

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

May 21, 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 via Zoom.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Quorums present

Governing Board Members Present

Paul Barr

Merced Corona

Randy Fletcher

Governing Board Members Absent

Ron Sullenger

Workforce Investment Board Members Present

Laurel Andrews

John Fleming

Mark Mulliner

Jeff Armstrong

Neil Goforth

Horacio Paras

Andre Carrao

Chris Greaney

Eric Pomeroy

Ben Felt

Steve Hammarstrom

Brynda Stranix

Margaret Fernandez

Ann Magnes

Workforce Investment Board Members Absent

Robyn David-Harris

Selenia Moseley

Joseanna Rosales

Ron Moore

Angel Reynoso

Carla Tweed

4. WELCOME

NCCC Program Officer Liz Bosley stated this meeting was being conducted via Zoom videoconference and audio teleconference only. The North Central Counties Consortium Workforce Development and Governing Board support the orders and directives from the California Department of Public Health and the California Governor's Office in an effort to

minimize the spread of COVID-19. Governor's Executive Order N-29-20 enables meetings of legislative bodies to be conducted by way of teleconference. Governor's Executive Order N-33-20 directs all individuals in the state to stay home or their place of residence except those individuals designated as essential by the federal government or the Office of the Governor. The public was invited to listen, observe and at designated times provide comments during the meeting. During the public comment period members of the public wishing to comment were asked to utilize the Zoom chat box feature to indicate they had a comment to make. It was noted that in the event the videoconference was hacked, the meeting would immediately be discontinued and resume by teleconference. Should that occur, an email would be sent to attendees with new teleconference dial-in information. Aside from being hacked, should attendees be disconnected an attempt should be made to rejoin the meeting or join by phone on the Zoom line. It was also noted that Governing Board and Workforce Development Board members voting on action items would require a voice response by roll call vote. Additionally, attendees were asked to utilize the Chat feature should they have any questions during the meeting and their questions would be addressed.

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 Horacio Paras, seconded by Ben Felt and unanimously carried by a roll call vote, the WDB approved the minutes of the February 20, 2020 board meeting as presented. *Motion Carried.*

Governing Board Action: On a motion by Paul Barr, seconded by Merced Corona and unanimously carried by a roll call vote, the Governing Board approved the minutes of the February 20, 2020 board meeting as presented. *Motion Carried.*

8. **DIRECTOR'S REPORT**

Cindy Newton reported on current state and local issues.

State Monitoring: The Employment Development Department (EDD) conducted a Program monitoring review a couple of months ago with one finding being cited relative to proxies on the WDB. The Board will take action today on revised Bylaws that allow for the designation of proxies for WDB members. Following approval, the finding will be resolved and EDD will close the finding prior to issuing a final report. No other issues were cited in the monitoring review.

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

- NCCC was awarded \$350,000 for the Disability Employment Accelerator grant to assist 60 individuals with disabilities who are completing community college enter the job market.
- NCCC was awarded \$500,000 for a Veterans grant to provide vocational training to veterans, particularly spouses of active military veterans.
- NCCC was awarded \$500,000 in Additional Assistance funds to assist dislocated workers who were displaced by the closures of the Olam processing plant and the Land O'Lakes cheese processing plant in Colusa and Glenn counties.
- NCCC was awarded \$500,000 for the Breaking Barriers to Employment Initiative to provide earn and learn opportunities and vocational training to offenders and homeless individuals.
- NCCC was awarded \$150,000 for a Workforce Accelerator grant that will focus on serving the homeless population.
- NCCC applied for and will be awarded \$1 million in National Dislocated Worker funds to provide temporary job creation, work experience and vocational training activities due to the COVID-19. This project is expected to begin in June.
- The award is pending for the SB1 Transportation Bill grant application for \$1,960,000. This grant would fund a construction pre-apprenticeship program in the NCCC and NoRTEC local areas. NCCC would serve as the fiscal agent for this grant.
- The award is pending for the English Language Learner grant program. A staff report about this funding opportunity will be presented later in the agenda.
- NCCC was awarded \$63,000 in additional funds to assist individuals who may be struggling at this time with emergency needs.
- Overall, NCCC has been awarded over \$3 million in grant funds and \$2.3 million still pending to be awarded.

