

MEETING AGENDA



Mother Lode Job Training Board of Directors

Monday, October 21, 2024 (10:00am)

Teleconference (Non-voting Attendees): **In-Person (Primary Location):**
<https://us02web.zoom.us/j/6067573943> 197 Mono Way, Suite B
Phone audio: (669) 900-9128 Sonora, CA 95370
Meeting ID: 606 757 3943 (209) 588-1150

In-Person (Amador Location):

1 Prosperity Court
Sutter Creek, CA 95685
(209) 267-5590

In-Person (Calaveras Location):

7 Main Street
San Andreas, CA 95249
(209) 754-4242

In-Person (Mariposa Location):

5158 CA-140
Mariposa, CA 95338
(209) 938-3247

1. CALL TO ORDER

- 1.1. Roll call / Establish quorum

2. PUBLIC COMMENTS

The Mother Lode Job Training Board of Directors welcomes public comments. A member of the public may comment on agenda items or any item that is within the subject matter jurisdiction of the Board, even though subject matter may not be on the agenda. The Chair will limit the time allocated for each individual public speaker to no more than five (5) minutes.

3. CONSENT CALENDAR

All items under the Consent Calendar are considered routine and will be approved in one action without discussion. If a Board member requests that an item be removed from the Consent Calendar or a citizen wishes to speak on an item, the item will be considered under Action Items.

- 3.1. Accept the August 15, 2024 meeting minutes

4. ACTION ITEMS

- 4.1. Approve Plan Year 2024-25 Final Budget

5. INFORMATION/DISCUSSION ITEMS

- 5.1. Report & discussion from the board on modifying the JPA to delegate authority to engage in borrowing
- 5.2. Discussion of conflict of interest policy regarding Executive Director and Deputy Director
- 5.3. Directors' Report (David Thoeny & Amy Frost)

6. ADJOURN INTO CLOSED SESSION

- 6.1. Discuss Executive Director's annual performance evaluation, *without* Executive Director present
- 6.2. Discuss Executive Director's annual performance evaluation and salary action *with* Executive Director

7. RECONVENE INTO OPEN SESSION

- 7.1. Report out from Closed Session

8. 2025 MEETINGS (All 10:00 – 12:00)

January 27, April 21, July 21, October 20

9. ADJOURN

JOINT MEETING MINUTES



**Mother Lode Job Training Board of Directors &
Mother Lode Workforce Development Board**
Thursday, August 15, 2024 (12:00pm)

Teleconference (Non-voting Attendees): <https://us02web.zoom.us/j/6067573943>
Phone audio: (669) 900-9128
Meeting ID: 606 757 3943

In-Person (Primary Location):
197 Mono Way, Suite B
Sonora, CA 95370
(209) 588-1150

In-Person (Amador Location):
1 Prosperity Court
Sutter Creek, CA 95685
(209) 267-5590

In-Person (Calaveras Location):
7 Main Street
San Andreas, CA 95249
(209) 754-4242

In-Person (Mariposa Location):
5158 CA-140
Mariposa, CA 95338
(209) 938-3247

MLJT BOARD OF DIRECTORS BUSINESS

1. CALL TO ORDER

1.1. Roll call / Establish quorum

BOD Member	Present	Absent
David Goldemberg	X	
Frank Axe		X
Ben Stopper	X	
Danette Toso		X
Tyler Newton	X	

2. PUBLIC COMMENTS

None

3. CONSENT CALENDAR

3.1. Accept the April 15, 2024 meeting minutes

Minutes Accepted, (M) D. Goldemberg, (S) T. Newton, ayes carried, 2 absent.

4. ACTION ITEMS

4.1. None

5. INFORMATION/DISCUSSION ITEMS

5.1. Defer to joint agenda item 12

See Attachment A

WORKFORCE DEVELOPMENT BOARD BUSINESS

6. CALL TO ORDER

6.1. Roll call / Establish quorum

Name	Present?	Absent?
Bill Petrone	X	
Bill Redford	X	
Brandon Price	X	
Cory Thomas-Fisk		X
Debra Rockwood	X	
Frank Leschinsky	X	
Jason Wood	X	
John Alexander		X
Kathryn Gallino		X
LaChelle Adams (ALT. Justin Henry)		X
Mark Luster	X	
Mike Lemke		X
Shayn Anderson	X	
Stephen Kautz		X
Tim Hildabrand (Vice Chair)	X	
Tyler Newton (Chair)	X	
Vigi Austin (Remote, Non-voting)		X
Zack Abernathy	X	

7. PUBLIC COMMENTS

None.

