

**NCCC
GOVERNING BOARD AND
WORKFORCE DEVELOPMENT BOARD**

***APPROVED
MINUTES***

August 15, 2019

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 the Sutter County Superintendent of Schools Office 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

Jeff Armstrong
Robyn David-Harris
Ben Felt
Margaret Fernandez
John Fleming

Neil Goforth
Chris Greaney
Steve Hammarstrom
Ann Magness
Ron Moore

Mark Mulliner
Horacio Paras
Eric Pomeroy
Angel Reynoso
Carla Tweed

Workforce Investment Board Members Absent

Andre Carrao
Carianne Huss
Selenia Moseley

Joseanna Rosales
Brynda Stranix

4. WELCOME AND INTRODUCTIONS

Sutter County Superintendent of Schools Tom Reusser welcomed everyone. Self-introductions were made by board members and those in attendance.

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 Chris Greaney and seconded by Robyn David-Harris, the WDB approved the minutes of the May 16, 2019 WDB meeting as presented. *Motion Carried.*

Governing Board Action: On a motion by Merced Corona and seconded by Paul Barr, the Governing Board approved the minutes of the May 30, 2019 Governing 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 fiscal and procurement monitoring review in June. The report is pending but NCCC was informed there were no findings. NCCC Fiscal Officer Cheryl Baxter and AJCC fiscal staffs were commended for their efforts. EDD will conduct a program monitoring review of the Youth Program in October.

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

- The AB 1111 grant application has been released. All local workforce areas are expected to apply for funding. NCCC will apply for the maximum award of \$500,000 and will partner with the community-based organizations of Hands of Hope and Glenn County Community Action Agency. The focus of this grant is to serve the homeless and probation/parolee populations. The application is due at the end of this week but awards are not anticipated until January.
- The regional SB1 Transportation Bill grant application is expected to be released sometime next month. NCCC would be the lead agency for the Capital Region planning unit of SETA, Golden Sierra, Yolo and NCCC. This grant would help us continue to fund our successful pre-apprenticeship program.
- The Prison to Employment grant was recently awarded to our regional planning unit. Unfortunately, the allocation was considerably lower than anticipated. Funding from

the AB 1111 grant will be used to supplement services that would be provided under the Prison to Employment grant.

9. FISCAL COMMITTEE REPORT

Margaret Fernandez reported on the Fiscal Committee meeting of August 5th. Ms. Fernandez reviewed the Formula funding trends for Program Years 2017/18 – 2019/20 that reflected increases in Adult and Youth funding and a decrease in Dislocated Worker funding from the previous year. Funds availability for PY 2019-20 and the prior 2 years were also reviewed. NCCC Fiscal Officer Cheryl Baxter said that several long-term grants have ended bringing the total funds available down, however there are several grants that are still pending to be awarded. The summary of Adult and Dislocated Worker training expenditures was also looked at and showed that NCCC service providers have met the training expenditure requirement for this year's allocation.

10. APPROVAL AND RECEIPT OF GRANT FUNDS

▪ 2019 WINTER STORMS NDW GRANT

Liz Bosley addressed the 2019 Winter Storms NDW grant; a grant that will serve 15 individuals from Colusa and Glenn counties affected by the severe winter storms in early 2019. The grant is for \$300,000 for the period of 5/1/2019-6/30/2021.

WDB Action: On a motion by Ben Felt and seconded by Horacio Paras, the WDB approved the 2019 Winter Storm grant request and authorized the Executive Director to finalize any award. Motion Carried.

Governing Board Action: On a motion by Paul Barr and seconded by Merced Corona, the Governing Board approved the 2019 Winter Storm grant request and authorized the Executive Director to finalize any award. Motion Carried.

11. APPROVAL OF REVISED PROCUREMENT POLICY

Per State Directive WSD17-08, it is necessary for NCCC to update its Procurement Policy to comply with the Workforce Innovation and Opportunity Act Federal Regulations. The cost threshold set by Federal Acquisition Regulation for procurement methods has been changed. The micro purchase threshold has been updated from \$3,500 to \$10,000, and the small purchase threshold from \$150,000 to \$250,000.

WDB Action: On a motion by Neil Goforth and seconded by Chris Greaney, the WDB adopted the revised Procurement Policy as presented. Motion Carried.