9. **APPROVAL OF REVISED WORKFORCE DEVELOPMENT BOARD BYLAWS**

The WDB considered a revision to the NCCC WDB Bylaws. Per WIOA Regulations, the WDB Bylaws must include a process for designation of a proxy for WDB members. The proposed language in Article IV, Section 7 of the WDB Bylaws reads:

DESIGNATION OF A PROXY - At the first meeting of each fiscal year, WDB members may designate a proxy to cast votes on their behalf in their absence. Changes to the proxy designation at any other time throughout the year shall be made in writing to the Chairperson at least seventy-two (72) hours prior to the scheduled Board meeting at which the newly-designated proxy is intended to cast a vote on behalf of an absent Board Member. All proxies shall self-certify, in writing, their compliance with of 20 CFR 679.110(d)(4) and 20 CFR 679.320 prior to casting any vote.

WDB Action: On a motion by Brynda Stranix, seconded by Horacio Paras and unanimously carried by roll call vote, the WDB adopted the revised NCCC WDB Bylaws as presented.

Motion Carried.

10. APPROVAL AND RECEIPT OF GRANT FUNDS

- English Language Learner (ELL) Pathways to Careers

Liz Bosley addressed the English Language Learner (ELL) Pathways to Careers Program. This program will incorporate Vocational English as a Second Language (VESL). The program will focus on career exploration and providing VESL in a chosen career. This project will support a full-time position at Sutter County Superintendent of Schools that will serve Colusa, Sutter and Yuba counties. The grant is for \$300,000 for the period June 2020-December 2021 and is projected to serve 120 individuals.

WDB Action: On a motion by Horacio Paras, seconded by Ben Felt and unanimously carried by roll call vote, the WDB approved the ELL Pathways to Careers grant and authorized the Executive Director to finalize any award. Motion Carried.

Governing Board Action: On a motion by Merced Corona, seconded by Paul Barr and unanimously carried by a roll call vote, the Governing Board approved the ELL Pathways to Careers grant and authorized the Executive Director to finalize any award. Motion Carried.

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

11. APPROVAL OF 2020 RFP FUNDING RECOMMENDATIONS FOR ONE STOP OPERATORS AND SPECIAL YOUTH PROVIDERS

In February NCCC released an RFP for One Stop Operators and Service Providers and Special In-School Youth Providers. Under WIOA, this competitive procurement must occur every four years. The contract period for this solicitation is July 1, 2020 through June 30, 2021 with the possibility of a 2nd, 3rd and 4th year contract extension based on successful performance, expenditures and available funds. Proposals were received from the following agencies:

Colusa County One-Stop Partnership – Colusa County AJCC
Glenn County Health & Human Services Agency – Glenn County AJCC
Sutter County Superintendent of Schools – Sutter County AJCC
Yuba County Office of Education – Yuba County AJCC
CSU, Chico Upward Bound Program – In-School Youth Provider (all counties)

Proposals were reviewed for viability and a cost analysis was conducted. All proposals were recommended for funding and a sole source justification is appropriate as competition was determined inadequate based upon receipt of only one proposal for each county and only one proposal for the Special In-School Youth Provider.

WDB Action: On a motion by Horacio Paras, seconded by Ben Felt and carried by roll call vote, the WDB approved the above bidders to be awarded funding and authorized the NCCC Executive Director to negotiate contracts. Motion Carried. Eric Pomeroy abstained.

Governing Board Action: On a motion by Paul Barr, seconded by Merced Corona and unanimously carried by roll call vote, the Governing Board concurred with WDB action and approved the above bidders to be awarded funding and authorized the NCCC Executive Director to negotiate contracts. *Motion Carried.*

12. APPROVAL OF FISCAL COMMITTEE REPORT

Margaret Fernandez reported on the Fiscal Committee meeting of May 4th. The Committee reviewed the funding status of NCCC's special grant applications.

Training Requirement: The Committee reviewed the training expenditure requirements and found them to be under expended mostly attributable to current COVID-19 circumstances. However, it was noted that there is time for expenditures to be back on track.

FY 2020/2021 NCCC Administration Budget and WDB/Governing Board Budget: The Committee reviewed NCCC's administration and board budgets for FY 2020/21. The proposed administration budget reflected an increase in staff cost for 2 part-time positions due to increased workload with recently awarded grants. The proposed board budget showed no significant change. The proposed FY 2020/2021 NCCC Administration Budget is \$775,084 and the proposed WDB/ Governing Board Budget is \$47,500.

