunity Act (WIOA) requires each Local Board, with the agreement of the Chief Local Elected Official, to develop and enter into a Memorandum of Understanding (MOU) with required one-stop partners concerning the operation of the one-stop delivery system in the Local Area. For purposes of this MOU, the following definitions apply:

Local Area: the Golden Sierra Consortium which includes Placer, El Dorado, and Alpine Counties

Local Board: the Golden Sierra Workforce Development Board

Chief Local Elected Official: the Golden Sierra Job Training Agency Governing Body

Required One-Stop Partners:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (WIOA Section 166)
- Migrant Seasonal Farmworkers (WIOA Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

II. PARTIES TO THE AGREEMENT

The Golden Sierra Workforce Development Board (hereinafter called THE BOARD) and [REDACTED] (hereinafter called THE REQUIRED PARTNER) agree to establish a cooperative working relationship in order to advance the vision of the one-stop delivery system as described in Training and Employment Guidance Letter WIOA No. 4-15 and the State of California Workforce Development Strategic Plan.

III. TERM OF AGREEMENT

This MOU shall become effective July 1, 2025 and terminate June 30, 2028. This MOU shall be reviewed not less than once every 3 years to ensure it contains up-to-date information regarding funding, service delivery, and signature authority.

IV. MODIFICATION

This MOU may be modified as necessary, by mutual consent of all parties, by the issuance of a written amendment, signed and dated by the parties. If any provision of this MOU is held invalid or otherwise stricken, the remainder of this MOU shall remain in full force and effect.

V. TERMINATION

In the event it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

VI. ONE-STOP DELIVERY SYSTEM

Services Provided

WIOA Section 121(c)(2)(a)(i) requires this MOU to include a description of the services that will be provided through the area's one-stop service delivery system and to identify the method(s) in which the services will be delivered. Section XVII describes how THE REQUIRED PARTNER will participate in the operation of the one-stop delivery system and provide access to its programs, services, and activities at the America's Job Center of California (AJCC) located at 115 Ascot Drive, Suite 100, Roseville, CA 95661.

System Design

THE REQUIRED PARTNER agrees to support the following mission, vision, and strategic goals:

- *Mission:* THE BOARD convenes industry leaders and key partners to identify workforce initiatives, create innovative solutions, and measure the success of the system's ability to meet industry needs.
- *Vision:* 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.
- *Strategic Goals:* (1) Meet the workforce needs of high demand sectors of the state and regional economies, by providing quality training, employment services, and business resources to California's workforce system with integrity, accountability, and fiscal responsibility. (2) Ensure the services and resources throughout the one-stop delivery system meet the needs of an evolving economic climate. (3) Strengthen awareness of network services and resources to California's workforce by supporting system alignment and continuous improvement efforts.

VII. COST SHARING AGREEMENT

WIOA Section 121(c)(2)(a)(ii) requires this MOU to include a description of how the *infrastructure costs* and *other system costs* will be funded. Attachment A describes the cash and in-kind contributions provided by THE REQUIRED PARTNER.

VIII. METHODS OF REFERRAL

The parties to this MOU agree to jointly develop and mutually implement referral processes that are customer-focused and delivered with the highest level of customer service. THE REQUIRED PARTNER agrees to accept referrals made electronically, verbally, or through traditional correspondence. THE REQUIRED PARTNER further agrees to participate in cross-training and staff development, as appropriate, in order to learn about the full spectrum of services available from other one-stop partners.

IX. SPECIAL CONSIDERATIONS

To address the needs of workers, job seekers, youth, veterans, people with disabilities, and individuals with barriers to employment THE REQUIRED PARTNER agrees to demonstrate compliance with the provisions of the Fair Employment and Housing Act (Government Code Section 12990), the Americans with Disabilities Act of 1990 (ADA), Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and related applicable regulations. THE REQUIRED PARTNER further agrees to offer services (when appropriate) to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and individuals with barriers to employment, including veterans and individuals with disabilities.

X. CONFIDENTIALITY

The parties to this MOU agree to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and related privacy laws to ensure that sensitive and personally identifiable information:

- Is collected, used, and stored in a manner that ensures that it will not be accessible to anyone not authorized to access it;
- Is not collected unless needed for the provision of some service or to determine eligibility for a program;
- Is not used for any purpose other than the program or service for which it was collected, unless the subject of the information (if the subject is an adult), or a parent of the subject (if the subject is a minor or dependent), provides consent for the information to be shared;
- Can be released to the subject of the information upon his or her request;
- Is not accessible to anyone other than those authorized to access it (including agents of oversight and regulatory entities, and in cases in which the information has been subpoenaed, parties to the legal matter); and
- Is published only in aggregate form, preventing readers from being able to identify, or reasonably infer the identity of, any individual subject.

XI. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

THE REQUIRED PARTNER shall not discriminate against any individual on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief. THE REQUIRED PARTNER agrees to take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, THE REQUIRED PARTNER will provide appropriate auxiliary aids and services to qualified individuals with disabilities.

XII. GRIEVANCE AND COMPLAINT PROCEDURES

THE REQUIRED PARTNER agrees to establish and maintain a grievance and complaint procedure that is applicable to customers and other affected parties. THE REQUIRED PARTNER further agrees to communicate openly and directly to resolve any disputes in a cooperative manner and at the lowest level of intervention possible. Conflicts that may arise regarding the interpretation of the clauses of this MOU will be resolved by the Governing Body, and that decision will be considered final and not subject to further appeal or to review by any outside court or other tribunal.

XIII. SUPERVISION OF STAFF

In the event THE REQUIRED PARTNER is colocated at the AJCC, the day-to-day supervision of staff will be the responsibility of the AJCC site supervisor. The primary employer will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the AJCC site supervisor and the management of the primary employer.

The office hours for the staff at the AJCC will be established by the site supervisor and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the AJCC site supervisor at the beginning of each fiscal year. Disciplinary actions may result in removal of colocated staff from the AJCC and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

XIV. COMMUNICATION

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

XV. INSURANCE

Each party agrees to maintain in full force and effect during the term of this MOU and any extension thereof, workers' compensation insurance and commercial general liability insurance, or self-insurance, with limits of not less than \$1,000,000 single limit coverage per occurrence for bodily injury, personal injury, and property damage. Upon request from either party, the other party shall provide an appropriate certificate evidencing such insurance, or self-insurance, to the requesting party.

XVI. HOLD HARMLESS / INDEMNIFICATION

In accordance with provisions of Section 895.4 of the California Government Code, all parties to this MOU hereby agrees to indemnify, defend and hold harmless the other parties to this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts of omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. Such an indemnification includes any attorney's fees and costs. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU as long as the disputed acts or omission occurred during the term of the MOU.

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XVII. SERVICES AND ASSIGNED CONTACTS

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Basic Career Services	Type of Access
Title I Program Eligibility Determinations	
Outreach, Intake, and Orientation	
Initial Assessment of Skill Levels	
Labor Exchange Services/Job Search Assistance	
Referrals to Other Programs and Services	
Labor Market Information	
Information about Eligible Training Providers	
Information about Local Area Performance	
Information about Supportive Services	
Eligibility for Non-WIOA Financial Aid Programs	
Assistance with Unemployment Insurance	
Individualized Career Services	Type of Access
Comprehensive and Specialized Assessment	
Development of an Individual Employment Plan	
Group Counseling	
Individual Counseling	
Career Planning (e.g. case management)	
Short-term Prevocational Services	
Internships or Work Experience	
Workforce Preparation Activities	
Financial Literacy Services	
Out-of-Area Job Search	
English Language Acquisition	

MOU Contact

Name

Address1

Address2

Phone

Email

Program Contact

Name

Address1

Address2

Phone

Email

SIGNATURES

Golden Sierra Job Training Agency Governing Body
Bonnie Gore, Chairperson

Date

Golden Sierra Workforce Development Board
Rick Larkey, Chairperson

Date

[]
Name, Title

Date

**ATTACHMENT A
COST SHARING AGREEMENT**

I. BACKGROUND

Under WIOA, each partner that carries out a program or activities within an AJCC must use a portion of the funds available for their program and activities to help maintain the AJCC delivery system, including proportionate payment of the infrastructure costs of the AJCC (WIOA Joint Final Rule Section 678.700).

