

**NCCC  
GOVERNING BOARD AND  
WORKFORCE DEVELOPMENT BOARD**

**APPROVED  
MINUTES**

May 17, 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 2:00 pm at Colusa Industrial Properties in Colusa.

**2. PLEDGE OF ALLEGIANCE**

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

**3. ROLL CALL – Quorums present**

**Governing Board Members Present**

Randy Fletcher              Dwight Foltz                      John Loudon                      Larry Munger

**Governing Board Members Absent**

None

**Workforce Investment Board Members Present**

Andre Carrao                      Margaret Fernandez              Ann Magnes                      Horacio Paras  
Thaddeus Eubanks              Neil Goforth                      Mark Mulliner                      Don Schrader  
Ben Felt                              Chris Greaney                      Daren Otten                      Brynda Stranix

**Workforce Investment Board Members Absent**

Jeff Armstrong                      Steve Hammarstrom              Selenia Moseley                      Joseanna Rosales  
Robyn David-Harris              Carianne Huss                      Eric Pomeroy

**4. WELCOME AND INTRODUCTIONS**

Governing Board Chair Larry Munger stated that at an earlier meeting the Governing Board reappointed Mark Mulliner, President of the Marysville Central Labor Council, and Steve Hammarstrom, Vice President with Adventist Health Rideout to the WDB with new terms effective July 1, 2018.

## 5. PUBLIC COMMENT

There were no comments from the public.

## 6. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR

## 7. APPROVAL OF MINUTES

**WDB Action:** On a motion by Thaddeus Eubanks and seconded by Ann Magnes, the WDB approved the minutes of the February 15, 2018 meeting as presented. *Motion Carried.*

**Governing Board Action:** On a motion by Dwight Foltz and seconded by John Loudon, the Governing Board approved the minutes of the February 15, 2018 meeting as presented. *Motion Carried.* Randy Fletcher abstained.

## 8. 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 notified yesterday that we were awarded the Veterans' Employment-Related Assistance Program (VEAP) grant for \$500,000. The grant is projected to provide training services to 70 veterans, with particular attention to serve women veterans ages 35-54.
- The Storm National Dislocated Worker project is moving along very well. NCCC has received its third and final funding increment for the project. NCCC has been well ahead in expenditures over other local areas in the state who are still working on their second increment. The project is slated to end in August 2018 unless a grant extension is requested. A presentation of the project's outcomes will be presented at an upcoming board meeting.
- The Wildfire project is underway in Yuba County. This project is providing temporary jobs for dislocated workers to assist with the clean-up efforts in the Yuba County foothills area. Yuba County Public Works is a major worksite in the project.
- NCCC submitted an application for the Forward Focus Supervised Population Workforce Training grant for \$400,000 to serve ex-offenders through the local probation departments as well as parolees. Awarding of this grant is pending.

**PY 2018-19 Funding:** Cindy Newton stated that planning estimate allocations for PY 2018-19 have been received. The planning estimates reflect a 4.3% increase overall among the adult, youth and dislocated worker programs. Funding letters will be issued to the counties once final allocations are received.

## 9. APPROVAL OF REVISED PROCUREMENT POLICY

Per State Directive WSD17-08, it is necessary for NCCC to update its Procurement Policy in order to be in compliance with the Workforce Innovation and Opportunity Act and the Uniform Guidance under Title 2 Code of Federal Regulations Part 200. A new category for procurement has been added and the cost threshold for categories has been changed. A

definition for micro purchase procurement needed to be identified, which is a transaction value of \$1.00-\$3,500.00. Small purchase procurement went up to a transaction value of \$3,500.00-\$150,000.00

**WDB Action:** On a motion by Horacio Paras and seconded by Daren Otten, the WDB adopted the revised Procurement Policy as presented. *Motion Carried.*

**Governing Board Action:** On a motion by Randy Fletcher and seconded by John Loudon, the Governing Board adopted the revised Procurement Policy as presented. *Motion Carried.*

## **10. APPROVAL OF GRANT FUNDING APPLICATION**

- FORWARD FOCUS, SUPERVISED POPULATION WORKFORCE TRAINING 3.0

Lettie Seaver said NCCC submitted a grant application this month to the State of California for Forward Focus, Supervised Population Workforce Training 3.0 in the amount of \$400,000. The term of this project is 5/1/2018-6/30/2020. The emphasis for this grant is to serve individuals who are being supervised by local probation departments as well as those who are on parole. NCCC's Supervised Population 2.0 grant that ended December 2017 was very successful.