8. CONSENT CALENDAR

8.1. Accept the May 16, 2024 meeting minutes

Minutes approved, (M) Z. Abernathy, (S) T. Hildabrand, ayes carried, 7 absent.

9. ACTION ITEMS

9.1. Approve Plan Year 2022-23 Single Audit Report from Harshwal & Company LLP Audit Report

Approved, (M) T. Hildabrand, (S) Z. Abernathy, ayes carried, 7 absent.

10. INFORMATION/DISCUSSION ITEMS

10.1. Defer to joint agenda item 12

See Attachment A

BOD & WDB COMBINED BUSINESS

11. ACTION ITEMS

11.1. None

12. INFORMATION/DISCUSSION ITEMS

12.1. *Presentation of the Plan Year 2024-25 preliminary Budget (Dave & Amy)*

Preliminary Budget Summary

Dave shared the budget and explained that in 2024-2025 there are 25.5 employees, up from 13.9 in 2016/2017

with a budget increase of approx. 1.7 million in that same timeframe. He explained additional incoming contracts and grants that have yet to be executed.

12.2. Roles and Responsibilities of the Board of Directors & Workforce Development Board (Dave & Amy)

Amy described how WIOA funding influences the operations of Mother Lode Job Training. Dave explained what a JPA is. Amy explained the roles and responsibilities of both the Board of Directors and the Workforce Development Board. Amy updated the board on Mother Lode's role in speaking to the Attorney General and offering best practices and working with local community colleges.

12.3. Directors' Report

(i) WIOA Performance

Amy and Dave explain the WIOA Performance Measures, explaining that MLJT is mostly 100% with the performance measurements.

(ii) Industry Partnerships

Amy outlined the industry partnerships with MLJT including Motherlode Health Industry Partnership, Forestry Corps, Sierra Resource Management and Columbia College Heavy Equipment Logging Operations (HELO) training.

(iii) Sierra Jobs First

James explained the transition of CERF to Sierra Job First. He explained funding from Sierra Jobs First allocated for projects. James explained how proposals for projects should be regional and the funding and projects timelines.

13. NEXT BOARD MEETING (Calendar attached)

BOD – October 21, 2024 (Third Monday of the 1st month of the quarter @10:00am)

WDB – November 21, 2024 (Third Thursday of the 2nd month of the quarter @ 12:00pm)

14. ADJOURN MLJT BOARD OF DIRECTORS

15. ADJOURN WORKFORCE DEVELOPMENT BOARD

COST CENTER BUDGET										
			Amador Career Center	Calaveras Career Center	Mariposa Career Center	Tuolumne Career Center	One-Stop Support	Operations Support (Fiscal)	Workforce Development Board	Total
FTE			1.75	3.25	3.25	6.75	7.75	3.00	2.75	28.50
			6.1%	11.4%	11.4%	23.7%	27.2%	10.5%	9.6%	100.0%
Personnel (Wages & Benefits)			\$ 200,633	\$ 372,604	\$ 372,604	\$ 773,871	\$ 888,518	\$ 343,943	\$ 315,281	\$ 3,267,454
Operating Expenses			\$ 36,842	\$ 68,421	\$ 68,421	\$ 142,105	\$ 163,158	\$ 63,158	\$ 57,895	\$ 600,000
Programs			\$ 108,451	\$ 201,408	\$ 201,408	\$ 418,310			\$ 170,423	\$ 1,100,000
Total Requirements			\$ 345,926	\$ 642,434	\$ 642,434	\$ 1,334,286	\$ 1,051,676	\$ 407,100	\$ 543,598	\$ 4,967,454
Funding Allocation			\$ 306,917	\$ 569,989	\$ 569,989	\$ 1,183,824	\$ 1,359,205	\$ 526,144	\$ 482,299	\$ 4,998,367
Percent Funding (after adjustments)			6.14%	11.40%	11.40%	23.68%	27.19%	10.53%	9.65%	100.00%
Reserve			\$ (39,009)	\$ (72,445)	\$ (72,445)	\$ (150,462)	\$ 307,529	\$ 119,043	\$ (61,299)	\$ 30,913

