

**MLJT Board of Directors**

Amador Co: Supervisor Lynn Morgan  
Mariposa Co: Supervisor Marshall Long  
Tuolumne Co: Supervisor Randy Hanvelt  
Calaveras Co: Supervisor Chris Wright  
MLWIB Chair: Rosetta Bannwarth

**MOTHER LODGE JOB TRAINING  
BOARD OF DIRECTORS****Meeting Agenda**

**Monday, April 18, 2016  
(10:00 a.m. – 12:00 p.m.)**

**Mother Lode Job Training**

**197 Mono Way, Suite B, Sonora CA 95370**

**Questions: (209) 533-3396 – Jeff Dickason**

**CALL TO ORDER AND ROLL CALL****PUBLIC COMMENT**

*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 to each individual public speaker to no more than five (5) minutes.*

**ACTION ITEMS**

- A1:** Acceptance of the January 25, 2016 meeting minutes
- A2:** Mother Lode Workforce Board membership updates
- A3:** Acceptance of Annual Single Audit by MWS (Morse Wittwer Sampson), LLP
- A4:** WIOA planning and implementation benchmarks
- A5:** Executive Director Recruitment
- A6:** Adjustment to the 2015-16 budget
- A7:** Adoption of a 2016-17 preliminary budget
- A8:** Authorization for the Executive Director to Negotiate and Enter into a Lease
- A9:** Executive Director's report

**INFORMATION ITEMS**

- I1:** 2016 Meeting Calendar

**NEXT MEETING:** Monday, July 18, 2016 from 10:00 a.m. to 12:00 p.m.

**ADJOURN**

## **MATERIALS SUPPORTING ACTION ITEMS**

**A1:** Acceptance of the January 25, 2016 MLBOD meeting minutes.

### **MLJT Board of Directors**

Amador Co: Supervisor Lynn Morgan  
Mariposa Co: Supervisor Marshall Long  
Tuolumne Co: Supervisor Randy Hanvelt  
Calaveras Co: Supervisor Chris Wright  
MLWIB: Chair Rosetta Bannwarth

### **MOTHER LODE JOB TRAINING BOARD OF DIRECTORS**



**Meeting Minutes**  
**Monday, January 25, 2016**  
**(10:00 a.m. – 12:00 p.m.)**  
**Mother Lode Job Training**  
**197 Mono Way, Suite B, Sonora CA 95370**

### **CALL TO ORDER AND ROLL CALL**

C. Wright called the meeting to order at 10:15 a.m. V. Long completed roll call and a quorum was determined to be present.

<b>Board Member</b>	<b>Others Present</b>
Amador County: Absent	Jeff Dickason, Executive Director
Tuolumne County: Absent	Vicki Long, Tuolumne Manager
Calaveras County: Chris Wright	
Mariposa County: Marshall Long	
ML WIB Chair: Rosetta Bannwarth	

### **PUBLIC COMMENT**

*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 to each individual public speaker to no more than five (5) minutes.*

C Wright asked for public comment and there was none.

**A1:** Acceptance of October 19, 2015 MLBOD meeting minutes.

**Action:** A motion to accept the minutes from the October 19, 2015 of the Mother Lode Board of Directors was made by M Long with a second by R Bannwarth. Motion carried with R Hanvelt and L Morgan absent (3-0-0 with 2 absent).

**A2:** MLWIB Membership

LEO Agreement: *"The Board shall appoint members to the WIB in accordance with Section 117 of the [Workforce Investment] Act."*

Consideration of approving WIB membership changes including:

M1: Resignations           None  
M2: Appointments       None  
M3: Extensions           None

No changes to the Workforce Board and no action necessary.

**A3:** Identification of representatives and alternates from each of the Boards of Supervisors in the JPA and annual election of officers of the Mother Lode Job Training Board of Directors.

a. Identification of representatives and alternates

Representing	Member:	Alternate:
Amador	Lynn Morgan Amador County BOS 810 Court Street Jackson, CA 95642 (209) 223-6470 (209) 257-0619 FAX lmorgan@amadorgov.org	Louis Boitano Amador County BOS 810 Court Street Jackson, CA 95642 (209) 223-6470 (209) 257-0619 FAX lboitano@amadorgov.org
Calaveras	Christopher Wright Calaveras County BOS 891 Mountain Ranch Road San Andreas, CA 95249 (209) 304-3729 cwright@co.calaveras.ca.us	Michael Oliveira Calaveras County BOS 891 Mountain Ranch Road San Andreas, CA 95249 (209) 754-6308 mcoliveira@co.calaveras.ca.us
Mariposa	Marshall Long Mariposa County BOS P.O. Box 784 Mariposa, CA 95338 (209) 966-3222 (209) 966-5147 FAX mlong@mariposacounty.org	Rosemarie Smallcombe Mariposa County BOS P.O. Box 784 Mariposa, CA 95338 (209) 966-3222 (209) 966-5147 FAX rsmallsombe@mariposacounty.org
Tuolumne	Randy Hanvelt Tuolumne County BOS 2 S. Green Street Sonora, CA 95370 (209) 533-5521 (209) 533-6549 FAX rhanvelt@co.tuolumne.ca.us	Sherri Brennan Tuolumne County BOS 2 S. Green Street Sonora, CA 95370 (209) 533-5521 (209) 533-6549 FAX sbrennan @co.tuolumne.ca.us
WIB	Rosetta Bannwarth, WIB Chair 197 Mono Way, Suite B Sonora CA 95370 (209)533-3396 (209)533-1079 FAX Bannyscafe@sbcglobal.net	Tyler Newton, WIB Vice-Chair Employment Supervisor Sonora Regional Medical Center 1000 Greenley Road Sonora CA 95370 (209)536.5032 NewtonTC@ah.org

b. Election of Officers of the Mother Lode Job Training Board of Directors

Officers of the Mother Lode Board of Directors are elected as provided for under the Bylaws, Article IV: Officers.

**Action:** Motion by M Marshal to continue for a second year the current slate of officers with a second by R Bannwarth. Motion carried with R Hanvelt and L Morgan absent (3-0-0 with 2 absent)

**A4:** WIOA Planning and Implementation Benchmarks

J Dickason presented a WIOA planning and implementation time line and benchmarks based on the latest information and direction from the state of California Workforce Investment Board and Employment Development Department. J Dickason reviewed the time line and when each item would be required to be in place.

**Action:** Members discussed time lines, priorities and transition, and accepted the report by consensus. C Wright asked that the planning item for the Executive Director's recruitment be broken out as a separate action item for consideration at the April meeting of the Board.

**A5:** Second Reading: Update Joint Powers Agreement between the four counties

J Dickason presented a second reading of a draft of the Joint Powers Agreement between the four counties that was updated to reference and conform to the new Workforce Innovation and Opportunity Act. Members were reminded that the changes to the agreement were merely updates to language to reference the Workforce Innovation and Opportunity Act and that there are no changes to the roles and responsibilities or agreements among the partner counties.

**Action:** Motion by M Long with a second by R Bannwarth to accept the updated to the Joint Powers Agreement between the four counties as amended to conform to the Workforce Innovation and Opportunity Act. Motion passed (3-0-0 with 2 absent).

**A6:** Second Reading: Update to the Board of Directors Bylaws to conform with WIOA requirements

J Dickason presented a second reading of a draft of the Board of Directors Bylaws that were updated to reference and conform to the new Workforce Innovation and Opportunity Act. Members were reminded that the changes were merely updates to language to reference the Workforce Innovation and Opportunity Act and that there are no changes to the Bylaws.

**Action:** Motion by M Long with a second by R Bannwarth to accept the updated to the Joint Powers Agreement between the four counties as amended to conform to the Workforce Innovation and Opportunity Act. Motion passed (3-0-0 with 2 absent).

**A7:** Second Reading: Update the Agreement between the Local Elected Officials and the Workforce Board

J Dickason presented a second reading of a draft of the Agreement between the Local Elected Officials and the Workforce Board that was updated to reference and conform to the new Workforce Innovation and Opportunity Act. Members were asked to review the draft in preparation for further review at a later meeting.

**Action:** By consensus, members table the second draft for later consideration.

**A8:** Consideration of a Memorandum of Understanding between the Mother Lode Workforce Board and Delta Launch Charter School.

J Dickason presented a draft of a Memorandum of Understanding between the Mother Lode Workforce Board and Delta Launch Charter School and responded to questions by members.

**Action:** Motion by M Long with a second by R Bannwarth to accept the Memorandum of Understanding as drafted. Motion passed (3-0-0 with 2 absent).

**A9:** Executive Director's Report

J. Dickason provided a report on activities of the Executive Director and the Agency, and discussed accomplishments and challenges of the organization, WIOA transition and fielded questions from members

**Action:** Motion by R Bannwarth with a second by M Long to accept the report as presented. Motion passed (3-0-0 with 2 absent).

**INFORMATION ITEMS**

**I1:** 2016 Meeting Calendar:

J. Dickason presented the 2016 meeting calendar to members.

**NEXT MEETING**

Members were reminded that the next meeting of the Board is scheduled for Thursday, January 25, 2016 from 10:00 a.m. to 12:00 p.m. as a joint meeting with the Mother Lode Workforce Investment Board.

**ADJOURN**

C Wright thanked members for their time and attention, and adjourned the meeting at 11:17 a.m.

**A2: Mother Lode Workforce Investment Board Membership**

**Action:** Consideration of approval of Workforce Board membership changes conforming to WIOA requirements and, additional actions related to Workforce Board membership sought by members.