II. COMPREHENSIVE ONE-STOP

America's Job Center of California - Roseville
115 Ascot Drive, Suite 100
Roseville, CA 95661

III. INFRASTRUCTURE FUNDING AGREEMENT

The following co-located partners are included in the Infrastructure Funding Agreement (IFA) for the comprehensive AJCC:

Partner Program	Responsible Entity
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency

The agreed upon cost allocation method is based on square footage and the partner program's occupancy percentage. The initial proportionate share of infrastructure costs allocated to each partner, estimated total contribution amount, and contribution type (i.e. cash, non-cash) are described herein.

IV. OTHER SYSTEM COSTS BUDGET

The following partners are included in the Other System Costs budget for the comprehensive AJCC:

Required Partner Program	Responsible Entity
WIOA Title I – Adult/Dislocated Worker/Youth	Golden Sierra Job Training Agency
WIOA Title II – Adult Education and Literacy	Roseville Joint Union High School District <ul style="list-style-type: none">• Roseville Adult School Placer Union High School District <ul style="list-style-type: none">• Placer School for Adults
Career and Technical Education Programs	Sierra Joint Community College District Lake Tahoe Community College
Wagner-Peyser	Employment Development Department
Veterans	Employment Development Department
Trade Adjustment Assistance Act	Employment Development Department
Unemployment Insurance	Employment Development Department
Vocational Rehabilitation	Department of Rehabilitation
Senior Community Service Employment Program	AARP SER – Jobs for Progress, Inc.
Native American (WIOA Sec. 166)	California Indian Manpower Consortium
Migrant/Seasonal Farmworker (WIOA Sec. 167)	California Human Development
Temporary Assistance for Needy Families/CalWORKs	Placer County Health and Human Services County of El Dorado Alpine County Health and Human Services
Job Corps	N/A: Services Not Available in Local Area

Second Chance Act	N/A: Services Not Available in Local Area
Community Service Block Grant	N/A: Services Not Available in Local Area
Department of Housing and Urban Development	N/A: Services Not Available in Local Area

The agreed upon cost allocation method is based on the partner program's proportionate share of applicable career services as identified in Attachment A. The initial proportionate share of other system costs allocated to each partner, estimated total contribution amount, and contribution type (i.e. cash, non-cash) are described herein.

V. RECONCILIATION

The Local Board is responsible for ensuring that all of the infrastructure costs are paid according to the provisions of the MOU. Staff to the Local Board shall reconcile partner contributions to ensure consistency with the selected cost allocation methodology and compliance with the terms of the MOU. Staff shall distribute and collect contribution statements from partners on an annual basis. Consistent with federal guidelines, the entire MOU shall be reviewed and updated a minimum of every three years. However, the IFA budgets shall be reviewed annually and updated if there are substantial changes.

VI. ASSURANCE FROM NON-COLOCATED PARTNERS

At this time, there is no statewide data tracking system that can provide accurate and reliable data for allocating the benefit received by non-colocated partners. In order to remain in compliance with Uniform Guidance cost allocability rules, the requirement to contribute to infrastructure costs at this time *only applies to those partners who are physically colocated in the job centers.*

Once the requisite statewide data are available, all non-colocated partners who are receiving benefit from the comprehensive AJCC will also be required to contribute their proportionate share towards infrastructure costs. As such, all non-colocated partners agree to renegotiate the cost sharing agreement and pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination. The only exception is that Native American programs are not required to contribute to infrastructure funding (WIOA Section 121[h][2][D][iv]).

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Infrastructure Funding Agreement
July 1, 2025 - June 30, 2026

Budget Category	Infrastructure Budget	Partner Contribution
Facilities		
Full Service Lease Agreement	\$ 61,380.00	\$ -
Subtotal	\$ 61,380.00	\$ -
Utilities		
Electric	\$ -	\$ -
Gas	\$ -	\$ -
Water	\$ -	\$ -
High Speed Internet	\$ 6,270.00	\$ -
Telephone	\$ 2,099.90	
Document Destruction	\$ 143.00	\$ -
Subtotal	\$ 8,512.90	\$ -
Maintenance		
Network Maintenance	\$ 17,718.75	\$ -
Website Maintenance	\$ 9,851.60	\$ -
Equipment Maintenance	\$ 6,172.10	\$ -
Subtotal	\$ 33,742.45	\$ -
Equipment/Supplies		
Assistive Technology	\$ 984.50	\$ -
Copier	\$ 4,804.80	\$ -
Fax	\$ -	\$ -
Computers/Software	\$ 5,134.80	\$ -
Telephones	\$ -	\$ -
Consumable Office Supplies	\$ 489.50	\$ -
Subtotal	\$ 11,413.60	\$ -
Universal Access		
Outreach	\$ 4,400.00	\$ -
Printed Materials	\$ 715.00	\$ -
Common Identifiers (e.g. Signage)	\$ -	\$ -
Subtotal	\$ 5,115.00	\$ -
Total	\$ 120,163.95	\$ -

Other System Costs
July 1, 2025 - June 30, 2026

Budget Category	Other System Costs	Partner Contribution
Basic Career Services		
Determinations of Title I eligibility	\$ 149,530.97	\$ -
Outreach, intake, & orientation to available services	\$ 914,264.19	\$ -
Initial assessment	\$ 44,951.29	\$ -
Labor exchange services & job search assistance	\$ 417,490.49	\$ -
Referrals to other programs and services	\$ 216,906.50	\$ -
Provision of labor market information	\$ 232,464.89	\$ -
Provision of information re: training providers	\$ 54,787.69	\$ -
Provision of information re: local area performance	\$ 9,961.40	\$ -
Referrals for supportive services	\$ 179,692.50	\$ -
Determinations of eligibility for non-WIOA programs	\$ 4,980.70	\$ -
Information re: unemployment insurance	\$ 24,989.50	\$ -
Other Basic Career Services	\$ 628,387.00	\$ -
Individualized Career Services		
Comprehensive assessment	\$ 123,488.46	\$ -
Development of an Individual Employment Plan (IEP)	\$ 154,446.58	\$ -
Group counseling	\$ 18,523.27	\$ -
Individual counseling	\$ 3,273,088.37	\$ -
Career planning (case management)	\$ 52,226.96	\$ -
Short-term prevocational services	\$ 728,236.85	\$ -
Internships and work experience	\$ 357,159.91	\$ -
Workforce preparation activities	\$ 1,337,388.54	\$ -
Financial literacy services	\$ 69,117.85	\$ -
Out-of-area job search assistance	\$ 12,348.85	\$ -
English language acquisition	\$ 321,411.85	\$ -
Other Individualized Career Services	\$ 117,554.00	\$ -
Total	\$ 9,443,398.56	\$ -

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: March 20, 2025

TO: Executive Committee (EC) members

FROM: Jason Buckingham, GSJTA Executive Director

SUBJECT: Career Services Provider Application

GSJTA staff are seeking approval to provide Adult and Dislocated Worker Career Services. As the WIOA “Administrative Entity,” [WSD22-13](#) requires approval of the Local Board, the Chief Local Elected Official (CLEO), and the Governor to provide these services. GSJTA is the current Career Services provider and the application demonstrates the Agency’s history and ability to deliver these services successfully.

