

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

February 20, 2020

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 at Adventist Health Rideout Conference Center in Yuba City.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Quorums present

Governing Board Members Present

Paul Barr
Merced Corona

Randy Fletcher
Ron Sullenger

Governing Board Members Absent

None

Workforce Investment Board Members Present

Laurel Andrews
Jeff Armstrong
Andre Carrao
Robyn David-Harris
Ben Felt

Margaret Fernandez
John Fleming
Chris Greaney
Steve Hammarstrom

Ann Magnes
Ron Moore
Mark Mulliner
Eric Pomeroy

Workforce Investment Board Members Absent

Neil Goforth
Selenia Moseley
Horacio Paras

Angel Reynoso
Joseanna Rosales

Brynda Stranix
Carla Tweed

4. WELCOME

5. PUBLIC COMMENT

There were no comments from the public.

6. WORKFORCE DEVELOPMENT BOARD APPOINTMENT

Governing Board Action: On a motion by Merced Corona and seconded by Ron Sullenger, the Governing Board appointed Laurel Andrews, Cluster Manager at California Employment Development Department, to the Workforce Development representing the State Employment Service. *Motion Carried.*

7. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR

8. APPROVAL OF MINUTES

WDB Action: On a motion by Robyn David-Harris and seconded by Chris Greaney, the WDB approved the minutes of the August 15, 2019 and the November 21, 2019 WDB meetings as presented. *Motion Carried.*

Governing Board Action: On a motion by Ron Sullenger and seconded by Paul Barr, the Governing Board approved the minutes of the August 15, 2019 Governing Board meeting as presented. *Motion Carried.*

9. RETREAT DISCUSSION

Randy Fletcher proposed the boards have a pre-meeting session on the next meeting date to interact on suggestions and feedback on ways the boards could affect change on the way we do things that would make a difference and benefit our communities. The session would take place in Yuba City and include lunch from 12:00-2:00pm with the full board meeting following at 2:00pm. Randy encouraged members to attend the pre-meeting session along with the full board meeting if possible.

10. DIRECTOR'S REPORT

Cindy Newton reported on current state and local issues.

Regional Monitoring: The Sacramento Employment and Training Agency (SETA) conducted a monitoring review of the regional Trade Act grant to serve dislocated workers. All NCCC counties were reviewed and there were no findings. The grant's term goes through August. Another review may be conducted if funds are still available into the next program year.

State Monitoring: The Employment Development Department (EDD) is currently conducting a monitoring review of NCCC's Youth program. Outcomes of the review will be shared at a future board meeting.

Request for Proposal (RFP) Update: NCCC's RFP is scheduled to be released February 27. However, the release may be delayed a few days due to the inaccessibility of annual program performance outcomes for individual operators from the CalJOBS system. The RFP will be published and sent out to all partner agencies that participate in the MOUs, and will be posted on NCCC's website as well. Cindy Newton noted it is critical there be a quorum of both boards present at the next board meeting for approval of Request for Proposal awards.

11. FISCAL COMMITTEE REPORT

Margaret Fernandez reported on the Fiscal Committee meeting held a couple of weeks ago. The Committee reviewed NCCC's service provider budgets and they all appear to be on target for the second quarter. Areas that may be of any concern are being addressed. New grants that NCCC is writing for were also reviewed.

12. APPROVAL OF INCUMBENT WORKER TRAINING POLICY

Per State Directive WSD19-01, it is necessary for NCCC to adopt an Incumbent Worker Training Policy. Cindy Newton explained that an incumbent worker is an individual who is already employed. Under WIOA, local areas may allocate up to 20% of their combined Adult and Dislocated Worker allocation for incumbent worker training activities. Currently, a local rural water agency has requested assistance in paying for the apprenticeship training of 2 employees in waste water treatment. Per the proposed policy, incumbent worker training assistance can be provided if all eligibility criteria are met and the employer can meet the cost share training requirements. NCCC will currently cap the amount for incumbent worker training at \$15,000 per program year consortium-wide. It was noted that this policy can be revisited if the need arises.

WDB Action: On a motion by Steve Hammarstrom and seconded by Ron Moore, the WDB adopted the Incumbent Worker Training Policy as presented. Motion Carried.

Governing Board Action: On a motion by Merced Corona and seconded by Paul Barr, the Governing Board adopted the Incumbent Worker Training Policy as presented. Motion Carried.

13. APPROVAL OF JOINT BOARD RESOLUTION NO. 20-01: EXECUTIVE DIRECTOR SIGNATURE AUTHORITY

Cindy Newton presented Joint Board Resolution No. 20-01 which reauthorizes the Executive Director to sign and execute subgrant agreements, contracts, plans, applications and other related documents on behalf of the NCCC Governing Board and Workforce Development Board.