M1: Resignations Ben Saldana, Delaware North Corporation

M2: Appointments Trish Magdaleno, Chicken Ranch Casino

M3: Extensions

M4: Status Changes None

**Mother Lode Workforce Investment Board Membership  
Effective October 19, 2015**

Total Seated*: 17 (*Members fill multiple requirements) Have 17 / Need 0	Total Business: 9 Percent: 56% Have 9 / Need 0	Workforce : 4 Percent: 25% Have 4 / Need 0	Mandated Partners*: Meets Have 5 / Need 0
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WIOA Membership Sec. 107(b)(2)	Name	Company/Organization	
<b>Business Representation (Majority)</b>			<b>9</b>
Hospitality	Rosetta Bannwarth	Banny's Restaurant and Catering	1
Hospitality/Tourism	Michelle Watkins	Black Oak Casino	2
Hospitality/Tourism	Ben Saldana	Delaware North Corporation	3
Technology/Communications	Tim Hildabrand	HSTAR, Inc.	4
Technology/Communications	Ben Hulet	Mother Lode Internet	5
Technology/Communications	Frank Leschinsky	Volcano Telephone	6
Technology/Energy	Sue Westgate	MRL Industries	7
Construction/Retail Trade	Mark Borchin	The Glass Doctor	8
Health/Medical	Tyler Newton	Sonora Regional Medical Center	9
<b>Workforce Representation (20%)</b>			<b>4</b>
Labor	Debra Rockwood	UNITE-HERE! Local 19	10
Labor	Bill Petrone	Service Employees International Union 1021	11
Labor	James Wood	Laborers Local 1130	12
Youth Education & Employment	Margie Bulkin	Tuolumne Superintendent of Schools	13
<b>Education (2 Required)</b>			<b>2</b>
Higher Education	Klaus Tenbergen	Columbia College	14
Adult Education	Klaus Tenbergen	Columbia College	*
<b>Economic Development (1 Required)</b>			<b>1</b>
Economic Development	Larry Cope	Central Sierra Economic Development District & Tuolumne Economic Development Authority	15
<b>One-Stop Partners (2 Required)</b>			<b>2</b>
Title III Wagner-Peyser	Mary Ruiz	Employment Development Department	16
Title IV Vocational Rehabilitation	Mahalia Gotico	Vocational Rehabilitation Department	17
<b>Optional Partners (Ex-Officio)</b>			
Title I WIOA Programs	Jeff Dickason	Mother Lode Job Training	0
TANF/Welfare-to-Work	Rebecca Espino	Tuolumne County Department of Social Services	0
CBO - HUD/CSGB	Shelly Hance	Amador-Tuolumne Community Action Agency	0
Title V Older Americans	Rebecca Mendibles	SER Jobs for Progress National, Inc.	0
Native American Programs	Velma Whitebear	California Indian Manpower Consortium	0

Staff contact: Mark Eiserer, HR/Program Analyst, (209)533-3396 / MEiserer@MLJT.Org

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**A3:** Acceptance of Annual Single Audit by MWS (Morse Wittwer Sampson), LLP

**Action:** Review and accept work related to the annual single audit of Mother Lode Job Training (MLJT) by Morse, Wittwer and Sampson LLP (MWS).

**Discussion:** MWS accepted and completed work related to the contract for the MLJT single audit. The audit resulted in no findings of non-compliance. The Management Letter from the auditor's included two recommendations:

1. **Check Signing**

During testing two instances were noted of checks that require two signatures only having one signature. Though the Agency has other mitigating controls over cash disbursements, the auditors are recommending the Agency adhere to the check signing policy as prescribed.

2. **Reconciliation of Payroll**

During the audit that the auditor was unable to reconcile payroll per the general ledger to the wages reported on the quarterly payroll returns. The auditor is recommending that the Finance Manager perform this reconciliation on a quarterly basis to ensure recorded payroll agrees to the amount reported on the quarterly payroll returns.

Management accepts both recommendations and is continuing to work to adhere to internal controls and processes. Hard-bound copies of the audit will be available at the Board meeting. An electronic copy of the audit will be included with the email transmitting the Board agenda package. Copies of the audit are available to the public upon request.

**A4: WIOA Planning and Implementation Benchmarks**

**Action:** At the discretion of the Board.

USDOL and EDD have been working diligently to release WIOA related guidance. As this guidance is released, staff is reviewing and working to incorporate the new requirements into our internal guidance, policies and processes. CWIB and EDD leadership have provided insight into the implementation time lines that are being adopted by the state. These timelines continue to evolve as implementation continues. Updates to critical benchmarks for our current purposes include:

ITEM	LEAD	STATUS	DUE	COMPLETE
Initial Local Area Designation	BOD	Complete	Mar 2015	Mar 2015
Final Local Area Designation - Update Joint Powers Agreement for WIOA - Update BOD By-Laws for WIOA	BOD BOD BOD	Complete Complete	Mar 2016	Jan 2016
Regional Area Designation	BOD	Complete	Mar 2015	Mar 2015
Local Board Recertification - Update WIB/LEO Agreement for WIOA - Update WIB By-Laws for WIOA	BOD BOD/WIB WIB	Complete In Process In Process	Mar 2016 Jan 2016 Jan 2016	Jan 2016 <i>* Need to define role of One-Stop Operator</i>
Memorandum of Understanding among One-Stop partners, WSD 15-12 dated January 20, 2016	WIB	In Process	Mar 2016	<b>* MOU will define role of One-Stop Operator</b>
Procure WIOA One-Stop Operator - Authorize staff to develop RFQ/RFP - Approve RFQ/RFP - Run Procurement - Evaluate Applications - Select Provider - Approve Provider/Address Appeals - Transition program (as necessary)	WIB WIB TCEDA WIB WIB BOD WIB	In Process Complete May 2016 Jun 2016 July 2016 Aug 2016 Oct 2016 Jan-Jun 2017	Jul 2017	<i>* Need to define role of One-Stop Operator</i>
Procure WIOA Youth Services	WIB	Complete	Jul 2015	May 2015
WIOA Policy Guidance - Youth expenditure requirement - 75% (Budget) - Youth Work-Based Learning set-a-side (Budget) - Youth Program Elements (Youth Provider RFP) - Priority of Service Provisions - Selective Service Registration - Transitional Jobs - Incumbent Worker Training - On-the-Job Training - Work Experience	BOD/WIB BOD/WIB BOD/WIB WIB WIB WIB WIB WIB WIB WIB	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	Jul 2015 Jul 2015 Jul 2015 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016	May 2015 May 2015 May 2015 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016
Re-Negotiate Performance for WIOA	WIB	Complete	Feb 2016	Feb 2016
Accounting & Fiscal Management	MLJT	Complete	Jul 2015	Jul 2015
MLJT Re-Organization for WIOA - Separation of WIB from Service Provider - Update position descriptions for WIOA - Update salary classifications - Update Personnel Policies	BOD/WIB BOD BOD BOD	In Process In Process In Process	Jul 2017	Action is dependent upon Final Regs from USDOL
Staff Training	MLJT	Complete /Ongoing	Jul 2015	On-going
Local Area and Regional Strategic Plan	WIB	In discussion	Unknown	



**A5: Recruitment of an Executive Director**

**Action:** Approve materials and provide direction to staff supporting the recruitment of a new Executive Director.

**Discussion:**

The current Executive Director has notified the Mother Lode Job Training Board of Directors of his intent to retire in December 2016. As a consequence it is recommended that the Mother Lode Job Training Board of Directors (MLJT BOD) approve materials and provide direction to staff supporting the recruitment of a new Executive Director.

Staff is recommending the following decision making process:

**1. Confirmation of organizational structure and needs**

Mother Lode Job Training is currently managed by an Executive Director who is assisted by a Fiscal Manager and a One-Stop Manager. The Executive Director also supervises and provides direction to a Human Resource/Program Analyst who is charged with providing staff support to the Workforce Board. This arrangement was most recently reviewed by Employment Development Department (EDD) Monitoring staff during the Fiscal and Procurement Administrative Monitoring that was completed in March 2016. No findings resulted from this monitoring and no recommendations to change this organizational model were provided by EDD. This said, it should be noted that the draft regulations promulgated by USDOL identify the need for at least administrative separation between the Workforce Board and the service provider in order to address requirements that the Workforce Board procure the services of the One-Stop Operator and Youth Services Provider. Such procurement requires an arms-length process with no conflicts of interest. Clear separation between Workforce Board and service provider staffing will help to avoid any real or perceived conflict of interest.

USDOL was scheduled to release final WIOA regulations in January 2016. This release will be delayed, most likely until at least June 2016. We expect that the final regulations may provide some clarification regarding options for the Workforce Board to procure services of the One-Stop Operator. The procurement of the One-Stop Operator must be completed by the Workforce Board no later than June 30, 2017. The RFQ and RFP supporting this procurement are currently in development and are scheduled to be released in June 2016. The Workforce Board has arranged for a neutral third party (Central Sierra Economic Development Authority, CSEDA) to handle the procurement to better assure an arms-length neutral process however we will need to arrange with CSEDA to cover the costs of this action.

Based on current draft guidance from USDOL, feedback from EDD Monitoring staff, and the use of a neutral third party by the Workforce Board to address procurement requirements, there appears to be no need at this time to change the existing organizational structure of Mother Lode Job Training. However at this time or at a

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future date, the MLJT BOD may wish to consider alternate staffing options. Such options might include going back to a previous organizational model that included a Director of Operations and a Workforce Board Director or moving to an organizational model that includes an Executive Director and an HR/Workforce Board Manager.

Organizational options include:

- a. Maintaining the current structure of an Executive Director with direct supervision of staffing of the Workforce Board;
- b. Adopting a structure that includes an Operations Director and a Workforce Board Director;
- c. Adopting a structure that includes an Executive Director and a HR/Workforce Board Manager.

Based on budget considerations and the current lack of final guidance from USDOL and EDD related to the administrative separation of the Workforce Board and Service Provider, and our ability to demonstrate an arm's length procurement process, staff is currently recommending option 1, above.

## **2. Adopt Updated Job Description(s)**

Attached are job descriptions for the three options. The Executive Director job description has been updated to appropriately reference the new Workforce Innovation and Opportunity Act, as have the job descriptions for an Operations Director, Workforce Board Director and HR/Workforce Board Manager. Attached job descriptions include:

- a. Executive Director
- b. Operations Director
- c. Workforce Board Director
- d. HR/Workforce Board Manager

## **3. Establish salary ranges and benefits**

Mother Lode Job Training has a competitive benefit package that includes health, dental and vision insurance, life insurance, Personal Time Off (PTO) in lieu of vacation or sick leave, paid holidays, and California Public Retirement System (PERS) retirement including the option for a 457 tax sheltered retirement savings plan. The salary ranges were established in 2010.

