

**NCCC
GOVERNING BOARD AND
WORKFORCE DEVELOPMENT BOARD
MINUTES**

February 18, 2021

1. CALL TO ORDER

The meeting was called to order by Governing Board Chair Randy Fletcher and Workforce Development Board (WDB) Chair John Fleming at 2:00 pm by Zoom teleconference.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Quorums present

Governing Board Members Present

Paul Barr
Randy Fletcher

Daurice Kalfsbeek Smith
Nick Micheli

Governing Board Members Absent

None

Workforce Investment Board Members Present

Jeff Armstrong
Lee Bishop
Andre Carrao
Ben Felt
Margaret Fernandez
John Fleming

Neil Goforth
Steve Hammarstrom
Ron Moore
Mark Mulliner
Angela Parisio Long

Horacio Paras
Eric Pomeroy
Leslie Rubalcava
Brynda Stranix
Bill Thoms

Workforce Investment Board Members Absent

Glenn Denno
Chris Greaney

Carla Tweed

4. WELCOME

Randy Fletcher introduced and welcomed two new Governing Board members to NCCC. Colusa County Supervisor Daurice Kalfsbeek Smith and Sutter County Supervisor Nick Micheli.

5. PUBLIC COMMENT

Zoom meeting protocol was stated. There were no comments from the public.

6. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

Governing Board Action: On a motion by Paul Barr, seconded by Nick Micheli and unanimously carried by a roll call vote the Governing Board appointed Leslie Rubalcava – Staff Services Manager with the California Department of Rehabilitation, and Lee Bishop – Controller for Bishop’s Pumpkin Farm in Marysville, to the Workforce Development Board. Motion Carried.

7. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR

8. APPROVAL OF MINUTES

WDB Action: On a motion by Ben Felt, seconded by Horacio Paras and unanimously carried by a roll call vote, the WDB approved the minutes of the November 19, 2020 board meeting as presented. Motion Carried.

Governing Board Action: On a motion by Paul Barr, seconded by Nick Micheli and unanimously carried by a roll call vote, the Governing Board approved the minutes of the November 19, 2020 board meeting as presented. Motion Carried.

9. DIRECTOR’S REPORT

Grant Funding Update: Cindy Newton reported on NCCC’s special grant funding.

- NCCC is currently operating about 11 special grant projects. Cindy Newton commended AJCC One Stop staffs for their hard work in continuing to provide services and training to participants remotely, amid COVID-19 limitations, and still meet the goals and objectives required by the special grants.
- The English Language Learner project has had a challenging start due to the need for in-person instruction and participation. Outreach strategies are being implemented to encourage interest.
- The SB-1 pre-apprenticeship construction project has started. This is a two-year \$1,960,000 grant. The project includes the building trades jurisdictions in NCCC and NoRTEC counties. NCCC has issued contracts to its AJCCs and participating NoRTEC AJCC Centers – Tehama Job Training Center, Shasta and Humboldt SMART Center, and Alliance for Workforce Development in Butte County. Local 228 Plumbers & Pipefitters will provide the instructor for the classes. The first class will take place in Redding for Shasta and Tehama counties.
- NCCC was awarded a NDWG Wildfire Grant to provide temporary job creation and workforce development services in Yuba County. Initial funding will be \$500,000 and future funding will depend on the status of expenditures of other awardees.

State Monitoring: The Employment Development Department (EDD) will conduct a remote fiscal and procurement monitoring review next week. Outcomes of the review will be shared with the board at a future meeting.

Local Board Recertification: Cindy Newton stated each Local Board must be recertified by the State every two years. It is required to have a full board membership composition for recertification. After the member appointments made by the Governing Board today, NCCC has a full board membership composition. The Application for Local Area Designation and Local Board Recertification is due to the State Board by March 31, 2021.

10. FISCAL COMMITTEE REPORT

NCCC Fiscal Officer Cheryl Baxter reviewed the Summary of Training Expenditure Requirements for the PY 20-21 first quarter. NCCC training expenditures are on track to meet the training expenditure requirement goal for this funding allocation. NCCC meets quarterly with the AJCC One Stops and there are no concerns at this time.

11. APPROVAL AND RECEIPT OF GRANT FUNDS

- HIGH ROAD TRAINING PARTNERSHIP – LOW CARBON ECONOMY WORKFORCE

Cindy Newton said NCCC applied for the High Road Training Partnership-Low Carbon Economy Workforce Grant. Building partnerships with businesses in the low carbon industry through on-the-job trainings with CalPlant, Hexass Biomass and the Camptonville Community Partnership, as well as apprenticeships with Local 228 and the California Rural Water Association was planned for this grant. NCCC was recently notified that the High Road Training Partnership Grant application was not funded.

