

**NCCC
GOVERNING BOARD AND
WORKFORCE DEVELOPMENT BOARD**

**APPROVED
MINUTES**

May 18, 2017

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 Fremont-Rideout Conference Center in Yuba City.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Quorums present

Governing Board Members Present

Randy Fletcher Dwight Foltz Larry Munger

Governing Board Members Absent

Kent Boes

Workforce Investment Board Members Present

Robyn David-Harris	Neil Goforth	Selenia Moseley	Eric Pomeroy
Ben Felt	Steve Hammarstrom	Daren Otten	Don Schrader
Margaret Fernandez	Debra Mills	Chris Paige	Brynda Stranix
Sandy Fowler			

Workforce Investment Board Members Absent

Jeff Armstrong	Thaddeus Eubanks	Mark Mulliner
Andre Carrao	Armando Guerrero	Joseanna Rosales

4. WELCOME AND INTRODUCTIONS

Cindy Newton welcomed and introduced new Workforce Development Board member Robyn David-Harris, who represents vocational rehabilitation, and new Yuba County Governing Board member Randy Fletcher. Ms. Newton said new Colusa County Governing Board member Kent Boes was unable to attend today's meeting.

5. PUBLIC COMMENT

There were no comments from the public.

6. WORKFORCE DEVELOPMENT BOARD MEMBER APPOINTMENTS

Governing Board Action: On a motion by Dwight Foltz and seconded by Randy Fletcher, the Governing Board appointed Neil Goforth, President of Comfort Keepers in Marysville, to the Workforce Development Board. The Governing Board also reappointed Andre Carrao to the WDB with his new term commencing July 1, 2017. *Motion Carried.*

7. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR

8. APPROVAL OF MINUTES

WDB Action: On a motion by Ben Felt and seconded by Margaret Fernandez, the WDB approved the minutes of the November 17, 2016 meeting 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 December 8, 2016 meeting as presented. *Motion Carried.* Randy Fletcher abstained.

9. APPROVAL OF NCCC LOCAL STRATEGIC WORKFORCE DEVELOPMENT PLAN PYs 2017-2020

Cindy Newton referred to the staff report in the agenda packet that summarized NCCC's Local Strategic Workforce Development Plan and the Capital Area Regional Strategic Workforce Development Plan. The plans provide details and strategies for the provision of workforce development services through the local and regional workforce development systems. Both plans have been submitted to the State of California and have been conditionally approved pending revisions that may be requested by the State. The Plans were available for public comment and review on NCCC's website and copies were provided to the boards, the AJCC One Stops Centers and partners. Board approval and signatures are due by August 1.

WDB Action: On a motion by Ben Felt and seconded by Robyn David-Harris, the WDB accepted NCCC's PYs 2017-2020 Local Strategic Workforce Development Plan and authorized the document to be finalized and submitted to the State of California. *Motion Carried.*

Governing Board Action: On a motion by Randy Fletcher and seconded by Dwight Foltz, the Governing Board accepted NCCC's PYs 2017-2020 Local Strategic Workforce Development Plan and authorized the document to be finalized and submitted to the State of California. *Motion Carried.*

10. APPROVAL OF CAPITAL AREA REGIONAL STRATEGIC WORKFORCE DEVELOPMENT PLAN PYs 2017-2020 – JOINT RESOLUTION #17-01

WDB Action: On a motion by Ben Felt and seconded by Selenia Moseley, the WDB accepted the PYs 2017-2020 Capital Area Regional Strategic Workforce Development Plan and authorized the document to be finalized and submitted to the State of California. Additionally, the WDB adopted Joint Resolution #17-01 documenting board approval of this plan. *Motion Carried.*

Governing Board Action: On a motion by Randy Fletcher and seconded by Dwight Foltz, the Governing Board accepted PYs 2017-2020 Capital Area Regional Strategic Workforce Development Plan and authorized the document to be finalized and submitted to the State of California. Additionally, the Governing Board adopted Joint Resolution #17-01 documenting board approval of this plan. *Motion Carried.*

11. DIRECTOR'S REPORT

Cindy Newton reported on current state and local issues.

Funding Allocations: Funding allocations for PY 2017-18 have not yet been issued by the state. Local areas received planning estimates back in February-March and overall it looks like a 6% reduction in funding amounting to about 4% in the Adult and Youth programs and about 10% in the Dislocated Worker program.