## **4. Adopt a Recruitment Process and timelines**

- a. July 2016 Post Job Announcement(s) (establish scope)
- b. August 2016 Candidate Screening (who does?)
- c. September 2016 Initial Interviews (establish interview panel)  
(Internal & Partner Staff)
- d. October 2016 Final Interviews (establish interview panel)  
(Board & Workforce Board Members)
- e. November 2016 Job Offer
- f. December 2016 On-Board new staff

**A6: Adjustment to the 2015-16 budget**

**Action:** Consider an adjustment to the PY2015-16 budget.

**PY2015-16 BUDGET ADJUSTED (REV 2)**

1. Adjusted Carry-In per current grant and contract awards
2. Additional \$18,907 in JD NEG was awarded
3. Health insurance increase was budgeted
4. Staffing adjustments
5. Add PERS unfunded liability of \$74,500
6. Added Geo VOS contract close-out of \$9,165 and document scanners for CalJOBS imaging system at \$2,000
7. Added modular office furniture for TCC at \$9,999
8. Added resources to move Calaveras Career Center \$24,000
9. Added resources to contract for procurement of One-Stop Operator \$4,000
10. Added \$9,963 to upgrade computers in Career Center

<b>COST CENTER BUDGET</b>	<b>Amador Career Center</b>	<b>Calaveras Career Center</b>	<b>Mariposa Career Center</b>	<b>Tuolumne Career Center</b>	<b>OneStop Support</b>	<b>Operations Support (Fiscal)</b>	<b>Workforce Investment Board</b>	<b>Total</b>
<b>FTE</b>	2.05	2.05	2.25	3.29	1.69	1.80	0.79	<b>13.93</b>
Personal Services	151,006	148,914	164,057	267,198	169,288	171,083	85,261	<b>1,156,807</b>
Materials & Services	57,634	114,623	57,249	95,657	46,015	46,709	24,928	<b>442,815</b>
Customer Services	92,677	125,412	141,886	195,005	-	-	-	<b>554,980</b>
<b>Total Requirements</b>	<b>301,316</b>	<b>388,949</b>	<b>363,192</b>	<b>557,859</b>	<b>215,303</b>	<b>217,792</b>	<b>110,189</b>	<b>2,154,601</b>
Resource Allocation	323,196	399,047	320,661	568,412	215,303	217,792	110,189	2,154,601
Resource Adjustment	(21,880)	(10,098)	42,531	(10,553)				
<b>Resources</b>	<b>301,316</b>	<b>388,949</b>	<b>363,192</b>	<b>557,859</b>	<b>215,303</b>	<b>217,792</b>	<b>110,189</b>	<b>2,154,601</b>
<b>Percent Resources (after adjustments)</b>	<b>13.98%</b>	<b>18.05%</b>	<b>16.86%</b>	<b>25.89%</b>	<b>9.99%</b>	<b>10.11%</b>	<b>5.11%</b>	<b>100.00%</b>
<b>Reserve</b>								<b>0</b>

<b>BUDGET COMPARISON</b>	<b>FY13-14 Budget Prior Year</b>	<b>FY14-15 Budget Prior Year</b>	<b>FY15-16 Budget Adopted</b>	<b>FY15-16 Budget Adjusted R1</b>	<b>FY15-16 Budget Adjusted R2</b>	<b>Change</b>	<b>Percent Change</b>
<b>FTE</b>	<b>16.34</b>	<b>15.79</b>	<b>16.20</b>	<b>16.76</b>	<b>13.93</b>	<b>(2.83)</b>	<b>-16.9%</b>
Personal Services	1,450,313	1,390,454	1,319,547	1,293,234	1,156,807	(136,427)	-10.5%
Materials & Services	399,565	294,840	313,496	334,865	442,815	107,950	32.2%
Customer Services	521,532	516,472	564,932	724,685	554,980	(169,705)	-23.4%
<b>Total Requirements</b>	<b>2,371,410</b>	<b>2,201,766</b>	<b>2,197,975</b>	<b>2,352,784</b>	<b>2,154,601</b>	<b>(198,182)</b>	<b>-8.4%</b>
<b>Budgeted Resources</b>	<b>2,703,489</b>	<b>2,371,410</b>	<b>2,197,975</b>	<b>2,352,784</b>	<b>2,154,601</b>	<b>(198,182)</b>	<b>-8.4%</b>
<b>*Balance (not including reserves for future years)</b>	<b>332,079</b>	<b>169,644</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>RESOURCE COMPARISON</b>	<b>FY2012-13</b>	<b>FY2013-14</b>	<b>FY2015-16 A</b>	<b>FY2015-16 R1</b>	<b>FY2015-16 R2</b>	<b>Change</b>	<b>Percent</b>
Adult Carry-In	46,480	78,295	150,000	150,000	79,319	<b>(70,681)</b>	<b>-47.1%</b>
Adult Formula	418,134	440,938	407,187	407,187	412,634	<b>5,447</b>	<b>1.3%</b>
Dislocated Worker Carry-In	103,136	131,268	125,000	125,000	59,356	<b>(65,644)</b>	<b>-52.5%</b>
Dislocated Worker Formula	474,592	480,235	397,647	397,647	402,966	<b>5,319</b>	<b>1.3%</b>
Youth Carry-In	19,320	130,234	200,000	200,000	102,174	<b>(97,826)</b>	<b>-48.9%</b>
Youth Formula	445,833	384,493	349,306	349,306	353,978	<b>4,672</b>	<b>1.3%</b>
Rapid Response Formula	373,748	390,906	233,935	254,130	254,130	-	<b>0.0%</b>
Lay-Off Aversion Formula	-	-	60,900	70,230	70,230	-	<b>0.0%</b>
National Emergency Grant	27,000	-	25,000	35,000	63,999	<b>28,999</b>	<b>82.9%</b>
Veterans Grant			-	-			-
DW AA Grant / JD SECTOR NEG	420,827	-	-	-	-	-	-
Probation Amador			-	-			-
HHS Amador	3,648	3,650	-	-	-	-	-
Cal-WORKS Mariposa	30,000	30,000	30,000	184,783	184,783	-	<b>0.0%</b>
Cal-WORKS Tuolumne	50,000	100,000	100,000	100,000	100,000	-	<b>0.0%</b>
CDBG Tuolumne			-	-			-
CDBG Calaveras	150,000	93,023	64,000	64,000	59,532	<b>(4,468)</b>	<b>-7.0%</b>
CDBG Mariposa	12,500	76,233	-	-	-	-	-
US Forest Service Tuolumne	20,000	32,135	20,000	15,500	11,500	<b>(4,000)</b>	<b>-25.8%</b>
CMCAA Calaveras	50,491		-	-			-
Cal-WORKS Mariposa SYEP			35,000	-	-	-	-
General Fund	57,780	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>2,703,489</b>	<b>2,371,410</b>	<b>2,197,975</b>	<b>2,352,783</b>	<b>2,154,601</b>	<b>(198,182)</b>	<b>-8.4%</b>

**MOTHER LODE JOB TRAINING**  
**MLJT PY2015-16 Budget Revision 2**  
**3/31/2016**

<b>MATERIALS &amp; SERVICES</b>		<b>Proposed Revision 2</b>	<b>Adjusted Revision 1</b>	
<b>COST CENTER</b>	<b>TOTAL</b>		<b>TOTAL</b>	<b>CHANGE</b>
<b>RESOURCES</b>	2,154,601		2,352,783	(198,183)
RESOURCE DISTRIBUTION	100%		100%	
<b>Personal Services</b>	1,156,807		1,293,234	(136,427)
<b>Materials &amp; Services</b>	442,815		334,865	107,950
<b>Customer Services</b>	554,980		724,685	(169,705)
<b>TOTAL BUDGETED EXPENSE</b>	<b>2,154,601</b>		<b>2,352,784</b>	<b>(198,182)</b>
<b>Balance</b>	<b>0</b>		<b>0</b>	<b>(0)</b>
<b>COST CENTER</b>	<b>TOTAL</b>		<b>TOTAL</b>	
- Travel	19,000		24,000	(5,000)
- Staff Training	10,500		13,500	(3,000)
- Rent	139,674		139,674	-
- Telephone	12,580		12,480	100
- Internet	6,075		6,075	-
- Utilities	22,207		22,207	-
- Maintenance	7,389		7,389	-
- Janitorial	13,248		12,698	550
- Office Supplies	14,000		10,640	3,360
- Postage	1,700		1,700	-
- Leased Equipment	17,400		17,400	-
- Dues & Subscriptions	18,145		13,355	4,790
- Marketing & Advertising	7,000		9,000	(2,000)
- Equipment / Furniture	29,963		-	29,963
- Software	4,814		3,153	1,662
- Insurance	14,501		14,501	-
- Audit Expense	17,500		15,500	2,000
- Contracts	8,000		6,482	1,518
- Legal Fees	1,500		2,000	(500)
- Payroll Service	3,112		3,112	-
- Unfunded PERS Liability	74,507		-	74,507
- Outside Meeting Expense	-		-	-
<b>MATERIALS &amp; SERVICES</b>	<b>442,815</b>		<b>334,865</b>	<b>107,950</b>
<b>COST CENTER</b>	<b>TOTAL</b>		<b>TOTAL</b>	
- Training	256,187		351,562	(95,374)
- WBL WEX/OJT	248,264		244,120	4,145
- Support Services	50,528		104,424	(53,895)
- Contract Services	-		24,581	(24,581)
<b>CUSTOMER SERVICES</b>	<b>554,980</b>		<b>724,685</b>	<b>(169,705)</b>
<b>TOTAL</b>	<b>2,154,601</b>		<b>2,352,784</b>	<b>(198,182)</b>

**A7: Adoption of a 2016-17 preliminary budget**

**Action:** Consider the adoption of a preliminary PY2016-17 budget.

**MOTHER LODE JOB TRAINING  
PY2016-17 BUDGET ESTIMATE**

1. Carry-In is estimated based on previous year actual and considering current rate of expenditure
2. Allocations are estimated at 100% of previous year
3. Health insurance is estimated at last year's rate increases
4. Staffing levels and classifications are unchanged from the PY15-16 Adjusted Revision 2 budget
5. Cal PERS Employer Payment of Unfunded Liability is estimated at \$74,000
6. \$40,000 is set-a-side from WIOA Implementation & Innovation, and Regional Staffing for Consulting
7. Training set-a-side is increased to 30% to meet SB764 requirements
8. All other WIOA set-a-sides are addressed