WDB Action: On a motion by Robyn David-Harris and seconded by Ann Magnes, the WDB adopted Joint Board Resolution No. 20-01: Executive Director Signature Authority as presented. *Motion Carried.*

Governing Board Action: On a motion by Paul Barr and seconded by Ron Sullenger, the Governing Board adopted Joint Board Resolution No. 20-01: Executive Director Signature Authority as presented. *Motion Carried.*

14. APPROVAL AND RECEIPT OF GRANT FUNDS

- BREAKING BARRIERS TO EMPLOYMENT

Liz Bosley addressed the Breaking Barriers to Employment grant; a grant that will serve 75 individuals who are homeless and/or formerly incarcerated and other justice involved individuals. The grant is for \$500,000 for the period of 4/1/2020-6/30/2021. NCCC was awarded the entire grant amount.

- DISABILITY EMPLOYMENT ACCELERATOR (DEA)

Liz Bosley addressed the Disability Employment Accelerator grant; a grant that will serve 60 individuals with disabilities including college students with disabilities who are close to fulfilling their degree requirements and/or college graduates. The grant is for \$350,000 for the period of 4/1/2020-9/30/2021.

- WORKFORCE ACCELERATOR FUND

Liz Bosley addressed the Workforce Accelerator Fund grant which aims to build a system that bridges education and workforce gaps and targets to serve 25 homeless individuals. The grant is for \$150,000 for the period of 4/1/2020-9/30/2021.

- VETERANS' EMPLOYMENT-RELATED ASSISTANCE PROGRAM (VEAP)

Cindy Newton addressed the Veterans' Employment-Related Assistance Program grant. NCCC has been fortunate to have been awarded VEAP funds over the last 10 years. The priority group for this grant will be spouses of veterans and spouses of active military. The grant is for \$500,000 for the period of 4/1/2020-9/30/2021.

- ADDITIONAL ASSISTANCE GRANT – OLAM/LAND O'LAKES/LIFETOUCH

Cindy Newton addressed the Additional Assistance grant for the Olam, Land O'Lakes and Lifetouch closures. This grant is targeted to serve 75 dislocated workers. The grant is for \$500,000 for the period of 1/1/2020-6/30/2021. Funds have not yet been awarded but they are expected to be soon. The AJCCs/One Stops have already begun serving individuals under this grant. Many of the laid off workers are projected to be hired by the CalPlant facility in Willows. On-the-Job Training agreements will be developed for those individuals.

- SENATE BILL 1 (SB-1) PRE-APPRENTICESHIP CONSTRUCTION PROGRAM

Cindy Newton addressed the SB-1 Pre-Apprenticeship Construction Program which was previously funded under Prop 39. The Mid-Valley Trades will continue to provide the training in this project. NCCC will serve as the fiscal agent for this grant that will include the building trades jurisdictions in the NCCC and NoRTEC counties. Classes will be provided in Marysville for Yuba-Sutter, in Colusa for Colusa-Glenn, in Redding for Shasta-Tehama, and in Humboldt and Butte counties. 14 MC-3 classes and 2 welding classes will be held. The grant is projected to serve 280 individuals. The grant is for \$1,960,000 for the period of 9/1/2020-8/31/2022.

WDB Action: On a motion by Mark Mulliner and seconded by Chris Greaney, the WDB approved the following grants and authorized the Executive Director to finalize any awards: Breaking Barriers to Employment, DEA, Workforce Accelerator, VEAP, Additional Assistance Project, SB-1 Pre-Apprenticeship Construction Program. *Motion Carried.*

Governing Board Action: On a motion by Merced Corona and seconded by Paul Barr, the Governing Board approved the following grants and authorized the Executive Director to finalize any awards: Breaking Barriers to Employment, DEA, Workforce Accelerator, VEAP, Additional Assistance Project, SB-1 Pre-Apprenticeship Construction Program. *Motion Carried.*

Randy Fletcher commended staff for their efforts in pursuing new funding opportunities.

15. **SF METALWORKS PRESENTATION**

WDB Board Member Ron Moore gave a presentation about his architectural metal fabricating company SF Metalworks. Ron spoke about the history of SF Metalworks and its relocation from the San Francisco Bay Area to Colusa County after 15 years in business. The company website showed examples of the quality high-end products his company generates. Ron talked about how our area's economy, work environment and welcoming community differs from the Bay Area. Ron commented that all his workers are from the local area and spoke highly of their strong work ethic.

16. **PROGRAM PERFORMANCE REPORT**

Cindy Newton reviewed 2nd quarter planned vs. actual program performance outcomes and compared them to last year's numbers. Overall NCCC performance measures for Adult, Youth and Dislocated Worker programs exceeded planned goals for the 2nd quarter. Ms. Newton reviewed performance numbers for NCCC's special projects – Disability Employment Initiative (DEI), the regional Trade Act grant, Veterans and Forward Focus. All benchmarks were exceeded for all the special project grants. The Trade grant goes through August; the Veterans grant ended successfully in December; and DEI and the Forward Focus grants ends this month. The Prison to Employment and Breaking Barriers

grants will continue to serve the probation and parole clientele. Cindy Newton commended AJCC One Stop staffs for all their efforts.

