

**NCCC
GOVERNING BOARD AND
WORKFORCE DEVELOPMENT BOARD**

**APPROVED
MINUTES**

August 17, 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 the Sutter County Superintendent of Schools Office in Yuba City.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Quorums present

Governing Board Members Present

Kent Boes Dwight Foltz
Randy Fletcher Larry Munger

Governing Board Members Absent

None

Workforce Investment Board Members Present

Jeff Armstrong	Sandy Fowler	Debra Mills	Horacio Paras
Robyn David-Harris	Neil Goforth	Selenia Moseley	Eric Pomeroy
Ben Felt	Armando Guerrero	Mark Mulliner	Don Schrader
Margaret Fernandez	Steve Hammarstrom		

Workforce Investment Board Members Absent

Andre Carrao	Daren Otten	Brynda Stranix
Thaddeus Eubanks	Joseanna Rosales	

4. WELCOME AND INTRODUCTIONS

Executive Director Cindy Newton welcomed and introduced new Colusa County Governing Board member Kent Boes. Ms. Newton also introduced NCCC staff to the membership – Fiscal Officer Cheryl Baxter, Program Officer Lettie Seaver and Executive Assistant Irma Sanchez. Larry Munger commented that over the years he has seen the number of staff at NCCC reduced from 11-12 individuals down to 4. Mr. Munger congratulated and thanked the staff for performing their jobs well.

Larry Munger welcomed and introduced Horacio Paras, board member of the California Human Development Board of Directors, newly appointed to our Workforce Development Board.

5. PUBLIC COMMENT

There were no comments from the public.

6. REPORT OUT ON EARLIER GOVERNING BOARD MEETING

Governing Board Chair Larry Munger reported out that in closed session at their meeting held earlier today the Governing Board appointed Cindy Newton as Executive Director of North Central Counties Consortium. Additionally, the Governing Board will review the salary structure of NCCC's administrative office positions to ensure current levels are consistent with the median salary levels of comparable local areas. The Board directed the Executive Director to collect the necessary material for the review and the Governing Board will convene in October to discuss and complete the analysis.

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 Robyn David-Harris, the WDB approved the minutes of the May 18, 2017 meeting as presented. *Motion Carried.*

Governing Board Action: On a motion by Randy Fletcher and seconded by Dwight Foltz, the Governing Board approved the minutes of the May 18, 2017 meeting as presented. *Motion Carried.*

9. 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 awarded \$350,000 in a second round of Disability Employment Accelerator funds to provide services to individuals with disabilities in vocational education and earn and learn opportunities. The term for this grant is 18 months.
- In April 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 would be used to serve additional dislocated workers especially those affected by large layoffs or closures e.g. Rideout Health. The funding status on this application is still pending.
- The 2017 Storm National Dislocated Worker project is underway in all four counties. Delays in the approval of materials and equipment have occurred and are being addressed accordingly. Recruitment for this project continues at the AJCCs and at EDD.
- NCCC received an additional \$200,000 in National Dislocated Worker funds that will extend the term of the initial grant which was to end June 2017.

- NCCC has been offered additional funds to extend its Veterans grant which is due to end December 2017. The dollar amount of these additional funds has not yet been determined.
- A pre-apprenticeship training implementation grant application for \$400,000 is pending approval.

Funding Allocations: Funding allocations for PY 2017-18 were received in June. There was a close to 10% increase in the Adult and Youth programs but a decrease in funding for the Dislocated Worker program. Overall there was a 5% increase in formula funding over last year. NCCC's Rapid Response funding was reduced by about \$100,000 from last year.

PY 2018-19 Budget Outlook: Cindy Newton commented that early discussions in the Senate point to a potential 5% budget cut to the WIOA program for next year.

10. FISCAL COMMITTEE REPORT

Margaret Fernandez reported on the Fiscal Committee meeting of August 9th.

The committee discussed new grant opportunities and was updated on the status of existing grants. The committee reviewed the funding trend over the last 3 years, funding availability for the prior 2 years, and the allocations and funds available for PY 2017-18. The summary of training expenditures was also looked at and it appears that all subcontractors are on track for meeting the required training expenditures.