<b>COST CENTER BUDGET</b>	<b>Amador Career Center</b>	<b>Calaveras Career Center</b>	<b>Mariposa Career Center</b>	<b>Tuolumne Career Center</b>	<b>OneStop Support</b>	<b>Operations Support (Fiscal)</b>	<b>Workforce Investment Board</b>	<b>Total</b>
<b>FTE</b>	2.38	2.38	1.98	3.20	1.80	1.80	0.90	<b>14.43</b>
Personal Services	174,738	177,011	131,927	254,481	180,624	171,121	96,653	<b>1,186,555</b>
Materials & Services	56,271	74,548	49,806	87,702	39,243	45,397	65,287	<b>418,252</b>
Customer Services	99,571	104,648	129,447	206,991	-	-	-	<b>540,657</b>
<b>Total Requirements</b>	<b>330,579</b>	<b>356,207</b>	<b>311,180</b>	<b>549,174</b>	<b>219,867</b>	<b>216,517</b>	<b>161,940</b>	<b>2,145,464</b>
Resource Allocation	319,891	348,175	316,455	562,618	219,867	216,517	161,940	2,145,463
Resource Adjustment	10,689	8,031	(5,275)	(13,444)				
<b>Resources</b>	<b>330,579</b>	<b>356,207</b>	<b>311,180</b>	<b>549,174</b>	<b>219,867</b>	<b>216,517</b>	<b>161,940</b>	<b>2,145,463</b>
<b>Percent Resources (after adjustments)</b>	<b>15.41%</b>	<b>16.60%</b>	<b>14.50%</b>	<b>25.60%</b>	<b>10.25%</b>	<b>10.09%</b>	<b>7.55%</b>	<b>100.00%</b>
<b>Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>BUDGET COMPARISON</b>	<b>FY12-13 Budget Prior Year</b>	<b>FY13-14 Budget Prior Year</b>	<b>FY14-15 Budget Prior Year</b>	<b>FY15-16 Budget Prior Year</b>	<b>FY16-17 Budget Proposed</b>	<b>Change from Prior Year</b>	<b>Percent Change</b>
<b>FTE</b>		<b>16.34</b>	<b>15.79</b>	<b>13.93</b>	<b>14.43</b>	<b>0.50</b>	<b>3.6%</b>
Personal Services		1,450,313	1,390,454	1,156,806	1,186,555	<b>29,749</b>	<b>2.6%</b>
Materials & Services		399,565	294,840	442,815	418,252	<b>(24,563)</b>	<b>-5.5%</b>
Customer Services		521,532	516,472	554,980	540,657	<b>(14,323)</b>	<b>-2.6%</b>
<b>Total Requirements</b>		<b>2,371,410</b>	<b>2,201,766</b>	<b>2,154,601</b>	<b>2,145,464</b>	<b>(9,138)</b>	<b>-0.4%</b>

<b>Budgeted Resources</b>		<b>2,703,489</b>	<b>2,371,410</b>	<b>2,158,601</b>	<b>2,145,464</b>	<b>(13,137)</b>	<b>-0.6%</b>
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<b>*Balance (not including reserves for future years)</b>		<b>332,079</b>	<b>169,644</b>	<b>-</b>	<b>-</b>	<b>-</b>	
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**MOTHER LODE JOB TRAINING  
PY2016-17 BUDGET ESTIMATE**

	<b>PY2016-17 PROPOSED</b>	<b>PY2015-16 PRIOR YEAR</b>	
<b>COST CENTER</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>CHANGE</b>
<b>RESOURCES</b>	2,145,464	2,154,600	(9,137)
RESOURCE DISTRIBUTION	100%	100%	
<b>Personal Services</b>	1,186,555	1,156,807	29,748
<b>Materials &amp; Services</b>	418,252	442,815	(24,563)
<b>Customer Services</b>	540,657	554,980	(14,323)
<b>TOTAL BUDGETED EXPENSE</b>	2,145,464	2,154,601	(9,138)
<b>Balance</b>	-	-	

<b>MATERIALS &amp; SERVICES</b>	<b>TOTAL</b>	<b>TOTAL</b>	
- Travel	11,125	19,000	(7,875)
- Staff Training	14,250	10,500	3,750
- Rent	131,526	139,674	(8,149)
- Telephone	12,480	12,580	(100)
- Internet	6,075	6,075	-
- Utilities	22,207	22,207	-
- Maintenance	7,389	7,389	-
- Janitorial	15,808	13,248	2,560
- Office Supplies	9,500	14,000	(4,500)
- Postage	1,700	1,700	-
- Leased Equipment	17,400	17,400	-
- Dues & Subscriptions	8,980	18,145	(9,165)
- Marketing & Advertising	5,000	7,000	(2,000)
- Equipment / Furniture	-	29,963	(29,963)
- Software	4,200	4,814	(614)
- Insurance	14,501	14,501	-
- Audit Expense	17,500	17,500	-
- Consulting	40,000	8,000	32,000
- Legal Fees	1,500	1,500	-
- Payroll Service	3,112	3,112	-
- Unfunded PERS Liability	74,000	74,507	(507)
- Outside Meeting Expense	-	-	-
<b>MATERIALS &amp; SERVICES</b>	<b>418,252</b>	<b>442,815</b>	<b>(24,563)</b>

<b>CUSTOMER SERVICES</b>	<b>TOTAL</b>	<b>TOTAL</b>	
- Training	268,159	256,187	11,972
- WBL WEX/OJT	254,827	248,264	6,563
- Support Services	17,671	50,528	(32,858)
- Contract Services	-	-	-
<b>CUSTOMER SERVICES</b>	<b>540,657</b>	<b>554,980</b>	<b>(14,322)</b>

<b>TOTAL</b>	<b>2,145,464</b>	<b>2,154,602</b>	<b>(9,138)</b>
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**A8: Authorization for the Executive Director to Negotiate and Enter into a Lease**

**Action:** Authorize the Executive Director to negotiate and enter into a lease with Roadrunner Properties for office space in Frog Jump Plaza, Angels Camp CA.

**Discussion:**

Mother Lode Job Training has expressed interest in a space in Jump Frog Plaza located new the McDonalds and Starbucks at the junction of Hwy 49 and Hwy 4. This location is publicly visible, includes bus service, and provides sufficient space for an American Job Center of California (AJCC). We are currently paying \$43,318 per year in San Andreas.

MOTHER LODE JOB TRAINING  
Facilities Analysis Worksheet

Location and contact information			
Location:	51 N Main St, Angels Camp CA 95222	Email:	Vivian@priorityrealtors.com
Contact:	Vivian Danielson	Phone:	(209)736-5800 / (209)918-6351

Suitability measures		Degree Present (5 is nearly perfect)				
		5	4	3	2	1
1	ADA compliant	X				
2	Resource Room – approx. 1000 sq. feet	X				
3	Restrooms easily accessible				X	
4	1 or 2 small offices			X		
5	Storage space for office supplies, participant files, etc.			X		
6	Open floor plan providing for staff visibility and line of sight	X				
7	Adequate parking (15-25 parking spaces - for staff and clients)	X				
8	Well kept professional appearing facility	X				
9	Conference/training room – approx 280 sq. feet					X
10	Break room			X		
11	Visible to public	X				
12	Conveniently located to partner organizations			X		
13	Conveniently located to community resources		X			
14	Conveniently located to other amenities (shopping, etc)	X				
15	Space requires little modification to meet criteria			X		
16	Staff impression and ranking of space suitability	X				
Score		62				

**Notes:**

This location is in the Jump Frog Plaza along with McDonalds, Starbucks, Roundtable Pizza, CVS Pharmacy and other food and retail businesses. It is at the junction of Hwy 49 and Hwy 4 with a bus stop at the Plaza entrance. The location has good visibility and parking and is located near the Calaveras Superintendent of Schools Office and Bret Harte High School. The space has been vacant for two or three years and price is negotiable. This space will require the one-time purchase of modular furniture and cubicles for staff and to create a conference room.

Cost measures		Square ft:	1750
		Monthly	Annual
1	Costs for space	\$ 1.25	
2	Costs for proportionate share of common area space	-	
3	Costs for property taxes (Net 1)	-	
4	Costs of required insurances (Net 2)	-	
5	Estimated costs for space and common area maintenance (Net3)	.63	
6	Amortized modifications and other costs unique to the site	-	
Total Costs		\$ 1.88	\$39,480

Staff contact: Jeff Dickason (209)533-3396 / JDickason@MLJT.Org



**A9: Executive Director's Report**

**Action:** Accept Executive Director's report and provide appropriate direction.

**1. Status Report - EDD Monitoring**

Monitoring by the Employment Development Department was completed March 14-17, 2016 with a focus on Fiscal, Procurement and Administrative Systems and internal controls. The monitoring resulted in no findings. EDD monitoring staff reviewed implementation timelines provided encouragement to continue the transition between WIA and WIOA.

<b>EDD Monitoring</b>	<b>Status</b>
PY14-15 Fiscal Monitoring	No Findings – Completed March 14-17, 2016

**2. Fiscal Management/Annual Audit**

MWS - Morse, Wittwer, Sampson LLP was selected as the A-133 Financial Auditor for the 2013-14 annual audit and the contract was renewed for the 2014-15 annual audit. The on-site portion of the 2014-15 audit was completed in January, 2016 resulting in an audit with no findings or issues, and two management recommendations related to internal controls for check signing and payroll reconciliation.

**3. Human Resources/Personnel**

Mother Lode Job Training hired a new Accounting Technician, Jody Silva. Jody came on board on March 14<sup>th</sup>.

**4. Leases and location for Mother Lode Job Training Career Centers**

Mother Lode Job Training has expressed interest in a space in Jump Frog Plaza located near the McDonalds and Starbucks at the junction of Hwy 49 and Hwy 4. This location is publicly visible, includes bus service, and provides sufficient space for an American Job Center of California (AJCC).

**5. Lay-off Aversion Services**

Rapid response and layoff aversion services were provided to the employees and management of Delaware North in support of the contract transition to Aramark. This work is on-going.

**6. PY2014-15 WIA Performance**

Attached.

**7. Mother Lode Job Training Service Level and Expenditure Report**

Attached.

