



MEETING AGENDA

Mother Lode Job Training Board of Directors

Monday, October 19, 2020 (10:00am)

Via Teleconference Only (No physical location)

<https://us02web.zoom.us/j/6067573943>

Phone audio: (669) 900-9128 | Meeting ID: 606 757 3943

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 July 20, 2020 meeting minutes

4. ACTION ITEMS

4.1. Approve Moss Adams' proposal for the 2019-20 single audit, and MLJT's option for 2 additional years

5. INFORMATION/DISCUSSION ITEMS

- 5.1. Operations Report (Amy Torres)
- 5.2. Deputy Director Promotion
- 5.3. Director's Report (David Thoeny)

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

8. 2021 MEETINGS (All 10:00 – 12:00)

January 25; April 19; July 19; October 18

9. ADJOURN Board of Directors



MEETING MINUTES

Mother Lode Job Training Governing Board

Monday, July 20, 2020 (10:00am)
Via Teleconference Only (No physical location)

<https://zoom.us/j/83788593610>

Phone audio: (669) 900-9128 | Meeting ID: 837 8859 3610

1. CALL TO ORDER

1.1. Roll call / Establish quorum

BOD Member	Present	Absent
Anaiah Kirk	X	
Frank Axe (<i>Vice Chair</i>)	X	
Ben Stopper	X	
Marshall Long (<i>BOD Chair</i>)	X	
Tyler Newton	X	
Staff Members		
Dave Thoeny	X	
Amy Torres	X	
Kelly Smith	X	
Lisa Edwards	X	

2. PUBLIC COMMENTS

None

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 May 21, 2020 meeting minutes
 Minutes accepted, (M) B.Stopper, (S) F.Axe, ayes carried.

4. ACTION ITEMS

4.1. Approve the 2020-21 Plan Year Budget
2020-21 Plan Year Budget Approved, (M) F. Axe, (S) B.Stopper, ayes carried.

5. INFORMATION/DISCUSSION ITEMS

5.1. RFQ for Moss Adams
A RFQ was ran for an Audit and Moss Adams was the only respondent. MLJT will add an action item at next BOD meeting to pre-approve using Moss Adams for audits in the future.

5.2. Operations Report (Amy Torres)

- Funding Report

Amy Torres introduced Lindsay Macon, MLJT's new Project Analyst. Amy then gave an overview of MLJT's Formula funds (3 grants): Adult, Dislocated Worker and Youth. She shared that MLJT has had a \$23,100 increase in funding for Dislocated Worker funds (\$1,074,085 for 2020 vs. \$1,050,985 in 2019). Next, Amy and Lisa shared the agency's business funds (2 grants): Rapid Response and Layoff aversion. Lisa shared that the funding for Rapid Response increased by double (\$606,805 for 2020 vs. \$307,286 in 2019). Lisa then notified the board of three new COVID Grants: COVID-19 Impacted Individuals, COVID Employment Recovery NDWG and COVID DW Rapid Response Additional Assistance (\$885,000).

- COVID Response

Amy updated the board on MLJT's response to COVID-19. Service delivery with customers has been primarily remote. Remote services have allowed for more personalized assistance, such as video calls 1-on-1, phone appointments and e-mail. COVID has also helped to bring more self-guided services, such as online info and applications, digitization, and e-signatures. In addition, COVID has streamlined MLJT's outreach techniques with newsletters via email blasts, press releases, Facebook and Twitter. Amy updated the board on recent changes to staff and remote work. With 4 offices located across the Mother Lode, COVID has allowed for staff to telework and work together with innovative solutions. MLJT has utilized equipment for telework such as laptops, signature pads, headsets, videocams and smartphone apps. As a result, there has been an increase in the usage of digital software and tools such as Microsoft Teams, Zoom, SharePoint, and OneNote. The necessity to use these tools has increased the agency's capacity to serve (3,000-4,000 served annually. >15,000 served in Q4 alone, UI-related), distance learning and staff's skills during the transformation.

5.3. Directors Report (David Thoeny)

Dave announced that the lease for the Calaveras office has been signed and will be in effect for 6 years. He then shared that the goals for PY 2020 include focused outreach, operational impact and expanded capacity.

