

NCCC
WDB AND GOVERNING BOARD

APPROVED
MINUTES

February 17, 2016

1. CALL TO ORDER

The meeting was called to order by Governing Board Chair Larry Munger and WDB Chair Don Schrader at 2:05 pm at the Yuba County Government Center in Marysville.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Governing Board Members Present

Roger Abe Dwight Foltz Larry Munger Kim Vann

Governing Board Members Absent

None

Workforce Investment Board Members Present

Jeff Armstrong Armando Guerrero Daren Otten Henry Sanchez
Sarbdeep Atwal Debra Mills Randy Page Don Schrader
Thaddeus Eubanks John Minniear Angel Reynoso Greg Stone
Ben Felt Selenia Moseley Joseanna Rosales Brynda Stranix
Sandy Fowler

Workforce Investment Board Members Absent

Andre Carrao Steve Hammarstrom Chris Paige
Margaret Fernandez Mark Mulliner Ed Ritchie

4. PUBLIC COMMENT

There were no comments from the public.

5. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

Governing Board Action: On a motion by Roger Abe and seconded by Dwight Foltz, the Governing Board appointed Daren Otten, Dean of Applied Academics at Yuba College, and Sandy Fowler, Director of Education at Cambridge Junior College to the WDB. *Motion Carried.*

6. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR

7. APPROVAL OF MINUTES – OCTOBER 21, 2015 MEETING

WDB Action: On a motion by Thaddeus Eubanks and seconded by Ben Felt, the WDB approved the minutes of the October 21, 2015 meeting as presented. *Motion Carried.*

Governing Board Action: On a motion by Roger Abe and seconded by Dwight Foltz, the Governing Board approved the minutes of the October 21, 2015 meeting as presented. *Motion Carried.*

8. DIRECTOR'S REPORT

Nancy Crooks reported on current state and local issues.

Board Member Orientation: Nancy Crooks welcomed new board members Daren Otten and Sandy Fowler. A sheet was circulated for board members to sign up for a board orientation session. Staff will contact interested board members for dates of availability and an orientation will be scheduled for some time in the next two months.

2015/2016 Service Provider Contracts: All NCCC service provider contracts have been signed and finalized.

NCCC Single Audit: Tenney & Company CPAs is working on NCCC's internal audit. The audit is due to the State of California on March 31st. The audit report shall be presented for the Boards' approval at the board meeting in May.

Grant Funding Opportunities: The State Workforce Development Board released an RFP for Proposition 39 money. NCCC has submitted a proposal for funding to help with our pre-apprenticeship endeavors. Funding approval is pending. With the first award of Accelerator grant funds of \$150,000, Sutter County One-Stop developed a Pre-apprenticeship Nursing Program that began in December and currently has 15 individuals enrolled. About 30 individuals have signed up for the Construction Pre-Apprenticeship Program. Jeff Armstrong will speak about this project later in the agenda. A second RFP for Accelerator grant funds is to be issued and NCCC will again submit an application for funds. An RFP for Supervised Populations will soon be released and staff is looking into the possibility of applying for those funds. Service providers are looking into their needed partnerships for this grant.

Partnership Activities: NCCC is partnering with local workforce leaders in planning the Spring Job Fair April 14 from 10:00 to 2:00 at the Veterans Memorial Hall in Yuba City. NCCC is a regional planning partner in the Sector Partnership Grant with the Golden Sierra, Yolo and SETA workforce development areas.

2016-17 Funding: Funding looks favorable for next year. In the President's budget, \$842 million is being requested for WIOA Adult, \$26 million more than last year; \$1.3 billion for Dislocated Worker, \$92.4 million over 2016 levels; and \$902 million for Youth, \$28 million above last year.

Confidentiality Requirements: Nancy Crooks referred to the attachment in the board packet that showed NCCC's subgrant agreement with the State of California and the confidentiality requirements included in the agreement, which read in part, "no disaggregate data, identifying individuals or employers, shall be released to outside parties of the public." This material was presented as a result of requests made at the last board meeting by certain board members for particular participant and employer information. Thaddeus Eubanks said he had expressed concern about Sutter County's numbers for wages that appeared skewed versus the other counties, and he had requested more specific information related to employers. Mr. Eubanks met with Nancy Crooks and Cindy Newton at NCCC's administration office to address his concerns and reviewed the types of jobs that were included in those wage numbers. Mr. Eubanks was satisfied with the information that was provided to him by staff.