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2014-15	PY14-15 Goal	PY14-15 Actual	PY14-15 Percent	*EDD Success
<b>ADULT</b>				
ENTERED EMPLOYMENT	60.5%	72.0%	119.0%	Exceeded
RETENTION RATE	79.5%	81.0%	101.9%	Exceeded
AVERAGE EARNINGS	\$ 12,300	\$ 11,893	96.7%	Met
<b>DISLOCATED WORKER</b>				
ENTERED EMPLOYMENT	71.5%	80.0%	111.9%	Exceeded
RETENTION RATE	83.0%	79.0%	95.2%	Met
AVERAGE EARNINGS	\$ 15,650	\$ 15,319	97.9%	Met
<b>YOUTH COMMON MEASURES</b>				
PLACEMENT IN EMPLOYMENT OR EDUCATION	74.0%	76.5%	103.4%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	51.5%	57.6%	111.8%	Exceeded
LITERACY AND NUMERACY GAINS	55.0%	100%	181.8%	Exceeded

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2012-13 & 2013-14	PY12-13 Goal	PY12-13 Actual	PY12-13 Percent	*EDD Success	PY13-14 Goal	PY13-14 Actual	PY13-14 Percent	*EDD Success
<b>ADULT</b>								
ENTERED EMPLOYMENT	69.5%	60.9%	87.6%	Met	69.5%	78.5%	112.9%	Exceeded
RETENTION RATE	79.0%	81.7%	103.4%	Exceeded	81.0%	85.1%	105.1%	Exceeded
AVERAGE EARNINGS	\$ 12,000	\$ 12,888	107.4%	Exceeded	\$ 12,000	\$ 13,362	111.4%	Exceeded
<b>DISLOCATED WORKER</b>								
ENTERED EMPLOYMENT	76.0%	76.2%	100.3%	Exceeded	77.0%	81.0%	105.2%	Exceeded
RETENTION RATE	80.5%	87.1%	108.2%	Exceeded	81.0%	87.2%	107.7%	Exceeded
AVERAGE EARNINGS	\$ 14,500	\$ 16,481	113.7%	Exceeded	\$ 15,000	\$ 16,611	110.7%	Exceeded
<b>YOUTH COMMON MEASURES</b>								
PLACEMENT IN EMPLOYMENT OR EDUCATION	72.0%	83.3%	115.7%	Exceeded	74.0%	76.9%	103.9%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	60.0%	78.6%	131.0%	Exceeded	62.0%	70.0%	112.9%	Exceeded
LITERACY AND NUMERACY GAINS	54.0%	n/a	n/a	n/a	55.0%	50.0%	90.9%	Met

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2010-11 & 2011-12	PY10-11 Goal	PY10-11 Actual	PY10-11 Percent	*EDD Success	PY11-12 Goal	PY11-12 Actual	PY11-12 Percent	*EDD Success
<b>ADULT</b>								
ENTERED EMPLOYMENT	69.5%	64.9%	93.4%	Met	69.5%	69.6%	100.1%	Exceeded
RETENTION RATE	79.0%	76.4%	96.7%	Met	79.0%	82.1%	103.9%	Exceeded
AVERAGE EARNINGS	\$ 12,000	\$ 13,681	114.0%	Exceeded	\$ 12,000	\$ 11,775	98.1%	Met
<b>DISLOCATED WORKER</b>								
ENTERED EMPLOYMENT	76.0%	66.7%	87.8%	Met	76.0%	77.1%	101.4%	Exceeded
RETENTION RATE	80.5%	77.8%	96.6%	Met	80.5%	76.7%	95.3%	Met
AVERAGE EARNINGS	\$ 14,500	\$ 20,498	141.4%	Exceeded	\$ 14,500	\$ 15,277	105.4%	Exceeded
<b>YOUTH COMMON MEASURES</b>								
PLACEMENT IN EMPLOYMENT OR EDUCATION	65.0%	83%	128.2%	Exceeded	65.0%	84.0%	129.2%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	61.0%	59%	96.4%	Met	61.0%	78.3%	128.4%	Exceeded
LITERACY AND NUMERACY GAINS	40.0%	n/a	n/a	n/a	40.0%	n/a	n/a	n/a

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2008-09 & 2009-10	PY08-09 Goal	PY08-09 Actual	PY08-09 Percent	*EDD Success	PY09-10 Goal	PY09-10 Actual	PY09-10 Percent	*EDD Success
<b>ADULT</b>								
ENTERED EMPLOYMENT	77.0%	82.4%	107.0%	Exceeded	69.5%	55.7%	80.1%	Met
RETENTION RATE	80.8%	84.3%	104.3%	Exceeded	76.0%	80.6%	106.1%	Exceeded
AVERAGE EARNINGS	\$ 12,800	\$ 13,036	101.8%	Exceeded	\$ 12,000	\$ 11,457	95.5%	Met
<b>DISLOCATED WORKER</b>								
ENTERED EMPLOYMENT	83.0%	84.9%	102.3%	Exceeded	76.0%	64.7%	85.1%	Met
RETENTION RATE	84.0%	92.9%	110.6%	Exceeded	80.5%	76.9%	95.5%	Met
AVERAGE EARNINGS	\$ 15,400	\$ 15,536	100.9%	Exceeded	\$ 14,500	\$ 15,966	110.1%	Exceeded
<b>YOUTH COMMON MEASURES</b>								
PLACEMENT IN EMPLOYMENT OR EDUCATION	65.0%	80.0%	123.1%	Exceeded	65.0%	54.8%	84.3%	Met
ATTAINMENT OF DEGREE OR CERTIFICATE	45.0%	82.6%	183.6%	Exceeded	61.0%	87.5%	143.4%	Exceeded
LITERACY AND NUMERACY GAINS	15.0%	n/a	n/a	n/a	40.0%	n/a	n/a	n/a

Performance for the prior program year is generally reported by EDD in March or April of the current program year.

\*Employment Development Department (EDD) and the U.S. Department of Labor define performance success as follows:

- Exceeded Goal = Actual Performance is greater than Goal
- Met Goal = Actual Performance equals the Goal or is greater than 80% of Goal
- Failed Goal = Actual Performance is less than 80% of Goal
- n/a = results with less than 10 participants are suppressed for confidentiality

WIAD06-10 EDD directive for LWIA Non-Performance: The LWIAs are expected to achieve at least 80 percent of their local performance goal on each performance measure. The LWIAs performing below 80 percent on one or more of the measures will be offered necessary technical assistance the first year. Nonperformance on one or more of the same performance measures in two consecutive years will result in the Governor imposing sanctions as provided for under WIA Section 136(b)(2)(A).



Better Skills – Better Jobs – Better Economy

## PY2015-16 SERVICE LEVEL & EXPENDITURE REPORT for Program Year 2015-16

### SERVICE LEVELS

Performance against service level goals for the program year, period July 1, 2015 to March 31, 2016 is as follows:

CUSTOMER TRAFFIC Career Center	PY13/14		PY14/15		PY15/16 (for Period: July 1 to March 31)				
	Unique Customers	Total Visits	Unique Customers	Total Visits	Unique Customers	Total Visits	Return Rate	Ave. Visits / Month	Ave. Visits / Day
Amador	705	1,875	531	1,419	366	1042	2.8	116	8
Calaveras	578	1,919	452	1,410	347	829	2.4	92	7
Mariposa	553	1,802	490	1,948	259	710	2.7	79	6
Tuolumne	1,582	4,643	1,382	4,198	825	2236	2.7	248	18
<b>Total</b>	<b>3,418</b>	<b>10,239</b>	<b>2,855</b>	<b>8,975</b>	<b>1,744</b>	<b>4,817</b>	<b>2.8</b>	<b>535</b>	<b>38</b>
<b>Prior Year (same time period)</b>					<b>2,359</b>	<b>6,911</b>	<b>2.9</b>	<b>768</b>	<b>50</b>

Between July 1, 2015 and March 31, 2016 the unique unduplicated customer count was 1,744. Total customer visits were 4,817. This is an average customer return rate of 2.8 visits per customer, and breaks down into 535 customer visits each month or 38 customers each business day. The 1,744 unique customer visits represent about 74% of distinct customers served through the same period last year. Please note that the system and tracking methodology used to compile the PY2015-16 customer counts is different than used in prior years and the numbers are not directly comparable.

MLJT transitioned to the state's CalJOBS system in July while maintaining our local system to maintain access to our client records and history. At this point in the transition we are still waiting for state staff and the contractor, Geographic Solutions Inc., to validate system reports to assure accuracy and consistency.

### WIOA ENROLLMENTS

SERVICE LEVELS (counts may not be unique)	ACTUAL PY12/13	ACTUAL PY13/14	ACTUAL PY14/15	GOAL PY15/16	ACTUAL (3/31/16)	PERCENT GOAL
Adult	123	173	137	148	166	112%
- Training	38	70	50	60	36	60%
Dislocated Worker	164	132	88	105	102	97%
- Training	75	72	47	61	31	51%
JD NEG	-	-	18	25	33	132%
- Training / Work-Based	-	-	5	5	4	80%
Youth	49	63	69	59	43	71%
- In-School	34	40	39	8	8	100%
- Out-of-School	15	23	30	51	35	69%

As part of the annual planning and budgeting process Mother Lode Job Training in consultation with Mother Lode Workforce Investment Board and Board of Directors establishes service level targets. These are reflected in the table, above.

Participants carried in from the previous year included 57 Adults, 37 Dislocated Workers and 26 Youth. With the addition of new enrollments, a total of 166 participants are currently enrolled into the Adult program, 102 participants into the Dislocated Worker program and 43 participants into the Youth program. All together there are 293 unique individuals enrolled into WIOA services.

**TRAINING ENGAGEMENT**

Center	PY13/14 Actual	PY14/15 Actual	PY15/16 Plan	PY15-16 Actual	(%) Plan
ACC	20	11	30	10	33%
CCC	23	37	29	21	72%
MCC	14	11	20	15	75%
TCC	49	50	42	30	71%
<b>Total</b>	<b>106</b>	<b>109</b>	<b>121</b>	<b>76</b>	<b>63%</b>

For PY2015-16 the budget for the MLWIB Scholarship program is \$291,557. Based on available training resources for the Adult, Dislocated Worker and JD NEG programs, a goal of 121 training slots was established.