**WDB Action:** On a motion by Chris Greaney and seconded by Thaddeus Eubanks, the WDB approved the submittal of the Forward Focus, Supervised Population Workforce Training 3.0 grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

**Governing Board Action:** On a motion by Randy Fletcher and seconded by Dwight Foltz, the Governing Board approved the submittal of the Forward Focus, Supervised Population Workforce Training 3.0 grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

## **11. APPROVAL OF HALLMARKS OF EXCELLENCE AJCC CERTIFICATION REPORT**

Lettie Seaver reported on the AJCC Certification Process. The AJCCs were evaluated on the 8 Hallmarks of Excellence ranked on a 1-5 scale. NCCC staff and two Board members participated in the on-site reviews of NCCC's four AJCCs. The rankings were based on:

1. The AJCC's self-assessments
2. Photographic documentation of the centers
3. Site visits and interviews with staff
4. NCCC administrative staff's knowledge of the services and performance of the AJCCs

All four AJCCs received a score of 3 or higher on the 8 Hallmarks of Excellence. NCCC was extremely pleased with all of the sites and the services being provided at the centers. The information compiled by the review team was combined on the Hallmarks of Excellence matrix, and all four AJCCs are being recommended for certification by the State. Lettie Seaver thanked Robyn David-Harris and Ann Magnes for their participation on the

on-site reviews. The completed 28 page Certification Matrixes and the information compiled for each AJCC are available for board members to view.

Lettie Seaver noted that Glenn County will be opening a new comprehensive AJCC in the city of Orland. Once WIOA program services are fully functional at the center, the certification process shall be conducted.

**WDB Action:** On a motion by Horacio Paras and seconded by Ben Felt, the WDB took the following action:

- 1) Accepted the Review Team's recommendation for Hallmarks of Excellence Certification of the AJCCs in Colusa, Glenn, Sutter and Yuba counties; and authorized the Board Chair to sign the Hallmarks of Excellence Matrix for submittal to the State by June 30, 2018.
- 2) Contingent on Glenn County's Orland AJCC being fully operational and following an on-site certification visit, accepted the NCCC Executive Director's recommendation for Hallmarks of Excellence Certification of Glenn County's Orland AJCC; and authorized the Board Chair to sign the Hallmarks of Excellence Matrix for submittal to the State by June 30, 2018.

*Motion Carried.*

## **12. ACCEPTANCE OF FY 2016/2017 SINGLE AUDIT REPORT**

Hiep Pham of R.J. Ricciardi, Inc. CPAs presented NCCC's Single Audit Report for the period of July 1, 2016 through June 30, 2017. Hiep Pham stated the audit issues three opinions – the Independent Auditor's Report, Government Auditing Standards and Federal Awards. The audit report was an unmodified, clean report with no material weaknesses, significant deficiencies or instances of noncompliance. Mr. Pham reviewed the Change in Governmental Net Position and compared to last year. Mr. Pham also reviewed a trend chart showing NCCC's cash flow, funding and unrestricted net assets. Hiep Pham thanked NCCC staff for their help during the audit and making the audit run efficiently. Members congratulated staff for their efforts in keeping NCCC in compliance.

**WDB Action:** On a motion by Horacio Paras and seconded by Thaddeus Eubanks, the WDB accepted the FY 2016/2017 Single Audit Report as presented. *Motion Carried.*

**Governing Board Action:** On a motion by Randy Fletcher and seconded by Dwight Foltz, the Governing Board accepted the FY 2016/2017 Single Audit Report as presented. *Motion Carried.*

## **13. APPROVAL OF FISCAL COMMITTEE REPORT**

Margaret Fernandez reported on the Fiscal Committee meeting of May 3<sup>rd</sup>.

The committee reviewed the counties' program performance status. The committee reviewed the counties' budgets and determined that all subcontractors were on track for meeting the required training expenditures.

Cindy Newton mentioned that the State EDD conducted an annual fiscal and procurement monitoring review of NCCC last week. There were no findings reported. Cindy commended NCCC Fiscal Officer Cheryl Baxter for a great job.

*FY 2018/2019 NCCC Administrative Entity Budget and WDB/Governing Board Budget:* The Committee reviewed NCCC's administrative and board budgets for FY 2018/19. The administrative budget reflected increases in staff salaries, which was approved by the Governing Board, as well as the budget item for trainings. The proposed FY 2018/2019 NCCC Administrative Entity Budget is \$602,337 and the proposed WDB/Governing Board Budget is \$44,000.

