

NCCC
GOVERNING BOARD AND
WORKFORCE DEVELOPMENT BOARD

APPROVED
MINUTES

February 15, 2018

1. CALL TO ORDER

The meeting was called to order by Governing Board Chair Larry Munger and Workforce Development Board Chair Don Schrader at 2:10 pm at the Fremont-Rideout Conference Center in Yuba City.

2. PLEDGE OF ALLEGIANCE

Governing Board Chair Larry Munger led everyone in the Pledge of Allegiance.

A moment of silence was observed in memory of Cheryl Riley, former Yuba County AJCC One Stop Director, who recently passed away.

3. ROLL CALL – Quorums present

Governing Board Members Present

Dwight Foltz John Loudon Larry Munger

Governing Board Members Absent

Randy Fletcher

Workforce Investment Board Members Present

Jeff Armstrong	Margaret Fernandez	Carianne Huss	Daren Otten
Andre Carrao	Neil Goforth	Ann Magnes	Eric Pomeroy
Robyn David-Harris	Chris Greaney	Selenia Moseley	Don Schrader
Thaddeus Eubanks	Steve Hammarstrom	Mark Mulliner	Brynda Stranix
Ben Felt			

Workforce Investment Board Members Absent

Horacio Paras Joseanna Rosales

4. REPORT OUT ON EARLIER GOVERNING BOARD MEETING

Governing Board Chair Larry Munger reported that at their meeting held earlier today the Governing Board appointed the following individuals to the Workforce Development

Board: Carianne Huss, Cluster Manager at California Employment Development Department, Chris Greaney, Business Representative at Heat and Frost Insulators #16, and Ann Magnes, Office Manager at Honeycutt Aviation, Inc. Additionally, the Governing Board reviewed a salary analysis of NCCC's administrative office positions and discussed bringing current salary levels up to the median levels of comparable local areas.

5. PUBLIC COMMENT

There were no comments from the public.

6. WELCOME AND INTRODUCTIONS

Governing Board Chair Larry Munger welcomed and introduced newly appointed Workforce Development Board members Carianne Huss, Chris Greaney and Anne Magnes who briefly spoke about their backgrounds.

7. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR

8. APPROVAL OF MINUTES

WDB Action: On a motion by Selenia Mosely and seconded by Ben Felt, the WDB approved the minutes of the August 17 and November 16, 2017 meetings as presented. *Motion Carried.*

Governing Board Action: On a motion by Dwight Foltz and seconded by Larry Munger, the Governing Board approved the minutes of the August 17, 2017 meetings as presented. *Motion Carried.*

9. APPROVAL OF REVISED NON DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Per State Directive WSD17-01, it is necessary for NCCC to update its Non Discrimination and Equal Opportunity Policy in order to be in compliance with Section 188 of the Workforce Innovation and Opportunity Act and the Code of Federal Regulations.

WDB Action: On a motion by Ben Felt and seconded by Selenia Mosely, the WDB adopted the revised Non Discrimination and Equal Opportunity Policy as presented. *Motion Carried.*

Governing Board Action: On a motion by John Loudon and seconded by Dwight Foltz, the Governing Board adopted the revised Non Discrimination and Equal Opportunity Policy as presented. *Motion Carried.*

10. DIRECTOR'S REPORT

Cindy Newton reported on current state and local issues.

Grant Funding Update: Cindy Newton provided an update on NCCC's grant funding.

- NCCC was awarded \$375,000 in Proposition 39 funds for training implementation of a pre-apprenticeship program in the Construction industry. Three classes are planned to be held; two in the Yuba-Sutter area and one for Colusa and Glenn participants. The classes will occur between April and July and will serve approximately 60 individuals. NCCC is very optimistic we will be able to continue our pre-apprenticeship projects as the State of California is looking at funding future pre-apprenticeship programs.
- NCCC was awarded \$500,000 in National Dislocated Worker Grant funds for the recent wild fires in Yuba County.
- The Storm National Dislocated Worker project is moving along very well. NCCC is well ahead in expenditures over other local areas in the state. NCCC is ready to receive its third and final funding increment while other local areas are still working on their second funding increment. Cindy commended One Stop staffs for their efforts in expending the money and getting the work done.
- NCCC will be writing for the Forward Focus Supervised Population Workforce Training grant for \$400,000 to prepare ex-offenders for entry-level employment.

State Monitoring: NCCC recently underwent a couple of monitoring reviews from the state. In the program review, one minor finding was found relative to some time cards not being initialed by students in Work Experience. AJCC staff will ensure that any corrections on time cards for paid Work Experience must be initialed by the participants. The state has implemented an annual Equal Opportunity monitoring review. An issue was found relative to the collection and storage of information concerning an individual's disability. A person's disability-related information must be collected on a separate form and maintained in one or more separate files apart from any other information about the individual. NCCC staff is working on a process to comply with this new requirement.

