

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

May 20, 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

Randy Fletcher

Daurice Kalfsbeek Smith

Nick Micheli

Governing Board Members Absent

Paul Barr

Workforce Investment Board Members Present

Jeff Armstrong

John Fleming

Eric Pomeroy

Andre Carrao

Neil Goforth

Leslie Rubalcava

Glenn Denno

Steve Hammarstrom

Brynda Stranix

Ben Felt

Horacio Paras

Carla Tweed

Margaret Fernandez

Workforce Investment Board Members Absent

Lee Bishop

Ron Moore

Angela Parisio

Chris Greaney

Mark Mulliner

4. WELCOME

Randy Fletcher welcomed everyone. Randy commented this could be our last Zoom meeting and he looks forward to having in-person meetings again soon.

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 Andre Carrao, seconded by Horacio Paras and unanimously carried, the WDB approved the minutes of the February 18, 2021 board meeting as presented. Motion Carried.

Governing Board Action: On a motion by Nick Micheli, seconded by Daurice Kalfsbeek Smith and unanimously carried, the Governing Board approved the minutes of the February 18, 2021 board meeting as presented. Motion Carried.

8. DIRECTOR'S REPORT

PY 2021-22 Funding Allocations: Cindy Newton stated NCCC's 2021-22 formula funding allocation for the Adult and Youth programs decreased by 18% amounting to a \$512,000 reduction. The Dislocated Worker program allocation increased by 3%. The funding reduction is due to the higher unemployment rates in other areas around the state compared to our rates which have not changed significantly. Sutter County One Stop will be most affected by the reduction as they receive the highest allocation within NCCC's four counties.

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

- NCCC has requested \$1 million in National Dislocated Worker Grant (NDWG) funds. If awarded, those funds could make up for some of the reduction in 2021-22 formula funding. NCCC received \$1 million in NDWG funds last year and about 70% of those funds has been expended.
- The State is coming out with the American Rescue Plan; \$350 billion to be distributed to a variety of different state and local agencies in the form of competitive grants. NCCC would apply for any relevant grants we could provide services for.
- NCCC will be re-applying for special grants that will be ending by March 2022. Requests for Proposals are expected to come out sometime in November 2021.

WDB Membership: Cindy mentioned that Bill Thoms of Frank M Booth has resigned from the board. A recruitment is now open for his Business seat on the board. Membership applications are being accepted from individuals in NCCC's four counties.

9. APPROVAL OF NEW GRANT APPLICATION

- WORKFORCE ACCELERATOR 9.0

Liz Bosley said NCCC applied for a Workforce Accelerator 9.0 grant titled Equity and Justice for Underserved Youth. The application proposed to build a system between law enforcement and education professionals. Young adults from juvenile hall and Camp

Singer would be served. Additional partners in this grant include the Independent Living Program, probation, education, EDD, and NCCC AJCCs. The application requested \$250,000 for the period June 2020-December 2022 and was projected to serve 25 individuals.

WDB Action: On a motion by Horacio Paras, seconded by Steve Hammarstrom and unanimously carried, the WDB approved the Workforce Accelerator 9.0 Grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

Governing Board Action: On a motion by Daurice Kalfsbeek Smith, seconded by Randy Fletcher and unanimously carried, the Governing Board approved the Workforce Accelerator 9.0 Grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

Liz stated that although NCCC was awarded funding for last year's Workforce Accelerator 8.0 Grant, NCCC was not awarded funding for this year's 9.0 grant.

10. APPROVAL OF FISCAL COMMITTEE REPORT

Margaret Fernandez reported on the Fiscal Committee meeting of May 4th. The Committee was updated on the funding status of NCCC's special grants.

Training Requirement: The training expenditures at the third quarter were reviewed, which was at slightly over 14%. It is anticipated that NCCC will meet the required 20% training expenditure.

FY 2021/2022 NCCC Administration Budget and WDB/Governing Board Budget: NCCC's FY 2021/2022 Administration and WDB/Governing Board budgets were reviewed. The proposed NCCC Administration Budget is \$763,322 and the proposed WDB/Governing Board Budget is \$48,100.