9. ELECTION OF WDB OFFICERS – APPROVAL TO CONTINUE WITH CURRENT WIB OFFICERS UNTIL JUNE 30, 2016

WDB Action: On a motion by Henry Sanchez and seconded by Armando Guerrero, the WDB approved to continue with currently seated board officers through June 30, 2016. *Motion Carried.*

10. APPROVAL OF AMENDED NCCC WDB BYLAWS

The WDB considered revisions made to the NCCC WDB Bylaws. The document reflects removal of all references to WIB and replaces with WDB and incorporates necessary changes relative to the new WIOA law.

WDB Action: On a motion by Debra Mills and seconded by Thaddeus Eubanks, the WDB adopted the amended NCCC WDB Bylaws as presented. *Motion Carried.*

11. APPROVAL OF AMENDED NCCC WDB AND GOVERNING BOARD AGREEMENT

The WDB considered revisions made to the NCCC WDB and Governing Board Agreement. The document reflects removal of all references to WIB and replaces with WDB and incorporates necessary changes relative to the new WIOA law.

WDB Action: On a motion by Armando Guerrero and seconded by Henry Sanchez, the WDB adopted the amended NCCC WDB and Governing Board Agreement as presented. *Motion Carried.*

Governing Board Action: On a motion by Kim Vann and seconded by Dwight Foltz, the Governing Board adopted the amended NCCC WDB and Governing Board Agreement as presented. *Motion Carried.*

12. APPROVAL OF RFP AD HOC COMMITTEE RECOMMENDATIONS

WDB member Jeff Armstrong said the RFP Ad Hoc Committee met and reviewed the timeline for the RFP process. The Committee is asking for a board member to sit on the

review panel and 2-3 individuals from other local workforce development areas to read and score the proposals. WDB member Brynda Stranix volunteered to be a reader.

WDB Action: On a motion by Henry Sanchez and seconded by Armando Guerrero, the WDB approved the RFP timeline and the formation of an RFP review committee as discussed. Motion Carried.

Governing Board Action: On a motion by Dwight Foltz and seconded by Roger Abe, the Governing Board approved the RFP timeline and the formation of an RFP review committee as discussed. Motion Carried.

13. APPROVAL OF YOUTH WORK EXPERIENCE POLICY

Cindy Newton said it is now required under WIOA to set policy limits in the amount and duration of youth work experience assignments. The definition for youth work experience has expanded to include summer employment opportunities, pre-apprenticeship programs, internships and job shadowing and on-the-job training opportunities. The proposed policy requires youth work experience assignments not to exceed 6 months and not to exceed 520 hours. Service providers must request in writing and receive permission from NCCC to exceed these limits.

WDB Action: On a motion by Henry Sanchez and seconded by Armando Guerrero, the WDB adopted the Youth Work Experience Policy as presented. Motion Carried.

Governing Board Action: On a motion by Roger Abe and seconded by Dwight Foltz, the Governing Board adopted the Youth Work Experience Policy as presented. Motion Carried.

14. APPROVAL AND RECEIPT OF GRANT FUNDS

▪ PROPOSITION 39 PRE-APPRENTICESHIP TRAINING GRANT

Cindy Newton stated an application was submitted to the California Workforce Development Board in December for a Proposition 39 Pre-Apprenticeship Training grant in the amount of \$400,000. This project would serve 50 participants and a placement rate of 68% in either an apprenticeship program, entered post-secondary education or entered employment is planned. The term of this grant is 4/1/2016-9/30/2017. This grant is very competitive with only 4 proposals being awarded statewide.

WDB Action: On a motion by Henry Sanchez and seconded by Armando Guerrero, the WDB accepted the Proposition 39 Pre-Apprenticeship Training Grant and authorized the Executive Director to finalize the award. Motion Carried.

Governing Board Action: On a motion by Dwight Foltz and seconded by Roger Abe, the Governing Board accepted the Proposition 39 Pre-Apprenticeship Training Grant and authorized the Executive Director to finalize the award. Motion Carried.

15. PRE-APPRENTICESHIP STRATEGY WORKGROUP UPDATE

Jeff Armstrong provided an update on the Pre-Apprenticeship Training Project. The instructor and the curriculum are ready to go. 27 individuals are interested in taking part in the training. Jeff Armstrong explained the screening process the applicants will go through before the 4 week pre-apprenticeship course begins. The project is scheduled to start February 22.