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

12. AUTHORIZATION TO COMPETITIVELY PROCURE ONE STOP OPERATORS AND SPECIAL YOUTH PROGRAM PROVIDERS FOR WIOA SERVICES FOR PY 2020-21

The WIOA and its regulations requires that local workforce areas competitively procure Adult, Dislocated Worker and Youth One Stop Operators as well as Special In-School Youth Program Providers every four years. Liz Bosley outlined a tentative timeline of NCCC's RFP process. The RFP would be released in February 2020. NCCC staff will also be soliciting an ad hoc committee to assist with the review and selection process of the RFP.

WDB Action: On a motion by Horacio Paras and seconded by Ben Felt, the WDB approved the RFP Timeline and authorized NCCC staff to perform timeline activities for the procurement of One Stop/AJCCC Providers and Special In-School Youth Provider for Colusa, Glenn, Sutter and Yuba Counties for PY 2020-21. Motion Carried.

Governing Board Action: On a motion by Merced Corona and seconded by Paul Barr, the Governing Board approved the RFP Timeline and authorized NCCC staff to perform timeline activities for the procurement of One Stop/AJCCC Providers and Special In-School Youth Provider for Colusa, Glenn, Sutter and Yuba Counties for PY 2020-21.

Motion Carried.

13. ACCEPTANCE OF FY 2017/2018 SINGLE AUDIT REPORT

Hiep Pham of R.J. Ricciardi, Inc. CPAs presented NCCC's Single Audit Report for the period of July 1, 2017 through June 30, 2018. Hiep Pham stated the audit includes three opinions – the Independent Auditor's Report, Government Auditing Standards and Single Audit Findings. The audit report was an unmodified, clean opinion report with no material weaknesses, significant deficiencies or instances of noncompliance. Mr. Pham reviewed the Statement of Activities showing an increase in net position of \$48,000 from last year. Also reviewed was a 4-year trend chart that showed steady funding until 2018's large funding increase due to the Storm grant. There were 4 audit adjustments: depreciation expense, accrued vacation, NPL, and accrual adjustment. NCCC's Procurement Policy was updated as was recommended in last year's audit. 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 Steve Hammarstrom, the WDB accepted the FY 2017/2018 Single Audit Report as presented. Motion Carried.

Governing Board Action: On a motion by Merced Corona and seconded by Paul Barr, the Governing Board accepted the FY 2017/2018 Single Audit Report as presented. Motion Carried.

14. HARD ROCK HOTEL & CASINO SACRAMENTO PRESENTATION

John Fleming prefaced the presentation by saying a few words about the significance and benefits the Hard Rock brand will bring to our local area. Glenda Nelson, Tribal Chairperson and Elder of the Enterprise Rancheria and Ryan Flieger, Vice President of Human Resources for Hard Rock Hotel & Casino Sacramento, gave brief bios and spoke about their partnership with the Seminole Tribe of Florida. Ryan Flieger showed a video presentation and talked about the history of Hard Rock International. Mr. Flieger said the Hard Rock Hotel & Casino is within 90 days of opening. This establishment will not only bring jobs, opportunity and vitality to our area but it will also become an important community partner. It was noted that over 19,000 job applications have been received for 1200+ positions. Ryan Flieger thanked Yuba College and the Yuba and Sutter One Stops for their assistance and providing their facilities for Hard Rock's hiring events. To date, 664 people have been hired and 58% of those are residents of Yuba and Sutter counties. Another hiring event will be held August 23-25 at Yuba College for 400 food and beverage jobs. A vendor fair took place yesterday where 70 local businesses participated. The hotel reservation system went live this morning. Information updates on the hotel's progress and upcoming opening can be found on its website at www.hardrockhotelsacramento.com and on social media.

15. PROGRAM PERFORMANCE REPORT

Cindy Newton reviewed end of year planned vs. actual program performance outcomes. Almost all NCCC performance benchmarks were exceeded by 100% for Adult, Youth and Dislocated Worker programs for the 4th quarter.

Performance outcomes for NCCC's special projects were also reviewed. The Temporary Job Creation grant is ending in September. It was a successful project that provided jobs to many people. Cindy Newton thanked One Stop staffs for their hard work during this project. The Disability Employment Initiative (DEI) is a 3-year grant that will end in February 2020; planned goals are close to being exceeded. The regional Trade Act grant to serve dislocated workers is proceeding on target. Planned numbers for the Veterans grant will be exceeded by the end of the grant's term in November. An RFP for a new Veterans grant may be released at the end of the year and NCCC will apply for funding. Fourth quarter numbers for the Pre-Apprenticeship Construction grant were also provided; 79 individuals were enrolled, 76 of those participated in the Pre-Apprenticeship Construction program, 50 of those either entered employment, a registered apprenticeship or post-secondary education. Benchmarks for the Forward Focus grant were also being exceeded.