BUDGET COMPARISON (8 YEARS)	PY 2016-17	PY 2017-18	PY 2018-19	PY 2019-20	PY 2020-21	PY 2021-22	PY 2022-23	PY 2023-24	PY 2024-25	YOY
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Budget	
FTE	13.9	15.79	16.08	21.01	21.00	21.50	21.50	23.50	28.50	21%
Personnel	\$ 1,358,120	\$ 1,612,261	\$ 1,802,525	\$ 2,048,683	\$ 2,028,941	\$ 2,192,229	\$ 2,231,374	\$ 2,421,098	\$ 3,267,454	35%
Operating Expenses	\$ 427,838	\$ 949,914	\$ 778,453	\$ 618,389	\$ 462,562	\$ 594,356	\$ 445,376	\$ 422,440	\$ 600,000	42%
Programs	\$ 494,318	\$ 739,011	\$ 596,554	\$ 362,095	\$ 411,985	\$ 421,101	\$ 718,014	\$ 703,980	\$ 1,100,000	56%
Total Requirements	\$ 2,280,276	\$ 3,301,186	\$ 3,177,532	\$ 3,029,167	\$ 2,903,488	\$ 3,207,686	\$ 3,394,764	\$ 3,547,518	\$ 4,967,454	40%
Budgeted Funding (from below)	\$ 2,280,276	\$ 3,301,186	\$ 3,177,532	\$ 3,029,167	\$ 2,903,488	\$ 3,207,686	\$ 3,394,764	\$ 3,547,519	\$ 4,998,367	41%
*Balance (not including reserves for future year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,913	

FUNDING COMPARISON (7 YEARS)	PY 2016-17	PY 2017-18	PY 2018-19	PY 2019-20	PY 2020-21	PY 2021-22	PY 2022-23	PY 2023-24	PY 2024-25	
Adult	\$ 453,662	\$ 477,071	\$ 415,020	\$ 427,385	\$ 462,071	\$ 425,365	\$ 385,939	\$ 387,759	\$ 273,200	
Amador Probation		\$ 58,681	\$ 59,180	\$ 29,826	\$ 16,592	\$ 58,532	\$ 159,375	\$ 159,403	\$ 189,190	
Calaveras Health Human Services		\$ 4,762	\$ 44,481	\$ 49,248	\$ 33,418	\$ 47,864	\$ 41,291	\$ 6,796	\$ -	
CalWORKS Mariposa (assessments)	\$ 18,200	\$ 21,200	\$ 15,500	\$ 18,350	\$ 2,100	\$ 2,271	\$ 33,793	\$ 24,959	\$ 25,000	
CalWORKS Tuolumne (incl. infrastructure)	\$ 40,142	\$ 43,699	\$ 26,401	\$ 40,316	\$ 21,031	\$ 30,618	\$ 57,058	\$ 66,576	\$ -	
CDCR - Service Model Training							\$ 39,285	\$ -	\$ -	
CERF Catalyst (CSEDD)									\$ 187,500	
CERF Catalyst (MLJT)									\$ 187,500	
CERF Planning (CSEDD)								\$ 76,694	\$ 160,000	
CERF Planning (MLJT)								\$ 178,352	\$ 50,000	
DHS Mariposa ESEP (W2W)	\$ 87,716	\$ 100,342	\$ 52,703	\$ 66,716	\$ 14,247	\$ 17,352	\$ 41,803	\$ 55,137	\$ 55,000	
Dislocated Worker	\$ 421,264	\$ 290,774	\$ 446,988	\$ 362,860	\$ 397,986	\$ 316,852	\$ 286,609	\$ 283,059	\$ 211,762	
DOR Contract									\$ 150,000	
Earmark (Fresno)									\$ 125,000	
Forestry Corps (CalFire from Fresno)							\$ 11,743	\$ 149,678	\$ 15,000	
Forestry Corps (H RTP from Fresno)								\$ 32,003	\$ 150,000	
HELO-Tuol Co									\$ 344,241	
High-Road Construction (from Fresno)								\$ 5,078	\$ 330,095	
High-Road Construction 2 (from Fresno)									\$ 50,000	
K-16									\$ 65,441	
NDWG - Storm Damage	\$ 19,971	\$ 681,436	\$ 407,413	\$ 58,747			\$ 26,127	\$ 333,725	\$ 840,102	
Pathway Home 3							\$ 390,319	\$ 225,562	\$ 242,051	
Prison to Employment 2.0 - Program							\$ 74,402	\$ 133,757	\$ 40,000	
Prison to Employment 2.0 - Technical Assist.							\$ 2,864	\$ 196,050	\$ 126,600	
QUEST - National Dislocated Worker							\$ 211,676	\$ 277,193	\$ 344,429	
Rapid Response	\$ 477,815	\$ 312,260	\$ 313,529	\$ 245,344	\$ 478,492	\$ 418,718	\$ 286,046	\$ 221,649	\$ 169,641	
Rapid Response Lay-Off Aversion	\$ 106,643	\$ 84,927	\$ 41,779	\$ 59,649	\$ 118,698	\$ 109,956	\$ 84,152	\$ 50,942	\$ 49,888	
Regional Plan Implementation 5.0							\$ 82,999	\$ 38,355	\$ 10,500	
Regional Equity & Recovery Partnerships (RERP)							\$ 35,552	\$ 254,183	\$ 274,286	
Rural Community AC (RCAC Biomass)					\$ 9,328	\$ 852	\$ 8,277	\$ 1,472	\$ 7,500	
STEPS 2022							\$ 40,722	\$ 1,096	\$ -	
STEPS 2023									\$ 24,000	
Tuolumne County CalFresh						\$ 1,758	\$ 3,604	\$ 7,289	\$ 6,000	
Workforce Accelerator Fund 10.0 (REACH)							\$ 175,312	\$ 57,843	\$ -	
Youth (In School)	\$ 38,456	\$ 64,480	\$ 112,356	\$ 64,431	\$ 31,989	\$ 110,097	\$ 32,933	\$ 75,415	\$ 73,610	
Youth (Out of School)	\$ 323,603	\$ 348,402	\$ 287,993	\$ 330,057	\$ 245,162	\$ 356,783	\$ 162,726	\$ 247,497	\$ 220,831	
TOTAL RESOURCES	\$ 2,280,276	\$ 3,301,186	\$ 3,177,532	\$ 3,029,167	\$ 2,903,488	\$ 3,207,686	\$ 3,394,764	\$ 3,547,519	\$ 4,998,367	\$ 1,450,848