Included within total are funds for on-the-job training (OJT). Between July and March 31<sup>st</sup> a total of 76 scholarships were funded including the continuation of 20 scholarships from the previous year. Scholarships funded in PY2015-16 include (July to March):

Field of Study	Paid	Obligated	Total	JCA	JCC	JCM	JCT	Total
Accounting / Bookkeeping	6,433		6,433	1	0	0	0	1
Admin. Assistant	8,775	7,280	16,055	1	0	0	1	2
Alcohol & Drug Counseling	4,995	330	5,325	1	2	0	0	3
Child Development	160		160	0	1	0	0	1
Dental Assistant	7,681	0	7,681	0	0	1	0	1
EKG Tech		1,450	1,450	1	0	0	0	1
EMT	1,100		1,100	0	0	0	1	1
FireFighter	436	362	798	0	1	0	0	1
GED Preparation	66		66	0	0	0	3	3
General Study	1,562		1,562	0	2	0	0	2
Glazier (OJT)		5,625	5,625	0	1	0	0	1
Human Resource	20,280		20,280	0	0	3	0	3
Industrial Maintenance	9,945		9,945	0	0	0	1	1
Line Cook (OJT)	3,563	6,758	10,320	0	0	0	2	2
Lineman	10,000	0	10,000	0	1	0	0	1
Logistics Manager		4,978	4,978	0	1	0	0	1
Machinist (OJT)	1,402		1,402	0	0	0	1	1
Marketing	4,835		4,835	0	0	1	0	1
Massage Therapist	5,462		5,462	0	1	0	0	1
Medical Office Assistant	7,176	1,449	8,625	0	1	0	5	6
Medical Assistant (OJT)		4,200	4,200	0	1	0	0	1
Certified Medical Assistant	13,641		13,641	1	0	1	2	4
Nurse	2,502	0	2,502	0	2	0	0	2
Office Manager (OJT)	989		989	0	0	0	1	1
PC Support Specialist	5,508	0	5,508	1	0	0	0	1
Phlebotomy	27,464		27,464	1	2	1	7	11
POST Academy	879		879	0	1	0	1	2
Project Manager		7,295	7,295	0	0	1	0	1

Project Manager (OJT)		15,600	15,600	0	0	0	1	1
Truck Driver	74,284	18,010	92,294	3	3	7	3	16
Wastewater Treatment	912	0	912	0	0	0	0	0
Welder	8,500	8,500	17,000	0	1	0	1	2
<b>TOTALS</b>	228,550	81,837	<b>310,386</b>	<b>10</b>	<b>21</b>	<b>15</b>	<b>30</b>	<b>76</b>
2014-15 Program Year Total	271,083	41,893	312,976	10	35	11	46	102
2013-14 Program Year Total			297,269	20	21	14	44	99

**WORK-BASED LEARNING**

FUNDING	ACC	CCC	MCC	TCC	TOTAL
WIOA Youth	1	5	5	5	16
WIOA Adult (OJT)	0	3	0	4	7
WIOA DW (OJT)	2	0	0	5	7
JD NEG	1			4	5
Cal-Works			3	5	8
US Forest Service				5	5
<b>TOTAL</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>28</b>	<b>48</b>

Mother Lode Job Training works with employers to develop work-based learning opportunities supporting the development of job and work readiness skills of participants placed into these positions. Work experience and on-the-job training may be funded using WIOA, JD NEG or Cal-Works contract funds,

based on the eligibilities of the participant. In general, each opportunity is 30 to 40 hours per week with the duration based on the needs of the participant and availability of the employer. Each opportunity includes an individualized work and training plan detailing the skills and competencies to be learned. Following the work-based learning opportunity, every effort is made to transition the participant into employment with the host employer or to place the participant into other unsubsidized work.

**BUSINESS SERVICES**

PY15-16 (Jul-Feb)	Employers Contacted	Employers Added to VOS	Jobs Posted to VOS	OJT
ACC	55	4	24	2
CCC	129	11	74	1
MCC	59	5	18	0
TCC	228	16	73	8
<b>TOTAL</b>	<b>471</b>	<b>36</b>	<b>189</b>	<b>11</b>
<b>PY14-15</b>	<b>587</b>	<b>123</b>	<b>643</b>	<b>7</b>
<b>PY13-14</b>	<b>482</b>	<b>138</b>	<b>381</b>	<b>14</b>

Outreach and expanding services for employers is a staff priority. Metrics were created for PY13/14 to measure staff engagement related to this work. Metrics include the numbers of employers contacted and offered services, new employers added to the CalJOBS labor exchange system, new jobs posted, and On-the-Job Training contracts written with employers. For PY2015-

16, through the end of March, 471 employers have been contacted, 36 new employers added to VOS and 189 jobs posted, and eleven (11) OJT contracts were written. No incumbent worker training contracts have been funded.

**EXPENDITURE (July 1, 2015 to February 29, 2016)**

In the first eight months of the program year, July thru February, a total of \$1,067,065 was expended against a budget of \$2,352,661. The represents an expenditure of 45% of budgeted funds in 66% of the budget year. The expenditure rates of the individual funds vary based on staff time recorded and allocated and direct costs charged to each fund. The shortfall is largely due to budgeted but unfilled staff positions over the past few months. A budget adjustment is being crafted for Board consideration to reprogram these funds.

MOTHER LODE JOB WIOA EXPENDITURE	ACTUAL PY12/13	ACTUAL PY13/14	ACTUAL PY14/15	BUDGET PY15/16	ACTUAL 2/29/2016	PERCENT BUDGET
Adult Program	480,490	494,923	524,053	557,188	246,284	44%
Dislocated Worker Program	547,127	618,649	505,601	522,647	267,959	51%
Rapid Response	327,439	398,316	309,697	254,130	108,204	43%
Layoff Aversion / Gov-25%	385,152	-	-	70,230	13,824	20%
NEG – PY14-15	26,349	-	41,170	35,000	45,838	131%
Youth Program	413,595	517,759	397,498	549,306	278,212	51%
- In-School Youth	218,418	278,176	191,578	109,861	73,513	67%
- Out-of-School Youth	195,177	239,583	205,920	439,445	204,699	47%
Cal-WORKS Mariposa	26,020	26,345	26,255	184,783	22,954	12%
Cal-WORKS Tuolumne	17,327	97,932	71,028	100,000	50,355	50%
HHS Amador		1,824		-		
CMCAA Calaveras	50,624	-		-		
CDBG Calaveras	137,956	26,515	100,000	64,000	24,240	38%
CDBG Mariposa		52,913	39,084	-		
US Forest Service	26,556	4,594	6,213	15,375	9,195	60%
<b>TOTAL</b>	<b>2,562,156</b>	<b>2,239,770</b>	<b>2,020,599</b>	<b>2,352,783</b>	<b>1,067,065</b>	<b>45%</b>

The new Workforce Innovation and Opportunity Act and state of California directives include specific benchmarks for expenditure of certain funds, as follows:

1. Administrative expense is capped at 10% for all funds;
2. At least 75% of youth program funds must be expended on out-of-school youth;
3. At least 20% of youth program funds must be expended on work-based learning;
4. Up to 10% of adult and dislocated worker program funds may be expended on Transitional Employment Opportunities (work experience).
5. Up to 20% of adult program funds may be expended on incumbent worker training.
6. At least 25% of Adult and Dislocated Worker program funds must be expended on training.

### CUSTOMER SATISFACTION

Each quarter a random survey of customers is completed by each Career Center. The cumulative survey, below, shows a high level of satisfaction with services among the customers surveyed. Job search assistance continues to be the primary reason provided by customers coming into the Career Centers although significant numbers of customers do take advantage of other services. The primary age group served is 55 and up, and 70% of customers returned for additional services. The overall customer satisfaction rating across all questions is 93% with the same percentage that would recommend the service to others.

PY201-16 (July 1, 2015 to March 31, 2016)	On a Satisfaction Scale of 10 to 1 with 10 being very satisfied.										Overall
Customer Satisfaction - Survey Quarters 1 - 4	Satisfied					Dis-satisfied					
No. of Responses: 214	10	9	8	7	6	5	4	3	2	1	
How satisfied were you with services?	140	36	17	14	2	3	1	0	0	1	93%
To what extent did services meet your expectations?	128	29	19	18	9	7	1	3	0	0	90%
How well do services compare with an ideal set of services?	126	31	28	17	3	6	2	1	0	0	91%
How likely would you be to recommend services to others?	144	34	15	11	3	5	2	0	0	0	93%
Career Center was easily accessible and staff welcoming?	161	21	15	9	5	3	0	0	0	0	95%
Staff members were knowledgeable and helpful?	175	24	7	3	3	2	0	0	0	0	97%
Services needed were provided in a timely manner?	155	33	11	10	3	2	0	0	0	0	95%
<b>OVERALL SATISFACTION: (100% Possible with all questions equally weighted)</b>											<b>93%</b>

<b>Type of Assistance:</b>		
Job Search	160	75%
Cal JOBS	109	51%
Resume Development	77	36%
Office Equipment Support	67	31%
Telephones	26	12%
Resource Information	54	25%
Other:	15	7%
	3	1%

<b>Age:</b>		
14-17	4	3%
18-21	30	25%
22-54	25	20%
55 & Up	63	16%
Total	122	100%
<b>Visit:</b>		
First	32	20%
Repeat Customer	23	70%



**INFORMATION ITEMS:**

I1: 2016 Meeting Calendar



# 2016 Board Meetings

197 Mono Way, Suite B  
 Sonora, CA 95370  
 Phone: (209) 533-3396  
 Fax: (209) 533-1079

MLJT Board of Directors Meetings

Workforce Investment Board Meetings

January						
S	M	T	W	T	F	S
					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						
S	M	T	W	T	F	S
					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						
S	M	T	W	T	F	S
					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						

October						
S	M	T	W	T	F	S
						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					

February						
S	M	T	W	T	F	S
	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					

May						
S	M	T	W	T	F	S
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						
S	M	T	W	T	F	S
	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						
S	M	T	W	T	F	S
		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						
S	M	T	W	T	F	S
		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						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
				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						
S	M	T	W	T	F	S
				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

If you require reasonable accommodation in order to participate in any of these meetings please contact Vicki Long, 72 hours in advance, at **(209)588-1150**