Governing Board member John Loudon requested that in future budget proposals previous years' budgets be provided for comparison purposes.

*WDB Action:* On a motion by Brynda Stranix and seconded by Ben Felt, the WDB approved NCCC's Administrative Entity Budget and the WDB/Governing Board budget for FY 2018/2019 as presented in the Fiscal Committee Report. *Motion Carried.*

*Governing Board Action:* On a motion by Randy Fletcher and seconded by Dwight Foltz, the Governing Board approved NCCC's Administrative Entity Budget and the WDB/Governing Board budget for FY 2018/2019 as presented in the Fiscal Committee Report. *Motion Carried.*

#### **14. ELECTION OF GOVERNING BOARD AND WDB OFFICERS** **– EFFECTIVE JULY 1, 2018**

*WDB Action:* On motions made by Thaddeus Eubanks and Mark Mulliner and seconds made by Brynda Stranix and Neil Goforth, the WDB re-elected Don Schrader as Chair and Margaret Fernandez as Vice-Chair through June 30, 2019. *Motions Carried.*

Governing Board Chair Larry Munger stated that he will be coming off the board in December and two Governing Board members are up for election this year. Mr. Munger suggested postponing the election of Governing Board officers until after the outcome of the elections in November.

*Governing Board Action:* On a motion by Randy Fletcher and seconded by John Loudon, the Governing Board postponed the election of Governing Board officers until after the November elections. *Motion Carried.*

#### **15. PRESENTATION – CHARLES RICHARDS, CALIFORNIA DIVISION OF** **APPRENTICESHIP STANDARDS**

Charles Richards, Apprenticeship Consultant with the California Division of Apprenticeship Standards, gave a presentation about how the Division of Apprenticeship Standards can help

employers develop an apprenticeship program. Mr. Richards explained that apprenticeship consultants plan and organize training programs, facilitate recruitments, and provide guidance with State laws, rules and regulations. Apprenticeship is classroom training and on-the-job training. An apprenticeship program requires 144 hours of classroom training per year, an approved curriculum by a local educational agency and the instruction is tuition free. On-the-job training takes apprentices through standardized work processes where they work directly with the journeymen who expose them to the major aspects of their chosen occupation, and they are paid for every hour they work. Some of the most common trades include construction, electricians, insulators and plumbers. Mr. Richards stated that the Division of Apprenticeship Standards is now looking at non-traditional fields that include I.T., nursing, culinary and hospitality. Locally Johns Manville in Glenn County runs an apprenticeship for internal maintenance electrician and is expanding to a maintenance mechanic. Governing Board member Randy Fletcher asked if a Healthy Forest apprenticeship for forest workers was a possible opportunity. Mr. Richards said if given more information he can look into that concept. Mr. Richards provided program information flyers and his contact information.

## **16. PROGRAM PERFORMANCE REPORT**

Cindy Newton reviewed 3<sup>rd</sup> quarter planned vs. actual program performance outcomes for NCCC subcontractors' Adult, Dislocated Worker, Youth programs and special projects. Overall NCCC performance outcomes are being met or exceeded. NCCC was well over 100% of plan in adult participants, training and entered employment, and an average wage at placement of \$19.57. Dislocated worker enrollments remained steady, with increases in training and entered employment over last year. Youth outcomes also exceeded last year's numbers for the third quarter. Ms. Newton reviewed performance numbers for NCCC's special projects – The NDWG Sector Partnership will end in June having exceeded all benchmarks. The NDWG Storm and Wildfire Projects are going well with no concerns meeting planned numbers. The Disability Employment Initiative (DEI) is a 3-year grant and planned numbers have already been exceeded. Benchmarks for this grant will be adjusted as many more individuals will need and benefit from these program services. Disability Employment Accelerator (DEA) is about half way through and the numbers for enrollments and training are well over 100% of plan. STARRS 11 is also exceeding planned outcomes. However, due to a business closure in Butte County which has affected about 60 Yuba-Sutter individuals, NCCC is requesting a modification to the grant.

## **17. SERVICE PROVIDER PROGRAM UPDATES**

*Upward Bound:* Upward Bound Program Advisor Jasmine Ramos reported that they are preparing for the Summer Program to begin in about three weeks. Staff are ensuring graduating seniors are ready to go to their chosen colleges or universities. Upward Bound has partnered with several businesses in the Chico community including various doctors' offices and Chico Start to help place students in a variety of worksites. WIOA will fund about 50 students in the Upward Bound Program this summer.