16. SERVICE PROVIDER PROGRAM UPDATES

Upward Bound: Upward Bound staff were unable to attend today's meeting.

Colusa One Stop/AJCC: Colusa County One Stop Director Lora Ceccon said the One Stop has been assisting Grocery Outlet with their employee recruitment activities. Over 100

applications have been received. Interviews will be held tomorrow and Saturday with a second round of interviews to be held at the end of the month. Some employees will start work on September 9th and their grand opening will be September 26th. About 35 people are projected to be hired. The USDA Rural Development approved \$71,000 for the One Stop to provide technical assistance to new and existing businesses. The One Stop plans to assist 20 small businesses and provide 5 with access to capital. That program will begin September 1. The Colusa One Stop in partnership with Glenn and Trinity Counties applied to the Department of Community Services and Development for \$110,000 to help expand their VITA Program. The funds would be used to recruit additional volunteers and enhance their marketing program.

Glenn County One Stop/AJCC: Glenn County AJCC Program Manager David Allee reported that AJCC staff is assisting CalPlant 1 host its first public hiring event today beginning at 5:00pm in Willows. The plant expects to operate 24/7 sometime in November. Once fully operational it will require about 115 full-time employees. Employment & Training Supervisor Linda Johnson will be retiring September 10 after 27 years with Glenn County. David Allee mentioned that this would be his last Workforce Development Board meeting. Due to organizational restructuring within the agency and shifting of program management oversight the management of WIOA programs in Glenn County is being passed to Yassi Lam who has been with the agency for over 20 years. David Allee thanked the boards and NCCC staff for the pleasure of working with them for the past 17 years.

Sutter One Stop/AJCC: Sutter County One Stop Director Rinky Basi provided a couple of flyers; one for the Fall Job Fair on September 12th, and the other for a 14-week Small Business & Entrepreneur training program in partnership with Yuba College that will start September 4th. Both events will take place at the Sutter County One Stop. An Expungement Workshop will be held in September. The One Stop is currently posting 26 job orders. Since July, One Stop staff has enrolled about 40 new Yuba College students. These individuals are either in the RN, Rad Tech, Psych Tech or Vet Tech programs. Sutter County's Adult Ed classes are back in session. Yuba City, Albert Powell, River Valley, Live Oak and Sutter high school students are participating in CNA, Culinary and Manufacturing classes. The TJC Storm Project currently has crews at City of Yuba City and Levee District 1. This project will be ending in September.

Yuba One Stop/AJCC: Yuba County One Stop Director Caron Job stated the One Stop has been working with NCCC, its One Stops and other local agencies in developing partnerships with probation and parole in order to coordinate services to better serve that population. Under the Disability grants there is a Disability Resource Coordinator that provides Yuba and Sutter One Stop staffs with training on ADA requirements and how to educate employers on managing employees with disabilities. All staff meetings are being conducted with EDD partners to provide seamless services at the One Stop. Caron Job and Rinky Basi are meeting quarterly to align their agencies' services in Yuba and Sutter counties. The One Stop is assisting Hard Rock with their hiring event being held at Yuba College next week. Small hiring events are held at the One Stop on an ongoing basis. The Yuba One Stop is partnering with EDD and Yuba County Office of Education on developing

a program to serve at risk youth. The TJC Storm Project is ending soon and job assistance is being provided to those participants remaining in the project. On August 9th, the National Association of State Workforce Agencies presented the Yuba County One Stop with the Mark Sanders Award for providing outstanding services to Veterans, especially to veterans with significant barriers to employment. EDD was presented the award on the One Stop's behalf.

OTHER BUSINESS

Next Board Meeting: The next joint NCCC Board meeting will be November 21, 2019 at the Glenn County Office of Education in Willows.

Other Items: Board Chairs John Fleming and Randy Fletcher stated that a change in meeting time is being considered beginning with the November board meeting. A light lunch would be provided at 11:45am and the meeting would occur 12:30-2:30pm. Board members will be polled to determine a consensus on the change in meeting time.

There were no other matters brought before the Board.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:15 pm.

ATTEST:

(Signed)
Randy Fletcher, Chairperson
Governing Board

(Signed)
John Fleming, Chairperson
Workforce Development Board

APPROVED ON: 2/20/2020

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