**Mother Lode Job Training**  
**Executive Director**  
\$76072 - \$92466 Yearly

## **DEFINITION:**

Under the general direction of Mother Lode Consortium Board of Directors, the Executive Director is responsible for administering, planning, organizing, coordinating, implementing and managing the one stop delivery system American Job Center of California (AJCC), under the Workforce Innovation and Opportunity Act regulations, in Amador, Calaveras, Mariposa and Tuolumne Counties. The Executive Director is also responsible for the administrative operations of Mother Lode Job Training Agency. The Executive Director shall work cooperatively with local business and community agencies to identify and fulfill their employment needs. The Executive Director must be dedicated to the rights of the unemployed and work towards providing them the necessary skills and opportunities to obtain employment. The goal of this position is to ensure a productive and compliant Workforce Board, and that the AJCCs, One-Stop Operator and Mother Lode Job Training Agency successfully provide services to the four counties and meet all the federal and state requirements applicable to its funding sources.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides leadership to the staff and ensures all are pursuing the organization's goals;
- Plan, administer, and evaluate federal and state funded programs delivered through the AJCC;
- Interpret laws, regulations and policies, approve local policies/procedures to ensure compliance;
- Supervise and/or oversee the development and implementation of program activities;
- Research, analyze, and develop recommendations on various administrative and program related issues as needed;
- Works with the Workforce Investment Board (Workforce Board) in the preparation of the strategic plan;
- Implements the strategic plan and assists the Workforce Board in its ongoing evaluation;
- Develop/oversees, and/or monitors plans, narratives, reports, policies/procedures, correspondence, agendas, proposals, request for proposals and other documents as needed;
- Develop and /or negotiate contracts;
- Develops and maintains community contacts with the various partners essential to achieve the Workforce Board and Consortium Board of Directors' goals;
- Manages contracts;
- Monitor the administration and operation of programs for compliance with contract terms, laws, regulations, policies and procedures;
- Supervise Career Center Managers, HR/Program Analyst, Fiscal Manager, and staff;

- 
- Manages the organization's Human Resources Program, ensuring it complies with State and Federal laws;
  - Meet with management team on a regular basis;
  - Visits local program offices and meets with staff at each office at least quarterly;
  - Oversee and approves of contracts, purchases, budgets, fiscal policies and procedures, and cost allocation plans;
  - Assure the agency activities are administered appropriately; maintain a clear fiscal and programmatic audit trail;
  - Attend meetings, training seminars, and conferences as needed to maintain effectiveness;
  - Oversee all programmatic monitor and fiscal audit activities.
  - Oversee development of Regional and Local Plans and modifications;
  - Encourages innovation among staff ;
  - In addition to the above, the Executive Director shall ensure all the Authorities and Responsibilities of the Agency Central Operations Unit described in Section III of the WIB/Local Elected Official Agreement are carried out.

## **DESIRABLE QUALIFICATIONS:**

### **Ability to:**

- Interpret and implement applicable laws, regulations, policies, directives and procedures;
- Establish and maintain effective working relationships with a wide variety of individuals, community groups, and organizations;
- Research, identify and successfully apply for funding from non governmental sources to enhance the organization's efforts;
- Analyze data/situations and make decisions based on sound judgment;
- Communicate effectively, both orally and in writing;
- Direct and evaluate the work of staff;
- Plan, organize, direct and evaluate operations in accordance with laws and regulations;
- Research, plan, organize, prioritize, direct and implement a wide variety of tasks and projects;
- Prepare, negotiate, administer and monitor contracts.
- Act as liaison between the agency and private/public sectors;
- Conduct effective meetings;

### **Knowledge of:**

- Federal, State and local laws, regulations, policies and procedures pertaining to the Workforce Innovation and Opportunity Act and any other programs provided through the AJCC;
- Current social, political and economic developments and trends;
- Private industry's needs and concerns and how to include them in government sponsored employment programs;
- Program planning, development, management and evaluation;

- 
- Principles of organization, management, and supervision of personnel;
  - Principles of budget development and management;
  - Generally accepted accounting principles, governmental and/or fund accounting;
  - Automated financial systems;
  - Monitoring procedures and techniques.

### MINIMUM QUALIFICATIONS:

**Education:** Graduation from an accredited four-year college, majoring in Public/Business Administration, Social Sciences or a related field.

Or

Extensive successful management experience in the employment field may substitute for some or all of the above educational requirements.

**Experience:** A minimum of three years management experience in the private or public sector in administration, human resources, accounting or budgeting. Experience in employment training or related field is highly desirable.

**License:** Possession of a valid California Driver's License issued by the State Department of Motor Vehicles is required within 30 days of hire in accordance with California DMV requirements. An out of state valid Driver's License is acceptable while applying for a California license.

**Other:** Person is required to use his/her own vehicle and is reimbursed for such use at the rate established by the employer. Proof of auto insurance required.



**Mother Lode Job Training**  
**Workforce Board/Human Resource Manager**  
\$46550.40 - \$64209.60 Yearly

## DEFINITION

Under the direction of the Executive Director to implement the direction, goals, and objectives of the Mother Lode Workforce Investment Board (Workforce Board) and Mother Lode Job Training Agency. The position serves as the coordinator for the Workforce Board and is responsible for meeting arrangements, support and coordination, and Workforce Board compliance with local, state and federal requirements not limited to membership, operations and observation of public meeting and disclosure requirements. The position provides comprehensive leadership and support to Mother Lode Job Training in all areas of Human Resources including; benefits, compensation, safety, security, employee relations, labor relations, organization development, employee development, reporting, recordkeeping and compliance.

## CLASS CHARACTERISTICS

This is an at-will, exempt management position. The incumbent has direct reporting relationship to the Executive Director, MLJT Board of Directors, and the Workforce Investment Board of Directors.

## TYPICAL DUTIES

### ***WIB COORDINATION & DEVELOPMENT***

The position provides support to the Mother Lode Workforce Investment Board (Workforce Board), assisting its members in developing and maintaining the Workforce Board in accordance with local, state and federal rules, regulations, policies and requirements. Responsibilities include but are not limited to:

- Workforce Board membership recruitment, orientation, retention and communication;
- Meeting and event notifications, preparation, agendas and arrangements;
- Preparation and maintenance of public records pertaining to Workforce Board;
- Development and maintenance of local and regional strategic and operating plans;
- Negotiating local performance standards with the State and manage performance with service providers;
- Support for budget development, program and contract monitoring, oversight and reporting;
- Assisting in establishment, development and the review and evaluation of the LWDA America's Job Center of California (AJCC) delivery system;
- Outreach and marketing in support of the LWDA Workforce Board and AJCC delivery

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system;

- Representation for external and public relations;
- Support for the attainment of Workforce Board and Mother Lode Job Training direction, goals and objectives;
- Maintaining a thorough knowledge of local, state and federal legislation, rules, regulations, policies, and issues that might affect the Workforce Board and LWDA;
- Formulating recommendations to the Executive Director related to updating policy and procedure to address changes in law, government regulation and policy;

### ***HUMAN RESOURCES & SAFETY***

The position provides support to the Executive Director assisting Mother Lode Job Training in developing and maintaining Human Resource procedures and systems in accordance with local, state and federal rules, regulation, policies and requirements. Responsibilities include but are not limited to:

- Response to requests for information, complaints and questions from officials, staff and the public;
- Interpretation of policies and regulations;
- Acting as a primary resource for personnel, human resource, and EEO/ADA processes and procedures including but not limited to maintenance of personnel records and files, discrimination complaint log, Workman's Compensation policy, procedure and claims, Health and Safety systems and training, employment related claims, leaves of absence, and coordination of information with payroll personnel;
- Maintenance of required personnel, human resource and EEO/ADA records and requirements;
- Maintenance, monitoring and collection of annual employee performance evaluation forms;
- Preparation and maintenance of employee personnel handbook and the MLJT policy and procedure manual.
- Oversees and maintains MLJT's Injury and Illness Prevention Program, Drug-Free workplace and Emergency Action Plan. Acts as lead contact in safety-related communications with insurance carriers; oversees completion/collection of injury/illness incident reports and assists in development of necessary corrective action plans; provides necessary technical assistance and training to MLJT staff;
- Maintenance of a thorough knowledge of current labor laws, requirements and regulations;
- Analyzes a variety of information such as legislation, proposals, budgets, expenditures, documents and develops policies and procedure recommendations and documents to address requirements;

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## **AJCC DELIVERY SYSTEM SUPPORT**

Under direction of the Executive Director, this position performs a variety of highly responsible and complex duties requiring the exercise of considerable initiative and judgment, problem solving skills, attention to detail, communication, prioritization and organizational skills. This position provides support and assistance to all Mother Lode Job Training management and staff. The incumbent is expected to perform assigned duties with little or no direct supervision, and maintain a high level of productivity, accuracy and efficiency. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a major in business administration, public relations, organization behavior and development with an emphasis in Human Resources or Labor Relations and four years of professional management level human resources work experience; or

High school diploma or equivalent and four years of professional management level human resource work experience and any equivalent combination of four years education, training and increasingly responsible experience that provides the desired knowledge and abilities as described herein.

**Desirable:** Knowledge of federal, State and local regulations governing the WIOA AJCC Delivery System and related programs, including monitoring and performance requirements.

**License:** Possession of a valid U.S. government issued driver's license and proof of valid automobile insurance.

### **KNOWLEDGE**

Principles and practices of employee supervision, personnel management and training; WIOA requirements and regulations; local, state and federal legislation and regulations relevant to Agency programs; principles and methods of human resource management; state and federal employment laws and regulations; principles and methods of public business administration; marketing, outreach and public relations methods; group facilitation and presentation methods; personnel policy development and administration; effective time and project management methods; record keeping and reporting methods; language mechanics, mathematics, and office procedures; computer operation, keyboarding, modern office automation technology and computer software programs relevant to general business operations; employment and training; community resources and programs which can assist people seeking employment.

### **ABILITY**

Plan, assign, direct and evaluate the work of others; prepare budgets; make public presentations; analyze, interpret and supervise the implementation of complex rules, regulations, policies and procedures; perform complex record keeping procedures; analyze situations accurately and adopt an effective course of action in day-to-day and emergency

situations; communicate effectively with persons from diverse social and cultural backgrounds; conduct individual and group training and presentations; accurately gather, record and evaluate complex data; prepare a variety of reports, forms, plans and agreements; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; adapt to changing technologies and learn the functionality of new equipment and systems; interpret and apply rules and regulations; work cooperatively with others; establish and maintain effective working relationships with others including Agencies, representatives of business entities, employees and the general public; maintain confidentiality of privileged information; maintain a schedule of standard business office hours and expended hours and days as necessary; communicate effectively with others, both orally and in writing.