16. NEW MEMORANDUM OF UNDERSTANDING UPATE

Lettie Seaver provided an overview of the Memorandums of Understanding (MOU) process. Ms. Seaver explained that under WIOA it is the Workforce Development Board's responsibility to negotiate MOUs with the One-Stop partners. The MOUs should identify shared customers, shared services and shared costs, the methods of referral and access to partner services. The MOU development process will take place in two phases. Phase I is the development of an agreement to identify where the services are and start meeting with core partners. This will take place in the next few weeks. NCCC has until June 30, 2016 to finalize an executed MOU signed by all partners and the Workforce Development Board. Phase II builds on the agreements in Phase I and determines how to best support their established service delivery model through the sharing of resources and costs. Negotiate with the One-Stop partners, the Board and all partners how to fund the services at the One-Stops. Negotiations will occur through a series of meetings and agreements that must be completed by December 31, 2017. Lettie Seaver and Nancy Crooks attended a training sponsored by the State Board, CWA and EDD to help local area staffs understand the idea of a combined universal workforce system.

17. NORTHERN CALIFORNIA CAREER PATHWAYS TRUST PRESENTATION

Randy Page gave a presentation on the Northern California Career Pathways Trust. Last year Sutter County Superintendent of Schools in partnership with Yuba College and Yolo County was awarded \$8 million in a Career Pathways Trust Grant. The purpose of the grant is to create a career pathways system that starts in our local high schools all the way down to our middle schools and comes to fruition at the community college level. With the significant reduction in ROP/CTE funding, this grant will help keep our area's career pathways programs viable in our schools. Grant funds will be used to better connect career programs with the industries in our area, improve student academic and technical skills, target STEM (science, technology, engineering and math) and career ready-related skill gaps. 7000 students are planned to be served under this grant, 86% of funds go to school sites and 4% to administration. 10% will assist with work-based learning and career readiness development. NCCC's career readiness certification process that was adopted by the WDB last year will be integrated into the schools throughout the counties under the grant. Randy Page talked about the various types of pathways programs that will be provided in the schools and he distributed an industry sector information booklet that listed each pathway area by entry level, technical and professional level careers for each industry. He also mentioned that subcontracts have been established with the One-Stops in each of the grant counties for a half-time Business Specialist to outreach to the business community. It is hoped that in 2-3 years a report will be presented about this project's success with hopefully another dedicated funding stream for career technical education.

18. STATE UPDATE

EDD Regional Advisor Stephen Amezcua reported on issues and activities at the state level.

- National Consultant Greg Newton is providing trainings to staffs of the local areas about the MOU process under WIOA. Stephen Amezcua said the MOUs should talk about how we provide services to people with barriers to employment and provide them with better skills and credentials; developing more OJTs, internships, apprenticeships and paid work experience; and working with One-Stop partners and looking at combined participants, services and costs.
- Funds may become available for staff and partners training to ensure seamless services are being provided at the One-Stops.

19. ONE STOP/SERVICE PROVIDER PROGRAM UPDATES

Upward Bound: Upward Bound Director Maria Ramos stated they partnered with the California Student Aid Commission and hosted to workshops in January for about 100 high school seniors to help them complete and submit their financial aid applications. Upward Bound's online tutoring program has proven to be very successful and cost effective. Approximately 25 tutors will start in the fall who will be able to connect with and provide services to all Upward Bound students on a weekly basis without having to travel to the schools. With cost savings in transportation, it has allowed them to increase tutor wages.

Glenn One-Stop: Glenn County One-Stop Program Manager David Allee reported the One-Stop has been conducting outreach to the veteran population. They hosted a hiring event on January 5 for a Dollar General store in Hamilton City that resulted in 7 hires. Glenn County One-Stop was an official sponsor for a regional economic development conference in Chico. One-Stop staff sits on a planning board for this annual event. A hiring flyer was handed out for the new Pilot Flying J Travel Plaza in Orland. The One-Stop will host a sequence of hiring events every Tuesday from February 23 to March 22. 75-100 people are anticipated to be hired. The business will open sometime in late March.

Colusa One-Stop: Colusa One-Stop Director Lora Ceccon stated the 11th Annual North State Fatherhood Conference would be held in Colusa County at the Education Village in Williams February 27. One-Stop staff will be presenting workshops on job skills throughout the day. Colusa County Office of Education is working in partnership with Cal-Fire to present a Basic Wildland Fire Academy on weekends beginning March 26. Two training sessions are planned to be held annually. The Colusa One-Stop is once again providing Volunteer Income Tax Assistance (VITA) to the community. Services have been provided to 50 clients so far. Colusa One-Stop Partnership made their first loan under the Rural Microenterprise Assistance Program. Last month a small business workshop was held on writing a business plan.