The designation of the Adult and Dislocated Worker Career Services Provider, in collaboration with the Chief Local Elected Official (CLEO) and the Governor, is a statutory responsibility of the local Workforce Board.

A completed but unsigned document was submitted to the State on February 28, 2025 to meet the March 1, 2025 deadline.

Once approved by the Executive Committee on behalf of the Workforce Board, the application will be submitted to the Governing Body (CLEO) for final approval at its March 27, 2025 meeting. A fully signed document will then be submitted to the California Workforce Development Board.



Request for Approval

America's Job Center of CaliforniaSM Adult and Dislocated Worker Career Services Provider

**Local Workforce Development Board
Golden Sierra Workforce Development Board**

**Local Workforce Development Area
Golden Sierra Job Training Agency**

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Board) to be an Adult and Dislocated Worker Career Services Provider with the agreement of the Chief Elected Official (CEO) and the Governor.

This application will serve as the Local Board's or administrative entity's request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (CWDB) by **March 1, 2025**, through the following method:

Email CWDBPolicyUnit@cwdb.ca.gov
Subject line Career Services Provider Application

If the CWDB determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

Golden Sierra Job Training Agency

Name of Local Board

115 Ascot Drive, Suite 140

Mailing Address

Roseville, CA 95661

City, State, Zip

Jason Buckingham

Contact Person

(916) 773-8540

Contact Person's Phone Number

02/28/2025

Date of Submission

Request for Approval Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an America's Job Center of CaliforniaSM must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

Please provide responses to the following items on a separate document:

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area?

Golden Sierra Job Training Agency (GSJTA), the local administrative entity for the Golden Sierra Workforce Development Board, is submitting this application for approval to continue to provide Workforce Innovation and Opportunity Act (WIOA) Career Services. The following information represents key examples of the factors that led to this application.

GSJTA was founded as a workforce development agency through a partnership between the region's member counties in 1983. As such, the Agency has been actively providing workforce development services to its member counties for over 40 years. GSJTA has made extensive efforts developing relationships within its counties, fostering systems alignment while providing efficient, effective and coordinated services to businesses and job seekers alike. GSJTA has developed deep roots in the community and long-term partnerships that result in the quick receipt of services to those most in need.

GSJTA makes significant investments in the professional development of its partners and staff. These investments have proven fruitful as the Agency has been awarded a variety of workforce development grants including funds from federal, state and local sources. GSJTA's success running these programs has resulted in additional funding awards and incentive grants.

Under its current authority, GSJTA operates the sole Comprehensive America's Job Center of California (AJCC) in the region. GSJTA is the major contributor to the infrastructure of the Comprehensive AJCC. Contracting Career Services would cause an undue disruption to its service recipients as related training contracts would need to be placed on hold and transitioned to a new entity. Additionally, this disruption would place an unnecessary financial burden on WIOA funding. Extraordinary costs would be associated with the termination of leases, the disposal of property purchased by WIOA and the termination of represented staff.

GSJTA staff have been represented by Stationary Engineers Local 39 (Local 39) since 2003. Local 39 opposes the dislocation of the GSJTA's qualified, experienced and skilled workforce development professionals for the purposes of transitioning services to a new entity.

2. How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts?

As mentioned previously, GSJTA staff have cultivated an extensive knowledge of the administration and delivery of workforce development programs. This includes identifying target populations and building on the established relationships with the region's partner entities. Staff participate in ongoing professional development in program specific requirements such as eligibility and participant tracking, the use of training contracts for occupational skill training, On-the-Job Training, Work Experience and more. In addition to program specific knowledge, program staff are required to have 4-year degrees and to attend regular staff development offerings within the consortium. Staff are also encouraged to continue their professional development through outside sources such as attending workshops and other trainings.

Through GSJTA's historical presence in the community, relationships have been developed that will not be available to new service providers. In addition, the agency has processes, procedures and internal controls in place that have been developed based on years of experience, audits and state monitoring. This places the agency in a unique position to ensure services are offered with the utmost integrity. Please see the agency's performance chart and its designation as a "High Performing Board" as evidence in support of this point.

Please see Attachment I for High Performing Board Designation Letter.

3. Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services.

GSJTA will provide the comprehensive list of Basic and Individualized Career Services as defined in WIOA. In addition, GSJTA will compliment these services by providing access to training for eligible participants which includes those with barriers to employment. Examples of services that align with Career Services include Occupational Skills Training, On-the Job Training, Transitional Jobs and the use of Individual Training Accounts.

GSJTA has developed its expertise in the provision of federally funded workforce development services similar to WIOA by providing these types of services since 1983. This includes the provision of services via the Job Training Partnership Act (JTPA), the Workforce Investment Act (WIA) and now the WIOA. In addition to these services, a small sample of programs that GSJTA has successfully administered include, National Emergency Grants for Natural Disasters, Veteran Programs, Disability Employment Initiative, Disability Employment Accelerator, Prison to Employment, High Road Construction Careers (SB1 and California Climate Investments) as well as various COVID-19 Recovery Programs to name a few.

Each of these programs require the ability to properly assess clients' aptitudes, abilities and job readiness while matching those components to the demand labor market and coordinating with partners

many times through the use of co-enrollment strategies therefore, ensuring successful outcomes for our joint participants. GSJTA's success in these areas is clearly demonstrated by the performance outcomes identified in section 4. It is GSJTA's ability to exceed performance expectations has consistently assisted the state in meeting its goal as published in the state workforce plan

4. Provide the Local Area's performance outcomes for each of the last two Program Years (PY 20-21 and 21-22) and evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services.

	Employment Rate: Q2		Employment Rate: Q4		Median Earnings: Q2		Credential Attainment		Measurable Skills Gain	
	Negotiated Goal	Actual Performance	Negotiated Goal	Actual Performance	Negotiated Goal	Actual Performance	Negotiated Goal	Actual Performance	Negotiated Goal	Actual Performance
ADULT										
PY20	70.0%	74.8%	66.0%	72.8%	\$7,100	\$8,090	60.0%	56.1%	75.0%	85.6%
PY21	70.0%	72.6%	66.0%	63.4%	\$7,100	\$7,835	60.0%	58.9%	75.0%	81.1%
PY22	73.0%	72.6%	70.0%	74.1%	\$8,374	\$7,845	63.0%	79.4%	79.0%	88.6%
PY23	73.0%	75.0%	70.0%	66.7%	\$8,374	\$9,832	63.0%	77.1%	79.0%	82.7%
DW										
PY20	70.0%	70.6%	72.5%	74.2%	\$10,724	\$10,309	60.0%	55.0%	70.0%	85.2%
PY21	70.0%	64.7%	72.5%	66.7%	\$10,724	\$11,656	60.0%	64.7%	70.0%	95.2%
PY22	68.0%	92.9%	70.0%	74.1%	\$10,400	\$6,600	65.0%	88.2%	75.0%	83.3%
PY23	68.0%	67.7%	70.0%	80.0%	\$10,400	\$13,662	65.0%	91.7%	75.0%	82.1%
YOUTH										
PY20	73.0%	81.3%	71.0%	57.7%	\$3,499	\$5,768	60.0%	44.4%	56.4%	60.0%
PY21	73.0%	71.4%	71.0%	57.1%	\$3,499	\$3,745	60.0%	66.7%	56.4%	63.6%
PY22	70.0%	82.1%	60.0%	83.3%	\$4,248	\$6,025	65.0%	100.0%	63.0%	80.0%
PY23	70.0%	84.8%	60.0%	71.4%	\$4,248	\$5,779	65.0%	80.0%	63.0%	90.9%