11. CERTIFICATION PROCESS FOR NCCC AJCCs

Stewart Knox, Executive Director of the Employment Training Panel and Senior Workforce Advisor for the Labor and Workforce Development Agency, provided a presentation on the Certification Process for NCCC's AJCCs/One Stops. Mr. Knox stated the State Workforce Development Board established criteria and procedures for the local boards to use when certifying their AJCCs. This criteria evaluates the AJCCs/One Stops and the AJCC delivery system for 1) Effectiveness; 2) Customer Satisfaction; 3) Physical and Programmatic Accessibility; and 4) Continuous Improvement. Local boards must certify their AJCCs once every three years. The initial AJCC certification process will be conducted during the current program year and take effect in PY 2018-19. Each AJCC will be evaluated and certified individually. Local areas must have at least one certified comprehensive AJCC. Mr. Knox reviewed the certification criteria. There are two levels of AJCC certification – Baseline Certification and Hallmarks of Excellence Certification. The Baseline Certification is intended to ensure that every AJCC is in compliance with key WIOA statutory and regulatory requirements. The Hallmarks of Excellence Certification is intended to encourage continuous improvement by identifying AJCC strengths and areas where improvement is needed. Stewart Knox went over the certification requirements for both levels, and the certification process and timeline. The Baseline Certification process is due to the State by December 31, 2017 and the Hallmarks of Excellence Certification process is due by June 30, 2018. The Workforce Development Board Chair must sign off on both certifications for each AJCC prior to submission to the State. NCCC staff will keep the Board informed as we proceed through the certification process.

WDB Action: On a motion by Sandy Fowler and seconded by Horacio Paras, the WDB authorized NCCC Board staff to form a committee of volunteer Board members, peers from other Workforce Areas, partner agencies and other interested parties to develop the AJCC Certification Process and form the review team to complete the site visits. *Motion Carried.*

Governing Board Action: On a motion by Randy Fletcher and seconded by Kent Boes, the Governing Board authorized NCCC Board staff to form a committee of volunteer Board members, peers from other Workforce Areas, partner agencies and other interested parties to develop the AJCC Certification Process and form the review team to complete the site visits. *Motion Carried.*

12. MOU UPDATE

Lettie Seaver provided an update on Phase II of the MOU process. The Phase II document will build upon agreements that were established in Phase I and will identify the sharing of resources and costs of career services for NCCC's AJCCs and partners. The document is due to the State by August 31, 2017.

13. PRE-APPRENTICESHIP PROJECT REPORT

WDB Registered Apprenticeship representative Jeff Armstrong reported on NCCC's second Pre-Apprenticeship Training Project. This successful project was a joint effort involving NCCC's One Stop Centers and the following apprenticeship programs: Northern California Laborers Joint Apprenticeship, Sheet Metal Workers #104, Plumbers & Pipefitters #228, Operating Engineers #3, Electrical and Heat & Frost apprenticeship programs. The project was again hosted by the Plumbers & Pipefitters who provided the instructor as well. 21 individuals began the project and 18 completed successfully. Project outcomes included: 3 entered the Plumbers apprenticeship program, 4 went into the Laborers apprenticeship program, 1 joined as a journeyman with the Laborers program, 1 joined the Iron Workers apprenticeship program and 2 went to work on the Storm Project. The project had a 57% placement rate. Jeff Armstrong thanked the board, NCCC and AJCC staffs and all who participated in supporting this project.

14. APPROVAL OF NEW GRANT FUNDING APPLICATION

▪ PROPOSITION 39 TRAINING IMPLEMENTATION

Mark Mulliner, WDB Labor member and Business Manager with Plumbers & Pipefitters #228, said a grant application was submitted to the State of California for another Proposition 39 Training Implementation grant for \$400,000. Funds from this grant would be used for successful training implementation of a pre-apprenticeship program that will lead participants to registered apprenticeship training or direct employment in the Construction industry. Mr. Mulliner stated this project has proven to be very successful and he added that more Building Trades unions have been brought in to participate. Outreach to more youth and area high schools is also planned.

WDB Action: On a motion by Mark Mulliner and seconded by Ben Felt, the WDB approved the submittal of the Proposition 39 Pre-Apprenticeship Training Implementation

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 Proposition 39 Pre-Apprenticeship Training Implementation grant application and authorized the Executive Director to finalize any award. Motion Carried.

15. PROGRAM PERFORMANCE REPORT

Cindy Newton reviewed end of year planned vs. actual program performance outcomes for NCCC subcontractors. Overall NCCC performance measures for Adult, Youth and Dislocated Worker programs exceeded 100% of plan for the 4th quarter. Ms. Newton reviewed performance numbers for NCCC's special projects – CRMC, Veterans, Supervised Population, Disability Employment Accelerator (DEA), Disability Employment Initiative (DEI), NEG Sector Partnership and the NDWG Storm Project. The CRMC grant will close at the end of August with 56 participants being served. The Colusa hospital is planned to re-open once again. The Veterans grant for adult and dislocated worker vets and the Supervised Population grants will end in November. The Veterans grant is at 97% of plan and the Supervised Population grant will well exceed 100% of plan. The DEA grant will end in November as well but a 2nd round of funding has been awarded. DEI started in March and is a 3 year grant but it is already at 42% of plan. The NEG Sector Partnership grant was to end in June but an additional \$200,000 was awarded that will serve 50 individuals through May 2018. The NDWG Storm Project is on track with 71 of the planned 93 participants enrolled. However, the grant requires that in order for NCCC to access the full \$3 million grant award, up to 150 individuals must be enrolled.