17. SERVICE PROVIDER PROGRAM UPDATES

Upward Bound (UB): Upward Bound's Director Maria Moreno said UB staff are preparing for their Summer Program. Upward Bound serves more than 300 students during the academic year and offers online tutoring sessions and weekly workshops. Of the 317 students, 104 are high school seniors who have applied for various colleges and UB staff is helping them review their offers and scholarships. The deadline for students to make their selection is May 1st. Maria Moreno commented that a Glenn County senior recently interviewed at Harvard and is awaiting word on the outcome.

Colusa One Stop/AJCC: Colusa County One Stop Director Lora Ceccon said the Colusa One Stop is once again providing Volunteer Income Tax Assistance (VITA) to the community. Three certified volunteers are providing this service and outreach to Arbuckle and Williams is being provided one day a week. Over 200 individuals have been assisted with their taxes in the last 3 weeks. A small business workshop, Access to Business Capital, will be provided on April 9 from 4:00-6:00pm at the Colusa Veterans Hall. Follow-up phone calls are being conducted for laid off workers from Olam. The Temporary Job Creation program is going well; 11 participants have been placed in 4 agencies throughout the county.

Glenn County One Stop/AJCC: Glenn County AJCC Program Coordinator Yassi Lam said AJCC staff continues to do Rapid Response outreach to those individuals laid off from the recent plant closures. Staff responded to a short-term layoff – a small café that impacted 6 employees that has reopened. Johns Manville will temporarily lay off about 184 employees around March 22 for at most one week to replace their electrical power station. Yassi thanked Laurel Andrews for EDD's help in this joint Rapid Response effort. Staff also responded to some smaller layoffs that impacted 1-2 employees. Yassi also thanked Cindy Newton for her help with the Dislocated Worker Additional Assistance Grant process at the state and local levels. The grant funds will be used for on-the-job training and short-term vocational training contracts at CalPlant. The AJCC has hosted 2 hiring events this quarter with the next one to be held February 24 in Orland. The US Census Bureau has been on-site since November recruiting their applicant pool for the 2020 Census. All workers are expected to be hired by mid-March. The Youth Employment Services program began their Spring semester this month with 25 participants. The AJCC participated in the 8th Grade Exploratory Career Fair. Over 470 students from 10 Glenn County schools attended. WDB Board Member Joser Rosales was recently recognized by the Orland Unified School District for his donation to help students pay off outstanding meal debts.

Sutter One Stop/AJCC: Sutter County One Stop Director Rinky Basi said the One Stop is partnering with Hands of Hope which serves as the point of entry for workforce development services for the homeless. The One Stop has staff on-site one day a week. This is in preparation for impending Breaking Barriers grant funding. Youth staff is participating in career fairs held at local high schools. The next career fair will be at Live

Oak High on February 28. The One Stop assisted Adventist Rideout Health in hosting a recruitment for Certified Nursing Assistants (CNA) and Medical Assistants. A recruitment for Registered Nurses will be held next week. Classes for CNA training are offered at the Sutter and Yuba One Stops. Yuba College, Yuba-Sutter Economic Development Corp., Yuba-Sutter Chamber of Commerce and our local One Stops will host a Business Boot Camp on March 7.

Yuba One Stop/AJCC: Yuba County One Stop Director Caron Job stated Yuba One Stop collaborates with the Sutter County One Stop on many activities. One Stop Youth staff participated in a Career Fair at Wheatland High School yesterday. Staff took part at a Yuba College Resource Fair today. One Stop staff is working with EDD staff to develop new workshops. Yuba One Stop is looking to partner with Yuba County Sheriff's Department to assist youth who are interested in their cadet program. Staff are also meeting with Yuba County Health and Human Services to see how they can expand their successful partnership. Yuba One Stop is working with US Census Bureau representatives to educate the community in the importance of completing the Census. US Census staff has been on-site recruiting for Census workers. The US Forestry Department hosted an orientation on the application process for positions they will be hiring for. An Expungement Workshop will be held March 5. An upcoming Job Fair is scheduled to be held in April at the Yuba County Government Center. The Yuba County Office of Education is creating a video highlighting all the programs they oversee including the WIOA program.

18. OTHER BUSINESS

Mark Mulliner thanked Cindy Newton for her efforts with MC-3.

Next Board Meeting: The next joint NCCC Board meeting will be May 21, 2020 at a location to be determined in Yuba City.

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)
Randy Fletcher, Chairperson
Governing Board

(Signed)
John Fleming, Chairperson
Workforce Development Board

APPROVED ON: 5/21/2020

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