6. NEXT MEETING

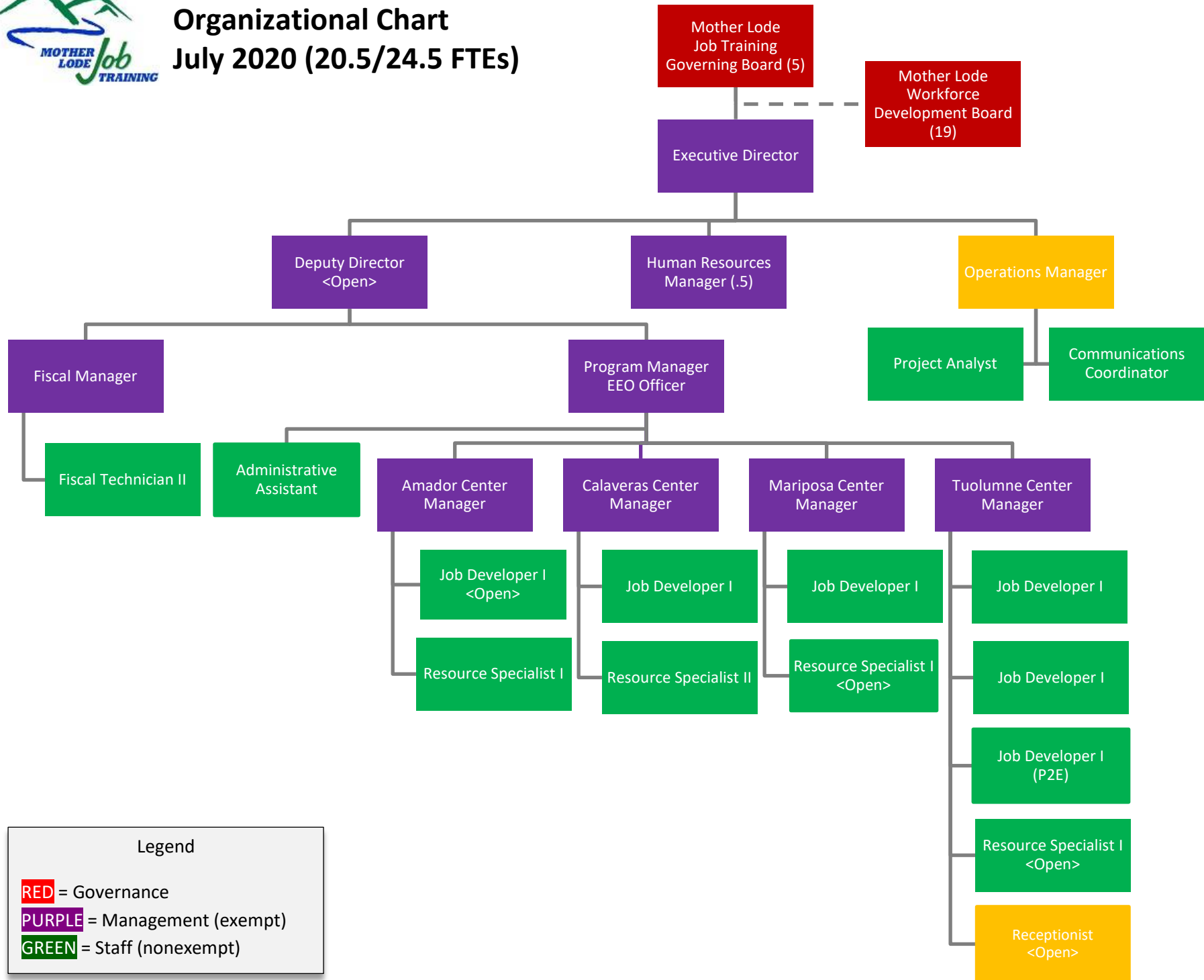
- 6.1. 2020 Meeting Dates – Third Monday of the 1st month of the quarter:
Monday, October 19, 2020 (10:00 am)