Single Audit: NCCC's internal audit has just been completed. There were no findings. The audit report shall be presented for the Boards' approval at the board meeting in May.

PY 2018-19 Funding: Cindy Newton commented that right now it appears there may not be any funding cuts to the WIOA program for next year. However, information at the federal level is continuously changing.

11. APPROVAL OF NEW GRANT FUNDING APPLICATION

- VETERANS EMPLOYMENT & TRAINING (VET)

Cindy Newton said NCCC submitted a grant application this month to the State of California for a new Veterans' Employment-Related Assistance Program (VEAP) in the amount of \$500,000. The term of this project is 4/1/2018-9/30/2019. The emphasis for this grant is to serve women veterans ages 35-54. The grant is projected to provide training services to 70 individuals. EDD's Veterans Services is a major partner in this project.

WDB Action: On a motion by Ben Felt and seconded by Brynda Stranix, the WDB approved the submittal of the VEAP grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

Governing Board Action: On a motion by Dwight Foltz and seconded by John Loudon, the Governing Board approved the submittal of the VEAP grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

12. FISCAL COMMITTEE REPORT

Margaret Fernandez asked new committee member Neil Goforth to report on the Fiscal Committee meeting of February 1st. The committee reviewed training expenditures for NCCC's subcontractors. A couple of deficiencies were noted and they have been addressed with the respective counties. Overall, NCCC subcontractors are on track for meeting required benchmarks.

13. CALIFORNIA HUMAN DEVELOPMENT PROGRAM PRESENTATION

Paul Castro, Director of the Workforce Development Division for California Human Development (CHD), gave a presentation on the programs and services CHD has provided to farmworkers and economically disadvantaged individuals for 51 years. CHD five services divisions include Addiction Treatment and Recovery Program, Disability Services, Affordable Housing Services, Immigration and Citizenship Services, and Farmworker Services and Workforce Development. The Workforce Development Division operates the WIOA 167 National Farmworker Jobs Program, Dislocated Agricultural Workers Program, Community Service Block Grant Program, San Joaquin Youth WorkStart Program, CHD Mobile Unit and Disaster Relief Projects. Mr. Castro commented on the number of individuals served in CHD's 31 county area and program results from last year, including numbers and outcomes from the recent disaster recovery projects. Mr. Castro also mentioned CHD's long time partnership with Colusa County One Stop Partnership. Paul Castro introduced Blanca Barba, CHD Regional Manager of the area that includes 3 of NCCC's counties and Yuridia Rosas, CHD Senior Case Manager at the ASET Center in Olivehurst. Ms. Rosas stated the number of enrollments and placements at the center over the last 2 years has been well over 100%. CHD partners with EDD and the Yuba, Sutter and Colusa AJCCs to co-enroll participants into Work Experience, On-the-Job Training and training at the ASET Center. Center Director Ann Nash spoke about the truck driving and welding training programs that are offered at the Center. Paul Castro stated CHD has been working with Jeff Armstrong about preparing Center training participants to possibly look at apprenticeship as an option to pursue.

14. RAPID RESPONSE REPORT

Lettie Seaver gave a brief update on Rapid Response activities. Rapid Response events that are business closures or layoffs affecting 10 individuals or more are reported to the State of California. However, NCCC's Rapid Response Team provides assistance on any layoffs or closures in our local area. Currently, our Yuba-Sutter Rapid Response Team is working on assisting employees impacted by the Toys R Us closure. Don Schrader mentioned that Yuba City Steel which had over 10 employees and had been in business for over 70 years closed without any notice or publicity. It was noted that NCCC AJCC staff had contacted the business and they informed staff that the business was restructuring. Lettie Seaver said that it is the employer's discretion whether or not to allow Rapid Response staff to talk to its employees.

15. AJCC CERTIFICATION PROCESS UPDATE

Lettie Seaver provided an update on the AJCC Certification Process. The AJCCs have completed their self-assessment using the Hallmarks of Excellence matrix and NCCC staff is in the process of reviewing them. These self-assessments will be used as a basis when NCCC's review committee conducts the AJCC on-site reviews. Board members were invited to participate on the AJCC site reviews. The site reviews will likely take place March-April 2018. The completed Hallmarks of Excellence criteria matrix must be approved by the Workforce Development Board prior to submission to the State by June 30, 2018. NCCC staff will keep the Board informed as we proceed through the certification process.

16. PROGRAM PERFORMANCE REPORT

Cindy Newton reviewed 2nd quarter program performance outcomes for NCCC's adult, dislocated worker, youth programs, and special projects. Overall NCCC performance measures for Adult, Youth and Dislocated Worker programs exceeded 75% of plan for the 2nd quarter. Ms. Newton reviewed performance numbers for NCCC's special projects – NDWG Sector Partnership, Disability Employment Initiative (DEI), Disability Employment Accelerator (DEA)-2, STARRS 11, NDWG Storm Project, AB 2060 Supervised Population, Veterans, and DEA-1. The NDWG Sector Partnership Grant will end in June with just about all measures having been met. Numbers of enrollments have well exceeded 100% of plan in all remaining special projects. The Veterans, the AB 2060 Supervised Population and the DEA-1 grants all ended in December and they all well exceeded planned performance goals. Cindy Newton commended AJCC One Stop staffs for all their efforts.