12. AJCC CERTIFICATION PROCESS

Liz Bosley reported on the certification process for NCCC AJCCs. WIOA requires Local Boards perform an independent and objective evaluation of their local AJCCs once every three years. NCCC's first certification process was completed in 2018. The three key requirements for certification are: 1) effectiveness of the AJCC; 2) physical and programmatic accessibility for individuals with disabilities; and 3) continuous improvement. The certification process will include three elements: Baseline AJCC Certification, AJCC Certification Indicator Assessment and Continuous Improvement Plan. Liz Bosley reviewed the timeline for the certification process.

WDB Action: On a motion by Horacio Paras, seconded by Ron Moore and unanimously carried by a roll call vote, the WDB authorized NCCC administrative staff to form a committee of volunteer Board members, peers from other workforce areas, partner agencies and other interested parties to conduct a site review of each AJCC. Additionally, the WDB authorized the NCCC Executive Director to submit the Baseline Criteria Matrix

and the AJCC Certification Indicator Assessment on or before the deadline date of April 30, 2021. Motion Carried.

Governing Board Action: On a motion by Nick Micheli, seconded by Paul Barr and unanimously carried by a roll call vote, the Governing Board authorized NCCC administrative staff to form a committee of volunteer Board members, peers from other workforce areas, partner agencies and other interested parties to conduct a site review of each AJCC. Additionally, the Governing Board authorized the NCCC Executive Director to submit the Baseline Criteria Matrix and the AJCC Certification Indicator Assessment on or before the deadline date of April 30, 2021. Motion Carried.

13. NCCC LOCAL/REGIONAL WORKFORCE DEVELOPMENT PLAN TIMELINE PROGRAM YEARS 2021-2024

Cindy Newton reviewed the timeline for the preparation and submission of the Local and Regional Workforce Development Plans. Two public input meetings were held January 14 and 20. The Draft Local and Regional Plans will be released on March 26 for a 30-day comment period through April 25. The draft plans are due to the State of California by April 30. The draft plans will be agendaized for approval and signatures at the May 20 NCCC board meeting. The fully executed documents are due to the State by July 1, 2021.

14. PRESENTATION – REGIONAL LABOR MARKET OVERVIEW

Cara Welch, EDD Labor Market Consultant, gave a presentation showing the impact of the COVID-19 pandemic on the workforce in the NCCC region. The presentation compared the job losses/gains and unemployment rates from the 2nd quarter 2019 to the 2nd quarter 2020 to show the impact of COVID on the industries in the local area.

All industry jobs in NCCC declined from 70,382 in 2019 to 66,446 in 2020 resulting in 3,936 job losses. Seven industries had job gains of 608. In March 2020 the unemployment rate for NCCC was at 10.5%, the same rate as in March 2019. NCCC's unemployment rate peaked at 18.3% in April 2020. Since then the rate has slowly been decreasing though not yet to 2019 levels. Ms. Welch also provided comparative unemployment rates and employment change data for the Capital Region Regional Planning Unit which includes the NCCC, SETA, Golden Sierra and Yolo local workforce areas. NCCC will be sending out this presentation to members after the meeting.

15. PROGRAM PERFORMANCE REPORT

Cindy Newton reviewed 2nd quarter planned vs. actual program performance outcomes and compared them to last year's numbers. Adult outcomes showed slight decreases in enrollments, number in training and entered employment but an increase in wage. Numbers for the Dislocated Worker program all increased due to effects related to the COVID pandemic. Youth program outcomes remained about the same as last year. Ms. Newton reported on NCCC's special grant projects: The Winter Storm project in Colusa and

Glenn counties has ended. The Trade Act grant is winding down well exceeding planned numbers. The projects providing services to Veterans, the Disabled, Homeless, Prison to Employment are all progressing well. The English Language Learner grant, as mentioned earlier, has been slow to start. A National Dislocated Worker Grant that provides temporary jobs and vocational training to individuals who have been laid off due to the pandemic, and a Supportive Services Grant that assists individuals impacted by the pandemic with rent, utility payments and other needed supportive services are also doing very well.

16. SERVICE PROVIDER PROGRAM UPDATES

Upward Bound (UB): Upward Bound's Director Maria Moreno said that all Upward Bound staff continue to operate their program from home. No word yet on whether next summer's work experience program will be virtual or in-person. Staff has a virtual program model in place and is developing a hybrid model to provide more in-person instruction, career opportunities, and job skills workshops while meeting all county, state and campus safety guidelines. Virtual academic and career workshops are being offered as well as daily tutoring sessions. Staff are currently assisting high school seniors submit their financial aid applications that are due March 2nd. Long-time WIOA Case Manager Jasmine Ramos has taken a counselling position at Gridley High School and Madison Bassow is now the WIOA Program Advisor. Randy Fletcher mentioned that Yuba County and the Yuba County Water Agency will have funding for potential internships in forest management, water management and fire science.

NCCC One Stops/AJCCs continue to provide services to clients by phone, email, mail, appointments and social media. Staffs also continue to assist with calls concerning unemployment insurance issues.