7. ADJOURN Meeting



Organizational Chart

July 2020 (20.5/24.5 FTEs)



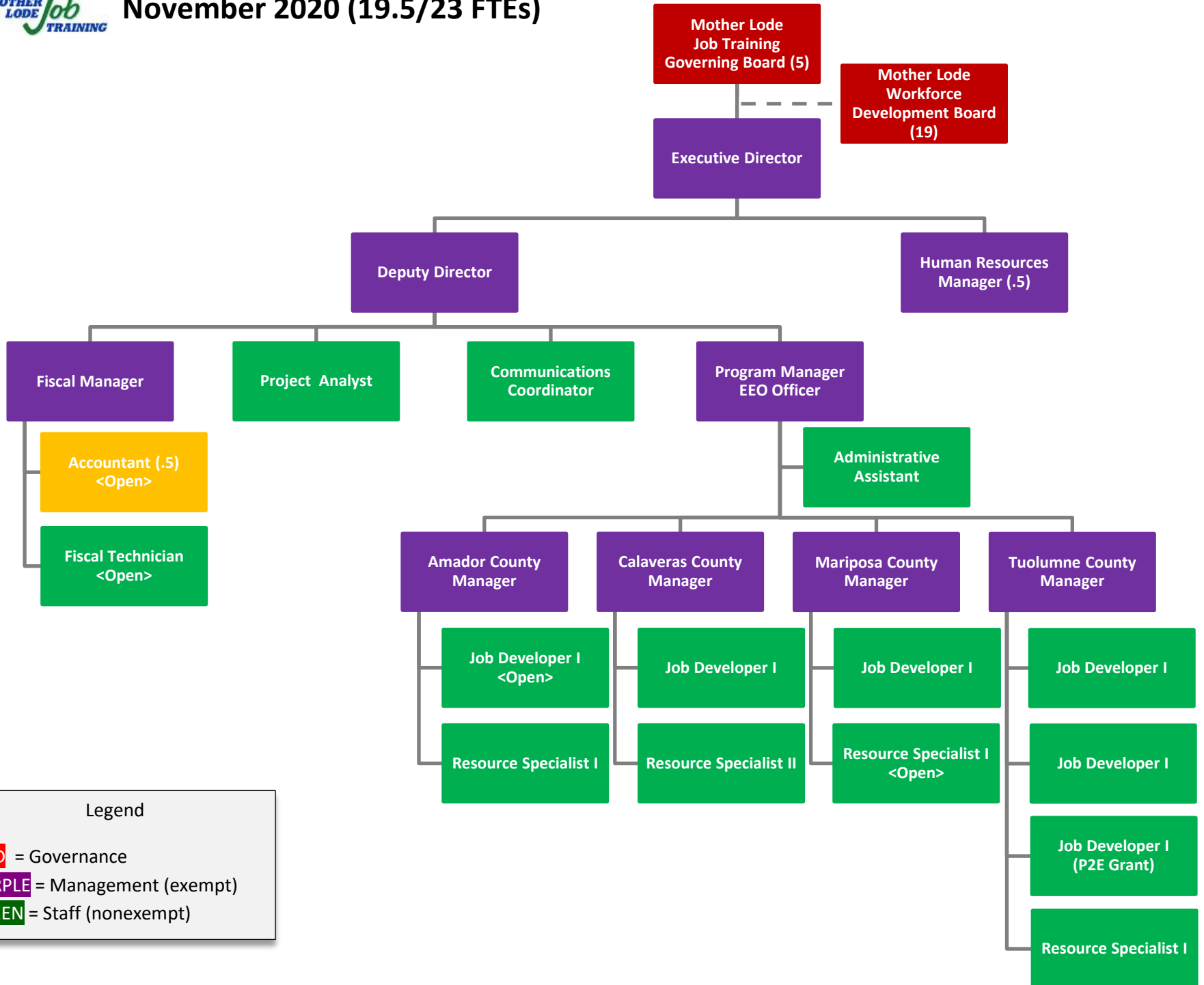
Legend

- RED** = Governance
- PURPLE** = Management (exempt)
- GREEN** = Staff (nonexempt)