Yuba One-Stop: Yuba County One-Stop Director Cheryl Riley commented on Yuba County's low performance numbers in the NEG sector partnership and Veterans projects. Cheryl stated they will have 4 more enrollments in the NEG grant and they are working

closely with their EDD partner on the referral process for veterans to make sure enrollments will be up before the end of the grant period. Working with CalWORKs partner in identifying gaps in skills training that is available for clients in Yuba County, and looking at available resources to develop future training programs. A series of Basic Computer Skills workshops was developed. To date, about 13,000 people have come through the resource room. The How to Get a State Job workshop has been revamped; to date, 5 clients have been hired by the State. PG&E and Recology presented at the last How to Get Local Government Jobs workshop; about 40 people attended that workshop. 19 people are signed up for the Construction pre-apprenticeship project.

Sutter One-Stop: Sutter One-Stop Director Rinky Basi reported they have been working with their Adult Ed and CTE programs. About 85 individuals are enrolled in CTE and about 400 in Adult Ed, which includes ESL or Basic Education. They are working on connecting clients to post-secondary education options or employers willing to train through OJT or work experience. The One-Stop is looking into online curriculums to help adults who are basic skills deficient. Area 4 Agency on Aging will hold a Technology Training Workshop at the One-Stop March 24. The Sutter and Yuba One-Stops will hold a youth job fair April 28 at the Yuba-Sutter Mall.

20. FINANCE COMMITTEE REPORT

Henry Sanchez reported on the Finance Committee meeting of February 9th. The Committee reviewed 2014-2015 training expenditures as required by SB 734. NCCC met the 20% requirement with leveraged funding for last fiscal year. \$408,888.92 in formula funding and \$510,000 in leveraged funding was spent on training for a total of \$919,000. The program operators did a great job in meeting the training requirement. Looking at the current year's numbers through December, we are at \$115,521.77 and on track to meet the benchmark. Henry Sanchez commented that NCCC's administration budget may need to be amended due to fire loss expenses and other unexpected budget increases.

21. GRANT PROJECTS UPDATE

Project Slingshot: Nancy Crooks reported the project is slow moving. The 2nd compact has been submitted to the State Board, once approved the project can move forward. At that point, funding would be released to the consortium. This funding is hoped to be used for entrepreneurship and business outreach. Nancy will keep the board updated on the project's progress.

Veterans Employment & Training: Cindy said this Veterans grant, our 3rd, started in July to serve adults and dislocated workers. Over \$400,000 in funding will be used to provide various training services to veterans. This grant will run through November 2016.

Sector Partnership NEG: Lettie stated under this grant NCCC is in partnership with SETA, Golden Sierra and Yolo workforce development areas. This grant started July 1 and runs through March 31, 2017. The goal is to develop comprehensive plans and provide training to 38 individuals.

STARRS: Lettie noted that this is the 10th year NCCC has run a STARRS project to serve dislocated workers. This project started April 1 and will end October 31, 2016. There are 61 participants enrolled, over 50% of the participants are enrolled in training.

Rapid Response: Lettie Seaver reported NCCC received a WARN notice that Forever 21 in Yuba City will close. NCCC's Rapid Response team responded quickly and orientations will be provided to affected workers. The closure will take place April 1st.

22. NCCC PERFORMANCE OVERVIEW

Cindy Newton reviewed 2nd quarter program performance outcomes for the adult, dislocated worker, and youth programs and special projects. NCCC was well over 50% of plan in the adult outcomes. The numbers for dislocated workers were a little lower than last year at this time. Following a mid-year review, a corrective action plan was requested from Colusa County due to their outcomes being under 50%. Cindy said Colusa is now currently at 40% of plan. Fewer youth are being served than this time last year. A major shift in the youth program under WIOA is that 75% of youth funds must be spent on out-of-school youth. Performance numbers for the NEG Healthcare, NEG Sector Partnership, Veterans and STARRS special projects were also reviewed.

23. ETHICS TRAINING FOR LOCAL OFFICIALS

Irma Sanchez explained requirements under AB 1234 regarding ethics training for local officials. This legislation requires that board members and officials of a local agency who receive stipends, compensation or expense reimbursement must receive at least 2 hours of public service ethics training. Board members may take the training course online or in person and must submit a copy of their certificate of completion to NCCC. A flyer was also provided with information about a Harassment Prevention and Ethics Training seminar sponsored by Golden State Risk Management Authority taking place on April 6th and May 12th in Williams.

24. OTHER BUSINESS

The next WDB/Governing Board meeting will be May 18, 2016 at a location to be determined.

There were no other matters brought before the WDB or the Governing Board.

25. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:40 pm.

ATTEST:

Larry Munger, Chairperson
Governing Board

APPROVED ON: _____

Don Schrader, Chairperson
Workforce Development Board

APPROVED ON: _____