Historically, Golden Sierra Job Training Agency has met or exceeded nearly every negotiated performance goal. The factors contributing to this success include:

- A 40+ year track record of performance above industry standard
- Staff are highly educated and well-trained in workforce development issues
- Leadership is well-informed and has extensive knowledge of the law and related regulations
- Internal controls are well-established and effective (no disallowed costs or egregious findings)
- Local policies are well-written and effectively enforced
- Relationships with required one-stop partners result in meaningful collaboration
- Reputation among participants and employers is strong
- GSJTA staff are physically co-located in the comprehensive AJCC. GSJTA is the obvious choice to provide career services; awarding a contract to a new provider would be disruptive and participants/employers would experience a gap in services
- Staff has extensive experience (12+ years) entering data in CalJOBS and navigating the complexities of the state's labor exchange system
- Consistently designated as a High Performing Board. Most recently, the designation includes the period of July 1, 2023 - June 30, 2026.

Please see Attachment II for Customer Quotes and Testimonials.

5. **Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting.**

Please see Attachment III and Attachment IV for Board Letters

6. **Attach documentation of internal controls, conflict of interest, and firewall policies.**

Please see Attachment V for Internal Controls, Conflict of Interest and Firewall information.

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

Instructions

The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Signature

Rick Larkey
Name

Chair
Title

3/20/2025
Date

Local Chief Elected Official

Signature

Bonnie Gore
Name

Chair
Title

3/27/2025
Date

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Angelo Farooq, Chair

▪ Tim Rainey, Executive Director

▪ Gavin Newsom, Governor

July 31, 2023

Golden Sierra Workforce Development Board
Jason Buckingham, Director
115 Ascot Drive, Suite 100
Roseville, CA 95661

SUBJECT: Application for Certification of High Performing Board

Dear Director Buckingham,

The California Workforce Development Board (CWDB) has received and carefully assessed your application for certification as a High Performing Board under the California Unemployment Insurance Code Section 14200.

This letter is to inform you that the Golden Sierra Workforce Development Board met the eligibility requirements for certification. This determination was made by applying the criteria and evaluating the specific requirements included in Workforce Services Directive 22-11, dated April 27, 2023.

Therefore, your application requesting designation as a High Performing Board for the period of July 1, 2023, through June 30, 2026 has been approved.

If you have any questions, please contact your Employment Development Department Regional Advisor.

A handwritten signature in black ink, appearing to read 'Tim Rainey'.

TIM RAINEY, Executive Director

cc: Lori Parlin, Supervisor – El Dorado County
Gabriel Garcia, Regional Advisor – EDD

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Customer Testimonial

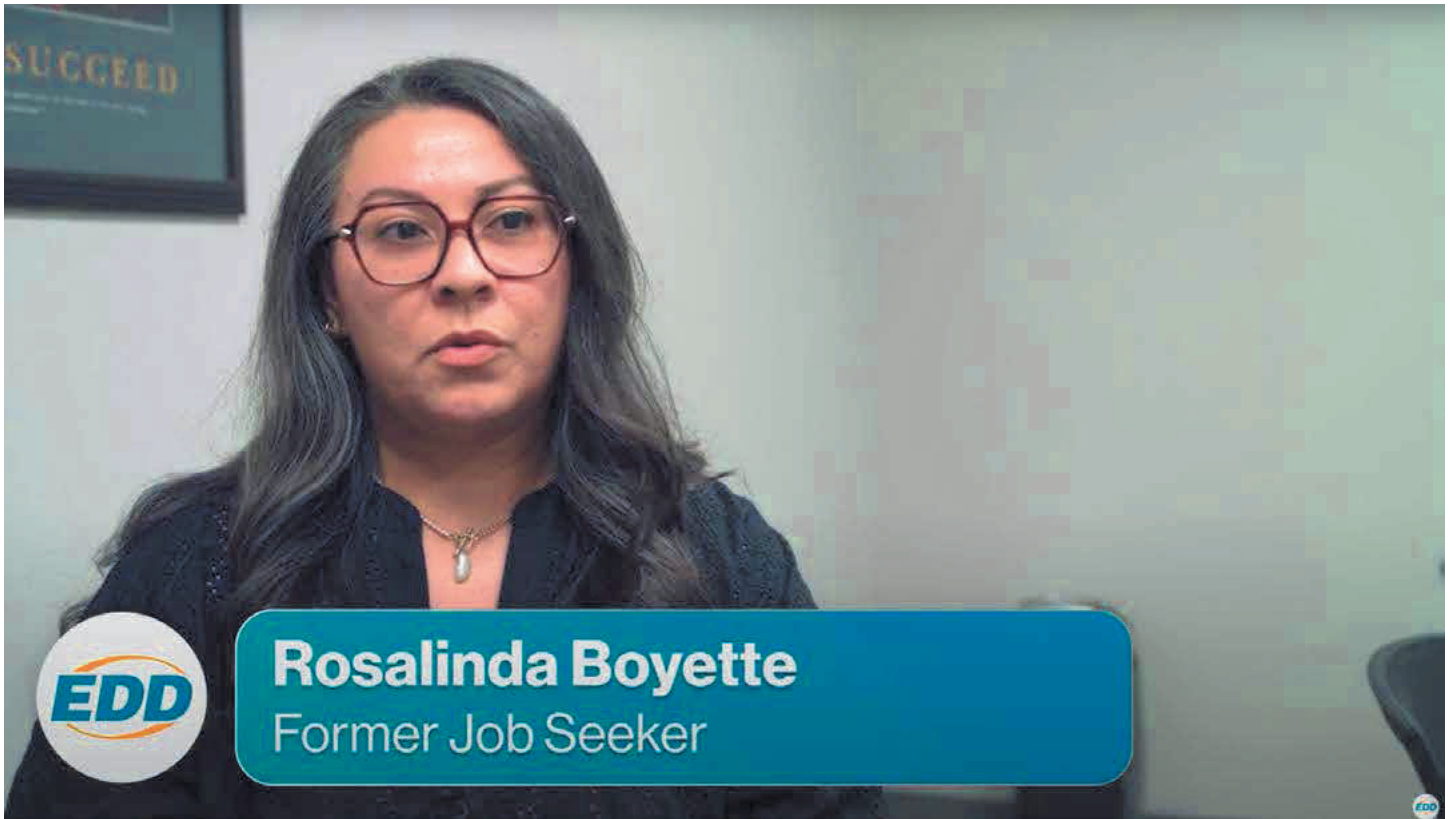
N'omi (24 years old) experienced a string of bad luck. He was laid off from two part-time jobs, his car was totaled in an accident, and he had to move out of his apartment on short notice.

He contacted Golden Sierra to create an employment plan that could stabilize his situation. Taking advantage of the services available through the WIOA Youth program, N'omi enrolled in college classes and started applying for survival jobs within walking distance of home. Golden Sierra provided the necessary financial support that allowed him to catch up on bills, find roommates, and save money for a car. Soon after, he started planning for a career in Advanced Manufacturing.