16. SERVICE PROVIDER PROGRAM UPDATES

Glenn One Stop: Glenn County One Stop Program Manager David Allee reported that Glenn County One Stop in partnership with Butte College will recruit participants in 5 focused areas of training – Nursing, Paramedics, Respiratory Therapy, Butte College Police Academy and Fish & Game Warden Academy. The One Stop continues their strong partnership with the Glenn County Office of Education in their Medical Assistant program. The One Stop hosted 2 hiring events in July, 3 events in August and for September they are booked for a hiring event specific to Certified Nurses Assistants. Glenn County's WIOA staff in the Willows and Orland facilities will move into a new facility called The Sapphire Plaza in Orland sometime in October. They will be co-located with the Business Incubator Project that was funded through the Slingshot grant.

Colusa One Stop: Colusa County One Stop Director Lora Ceccon said the Storm Project, started in May with 3 sites, is moving along well. The worksites are very happy with the program and the participants that have been placed there. One participant has accepted a full-time position with one of the sites and possibly another participant will be offered a position at another worksite. Recruitment efforts are ongoing for this program. Recruitment is also taking place for the Colusa County Office of Education and Cal Fire Wildland Firefighter training in January. Two individuals have already signed up for the course. A contract is in place again with Colusa County Health and Human Services to

provide services to CalWORKs clients. The contract has been expanded to include housing services in order to provide program services to the county's homeless population.

Yuba One Stop: Yuba County One Stop Business Services Representative Caron Job reported that the Storm Project currently has 4 worksites – The City of Marysville, Yuba County Public Works, Reclamation District 784 and North Yuba Water District. All 29 planned participants have been placed; however, there has been some turnover and those positions will be re-filled. The Yuba One Stop has received good feedback from the worksites on the Storm Project and the support it is providing to the communities. Several hiring events have taken place that included CalTrans with 61 attendees, Dollar General in Loma Rica with 20 people interviewed, Walmart with 40 attendees, Randstad, Sunsweet, and Shoei Foods. The employers are very happy with hiring events being conducted at the One Stop. An Expungement Workshop is taking place next weekend. The Yuba One Stop continues their strong partnership with the County's CalWORKs program. Annie Magness with Honeycutt Aviation, an employer located at the Yuba County Airport, shared her company's recent collaboration with the Yuba County One Stop in their hiring process for new employees. Ms. Magness met with Caron Job and Justin Offermann from EDD, she gave them a tour of the facility and they reviewed skill sets and trades experience they were looking for in potential employees. With their help Honeycutt hired 6 veterans and they are currently working on filling 2 more positions. Ms. Magness said Honeycutt Aviation is very happy with the services they have received and the business working relationship they have established with the Yuba County One Stop. At some point, they will be looking at possibly developing an apprenticeship program specifically for Honeycutt Aviation.

Sutter One Stop: Sutter County One Stop Director Rinky Basi introduced Sutter County Superintendent of Schools Dr. Baljinder Dhillon to the group. The Sutter One Stop currently has about 24 participants working at various sites on the Storm Project. Hiring events were conducted for Panera Bread and Smart and Final. The One Stop has 5 new OJTs since July 1st. They wrote 55 OJT contracts last year and they hope to beat that number this year. The One Stop is currently hosting about 22 job orders with staff working on pre-screening individuals. They are also continuing to focus on their customers making sure they have access to all resources and services available to them at the One Stop.

17. SPECIAL RECOGNITION

Don Schrader presented an award of appreciation on behalf of NCCC to Debra Mills for her years of membership and contributions to the Workforce Development Board. Ms. Mills is retiring from the Employment Development Department in September.

18. OTHER BUSINESS

The next joint NCCC Board meeting will be November 16, 2017 at the Glenn County Office of Education in Willows.

There were no other matters brought before the Board.

19. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:33 pm.

ATTEST:

(Signed)

Larry Munger, Chairperson
Governing Board

APPROVED ON: 2/15/18

(Signed)

Don Schrader, Chairperson
Workforce Development Board

APPROVED ON: 2/15/18