



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

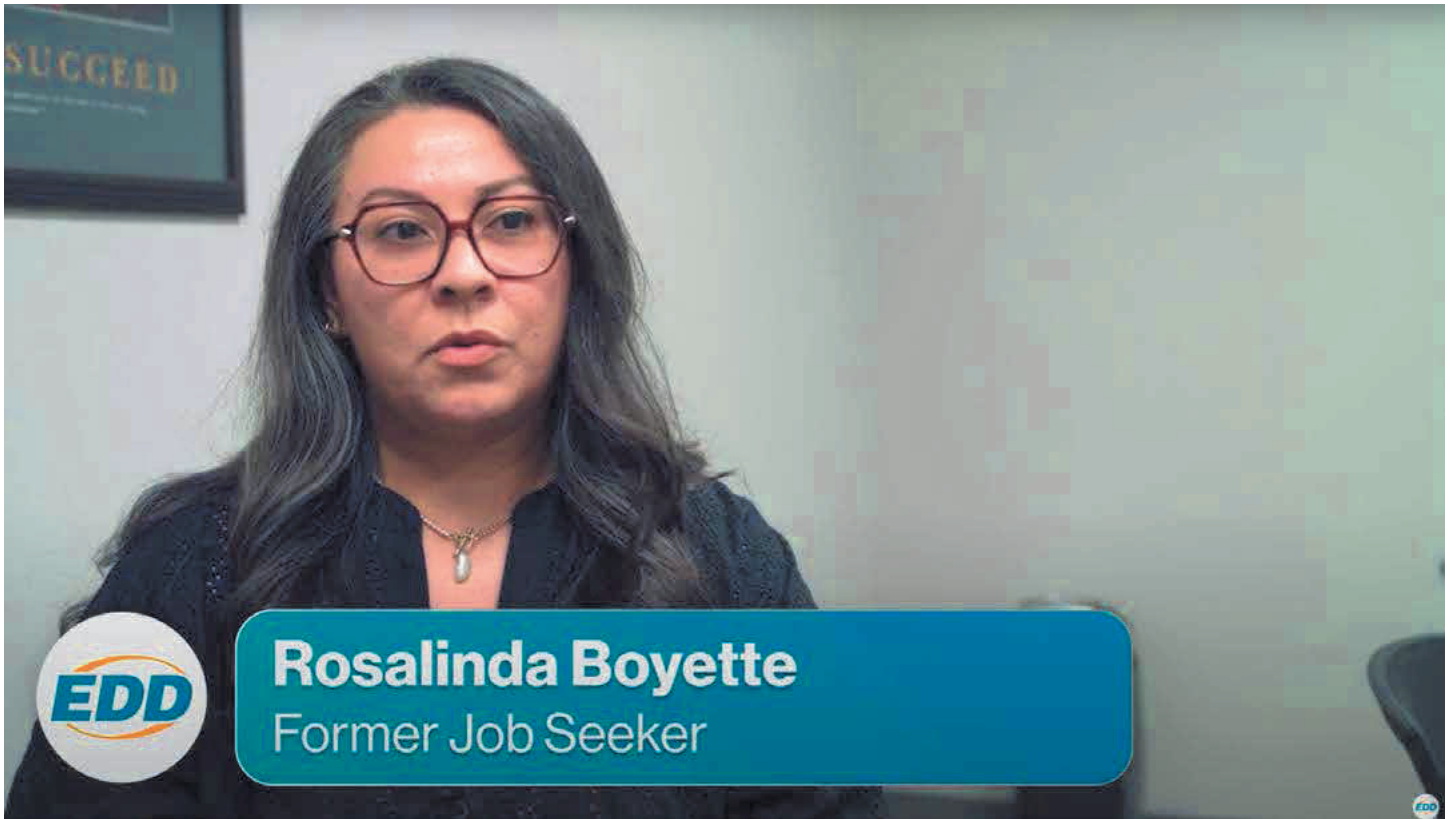
N'omi (24 years old) experienced a string of bad luck. He was laid off from two part-time jobs, his car was totaled in an accident, and he had to move out of his apartment on short notice.