Golden Sierra introduced him to various companies and he secured a position as a Lathe Machinist at Martin Sprocket and Gear. He loves the 4-10 schedule and getting paid weekly! N'omi stopped by the career center to share the good news and thanked his case manager for the generous support and encouragement.



Customer Testimonial



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

Watch video

<https://www.youtube.com/watch?v=B3QqwWRBoZg>

WORKFORCE BOARD MEMBERS

AMY SCHULZ
Sierra College

CHRISTINA NICHOLSON
Whole Person Learning

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

JEFF SHARP
Parker's Hot Dogs

JENNIFER POFF
Building Careers Foundation

KYLE ZIMBELMAN
County of El Dorado

MICHAEL SNEAD
Sierra Consulting Services Inc.

MICHAEL ZIMMERMAN
Campus, formerly known as MTI
College

NICK GUNN
The NiVACK Group

RANA GHADBAN, *Vice Chair*
Roseville 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



March 20, 2025

California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

Re: Golden Sierra Job Training Agency Career Services Application

As Chair of the Golden Sierra Workforce Development Board (GSWDB), I acknowledge that the GSWDB reviewed and approved Golden Sierra Job Training Agency's application to provide Adult and Dislocated Worker Career Services. This action occurred at our public meeting held on March 20, 2025.

Sincerely,

Rick Larkey
Chair, Golden Sierra Workforce Development Board

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GOVERNING BODY MEMBERS

BONNIE GORE, *Chair*
Board of Supervisors
Placer County

EVAN MECAK, *Vice Chair*
Board of Supervisors
Alpine County

LORI PARLIN,
Board of Supervisors
El Dorado County

JASON BUCKINGHAM
Executive Director

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

(916) 773-8540



March 27, 2025

California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

Re: Golden Sierra Job Training Agency Career Services Application

As Chair of the Governing Body for the Golden Sierra Job Training Agency, the Chief Local Elected Official (CLEO) for the Golden Sierra Workforce Development Area, I acknowledge that the Governing Body reviewed and approved Golden Sierra Job Training Agency's application to provide Adult and Dislocated Worker Career Services. This action occurred at our public meeting held on March 27, 2025.

Sincerely,

Bonnie Gore
Governing Body Chair
Golden Sierra Job Training Agency

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To: All Golden Sierra Staff and Subrecipients
Subject: Internal Controls
Effective Date: July 1, 2024
Revision Number:

Purpose

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") issued by the Office of Management and Budget (OMB) includes specific requirements for internal controls to ensure that non-federal entities, such as recipients of federal funds, comply with applicable laws and regulations and manage their federal awards responsibly.

The purpose of this policy is to establish a framework for internal controls to ensure the proper use of funds and reduce the risk of fraud, waste, or abuse.

Local Policy

Segregation of Duties

To reduce the risk of error or fraud, responsibilities shall be divided so that no single employee has control over all aspects of any significant financial transaction. The following key duties shall be separated:

- Authorization of transactions
- Payroll approval
- Recording of transactions
- Custody of assets

Authorization and Approval

All transactions must be properly authorized by management prior to being executed. Key procedures include:

- Pre-approval of purchase orders, expense reports, and payment requests
- Verification of supplier invoices before payment
- Multi-level approval for participant payroll disbursements

Documentation and Record Retention

Adequate documentation shall be maintained for all financial transactions to provide an audit trail and support management decisions. Key procedures include:

- Retention of invoices, contracts, and receipts
- Timely recording of transactions in the accounting system
- Maintaining records in accordance with legal and regulatory requirements

Reconciliation of Accounts

To ensure the accuracy of financial records, accounts shall be regularly reviewed. All discrepancies shall be investigated and resolved. Regular reconciliation includes monthly, quarterly, and annual reviews of the following items:

- Expenditure Reports (CalJOBS)
- Schedule of Expenditures of Federal Awards (SEFA)
- Credit card statement

Physical Controls

Assets such as cash, equipment, and inventory shall be physically safeguarded to minimize the risk of loss or theft. Controls include:

- Secured storage for cash, checks, credit cards, equipment, and assets
- Restricted access to sensitive areas and data (physical and digital)
- Annual inventory reviews and comparison to agency records

Financial Reporting

Golden Sierra shall ensure the accurate and timely preparation of financial reports. Procedures include:

- Regular review of financial statements by management
- Analysis of variances between budgeted and actual performance
- Preparation of annual financial statements for external reporting
- Internal audits performed by an independent party
- External audits by certified auditors
- Ongoing review and updating of policies as necessary

Employee Training

Employees responsible for financial transactions shall receive regular and ongoing training on internal controls, company policies, and ethical standards to ensure compliance and reduce errors.

Reporting Violations

Local policy provides employees a clear mechanism for reporting suspected fraud, waste, abuse or other criminal activity without fear of retaliation. See “Incident Reporting Instructions for Fraud, Waste, and Abuse” policy.

References

WIOA (Public Law 113-128)

2 CFR Part 200 (Uniform Guidance)

2 CFR Part 2900 (DOL Exceptions)

TEGL No. 02-16, Revised ETA-9130

WSD19-05

Placer County Accounting Policies and Procedures Manual

BYLAWS OF THE GOVERNING BODY OF THE GOLDEN SIERRA JOB TRAINING AGENCY

ARTICLE I Name and Principal Office

Section 1. GOVERNING BODY ESTABLISHED. Pursuant to the provisions of the Joint Exercise of Powers Agreement for Golden Sierra Job Training Agency, as amended (the "Joint Powers Agreement"), there is hereby established the Golden Sierra Job Training Agency Governing Body, hereinafter called the "Governing Body."

Section 2. PRINCIPAL OFFICE. The principal office of the Governing Body shall be that of the Golden Sierra Job Training Agency Administrative Office, 1919 Grass Valley Highway, Suite 100, Auburn, CA 95603.

ARTICLE II Duties and Authority

Section 1. DUTIES. The duties of this Governing Body are those prescribed by the Joint Powers Agreement, as amended, forming Golden Sierra Job Training Agency ("Agency").

Section 2. AUTHORITY. The Governing Body is the unit of authority within the Agency. The Governing Body shall act only by ordinance, resolution or motion. The primary responsibility of the Governing Body is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the Agency are to be delegated to professional staff members of the Agency. No individual Member (as defined in Article III below) shall represent the Agency's policy unless said policy has been determined by the Governing Body.

ARTICLE III Governing Body Members

Section 1. COMPOSITION. The Governing Body shall have three (3) members ("Member"), as follows:

- (a) One member of the Board of Supervisors of Alpine County.
- (b) One member of the Board of Supervisors of El Dorado County.
- (c) One member of the Board of Supervisors of Placer County.

Section 2. ALTERNATES. Each Member shall have at least one alternate ("Alternate"). Each Alternate shall have authority to attend, participate, and vote at any

Treasurer and Auditor-Controller cannot vacate, be removed from or resign the office in the same manner as the officers.

ARTICLE VII **EXECUTIVE DIRECTOR**

The Executive Director shall be the chief operating officer of the Agency and responsible for the day-to-day management and operation of the Agency. In addition to the duties set forth in the Joint Powers Agreement, as amended, the Executive Director shall perform such other duties as may be imposed by the Governing Body. The Executive Director shall be responsible for the hiring, firing, promoting and disciplining of the Agency employees. However, the Executive Director shall not have any such responsibility with respect to non-employees of the Agency, including, the Treasurer, the Auditor-Controller, legal counsel, consultants and other professional staff retained directly by the Governing Body.