WDB Action: On a motion by Ben Felt, seconded by Andre Carrao and unanimously carried, the WDB approved NCCC's FY 2021/2022 Administration Budget and the WDB/Governing Board Budget as presented in the Fiscal Committee Report. *Motion Carried.*

Governing Board Action: On a motion by Nick Micheli, seconded by Daurice Kalfsbeek Smith and unanimously carried, the Governing Board approved NCCC's FY 2021/2022 Administration Budget and the WDB/Governing Board Budget as presented in the Fiscal Committee Report. *Motion Carried.*

11. APPROVAL OF NCCC LOCAL STRATEGIC WORKFORCE DEVELOPMENT PLAN PYs 2021-2024

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 and activities through the local and regional workforce

development systems. Both documents cover the period July 1, 2021-June 30, 2025. The plans were made available for public comment and review through the local newspapers, on NCCC's website and copies were provided to the boards, the AJCC One Stops Centers and partners. No public comments were received. Both plans have been submitted to the State of California and approval is contingent on revisions that may be requested by the State. Board approval and signatures are due by July 1, 2021. Horacio Paras thanked NCCC staff for their efforts.

WDB Action: On a motion by Horacio Paras, seconded by Ben Felt and unanimously carried, the WDB accepted NCCC's PYs 2021-2024 Local Strategic Workforce Development Plan and authorized the Board Chair to sign the document as presented and directed staff to submit to the State Workforce Development Board. Additionally, the WDB authorized staff to make any changes to the plan per direction from the State WDB or EDD. Motion Carried.

Governing Board Action: On a motion by Daurice Kalfsbeek Smith, seconded by Nick Micheli and unanimously carried, the Governing Board accepted NCCC's PYs 2021-2024 Local Strategic Workforce Development Plan and authorized the Board Chair to sign the document as presented and directed staff to submit to the State Workforce Development Board. Additionally, the Governing Board authorized staff to make any changes to the plan per direction from the State WDB or EDD. Motion Carried.

12. APPROVAL OF CAPITAL AREA REGIONAL WORKFORCE DEVELOPMENT PLAN PYs 2021-2024

Cindy Newton presented the Capital Area Regional Strategic Workforce Development Plan. This document outlines the four-year regional plan of the four workforce development areas that comprise the Capital Region, which consists of the counties of Alpine, Colusa, El Dorado, Glenn, Placer, Sacramento, Sutter, Yolo and Yuba.

WDB Action: On a motion by Ben Felt, seconded by Leslie Rubalcava and unanimously carried, the WDB accepted PYs 2021-2024 Capital Area Regional Workforce Development Plan and authorized the Board Chair to sign the document as presented and directed staff to submit to the State Workforce Development Board. Additionally, the WDB authorized staff to make any changes to the plan per direction from the State WDB or EDD. Motion Carried.

Governing Board Action: On a motion by Nick Micheli, seconded by Randy Fletcher and unanimously carried, the Governing Board accepted PYs 2021-2024 Capital Area Regional Workforce Development Plan and authorized the Board Chair to sign the document as presented and directed staff to submit to the State Workforce Development Board. Additionally, the Governing Board authorized staff to make any changes to the plan per direction from the State WDB or EDD. Motion Carried.

13. ELECTION OF WDB AND GOVERNING BOARD OFFICERS

Nominations for WDB and Governing Board Officers were taken from the floor. Margaret Fernandez nominated John Fleming for WDB Chair and Horacio Paras for Vice-Chair.

WDB Action: On a motion by Ben Felt, seconded by Steve Hammarstrom and unanimously carried, the WDB elected Horacio Paras as Vice-Chair to serve through June 30, 2022.

Motion Carried.

On a motion by Ben Felt, seconded by Margaret Fernandez and unanimously carried, the WDB re-elected John Fleming as Chair to serve through June 30, 2022. **Motion Carried.**

Governing Board Action: On a motion by Nick Micheli, seconded by Daurice Kalfsbeek Smith and unanimously carried, the Governing Board re-elected Randy Fletcher as Chair and Paul Barr as Vice-Chair to serve through June 30, 2022. **Motion Carried.**

14. PRESENTATION – CALIFORNIA RELIEF GRANT REPORT

Luis Moreno, Program Manager with 3Core Inc. – a community development financial institution (CDFI), spoke about the California Relief Grant Program. This program, which is implemented through non-profit state organizations and CDFIs, provides \$2.5 billion for grants up to \$25,000 for small businesses impacted by the pandemic. 3Core, as a program service provider, is tasked with marketing, outreach, and guiding the businesses through the application process. The grant awards available to non and for-profit businesses are \$5,000, \$15,000 and \$25,000. Eligible small businesses had to have been in business since June 1, 2019 in order to show their businesses' COVID-19 loss in 2020 over 2019.