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

- In March, NCCC applied for 5 grants. Three of those applications are addressed later on the agenda and the other two were not funded. Those two grants were to provide vocational training to English language learners and CalWORKs participants.
- The Slingshot Project RFP awarded Glenn County Health and Human Services Agency \$95,000 to establish a business incubator in Orland to provide business start-up services.
- Earlier this program year NCCC was awarded a \$50,000 Development grant to continue our partnership with the union trades. The funds were used for a pre-apprenticeship program. WDB member Mark Mulliner from the Plumbers and Pipefitters union had 2 of his laborers get certified to teach the Multi-Craft Core curriculum at the union's facility in Yuba City. The program was very successful with 18 of 21 individuals graduating. Several participants will either be testing for or entering the union trades. This Development grant puts NCCC in line for a larger training grant that would fund 3 classes over a 1½ year period. It is planned, if awarded, to fund 2 classes in the Yuba-Sutter area and 1 class for Colusa and Glenn residents.
- NCCC was recently awarded \$54,000 for meeting criteria as a high performing board. With that additional funding, NCCC has allocated about \$35,000 in funding to the counties through various funding sources.

State Legislation: Cindy Newton commented that the California Workforce Association is advocating on a couple of pieces of state legislation. One is on the provision of services to individuals with significant barriers, and the other is on providing additional funding for pre-apprenticeship training.

12. APPROVAL OF NEW GRANT FUNDING APPLICATIONS

- **DISABILITY EMPLOYMENT ACCELERATOR**

Cindy Newton said NCCC submitted a grant application to the State of California for \$350,000 to develop and implement program services that accelerate employment and re-employment strategies for people with disabilities. If awarded, this grant would be NCCC's second Disability Employment Accelerator grant; the first grant is currently half way through and doing well. This grant is projected to serve 56 individuals and will create or expand "earn and learn" opportunities such as work experience, transitional jobs, OJT, pre-apprenticeship and apprenticeship; and educate high-demand industry sectors on the value of hiring skilled people with disabilities. The term of this grant is 7/1/2017-11/30/2018.

WDB Action: On a motion by Chris Paige and seconded by Ben Felt, the WDB approved the submittal of the Disability Employment Accelerator 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 Disability Employment Accelerator grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

- **STARRS 11**

Cindy Newton said an application was submitted to the State of California for a STARRS 11 25% Additional Assistance grant in the amount of \$600,000. These funds are used to serve additional dislocated workers especially those affected by large layoffs or closures. This grant if awarded would help serve the recently laid off employees at Rideout Health as well as any other dislocated worker layoffs in our area. This grant is projected to provide WIOA training activities, reemployment and relocation services to 110 individuals.

WDB Action: On a motion by Chris Paige and seconded by Margaret Fernandez, the WDB approved the submittal of the STARRS 11 25% Additional Assistance 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 STARRS 11 25% Additional Assistance grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

- 2017 STORM NATIONAL DISLOCATED WORKER

Cindy Newton said that following the FEMA emergency disaster area declaration of Yuba and Sutter counties this past February, NCCC submitted a National Dislocated Worker Grant concept paper to EDD for funding to provide temporary job opportunities for dislocated workers to assist with the clean-up efforts that impacted the area. Colusa and Glenn counties were subsequently declared disaster areas and were also included in the project. NCCC's funding request was for \$5.5 million but was awarded \$3 million at this time. 150 individuals are projected to be served in this project. Participating public agencies include county and city departments, levee districts, water districts, fairgrounds, Caltrans and the US Forest Service.

WDB Action: On a motion by Chris Paige and seconded by Eric Pomeroy, the WDB approved the 2017 Storm National Dislocated Worker project funding request as presented 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 2017 Storm National Dislocated Worker project funding request as presented and authorized the Executive Director to finalize any award. Motion Carried.

13. ACCEPTANCE OF FY 2015/2016 SINGLE AUDIT REPORT

Hiep Pham of R.J. Ricciardi, Inc. CPAs presented NCCC's audit report for the period of July 1, 2015 through June 30, 2016. Hiep Pham reviewed the Change in Governmental Net Position and compared to last year. Receivables had increased \$282,376, revenue decreased \$171,266, OPEB related liability decreased \$223,100, and net assets reflected a surplus of \$122,882 from a deficit of \$233,885. Hiep Pham explained the surplus is due to a prior period adjustment proposed after a review of past years' financial statements reflected prior receivables were grossly understated. Mr. Pham also reviewed a trend chart showing NCCC's cash flow, funding and unrestricted net assets over the last five years. The audit report was unmodified, which means it was a clean report with no findings identified. Hiep Pham thanked NCCC staff for their help during the audit and their efforts in making the audit run efficiently.