ARTICLE VIII **MISCELLANEOUS**

Section 1. **CONFLICT OF INTEREST**. Conflict of interest situations by Governing Body Members shall be regulated by State law and the Agency's currently adopted local conflict of interest code.

Section 2. **FISCAL YEAR**. Unless and until changed by resolution of the Governing Body, the fiscal year is as set forth in the Joint Powers Agreement, as amended.

Section 3. **ANNUAL ORGANIZATION MEETING**. The Governing Body shall hold an annual organization meeting at its regular meeting in December. At this meeting, the Governing Body will elect a Chairperson and Vice Chairperson from among its Members.

Section 4. **ANNUAL REPORT AND ANNUAL AUDIT**. An annual report and annual audit shall be prepared and distributed in accordance with the Joint Powers Agreement, as amended, and Section 6505 of the California Government Code. In addition to information required by law, such report shall contain a balance sheet as of the end of the most recently completed fiscal year, an income statement, and statement of changes in the financial position for such fiscal year.

Section 5. **INSPECTION OF AGENCY RECORDS**. All books and records of the Agency shall be open to inspection by the Members in accordance with the Joint Powers Agreement, as amended. Inspection may be made in person or by an authorized representative of the Member. The right of inspection includes the right to copy and make extracts.

Section 6. **CHECKS AND WARRANTS**. All checks and warrants for the payment of money, notes or other evidences of indebtedness issued in the name of and

GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD
BYLAWS AS AMENDED APRIL 4, 2018

These Bylaws are hereby created by the Golden Sierra Workforce Development Board (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 require that the Governing Body establish the Workforce Development Board, 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 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 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.

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 1979 (commencing with Section 87300 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.

GOLDEN SIERRA JOB TRAINING AGENCY

Employee Handbook

Revised June 6, 2018

3. The Governing Body may waive this rule with an acceptable showing of unusual or exceptional circumstances when this rule would otherwise prohibit the promotion, transfer, or demotion of a regular employee. To be considered by the Governing Body, such action must be initiated by the appointing authority or the employee and recommended by the appointing authority. The foregoing waiver process must be completed prior to certification from an eligible list, approval of transfer, or approval of a voluntary demotion of an employee into a situation that would cause nepotism, as defined by this rule.
4. An exception to this nepotism rule shall be in the case of a voluntary transfer or demotion due to a layoff. However, every effort should be made to avoid creating a supervisor-subordinate relationship as a result of the transfer or demotion.

2021 CONFLICT OF INTEREST

Situations of actual or potential conflict of interest are to be avoided by all employees. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Golden Sierra, which impairs an employee's ability to exercise good judgment on behalf of Golden Sierra, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships can also lead to supervisory problems, claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict exists, Golden Sierra may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts that constitute or may constitute an actual or potential conflict of interest may result in disciplinary action.

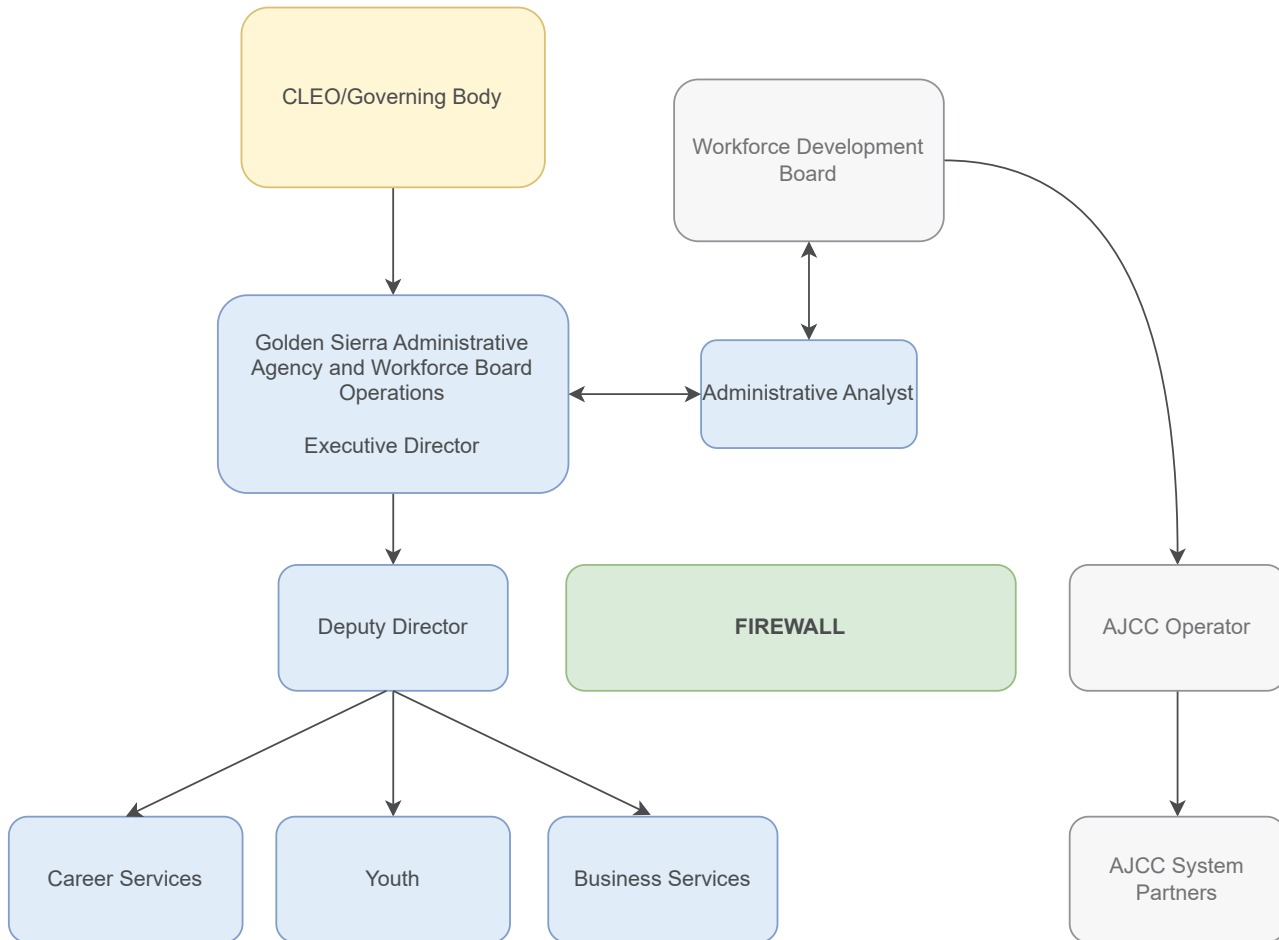
2022 REDUCTION IN FORCE

Golden Sierra is a publicly funded agency. Layoffs may occur because of a reduction in grant funds or because of a lack of work.

A. Layoff Plan. When Golden Sierra determines there is a need to layoff Local 39 represented employees, the Union will be given a written notice prior to issuing layoff notices to employees and the layoffs will be conducted in conformity with the parties' MOU.

B. Seniority Lists. When Golden Sierra provides Local 39 with a notice of layoff, Golden Sierra will provide the Union seniority lists for the impacted classifications which will include classification and employer seniority. Concurrently, these lists will also be posted in the impacted departments.

Golden Sierra Workforce Development Board
Firewall Diagram



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This content is from the eCFR and is authoritative but unofficial.