Merced Corona asked how the projected state deficit of \$31-\$51 billion would affect WIOA grants and programs. Cindy Newton commented that in the past whenever our economy has dropped, WIOA programs have received more funding to assist individuals who have been laid off. Generally, as our area's unemployment rate goes up so have our funding allocations. Given that WIOA funds are federal funds, the economic impact to our programs is different than that to county budgets.

WDB Action: On a motion by Ben Felt, seconded by Brynda Stranix and unanimously carried by roll call vote, the WDB approved NCCC's Administration Budget and the WDB/Governing Board Budget for FY 2020/2021 as presented in the Fiscal Committee Report. *Motion Carried.*

Governing Board Action: On a motion by Merced Corona, seconded by Paul Barr and unanimously carried by roll call vote, the Governing Board approved NCCC's Administration Budget and the WDB/Governing Board Budget for FY 2020/2021 as presented in the Fiscal Committee Report. *Motion Carried.*

13. ELECTION OF WDB AND GOVERNING BOARD OFFICERS

Nominations for WDB and Governing Board Officers were taken from the floor. Horacio Paras nominated John Fleming for Chair, seconded by Neil Goforth. Margaret Fernandez submitted her name for nomination to remain as Vice-Chair, seconded by Andre Carrao.

WDB Action: On a motion by Steve Hammarstrom, seconded by Brynda Stranix and unanimously carried by roll call vote, the WDB re-elected John Fleming for Chair and Margaret Fernandez for Vice-Chair to serve through June 30, 2021. Motions Carried.

Governing Board Action: On a motion by Paul Barr, seconded by Merced Corona and unanimously carried by roll call vote, the Governing Board re-elected Randy Fletcher to serve as Chair through June 30, 2021. Motion Carried.

Board Action: On a motion by Merced Corona and seconded by Randy Fletcher, the Governing Board elected Paul Barr to serve as Vice-Chair through June 30, 2021. Motion Carried.

14. PROGRAM PERFORMANCE REPORT

Cindy Newton reviewed program performance outcomes for the third quarter. Overall NCCC performance measures for Adult, Youth and Dislocated Worker programs were close to being met or exceeding planned goals. Ms. Newton reviewed performance numbers for NCCC's special projects: The 3-year Disability Employment Initiative (DEI) grant, the Forward Focus grant, both ending in March, and the regional Trade Act grant that will end in September have well exceeded planned numbers. The Winter Storm grant in Colusa and Glenn Counties is moving along. Colusa has been able to continue their worksites through the COVID-19 pandemic; however, Glenn had one worksite ready to begin but had to shut down due to COVID-19. The Prison to Employment (P2E) grant serving probation and parole clients and the Olam/Land O'Lakes closure grant both started in January but have been slowed on referrals due to COVID-19 restrictions. P2E referrals are projected to resume soon, and EDD is assisting in contacting laid off individuals for training services available under the closure grant. Cindy Newton commended AJCC One Stop staffs for all their efforts.

15. SERVICE PROVIDER PROGRAM UPDATES

The service providers expressed their appreciation to the boards for their ongoing support and confidence in allowing them to continue to provide WIOA program services for NCCC.

Upward Bound (UB): Upward Bound's Director Maria Moreno said due to COVID-19 UB staff suddenly had to provide all of their services in a distance learning model. They coordinated with 15 different high schools to ensure UB's 317 students were provided a laptop and kept up with their required school assignments. Many of the seniors had already chosen the college/university they were going to attend and now that some schools are going virtual, they may choose to stay and attend local area schools through distance learning. UB staff is planning to provide a virtual Summer Program this year. They will be offering courses online and the work experience component will be done from home. UB staff acquired 3-D printers and they will have students design the headpiece for the face shields used by first responders. Other students will be educational content

creators and make age, grade and subject-specific COVID-19 resource booklets for low income kids in NCCC's counties. UB is also planning virtual college tours through online workshops, and a virtual career fair with UB alumni participating.