WDB Action: On a motion by Daren Otten and seconded by Margaret Fernandez, the WDB accepted the FY 2015/2016 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 2015/2016 single audit report as presented. Motion Carried.

14. APPROVAL OF FISCAL COMMITTEE REPORT

Margaret Fernandez reported on the Fiscal Committee meeting of May 3rd.

The committee reviewed the counties' program performance status. Challenges were noted with low enrollments in the Supervisor Population project in Colusa County and in Veteran enrollments in Glenn County. The committee reviewed the counties' budgets and determined that all subcontractors were on track for meeting the required training expenditures.

FY 2017/2018 NCCC Administrative Entity Budget and WDB/Governing Board Budget: The Committee reviewed NCCC's administrative and board budgets for FY 2017/18. The administrative budget reflected decreased costs from last year's budget for PERS and PERS UAL due to the reduction in staff. The budget item for conferences, meetings and trainings was increased due to the reduced staff and shifting of duties and to sponsor trainings for consortium staffs. The board budget showed a reduction of \$61,050 from last year's budget.

WDB Action: On a motion by Chris Paige and seconded by Ben Felt, the WDB approved NCCC's administrative budget and the WDB/Governing Board budget for FY 2017/2018 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 budget and the WDB/Governing Board budget for FY 2017/2018 as presented in the Fiscal Committee Report. *Motion Carried.*

15. ELECTION OF GOVERNING BOARD AND WDB OFFICERS **– EFFECTIVE JULY 1, 2017**

Governing Board Action: On a motion by Randy Fletcher and seconded by Dwight Foltz, the Governing Board re-elected Larry Munger for another term as Chair through June 30, 2018. *Motion Carried.*

Governing Board Action: On a motion by Larry Munger and seconded by Dwight Foltz, the Governing Board elected Randy Fletcher as Vice-Chair through June 30, 2018. *Motion Carried.*

WDB Action: On a motion by Eric Pomeroy and seconded by Ben Felt, the WDB re-elected Don Schrader as Chair through June 30, 2018. *Motion Carried.*

WDB Action: On a motion by Eric Pomeroy and seconded by Chris Paige, the WDB elected Margaret Fernandez as Vice-Chair through June 30, 2018. *Motion Carried.*

16. STATE UPDATE

EDD Regional Advisor Janyce Wong was unable to attend today's meeting. No State Update was presented.

17. STRONG WORKFORCE INITIATIVE PRESENTATION

Daren Otten, NCCC Board member and Dean of Applied Academics and Workforce Development at Yuba College, provided a presentation on California Community College's Strong Workforce Program. He provided some background about the funds behind this initiative. The North Far North Region is a regional collaboration of 15 community colleges including Yuba College. The region was awarded \$17.4 million for career technical education. Yuba College received over \$1.2 million which amounts to about 27 programs that are eligible for these funds. Daren Otten spoke about the program's major features – a performance outcomes-based component and an accountability and alignment with the priority sectors that had been identified by Yuba College, North Far North and those of NCCC. After going through the evaluation process, Yuba College chose to invest the program funds in the following priority sectors: 1) Radiologic Technology; 2) Psychiatric Technician; 3) Advanced Manufacturing; 4) Administration of Justice/Academics; 5) Fire Technology/Academy; 6) Early Childhood Education; 7) Entrepreneurship. The key factors to the program are the outcomes component which reports on WIOA metrics and trying to figure out how to track individuals into the workforce. The College will be reaching out to the boards and the AJCCs for assistance in this area. Daren Otten closed by addressing questions from the membership.

18. PROGRAM PERFORMANCE REPORT

Cindy Newton reviewed 3rd 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, doubled the number in training and an average wage at placement of \$17.74. Dislocated worker outcomes were at 87% of planned participants, 93% number entered employment, over 100% of plan in training, and an average wage at placement of \$16.27. Youth outcomes well exceeded planned numbers for the third quarter. Ms. Newton reviewed performance numbers for NCCC's special projects – NEG Sector Partnership and STARRS 10 both well exceeded planned numbers. Disability Employment Accelerator and Veterans grants are about half way through at 90% and 76% of plan respectively. The CRMC grant served 55 participants with 38 having entered employment and an average wage of \$23.83. The Supervised Population grant is going well and is also about half way through. Enrollments are still occurring in this grant.