The \$2.5 billion was awarded in six rounds of funding. The following grant funding awarded to businesses in NCCC's counties is through round three.

County	# of Businesses	Total Grant Amounts Awarded
Glenn	45	\$575,000
Colusa	40 39 for-profit; 1 non-profit	\$475,000 \$450,000 for-profit; \$25,000 non-profit
Yuba	134 127 for-profit; 7 non-profit	\$1,500,000 \$1,415,000 for-profit; \$85,000 non-profit
Sutter	163 160 for-profit; 3 non-profit	\$2,085,000 \$2,040,000 for-profit; \$45,000 non-profit

Luis Moreno said \$1.5 billion is planned to be added into the California Small Business Relief Grant Program. Randy Fletcher encouraged local businesses to apply if eligible. The CA Relief Grant Website is: <https://carelifgrant.com/>. This presentation will be sent out to board members after the meeting.

15. PRESENTATION – REGIONAL LABOR MARKET UPDATE

Luis Alejo, EDD Labor Market Consultant, provided an updated overview of 3rd quarter 2019 to 3rd quarter 2020 employment data for the NCCC region as a whole, and for each of the counties. The presentation included comparative unemployment rates, employment trends, a recap of 2nd quarter employment change, and employment change for the 3rd quarter.

NCCC's 2019 and 2020 unemployment rates were compared to the rates in 2011 to show the effects of the pandemic in comparison to the recession. Since an unemployment rate of 18.3% in April 2020, NCCC had fallen back into a standard trend showing a steady decrease up until November 2020 at 8.5% when the 2nd stay at home order was imposed. NCCC's unemployment rate for March 2021 was at 10.2%. Industry jobs in NCCC declined from 72,025 in 3rd Quarter 2019 to 68,734 in 3rd Quarter 2020 resulting in 3,291 job losses. There was a total of 656 job gains in six industries, with 421 of those jobs gained in Transportation & Warehousing. Unemployment rates, employment trends and job gains/losses for each county were reviewed as well. Mr. Alejo said their current estimates show a small but steady growth but still quite a way to go before reaching pre-pandemic levels. NCCC will be sending out this presentation to board members after the meeting. It was requested that labor market reports continue to be provided to the board periodically. Mr. Alejo said he would gladly provide this information to the board.

16. PROGRAM PERFORMANCE REPORT

Cindy Newton reviewed 3rd quarter planned vs. actual program performance outcomes for the Adult, Youth and Dislocated Worker programs and compared them to last year's numbers. Overall NCCC performance measures for Adult, Youth and Dislocated Worker programs were close to being met or exceeding planned goals. Adult outcomes showed a slight decrease in enrollments but increases in number in training and entered employment. Enrollments in the Dislocated Worker program decreased due to enrollments in other dislocated worker grants while numbers in training and entered employment increased. Youth program numbers all increased over last year. Ms. Newton said NCCC's special grant projects which serve the Homeless, Disabled, Offenders, Veterans, and individuals who have been laid off or impacted by the pandemic are all progressing well. A grant for a plant closure in Colusa and Glenn counties served 87 affected individuals. Numbers for the English Language Learner grant have jumped up significantly this quarter. Cindy Newton commended AJCC staffs for their continuing efforts in providing services. Kudos also to NCCC Fiscal Officer Cheryl Baxter for her hard work in managing the grants and in reporting the outcomes to the State. A State fiscal and procurement monitoring review was conducted at NCCC this week as well.

17. SERVICE PROVIDER PROGRAM UPDATES

Upward Bound (UB): Upward Bound's Director Maria Moreno reported the Upward Bound Program will be the first program allowed back on Chico State campus and they are excited

to be offering a scaled down residential program this summer. Students will be on campus for a week while two other groups will participate virtually then the students will be cycled through so all will share in the Chico State experience in a safe manner. Job placements for this summer will be virtual because the university is not quite ready with the UB program sending students out to work in different businesses in the community. Also, many department offices on campus are used as worksites and they have not yet opened. Virtual academic and career workshops are offered through Virtual Job Shadow and students have been working on resumes and looking at different majors and careers. The summer program starts June 13th. Maria Moreno will report on the outcomes of the Upward Bound summer program at the next board meeting.