*Glenn County One Stop/AJCC:* Glenn County AJCC Program Manager David Allee reported that the Glenn County WIOA staff has moved to a new facility. They will now be headquartered at 125 E. Walker Street in Orland and are co-housed with the Glenn County

Business Incubator that was funded under the Slingshot grant. WIOA staff will continue to provide program services at the old Willows location two days a week. The new site is still in transition and is not 100% operational as of yet. Glenn County AJCC has hosted 9 separate hiring events. David Allee participated in a two-day design thinking forum in Palo Alto for the creation and establishment of the 115<sup>th</sup> California Community College. This is a fully on-line community college. This college aims to target “stranded” working adults between the ages of 25-40, with no formal training or education beyond a high school diploma or GED who need additional skills and training to advance in the workplace, but cannot access a traditional college campus. The first career pathway among three possibilities will be in the Healthcare field specific to Medical Coders. Typically 4-8 months to complete this particular course and full certification at its conclusion. The college is slated to launch in the fall of 2019.

Colusa One Stop/AJCC: Colusa County One Stop Director Lora Ceccon said they were recently awarded \$400,000 for their Intermediary Relending Program and will continue to offer loans to local businesses. Over the last 8 years, about \$2.3 million has been loaned out to Colusa County businesses and about 20 businesses have been provided with technical assistance. The Colusa One Stop’s Volunteer Income Tax Assistance (VITA) program again was a success this year. Staff assisted with the filing of over 200 returns. They also received an email from the State congratulating them on keeping a low reject rate. 29 students graduated in March from the third round of the Basic Wildland Firefighter Academy; eight of those students were sponsored by the Colusa One-Stop. Outreach efforts to local businesses are ongoing.

Yuba One Stop/AJCC: Newly hired Yuba County One Stop Director Caron Job introduced new Business Services Representative Purnia Burke. Ms. Job reported that staff is focusing on bringing up Youth program outcomes. In partnership with EDD an interactive workshop designed to better meet the needs of clients has been developed in which both WIOA and EDD staffs teach and take part in. This workshop is provided once a week. The One Stop is working with the Homeless Consortium’s Life Building Center in Marysville which helps the area’s homeless with a number of resources including employment services. Next week a staff person from the One Stop will be at the center to provide information on the programs and services available at the One Stop. Several hiring events have been held that included various staffing agencies. Yuba One Stop is also partnering with medical and manufacturing employers for OJT and Work Experience placements. A How to Get a State Job workshop is held twice a month. A project for the future is to move toward video job orders and video resumes.

Sutter One Stop/AJCC: Sutter County One Stop Director Rinky Basi reported on their employer recruitment; they are averaging two employers a week. The One Stop held their Spring Job Fair on-site with about 30 employers participating. The Summer Job Fair will take place next week and will target youth, staffing agencies and employers hiring in particular areas. The job fairs are now two-hour events instead of four, and they have proven to be more successful. Sutter One-Stop also participated in the Yuba-Sutter EDC Business Walk in Yuba City in April. Partnerships with the Homeless Consortium, Hands of Hope, and Salvation Army are ongoing with services being provided at those centers when they cannot be accessed at the One Stop site. A new high school equivalency test is being offered, HiSET, which is available online as well. Over 100 Adult Ed students will be

graduating this year. Graduation will be May 31<sup>st</sup> at the Crossroads Community Church in Yuba City.

**18. OTHER BUSINESS**

*Next Board Meeting:* The next joint NCCC Board meeting will be August 16, 2018 at a location to be determined.

*Other Items:* Workforce Development Board Chair Don Schrader commented that he now serves as the curator of the Museum of the Forgotten Warriors in Marysville. Mr. Schrader commented that it is the largest military museum in Northern California and is open every Saturday. Don invited those in attendance to contact him if they wished to make arrangements to visit the museum.

Cindy Newton reported on NCCC's Pre-Apprenticeship Program. The first class began April 16 with 17 of 21 students completing the course. The next class will start on Monday. Three classes are planned to be held this spring and summer with about 20 individuals in each class. Cindy thanked Mark Mulliner for his valued contributions and support.

There were no other matters brought before the Board.

**19. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:21 pm.

**ATTEST:**

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(Signed)  
Larry Munger, Chairperson  
Governing Board

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(Signed)  
Don Schrader, Chairperson  
Workforce Development Board

**APPROVED ON:** 8/16/18

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