Analysis for Agenda Item 5.1

MLJT Cash Flow forecast through Dec 31,2024				
Available cash Draws	\$	288,382.00		
		Oct-24	Nov-24	Dec-24
Expected Cash Payments on AR	\$	6,679.64	\$ 589,445.14	\$ 138,704.94
		Monthly Costs		
		24-Oct	24-Nov	24-Dec
Staff and Overhead only	\$	125,000.00	\$ 295,000.00	\$ 295,000.00
Participant AP Estimate	\$	25,000.00	\$ 75,000.00	\$ 85,000.00
		Available Cash		
		24-Oct	24-Nov	24-Dec
	\$	145,061.64	\$ 364,506.78	\$ 123,211.72

NOTES:

Outstanding AR	\$	624,829.72
SEPT 24 Estimate Billing	\$	110,000.00
60+day repayment schedule		
Oct 24 Estimate Billing	\$	115,000.00
(send out November 20th)		
Participant Obligations	\$	204,959.93

SBC Estimated payment for outstanding \$516,050.00 will be early to mid November (working out details)

WIOA Round 2 Estimate mid to end December (unconfirmed)

Budget funding is strong, but cash flow is an increasing challenge due to:

- A. MLJT is not allowed to carry a cash balance
- B. Cash draws from the state must be for actual expenditures (no padding)
- C. Grants and contracts are increasingly reimbursement-based
- D. Reimbursements and cash drops are often delayed



2025 Board Meetings

Primary Location In-Person: 197 Mono Way, Suite B, Sonora, CA 95370
 Teleconference (Amador): 1 Prosperity Court, Sutter Creek, CA 95685
 Teleconference (Calaveras): 7 Main Street, San Andreas, CA 95249
 Teleconference (Mariposa): 5362 Lemee Lane, Mariposa, CA 95338

MLJT Board of Directors

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13		15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mother Lode Workforce Development Board

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

BOD Meetings

Monday, January 27, 2025
10:00 am - 12:00 pm

Monday, April 21, 2025
10:00 am - 12:00 pm

Monday, July 21, 2025
10:00 am - 12:00 pm

Monday, October 20, 2025
10:00 am - 12:00 pm

WDB Meetings

Thursday, February 20, 2025
12:00 - 2:00 pm

Thursday, May 15, 2025
12:00 - 2:00 pm

Thursday, August 21, 2025
12:00 - 2:00 pm

Thursday, November 20, 2025
12:00 - 2:00 pm

Lunch provided for WDB Meetings

If you require reasonable accommodation in order to participate in any of these meetings please contact Kelly Sepelyak, 72 hours in advance, at ksepelyak@mljt.org
 CRS711 (TTY) Auxiliary aids and services are available upon request to individuals with disabilities. EOE/ADA