Colusa One Stop/AJCC: Colusa One Stop Fiscal Manager Angie O'Canas said Colusa One Stop continues to provide services to clients by phone, email, appointments and social media but they plan to fully open to the public June 7. The One Stop participated in a Family Fair on April 17 that was held by the Colusa County Office of Education. It was a drive-thru event and staff distributed information on services the One Stop provides. Staff have assisted nine individuals who completed CNA training back in February, and now have enrolled six individuals who are preparing to participate in the next CNA class. Staff also participated in the Morning Star Packaging Job Fair on March 18. The One Stop is developing a new partnership with the Ministerial Association of Colusa County to provide payroll services for the Community Health Project.

Glenn County One Stop/AJCC: Glenn County Community Action Manager Yassi Lam shared student successes of the past program year. A graduate of the Colusa Wildland Fire Academy was hired at a medical facility's triage department at \$22.00 per hour. Close to 15 students will be graduating from the Glenn County Office of Education's (GCOE) Medical Assistant program in June. A pharmacy tech will be completing her course at Oroville Adult Education in the fall. Several truck drivers have completed or will be completing their training by the end of June. Two of three participants in paid Work Experience at a local domestic violence shelter may be hired on in unsubsidized positions. The other participant is being assisted with job search services. 14 OJTs at an ag related manufacturer are doing well and more OJT placements are anticipated at this facility. Wages range from \$19-\$35 an hour. In the Youth program, enrollments are moving forward and staff is working on securing Work Experience sites. Glenn County AJCC hopes to open to the public in June. Looking ahead to next year, individuals are interested in vocational training and health occupations. GCOE's next Medical Assistant program will begin in mid-August and 15-20 WIOA enrollments are projected. AJCC staff are working with the Glenn CAO and the Orland City Manager in support of the new Amazon facility's hiring efforts. Construction of a new Butte-Glenn Community College Center in Orland is expected to be completed by Fall 2022.

Sutter One Stop/AJCC: Sutter County One Stop Director Rinky Basi said the One Stop fully opened to the public a couple of weeks ago. In-person workshops are planned to start on June 1. Currently there are 75 job orders. About 65 individuals are participating in subsidized Work Experience. 123 WIOA funded students are enrolled at Yuba College.

Recently, three individuals found employment through the Temporary Job Creation (TJC) grant; two with the City of Yuba City and the other with the Yuba-Sutter Food Bank. Ten students who completed the ROP Dental Assistant class were all offered employment. Nine individuals completed the Pre-apprenticeship class. One Stop staff are working with Hands of Hope, Habitat and Better Ways in helping individuals with their housing and employment issues. ROP's Basic Patient Care class just finished its 2nd year of preparing high school students for a CNA career. 40 students will be recognized in a certificate ceremony next week.

Yuba One Stop/AJCC: Yuba One Stop Director Caron Job reported their first Pre-apprenticeship class ended with successful outcomes. 8 out of 9 students finished the class and are all working on job search. Forklift training was also offered to those students. It is projected that they will all find employment. The Fire grant began April 1 and the One Stop has partnered with Yuba County Public Works. Cleanup of fire damage has started in the foothills area. One crew member from the prior COVID TJC project was hired as a supervisor with Public Works. Yuba One Stop will fully open to the public by May 31. The One Stop is sponsoring lots of Work Experience, OJTs and Transitional Jobs this year. The individuals coming in looking for jobs seem to get hired quickly. Yuba and Sutter One Stops staffs will meet with Hard Rock Hotel & Casino to talk about developing some training that could feed into some of their job openings. The One Stop participated in a Chamber of Commerce in-person job fair last month. It was a good first step in participating in in-person events again. The One Stop held a drive-thru community event April 30 with about 15 vendors participating. Another event is scheduled to be held tomorrow.

18. OTHER BUSINESS

John Fleming thanked Margaret Fernandez for her years of service to the WDB as Vice-Chair, and congratulated Horacio Paras as the new incoming WDB Vice-Chair.

Next Board Meeting: The next joint NCCC Board meeting will be August 19, 2021. A location is yet to be determined. If necessary, this meeting may be held via Zoom.

19. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:43 pm.

ATTEST:

(Signed)

Randy Fletcher, Chairperson
Governing Board

APPROVED ON: 8/17/21

(Signed)

John Fleming, Chairperson
Workforce Development Board

APPROVED ON: 8/19/21