17. SERVICE PROVIDER PROGRAM UPDATES

Glenn One Stop: Glenn County One Stop Program Manager David Allee reported that Glenn County One Stop in partnership with the Glenn County Office of Education is currently enrolling participants in their Medical Assistant program. The One Stop hosted a couple of meetings with the Chico Veterans Resource Center and with EDD Veterans staff for planning and outreach for the Veterans grant that was just approved for submittal to the state. Glenn County One Stop completed and submitted their Hallmarks of Excellence self-assessment to NCCC in December. The One Stop hosted 2 hiring events in January that resulted in 5 direct hires and 4 promissory hires.

Colusa One Stop: Colusa County One Stop Director Lora Ceccon thanked Paul Castro for mentioning CHD's long-standing partnership with Colusa One Stop. The One Stop completed their Hallmarks of Excellence self-assessment over two days in November. All staff participated in the process and have begun to implement some of the recommendations that developed from the review. The Colusa One Stop is once again providing Volunteer Income Tax Assistance (VITA) to the community. One staff member and two volunteers became certified to provide this service. Over 70 individuals have been assisted with their taxes in the last 2½ weeks. Colusa One Stop applied for \$400,000 in additional funds for their Business Loan Program. Funding approval is expected to be awarded in a couple of months.

Yuba One Stop: Yuba County One Stop Interim Director Caron Job said a few words and paid respects to former Yuba County One Stop Director Cheryl Riley, who passed away two weeks ago. Ms. Job proceeded to report that the Yuba One Stop also completed the Hallmarks of Excellence self-assessment review. Monthly all staff meetings, trainings and workgroups are now in place. Through this process the One Stop staffs have strengthened their relationships and unified their vision and plans to better serve their customers. Several hiring events have taken place that included Shari's Berries, Interim Healthcare, IHSS, Thunder Valley Casino, CTU Precast and Pride Staff. Recruitment services have been provided to Peachtree Health, Ampla, Marysville Post-Acute, Yuba County and Clark-Pacific. Recruitment is ongoing in the Youth program, NEG Sector grant and the upcoming Supervised Population grant. Yuba One Stop is ready to begin on the recently awarded Wildfire Project. Two supervisors have been hired who have identified the work that needs to be done in Yuba County. Eight participants are set to start on the project. Yuba One Stop is partnering with Sutter County One Stop on Pre-apprenticeship recruitment and orientation and they have a list of candidates to participate on that grant. Recruitment has begun for the Veterans grant for women ages 35-54 with 4 individuals identified. In the DEA grant, 2 clients obtained employment at \$14+ per hour; one participant is receiving CNA training; and in partnership with DOR, 2 participants are in training for Medical Assistant.

Sutter One Stop: Sutter County One Stop Business Workforce Specialist Araceli Gonzalez stated that in partnership with Yuba One Stop and Local #228 orientations are being held twice a month for the Pre-apprenticeship training program. In January, Sutter County One Stop hosted Lisa Jordan from Human Solutions who helped staff develop strategies on how to have individuals with disabilities disclose their disability and then how to market those individuals for employers to hire. Staffs from all 4 NCCC One Stops and partners attended the training session. Business services activities included hiring events being held once to twice a week. Businesses included Oroville Hospital, Post-Acute Care, Cache Creek, and Smart & Final. Upcoming hiring events include Dunkin Donuts with about 65 job openings and Morning Star who is hiring for about 200 truck drivers and other positions.

18. OTHER BUSINESS

Next Board Meeting: The next joint NCCC Board meeting will be May 17, 2018 at a location to be determined.

Special Recognition: The Governing Board and Workforce Development Board presented Mr. Ike Riley with a memorial award recognizing his wife Cheryl Riley's 31 year career in workforce development service. Cindy Newton said a few words about her long esteemed working relationship alongside Cheryl. Governing Board Chair Larry Munger also shared his fond memories of Cheryl Riley. The board members and the audience gave a standing ovation in Cheryl's memory. Mr. Riley expressed his gratitude for this heartfelt tribute.

Workforce Development Board Chair Don Schrader spoke in memory of the 17 young people who were killed yesterday in a mass school shooting in Parkland, Florida. He commented there have been 18 mass shootings in the country this year, and he noted the first mass shooting in the nation occurred in Yuba County at Lindhurst High School in 1992.

There were no other matters brought before the Board.

19. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:30 pm.

ATTEST:

(Signed)

Larry Munger, Chairperson
Governing Board

(Signed)

Don Schrader, Chairperson
Workforce Development Board

APPROVED ON: 5/17/18

APPROVED ON: 5/1/18