Colusa One Stop/AJCC: Colusa One Stop Director Lora Ceccon said their priority continues to be focused on providing training services for their clients. Colusa One Stop's successful partnership with Colusa County Office of Education has been very beneficial to the One Stop and its clients. Currently, ten individuals will complete the fire academy April 18; nine individuals will complete CNA training February 19; and 12 completed the EMT course this past December. All of the training facilities have resumed operating and all trainings are going well. A great need in Colusa County is technical assistance services to local small businesses. The One Stop will be submitting another \$80,000 application for technical assistance funding through their non-profit arm to assist local businesses. The One Stop purchased nine computers and laptops for their students through the Foster Youth Independent Living Program. Colusa County Superintendent of Schools Michael West expressed his appreciation for the support Colusa One Stop provides through their programs.

Glenn County One Stop/AJCC: Glenn County Community Action Manager Yassi Lam said staff are receiving inquiries about retraining and how to connect with training providers. Truck driving and health career training are in high demand, and interest in Pharmacy Tech

and Phlebotomy training. Students in the Youth Employment Services (YES) program completed the fall semester and staff are assisting them transition into work experience activities. The spring semester started in early February. Eleven students began virtual Medical Assisting training in January and are moving forward. Glenn County AJCC secured three paid work experience positions, and an opportunity for a fourth, at a local domestic violence shelter. On-the-Job Trainings at a local ag related manufacturing site are doing well with a couple of more placements becoming available. An Amazon Delivery Center is planned to be located in Orland. Glenn County AJCC has reached out to the County and the City of Orland to provide support and assist with recruitment efforts. 100-150 jobs are being estimated. Yassi Lam shared how Glenn AJCC, in partnership with Glenn County Housing Services, helped a homeless individual secure subsidized housing and a full-time work experience position. Staff is continuing to assist the individual with work experience and career exploration services.

Sutter One Stop/AJCC: Sutter County One Stop Director Rinky Basi said all staff returned to the office January 25th. The office is not open to walk-ins but clients are seen by appointment only. The One Stop's resource room is open and services being accessed by job seekers include typing tests, skills testing, and resume and application assistance. Online workshops continue to be offered regularly. About 51 individuals are working in the community through Work Experience programs. 8 individuals are working through the COVID-19 TJC project. A number of special education young adults in the Transitional Partnership Program with the Department of Rehabilitation receive ongoing assistance and work experience. Recruitment is underway for the first of three Pre-apprenticeship classes that begins April 5. Currently there are over 110 individuals who are registered and looking for work. Staff is focusing on strategies to match individuals with open job orders and training programs. Rinky also welcomed and invited Sutter County Supervisor Nick Micheli to tour the Sutter One Stop.

Yuba One Stop/AJCC: Yuba One Stop Director Caron Job said all staff have also returned to the office and clients are being seen by appointment. The One Stop's resource room is quite busy and is accommodating 2 people at a time per hour. Referrals are being received from partners in Probation, Parole, and The Life Center. Staff meets with individuals at 14 Forward assisting them with work readiness skills, providing them with local resource information, bringing them to the One Stop and helping them move forward into training or employment. Caron shared the One Stop assisted one of those individuals obtain permanent housing and secured a job. The One Stop, in partnership with EDD, created a mini-series of workshops called Energizing Work Search. A new virtual workshop is offered every day and repeated every week – Mastering CalJOBS, Ace Your Application, Navigating State Employment, Statement of Qualifications-How to Target Yourself and Interviewing Techniques & Tips with Virtual Twists. Staff is also working on an Introduction to CalJOBS workshop for employers. The One Stop formed a new partnership with Root and Rebound out of the Bay Area that provides an expungement workshop. The first workshop in December was very successful. The next workshop is scheduled in March. A CNA class started in January with 12 students. The next class begins March 8 with 20 individuals. Those classes are with a partnership with Lincoln Meadows and Marysville Post-Acute.

One Stop staff is gearing up for the Wildfire project, and recruitment is ongoing for the first of three Pre-apprenticeship classes beginning April 5.

17. OTHER BUSINESS

Cindy Newton mentioned that On-the-Job Trainings continue to be done with CalPlant in Glenn County. It is hoped that more grant funding will become available to assist with that effort.

Newly appointed WDB member Leslie Rubalcava introduced herself and commented on services that are available through the Department of Rehabilitation. An information flyer will be sent out to members following the meeting. Ms. Rubalcava is looking forward to serving on the board.

Next Board Meeting: The next joint NCCC Board meeting will be May 20, 2021 at a location to be determined.

18. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:28 pm.

ATTEST:

(Signed)

Randy Fletcher, Chairperson
Governing Board
APPROVED ON: 5/20/21

(Signed)

John Fleming, Chairperson
Workforce Development Board
APPROVED ON: 5/20/21