## PHYSICAL/MENTAL REQUIREMENTS

**Mobility**-Frequent operation of a data entry device; repetitive motion; sitting for long periods, walking; occasional standing, pushing, pulling, bending, squatting; climbing stairs; occasional driving; **Lifting**-Frequently 5 pounds or less; occasionally 5 to 30 pounds; **Visual**-Constant good overall vision and reading/close-up work; frequent color perception and use of eye/hand coordination; occasional use of depth perception and peripheral vision; **Hearing/Talking**-Frequent hearing of normal speech, hearing/talking on the telephone, talking in person; **Dexterity**-Normal dexterity with frequent writing, keyboarding and repetitive motion; **Emotional/Psychological**-Frequent decision making, concentration and public contact; **Special Requirements**-May require working weekends, nights, and/or overtime; travel; **Environmental**-Occasional exposure to varied weather conditions.



**MOTHER LODE JOB TRAINING  
OPERATIONS DIRECTOR  
\$64,334 - \$71,187**

**DEFINITION:**

Under general direction, the Operations Director is responsible for administering, planning, organizing, coordinating, implementing and managing the One Stop Career Centers, under the Workforce Innovation and Opportunity Act (WIOA) regulations, in Amador, Calaveras, Mariposa and Tuolumne Counties. The Operations Director is also responsible for the administrative operations of Mother Lode Job Training Agency. The goal of this position is to ensure that the One Stop Career Centers and Mother Lode Job Training Agency successfully provide one stop services to the four counties and meet all the federal and state requirements applicable to its funding sources.

**EXAMPLES OF DUTIES:**

- Plan, administer, and evaluate federal and state funded programs delivered through the One Stop Career Centers;
- Interpret laws, regulations and policies, approve local policies/procedures to ensure compliance;
- Supervise and/or oversee the development and implementation of program activities;
- Research, analyze, and develop recommendations on various administrative and program related issues as needed;
- Develop/write plans, narratives, reports, policies procedures, correspondence, agendas, proposals, request for proposals and other documents as needed;
- Develop and /or negotiate contracts;
- Develop and implement contracting and program monitoring procedures;
- Monitor the administration and operation of programs for compliance with contract terms, laws, regulations and policies;
- Coordinate inside and outside audits and monitorings, assist state and federal monitors and auditors, and assist with resolution of findings;
- Develop and implement payroll policies and procedures;
- Supervise One Stop Managers and Operations staff;
- Meet and confer with management team on a regular basis;
- Develop and implement fiscal policies and procedures;
- Prepare budgets, forecasts and cost allocation plans;
- Oversee the development and implement automated financial systems;
- Oversee the tracking of contract cost limitations and the preparation of monthly, quarterly, annual and closeout reports;
- Monitor budget versus actual expenditures;
- Oversee the operations department;
- Oversee the development and implement procedures for property management;
- Oversee the review and the approval of contracts, purchases, claims, cash requests,



- inside and outside audits, budgets, fiscal policies and procedures, cost allocation plans, and monthly, quarterly and annual fiscal/program reports;
- Act as liaison between agency and private/public sectors;
  - Conduct meetings as needed;
  - Assist Workforce Board Director with the Local Plan;
  - Attend meetings, training seminars, and conferences as needed to maintain effectiveness;
  - Perform other duties as needed.

## **QUALIFICATIONS:**

### **Ability to:**

- Interpret and implement applicable laws, regulations, policies, directives and procedures;
- Establish and maintain effective working relationships with a wide variety of individuals, groups, and organizations;
- Analyze data/situations and make decisions based on sound judgment;
- Communicate effectively, both orally and in writing;
- Direct and evaluate the work of staff;
- Plan, organize, direct and evaluate operations in accordance with laws and regulations;
- Research, plan, organize, prioritize, direct and implement a wide variety of tasks and projects;
- Plan, develop and manage a complex system of fiscal record keeping and reporting;
- Prepare, negotiate, administer and monitor contracts;

### **Knowledge of:**

- The guiding principles of the One Stop System;
- The key principles of the Workforce Innovation and Opportunity Act (WIOA);
- Federal, State and local laws, regulations, policies and procedures pertaining to WIOA and any other programs provided through the One Stop Career Centers;
- Current social, political and economic developments and trends;
- Program planning, development, management and evaluation;
- Principles of organization, management, and supervision of personnel;
- Principles of budget development and management;
- Generally accepted accounting principles, governmental and/or fund accounting;
- Automated financial systems;
- Monitoring procedures and techniques.

## **EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college, majoring in Public/Business Administration, Social Sciences or a related field and a minimum of three years of responsible and progressive employment experience in business administration, accounting, budgeting, administration of programs for employment and training or a related field,

including two years in a lead capacity;

Or

Any equivalent combination to be determined by the Board of Directors.

**License:** Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles.

**Other:** Person is required to use his/her own vehicle and is reimbursed for such use at the prevailing rate. Proof of auto insurance required.



**MOTHER LODE JOB TRAINING  
WORKFORCE BOARD DIRECTOR  
\$64,334 - \$71,187**

**DEFINITION:**

This position will serve as the Workforce Invest Board (Workforce Board) principal officer to ensure that their vision, goals, objectives and policies are being met by the One-Stop Operator and service providers, and that the Workforce Board is meets all the federal and state requirements applicable to its funding sources.

The director will provide staff support for all Workforce Board and council meetings; at direction of the Workforce Board Chair, will prepare materials, background and agendas, and attend all Workforce Board meetings; and will recruit and select all administrative staff who directly provide support for the Workforce Board.

This position will assist the Workforce Board with carrying out its functions as defined by the Workforce Innovation and Opportunity Act (WIOA) of 2014 including development and revision of the local plan, negotiation of Memorandum of Understanding, selection of operators, youth providers, identification of eligible providers of intensive and training services, oversight of youth activities, training activities and the one-stop delivery system; negotiation of local performance standards, and any other requirements of federal and state legislation in place or to be developed in the future.

**EXAMPLES OF DUTIES:**

**Oversight:**

- Ensure goals and objectives of Workforce Board are met
- Prepare plans for the WIOA Area
- Prepare RFPs for program operations, distribute, collect, evaluate and make recommendations to the Workforce Board
- Develop policies for adoption by the Workforce Board
- Assist the Workforce Board in negotiation of area's performance standards
- Oversee the area's performance accountability system and report outcomes to the Workforce Board
- Provide oversight, monitoring and evaluation of operators, service providers, training providers and other entities that become part of the One-Stop delivery system
- Lead the area in the collaborative process of building partnerships to meet the Workforce Board goals
- Develop and negotiate Memorandum of Understanding with all mandatory partners
- Promote the workforce investment system through outreach and marketing
- Provide leadership with agencies and organizations within the WIOA Area and the one-stop partners to promote effective process and practice and to ensure maximum teamwork and integration of efforts and services

**Resource Development:**

- Prepare proposals and seek alternative funding to support the programs, goals and objectives of the Workforce Board
- Explore and utilize innovative and leading edge opportunities in workforce, employment and training and related service areas

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### **Strategic Planning:**

- Develop system-wide training opportunities for the Workforce Board and One-Stop Partners
- Develop and hold Community Forums to identify workforce needs, services available, and prepare plans for addressing gaps
- Assist in the development of continuous improvement strategies for the area's workforce system

### **Support to the Workforce Board:**

- Prepare Workforce Board and committee agendas
- Correspondence with Workforce Board and committees
- Attend all Workforce Board and committee meetings
- Record and publish minutes of all meetings
- Prepare and present reports at the direction of Workforce Board Chair
- Recruitment and maintenance of Workforce Board membership and certification
- Attend State and Regional meetings of WIOA Area administrators

## **QUALIFICATIONS:**

### **Ability to:**

- Interpret and implement applicable laws, regulations, policies, directives and procedures;
- Establish and maintain effective working relationships with a wide variety of individuals, groups, and organizations;
- Analyze data/situations and make decisions based on sound judgment;
- Communicate effectively, both orally and in writing;
- Direct and evaluate the work of staff;
- Plan, organize, direct and evaluate operations in accordance with laws and regulations;
- Research, plan, organize, prioritize, direct and implement a wide variety of tasks and projects;
- Plan, develop and manage a complex system of record keeping and reporting;
- Prepare, procure, negotiate, administer and monitor contracts;

### **Knowledge of:**

- The guiding principles of the One Stop System;
- The key principles of the Workforce Innovation and Opportunity Act (WIOA);
- Federal, State and local laws, regulations, policies and procedures pertaining to WIOA and any other programs provided through the One Stop Career Centers;
- Current social, political and economic developments and trends;
- Program planning, development, management and evaluation;
- Principles of organization, management, and supervision of personnel;
- Principles of budget development and management;
- Generally accepted accounting principles, governmental and/or fund accounting;
- Automated financial and management information systems;
- Monitoring procedures and techniques.

## EDUCATION AND EXPERIENCE:

Possession of a bachelor's degree in business or public administration or related field, plus additional training or experience in professional program analysis, and three years of management and administrative experience including fiscal and project management duties related to employment training. Experience working with an appointed Boards and Commission, employment development agencies, or similar legislative bodies and elected officials. Knowledge and understanding of the principles and practices of public agency administration and economic development.

In addition the following knowledge and experience is desirable:

- Experience in all aspects of complex project management involving multi-agency matrix organizations: strategic planning, process engineering, resource allocation, program evaluation, and budget development and monitoring.
- Thorough knowledge of the Workforce Innovation and Opportunity Act, program requirements, and applicable performance measures.
- Significant experience related to the provision of employment services, either in a public agency or in a service-oriented private sector organization.
- Ability to negotiate agreements, mediate differences, and resolve operational or procedural problems among multiple parties.
- Experience building consensus and leading multi-disciplinary teams in a matrix organization.
- Experience conducting highly complex research for the purpose of making policy recommendations to a multi-disciplinary board.
- Ability to speak and write clearly; exercise tact, discretion, and political acumen; elicit information; listen effectively; and mediate confrontations among diverse individuals and interest groups.

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**Other:** Person is required to use his/her own vehicle and is reimbursed for such use at the prevailing rate. Proof of auto insurance required.