Organizational Chart

November 2020 (19.5/23 FTEs)



Legend

- RED = Governance
- PURPLE = Management (exempt)
- GREEN = Staff (nonexempt)

MOTHER LODE CONSORTIUM

PY 2021 ACTUAL LEVELS OF PERFORMANCE

	ADULT	DW	YOUTH
Employment Rate (2nd Quarter After Exit)			
Employment Rate (4th Quarter After Exit)			
Median Earnings (2nd Quarter After Exit)			
Credential Attainment (4th Quarter After Exit)			
Measurable Skill Gains			

PY 2020 ACTUAL LEVELS OF PERFORMANCE

	ADULT	DW	YOUTH
Employment Rate (2nd Quarter After Exit)			
Employment Rate (4th Quarter After Exit)			
Median Earnings (2nd Quarter After Exit)			
Credential Attainment (4th Quarter After Exit)			
Measurable Skill Gains			

PY 2019 ACTUAL LEVELS OF PERFORMANCE

	ADULT	DW	YOUTH
Employment Rate (2nd Quarter After Exit)*	68.9%	63.5%	80.0%
Employment Rate (4th Quarter After Exit)*	62.0%	63.0%	72.3%
Median Earnings (2nd Quarter After Exit)*	\$ 6,697	\$ 7,240	\$ 4,488
Credential Attainment (4th Quarter After Exit)	69.6%	77.8%	32.1%
Measurable Skill Gains	31.4%	36.8%	29.2%
OVERALL PERCENT OF PY 2019 GOALS (90%=PASS):	116%	111%	99%

PY 2018 ACTUAL LEVELS OF PERFORMANCE

	ADULT	DW	YOUTH
Employment Rate (2nd Quarter After Exit)	72.1%	65.5%	64.3%
Employment Rate (4th Quarter After Exit)	70.2%	68.0%	67.9%
Median Earnings (2nd Quarter After Exit)	\$ 5,927	\$ 6,939	\$ 4,320
Credential Attainment (4th Quarter After Exit)	63.0%	75.0%	75.0%
Measurable Skill Gains	53.9%	52.6%	31.7%
OVERALL PERCENT OF PY 2018 GOALS (90%=PASS):	117%	114%	115%

PY 2017 ACTUAL LEVELS OF PERFORMANCE

	ADULT	DW	YOUTH
Employment Rate (2nd Quarter After Exit)	74.8%	79.0%	69.2%
Employment Rate (4th Quarter After Exit)	74.6%	61.5%	80.0%
Median Earnings (2nd Quarter After Exit)	\$ 5,814	\$ 6,840	\$ 3,952
Credential Attainment (4th Quarter After Exit)	84.6%	100.0%	66.7%
Measurable Skill Gains	58.5%	58.8%	26.2%
OVERALL PERCENT OF PY 2017 GOALS (90%=PASS):	122%	116%	113%

PERFORMANCE GOALS		
ADULT	DW	YOUTH
67.0%	66.0%	69.0%
64.5%	66.5%	69.0%
\$6,000	\$7,000	\$3,600
60.0%	60.0%	40.0%
50.0%	50.0%	45.0%

ADULT	DW	YOUTH
67.0%	66.0%	69.0%
64.5%	66.5%	69.0%
\$6,000	\$7,000	\$3,600
60.0%	60.0%	40.0%
50.0%	50.0%	45.0%

ADULT	DW	YOUTH
64.0%	68.0%	65.0%
63.5%	64.5%	62.0%
\$ 5,100	\$ 6,100	Baseline
54.0%	58.0%	57.0%
MSG = Baseline		

ADULT	DW	YOUTH
63.0%	67.0%	64.0%
62.5%	63.5%	61.0%
\$ 4,800	\$ 5,800	Baseline
53.0%	57.0%	56.0%
MSG = Baseline		

ADULT	DW	YOUTH
68.0%	71.0%	65.4%
65.5%	69.5%	67.2%
\$ 5,157	\$ 6,600	Base
55.9%	63.0%	57.7%
MSG = Baseline		