19. SERVICE PROVIDER PROGRAM UPDATES

Upward Bound: Upward Bound Director Maria Moreno said they have written for four grants and are awaiting funding results. The grant awards amount to \$6 million which would fund the Upward Bound programs for the next 5 years. Planning for this summer's program is underway. WIOA funding will provide services for about 50 students with the rest being funded by Upward Bound. 91 high school students will be graduating next month. 100% of them will continue on to colleges or universities. 2 WIOA graduates are from Colusa and Glenn counties. The Glenn County student was accepted into 5 of the 8 Ivy League

universities; he will be attending Stanford. The Colusa County student has a full ride scholarship to Princeton.

Glenn One-Stop: Glenn County One-Stop Program Manager David Allee reported that Glenn County One-Stop will be participating in a Willows Business Expo on June 3. Glenn County facilitated 3 hiring events for local employers; they hosted one last month, another concluded yesterday and they will host a third on May 31. One-Stop staff has begun working on the Storm Grant, securing the Glenn County Fairgrounds and the US Forest Service for the project.

Colusa One-Stop: Colusa One-Stop Director Lora Ceccon said the Wildland Fire Academy had graduations March 19 with all 23 students completing the training, 6 of those were sponsored by the Colusa One-Stop. The Colusa One-Stop's Volunteer Income Tax Assistance (VITA) service assisted 216 persons to complete and submit their income tax returns this year. One Colusa One-Stop staff member and one volunteer became certified to provide this service. An end of year event was held Tuesday and Colusa County was recognized as the Volunteer County of the Year. HiSET, high school equivalency test, classes are held two nights a week at the One-Stop. Currently 17 students are enrolled. An Access to Capital workshop was held March 23 in partnership with the Small Business Development Center. A successful hiring event was held April 6 for the Colusa Medical Center. Interviews were conducted during the job fair. Recruitment for nurses is ongoing and a job fair specifically for hiring nurses is being considered. The One-Stop participated in a Migrant Camp outreach event on April 2. The Storm Project has started with 3 worksites and 6 participants on board. Outreach efforts are continuing.

Yuba One-Stop: Yuba County One-Stop Director Cheryl Riley was unable to attend today's meeting. Cindy Newton commented that the Yuba One-Stop has had a great response to recruitment for the Storm Project. 75 people have been scheduled for an orientation on Friday. Sutter County One-Stop Director Rinky Basi included in her report projects that they have partnered with the Yuba County One-Stop.

Sutter One-Stop: Sutter One-Stop Director Rinky Basi introduced Sutter County Health and Human Services Director Nancy O'Hara to the group. The Sutter One-Stop held two successful job fairs at the Yuba-Sutter Fairgrounds in collaboration with EDD and the Yuba One Stop. The Spring Job Fair was held April 13 and the Youth Job Fair was May 4. Sutter and Yuba One Stops along with EDD also conducted a Rapid Response event for individuals affected by the recent Rideout Health layoff. Many of the laid off employees were connected to and secured job opportunities in our local area. Sutter One-Stop also assisted 9 medical staff employees from the Sutter County Jail due to their contract going to a private vendor. The Storm Project will begin with 35 participants on May 30. Recruitment and screening is ongoing. Sutter One-Stop also participated in the Yuba-Sutter EDC Business Walk in Yuba City on May 12. Rinky Basi commended Daren Otten on his presentation and is looking forward to further collaborating with Yuba College on their Strong Workforce Program.

20. SPECIAL RECOGNITIONS

Larry Munger presented an award of appreciation on behalf of NCCC to Linda Joseph recognizing her father John Minniear, who recently passed away, and his years of membership and contributions on the WIB and Workforce Development Board. Larry Munger and Linda Joseph spoke about Mr. Minniear’s background and his devotion to community service.

Don Schrader presented an award of appreciation on behalf of NCCC to Chris Paige for his 10 years of membership and contributions on the WIB and Workforce Development Board. Don Schrader commented that Mr. Paige is retiring after 40 years with California Human Development and he spoke of Mr. Paige’s career dedicated to improving the lives of the migrant and seasonal farmworker populations. Chris Paige expressed his appreciation to the boards, NCCC staff, and service provider staffs; and said he was grateful to have served on a board that dedicates itself to providing quality workforce development programs to its residents.

21. OTHER BUSINESS

The next joint NCCC Board meeting will be August 17, 2017 at a location to be determined.

There were no other matters brought before the Board.

22. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:45 pm.

ATTEST:

(Signed)

Larry Munger, Chairperson
Governing Board

(Signed)

Don Schrader, Chairperson
Workforce Development Board

APPROVED ON: 8/17/17

APPROVED ON: 8/17/17