Colusa One Stop/AJCC: Colusa One Stop Director Lora Ceccon said the One Stop is open again with a full staff in the office. Services are still being provided by phone, email and social media and appointments are being scheduled as needed. The Winter Storm project was not interrupted as a result of COVID-19. The 7 participants placed at different agencies throughout the county have been working continuously and the project is going very well. Colusa One Stop's Volunteer Income Tax Assistance (VITA) program was stopped for a short time but tax preparation services will once again be offered to the community. Staff is working on getting their facility ready to safely open their doors to the public. Lorilee Niesen from the Colusa County Office of Education gave a brief update on the Basic Wildland Fire Academy. The Academy will be resuming on Saturday with the class started in January. The Academy will only run on Saturdays and Sundays and they are practicing all health protocols. Ms. Niesen thanked Colusa One Stop and Glenn County Community Action for their collaboration in helping to sponsor 8 of the 19 cadets in the program.

Glenn County One Stop/AJCC: Glenn County Community Action Manager Yassi Lam said during COVID-19 their office has been closed, but staff has been working remotely and opening the office one hour a day by appointment only. AJCC staff has been preparing for the re-opening of their office but there is no firm date set. Staff has also been fielding calls mostly for unemployment assistance and connecting individuals to EDD services and other community action services. Staff continues to do Rapid Response outreach to individuals laid off from recent COVID-19 closures. Some of those individuals, however, will be returning to their employers. A local restaurant owner that employed 65 people at 2 locations permanently closed; most of those employees have secured other employment. A temporary layoff that was planned for June at Johns Manville has been postponed until 2021. Staff has new enrollments that are waiting for training providers to re-open and resume instruction. The AJCC continues their collaboration with the Glenn County Office of Education's Youth Employment Services program.

Sutter One Stop/AJCC: Sutter County One Stop Director Rinky Basi said most of the One Stop staff returned to the office the week of May 11th. She mentioned that Sutter County Superintendent of Schools was very supportive in setting up staff to work from home in order to continue to provide services during COVID-19. While working remotely, staff created a YouTube channel where they were able to upload their workshops. One Stop staff also handled calls from individuals seeking help with unemployment assistance. Rinky thanked EDD Manager Laurel Andrews and her staff for their collaboration in helping One Stop staff provide assistance to local folks seeking help. Rinky also thanked Brynda Stranix, EDC and the Yuba-Sutter Business Consortium who continually gathered information for local businesses to access and circulate these resources to their impacted employees. Staff is currently seeing individuals by appointment only and are complying with safety protocols for clients and staff. The One Stop is starting to get their TJC project underway. Eric Pomeroy gave a brief update on Adult Education.

Yuba One Stop/AJCC: Yuba One Stop Director Caron Job stated the One Stop has been focusing on reaching out to provide information and support to individuals enrolled in their programs as they wait for their training activities to resume. Staff also reached out to local businesses and provided information and assistance as needed. Yuba One Stop staff have been available through phone or email and they meet with their current and new clients by phone or Zoom meetings. The One Stop plans to re-open in phases beginning with in-person appointments and assessments in small groups for WIOA, Health & Human Services and Upward Bound clients. Phase 2 would be to open to the public with limited access and include small group workshops. The final phase would be to open without limitations. Health and safety protocols would be followed continuously. Recruiting efforts for training activities under the new grant projects are taking place through social media, by phone, word of mouth and reaching out to clients who are enrolled in CalJOBS.

16. OTHER BUSINESS

Laurel Andrews provided an update from the Employment Development Department. Unemployment has been a significant concern during this difficult time. Laurel stated that more than half of her staff in her area's cluster have been redirected to do unemployment tasks, while the rest of her staff continue to provide workforce services by phone and email. On March 28 weekly unemployment claims went up to over 4,000. As of May 9th, 1085 new claims were filed in our area. The first phase of the 13-week PUEC extension will be rolling out May 27. EDD staff continue to work remotely assisting veterans, migrant seasonal farmworkers and youth. Plans to re-open offices are being discussed but full staffing in area offices is not expected for several months.

Linda Riggie from Glenn County Office of Education mentioned that their Summer Youth Program will be online, and they just graduated their Medical Assisting Students and Success One! Charter and Glenn Adult Program graduates in a virtual ceremony this week.

Next Board Meeting: The next joint NCCC Board meeting will be August 20, 2020 at a location to be determined.

There were no other matters brought before the Board.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:26 pm.

ATTEST:

(Signed)

Randy Fletcher, Chairperson
Governing Board

APPROVED ON: 8/20/20

(Signed)

John Fleming, Chairperson
Workforce Development Board

APPROVED ON: 8/20/20