Title 20 —Employees' Benefits

Chapter V —Employment and Training Administration, Department of Labor

Part 679 —Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act

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Subpart C—Local Workforce Development Boards

§ 679.300 What is the vision and purpose of the Local Workforce Development Board?

- (a) The vision for the Local WDB is to serve as a strategic leader and convener of local workforce development system stakeholders. The Local WDB partners with employers and the workforce development system to develop policies and investments that support public workforce system

strategies that support regional economies, the development of effective approaches including local and regional sector partnerships and career pathways, and high quality, customer centered service delivery and service delivery approaches;

(b) The purpose of the Local WDB is to—

- (1) Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and larger planning region;
- (2) Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
- (3) Maximize and continue to improve the quality of services, customer satisfaction, effectiveness of the services provided.

§ 679.310 What is the Local Workforce Development Board?

- (a) The Local WDB is appointed by the chief elected official(s) in each local area in accordance with State criteria established under WIOA sec. 107(b), and is certified by the Governor every 2 years, in accordance with WIOA sec. 107(c)(2).
- (b) In partnership with the chief elected official(s), the Local WDB sets policy for the portion of the statewide workforce development system within the local area and consistent with State policies.
- (c) The Local WDB and the chief elected official(s) may enter into an agreement that describes the respective roles and responsibilities of the parties.
- (d) The Local WDB, in partnership with the chief elected official(s), develops the local plan and performs the functions described in WIOA sec. 107(d) and § 679.370.
- (e) If a local area includes more than one unit of general local government in accordance with WIOA sec. 107(c)(1)(B), the chief elected officials of such units may execute an agreement to describe their responsibilities for carrying out the roles and responsibilities. If the chief elected officials are unable to reach agreement after a reasonable effort, the Governor may appoint the members of the Local WDB from individuals nominated or recommended as specified in WIOA sec. 107(b).
- (f) If the State Plan indicates that the State will be treated as a local area under WIOA, the State WDB must carry out the roles of the Local WDB in accordance with WIOA sec. 107, except that the State is not required to meet and report on a set of local performance accountability measures.
- (g) The CEO must establish by-laws, consistent with State policy for Local WDB membership, that at a minimum address:
 - (1) The nomination process used by the CEO to select the Local WDB chair and members;
 - (2) The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;
 - (3) The process to notify the CEO of a WDB member vacancy to ensure a prompt nominee;
 - (4) The proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as per the requirements at § 679.110(d)(4);
 - (5) The use of technology, such as phone and Web-based meetings, that will be used to promote WDB member participation;

- (6) The process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and
- (7) A description of any other conditions governing appointment or membership on the Local WDB as deemed appropriate by the CEO.

§ 679.320 Who are the required members of the Local Workforce Development Board?

- (a) For each local area in the State, the members of Local WDB must be selected by the chief elected official consistent with criteria established under WIOA sec. 107(b)(1) and criteria established by the Governor, and must meet the requirements of WIOA sec. 107(b)(2).
- (b) A majority of the members of the Local WDB must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local WDBs also may serve on the State WDB. Each business representative must meet the following criteria:
 - (1) Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
 - (2) Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).
- (c) At least 20 percent of the members of the Local WDB must be workforce representatives. These representatives:
 - (1) Must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;
 - (2) Must include one or more representatives 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. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists;
 - (3) May include one or more 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
 - (4) May include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
- (d) The Local WDB also must include:
 - (1) At least one eligible training provider administering adult education and literacy activities under WIOA title II;
 - (2) At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and

- (3) At least one representative from each of the following governmental and economic and community development entities:
 - (i) Economic and community development entities;
 - (ii) The State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 *et seq.*) serving the local area; and
 - (iii) The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;
- (e) The membership of Local WDBs may include individuals or representatives of other appropriate entities in the local area, including:
 - (1) Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
 - (2) Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
 - (3) Philanthropic organizations serving the local area; and
 - (4) Other appropriate individuals as determined by the chief elected official.
- (f) Members must be individuals with optimum policy-making authority within the entities they represent.
- (g) Chief elected officials must establish a formal nomination and appointment process, consistent with the criteria established by the Governor and State WDB under sec. 107(b)(1) of WIOA for appointment of members of the Local WDBs, that ensures:
 - (1) Business representatives are appointed from among individuals who are nominated by local business organizations and business trade associations;
 - (2) Labor representatives are appointed from among individuals who are nominated by local labor federations (or, for a local area in which no employees are represented by such organizations, other representatives of employees); and
 - (3) When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities as described in WIOA sec. 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities.
- (h) An individual may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described in paragraphs (c) through (g) of this section, for each entity.
- (i) All required WDB members must have voting privilege. The chief elected official may convey voting privileges to non-required members.

§ 679.330 Who must chair a Local Workforce Development Board?

The Local WDB must elect a chairperson from among the business representatives on the WDB.

§ 679.340 What is meant by the terms “optimum policy-making authority” and “demonstrated experience and expertise”?

For purposes of selecting representatives to Local WDBs:

- (a) A representative with “optimum policy-making authority” is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- (b) A representative with “demonstrated experience and expertise” means an individual who:
 - (1) Is a workplace learning advisor as defined in WIOA sec. 3(70);
 - (2) Contributes to the field of workforce development, human resources, training and development, or a core program function; or
 - (3) The Local WDB recognizes for valuable contributions in education or workforce development related fields.

§ 679.350 What criteria will be used to establish the membership of the Local Workforce Development Board?

The Local WDB is appointed by the chief elected official(s) in the local area in accordance with State criteria established under WIOA sec. 107(b), and is certified by the Governor every 2 years, in accordance with WIOA sec. 107(c)(2).

§ 679.360 What is a standing committee, and what is its relationship to the Local Workforce Development Board?

- (a) Standing committees may be established by the Local WDB to provide information and assist the Local WDB in carrying out its responsibilities under WIOA sec. 107. Standing committees must be chaired by a member of the Local WDB, may include other members of the Local WDB, and must include other individuals appointed by the Local WDB who are not members of the Local WDB and who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the Local WDB. Standing committees may include each of the following:
 - (1) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include representatives of the one-stop partners.
 - (2) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which must include community-based organizations with a demonstrated record of success in serving eligible youth.
 - (3) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

- (b) The Local WDB may designate other standing committees in addition to those specified in paragraph (a) of this section.
- (c) Local WDBs may designate an entity in existence as of the date of the enactment of WIOA, such as an effective youth council, to serve as a standing committee as long as the entity meets the requirements of WIOA sec. 107(b)(4).

§ 679.370 What are the functions of the Local Workforce Development Board?