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.

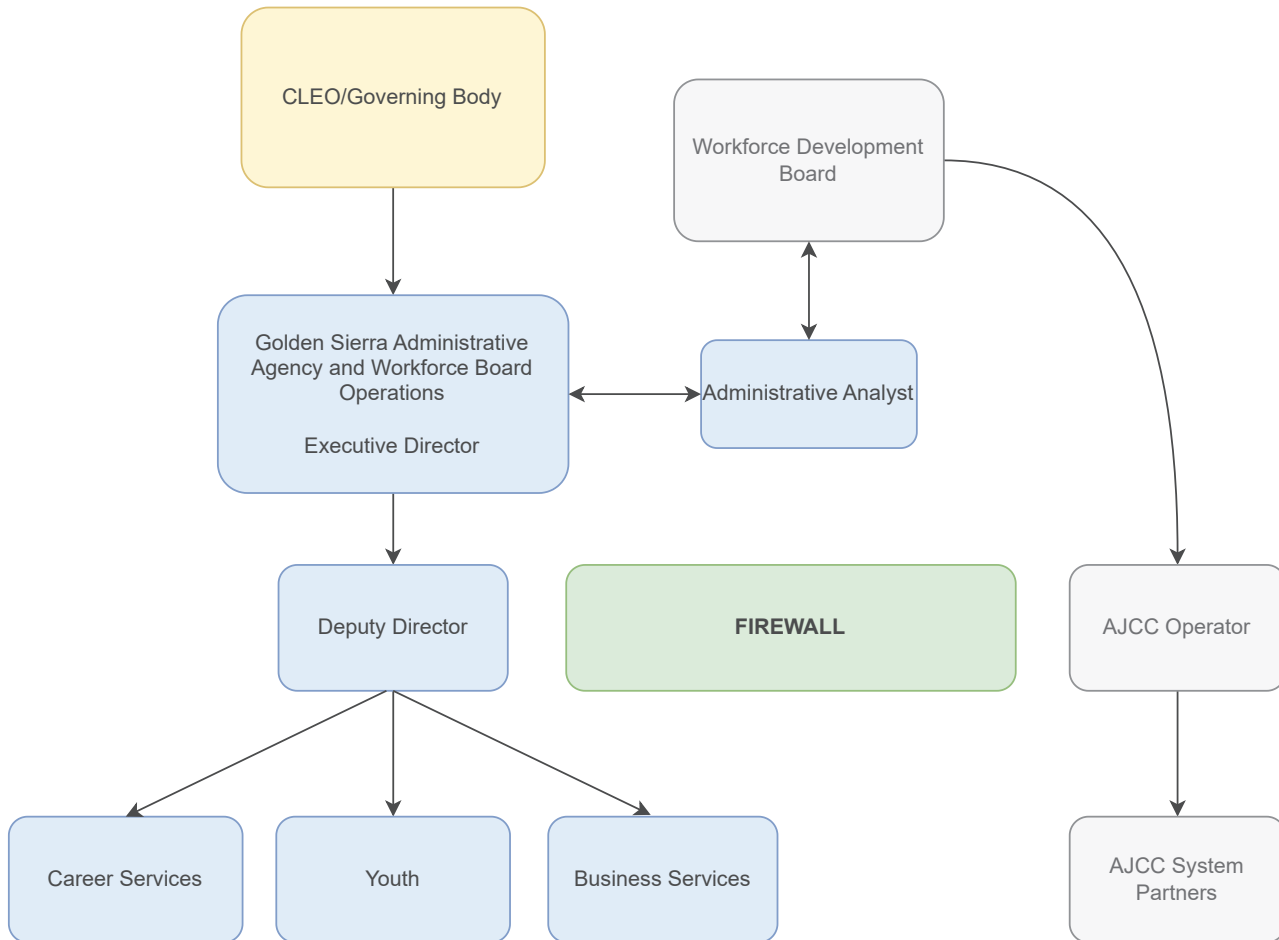
2022 REDUCTION IN FORCE

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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