As provided in WIOA sec. 107(d), the Local WDB must:

- (a) Develop and submit a 4-year local plan for the local area, in partnership with the chief elected official and consistent with WIOA sec. 108;
- (b) If the local area is part of a planning region that includes other local areas, develop and submit a regional plan in collaboration with other local areas. If the local area is part of a planning region, the local plan must be submitted as a part of the regional plan;
- (c) Conduct workforce research and regional labor market analysis to include:
 - (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) Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and
 - (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;
- (d) Convene local workforce development system stakeholders to assist in the development of the local plan under § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the Local WDB and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the Local WDB;
- (e) Lead efforts to engage with a diverse range of employers and other entities in the region in order to:
 - (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 Local WDB;
 - (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;
 - (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

- (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;
- (f) With representatives of secondary and postsecondary education programs, 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, particularly individuals with barriers to employment;
- (g) Lead efforts in the local area 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;
- (h) 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:
 - (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) Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;
 - (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
 - (4) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment;
- (i) In partnership with the chief elected official for the local area:
 - (1) Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area;
 - (2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
 - (3) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116;
- (j) Negotiate and reach agreement on local performance indicators with the chief elected official and the Governor;
- (k) Negotiate with CEO and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with § 678.715 of this chapter or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;
- (l) Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:

- (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 Local WDB determines there is an insufficient number of eligible training providers in a local area, the Local WDB may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b);
 - (2) Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;
 - (3) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
 - (4) One-stop operators in accordance with §§ 678.600 through 678.635 of this chapter;
- (m) In accordance with WIOA sec. 107(d)(10)(E) 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;
- (n) Coordinate activities with education and training providers in the local area, including:
- (1) Reviewing applications to provide adult education and literacy activities under WIOA title II for the local area to determine whether such applications are consistent with the local plan;
 - (2) Making recommendations to the eligible agency to promote alignment with such plan; and
 - (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;
- (o) Develop a budget for the activities of the Local WDB, with approval of the chief elected official and consistent with the local plan and the duties of the Local WDB;
- (p) Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and
- (q) Certification of one-stop centers in accordance with § 678.800 of this chapter.

§ 679.380 How does the Local Workforce Development Board satisfy the consumer choice requirements for career services and training services?

- (a) In accordance with WIOA sec. 122 and in working with the State, the Local WDB satisfies the consumer choice requirement for training services by:
- (1) Determining the initial eligibility of entities providing a program of training services, renewing the eligibility of providers, and considering the possible termination of an eligible training provider due to the provider's submission of inaccurate eligibility and performance information or the provider's substantial violation of WIOA;
 - (2) Working with the State to ensure there are sufficient numbers and types of providers of training services, including eligible training providers with expertise in assisting individuals with disabilities and eligible training providers with expertise in assisting adults in need of adult education and literacy activities described under WIOA sec. 107(d)(10)(E), serving the local area;

- (3) Ensuring the dissemination and appropriate use of the State list through the local one-stop delivery system;
 - (4) Receiving performance and cost information from the State and disseminating this information through the one-stop delivery systems within the State; and
 - (5) Providing adequate access to services for individuals with disabilities.
- (b) Working with the State, the Local WDB satisfies the consumer choice requirement for career services by:
- (1) Determining the career services that are best performed by the one-stop operator consistent with §§ 678.620 and 678.625 of this chapter and career services that require contracting with a career service provider; and
 - (2) Identifying a wide-array of potential career service providers and awarding contracts where appropriate including to providers to ensure:
 - (i) Sufficient access to services for individuals with disabilities, including opportunities that lead to integrated, competitive employment for individuals with disabilities; and
 - (ii) Sufficient access for adult education and literacy activities.

§ 679.390 How does the Local Workforce Development Board meet its requirement to conduct business in an open manner under the “sunshine provision” of the Workforce Innovation and Opportunity Act?

The Local WDB must conduct its business in an open manner as required by WIOA sec. 107(e), by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the Local WDB. This includes:

- (a) Information about the Local Plan, or modification to the Local Plan, before submission of the plan;
- (b) List and affiliation of Local WDB members;
- (c) Selection of one-stop operators;
- (d) Award of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities;
- (e) Minutes of formal meetings of the Local WDB; and
- (f) Local WDB by-laws, consistent with § 679.310(g).

§ 679.400 Who are the staff to the Local Workforce Development Board and what is their role?

- (a) WIOA sec. 107(f) grants Local WDBs authority to hire a director and other staff to assist in carrying out the functions of the Local WDB.
- (b) Local WDBs must establish and apply a set of qualifications for the position of director that ensures the individual selected has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in carrying out the functions of the Local WDB.
- (c) The Local WDB director and staff must be subject to the limitations on the payment of salary and bonuses described in WIOA sec. 194(15).

- (d) In general, Local WDB staff only may assist the Local WDB fulfill the required functions at WIOA sec. 107(d).
- (e) Should the WDB select an entity to staff the WDB that provides additional workforce functions beyond the functions described at WIOA sec. 107(d), such an entity is required to enter into a written agreement with the Local WDB and chief elected official(s) to clarify their roles and responsibilities as required by § 679.430.

§ 679.410 Under what conditions may a Local Workforce Development Board directly be a provider of career services, or training services, or act as a one-stop operator?

- (a)
 - (1) A Local WDB may be selected as a one-stop operator:
 - (i) Through sole source procurement in accordance with § 678.610 of this chapter; or
 - (ii) Through successful competition in accordance with § 678.615 of this chapter.
 - (2) The chief elected official in the local area and the Governor must agree to the selection described in paragraph (a)(1) of this section.
 - (3) Where a Local WDB acts as a one-stop operator, the State must ensure certification of one-stop centers in accordance with § 678.800 of this chapter.
- (b) A Local WDB may act as a provider of career services only with the agreement of the chief elected official in the local area and the Governor.
- (c) A Local WDB is prohibited from providing training services, unless the Governor grants a waiver in accordance with the provisions in WIOA sec. 107(g)(1).
 - (1) The State must develop a procedure for approving waivers that includes the criteria at WIOA sec. 107(g)(1)(B)(i):
 - (i) Satisfactory evidence that there is an insufficient number of eligible training providers of such a program of training services to meet local demand in the local area;
 - (ii) Information demonstrating that the WDB meets the requirements for eligible training provider services under WIOA sec. 122; and
 - (iii) Information demonstrating that the program of training services prepares participants for an in-demand industry sector or occupation in the local area.
 - (2) The local area must make the proposed request for a waiver available to eligible training providers and other interested members of the public for a public comment period of not less than 30 days and includes any comments received during this time in the final request for the waiver.
 - (3) The waiver must not exceed the duration of the local plan and may be renewed by submitting a new waiver request consistent with paragraphs (c)(1) and (2) of this section for additional periods, not to exceed the durations of such subsequent plans.
 - (4) The Governor may revoke the waiver if the Governor determines the waiver is no longer needed or that the Local WDB involved has engaged in a pattern of inappropriate referrals to training services operated by the Local WDB.

- (d) The restrictions on the provision of career and training services by the Local WDB, as one-stop operator, also apply to staff of the Local WDB.

§ 679.420 What are the functions of the local fiscal agent?

- (a) In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local fiscal agent. Designation of a fiscal agent does not relieve the chief elected official or Governor of liability for the misuse of grant funds. If the CEO designates a fiscal agent, the CEO must ensure this agent has clearly defined roles and responsibilities.
- (b) In general the fiscal agent is responsible for the following functions:
 - (1) Receive funds.
 - (2) Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.
 - (3) Respond to audit financial findings.
 - (4) Maintain proper accounting records and adequate documentation.
 - (5) Prepare financial reports.
 - (6) Provide technical assistance to subrecipients regarding fiscal issues.
- (c) At the direction of the Local WDB or the State WDB in single-area States, the fiscal agent may have the following additional functions:
 - (1) Procure contracts or obtain written agreements.
 - (2) Conduct financial monitoring of service providers.
 - (3) Ensure independent audit of all employment and training programs.

§ 679.430 How do entities performing multiple functions in a local area demonstrate internal controls and prevent conflict of interest?

Local organizations often function simultaneously in a variety of roles, including local fiscal agent, Local WDB staff, one-stop operator, and direct provider of services. Any organization that has been selected or otherwise designated to perform more than one of these functions must develop a written agreement with the Local WDB and CEO to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the State's conflict of interest policy.