

NCCC
WDB AND GOVERNING BOARD

APPROVED
MINUTES

August 18, 2016

1. CALL TO ORDER

The meeting was called to order by Governing Board Chair Larry Munger and WDB Chair Don Schrader at 2:00 pm at Colusa Industrial Properties in Colusa.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Quorums present

Governing Board Members Present

Roger Abe

Dwight Foltz

Larry Munger

Governing Board Members Absent

Kim Vann

Workforce Investment Board Members Present

Jeff Armstrong

Sandy Fowler

Mark Mulliner

Joseanna Rosales

Andre Carrao

Armando Guerrero

Daren Otten

Henry Sanchez

Thaddeus Eubanks

John Minniear

Randy Page

Don Schrader

Ben Felt

Workforce Investment Board Members Absent

Margaret Fernandez

Debra Mills

Chris Paige

Brynda Stranix

Steve Hammarstrom

Selenia Moseley

Angel Reynoso

INTRODUCTIONS

Sutter County One Stop Director Rinky Basi introduced Dr. Baljinder Dhillon, who was recently appointed Sutter County Superintendent of Schools. Lettie Seaver introduced NCCC's new EDD Regional Advisor Janyce Wong.

4. PUBLIC COMMENT

There were no comments from the public.

5. REPORT OUT ON EARLIER GOVERNING BOARD MEETING

Governing Board Chair Larry Munger reported out on action taken at the Governing Board meeting that was held earlier this afternoon.

In Closed Session: The Governing Board appointed Cindy Newton Interim Director of North Central Counties Consortium upon the retirement of current Executive Director Nancy Crooks. *Motion Carried.*

6. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR

7. APPROVAL OF MINUTES – MAY 12, 2016 MEETING

WDB Action: On a motion by John Minniear and seconded by Andre Carrao, the WDB approved the minutes of the May 12, 2016 meeting as presented. *Motion Carried.*

Governing Board Action: On a motion by Roger Abe and seconded by Dwight Foltz, the Governing Board approved the minutes of the May 12, 2016 meeting as presented. *Motion Carried.*

8. DIRECTOR'S REPORT

Nancy Crooks reported on current state and local issues.

WIOA Update: The Department of Labor (DOL) released the final federal regulations at the end of June. NCCC is working on updating policies and procedures as directives are issued by EDD.

LWDA Board Certification: NCCC's Workforce Development Board was approved unconditionally for certification by the California Workforce Development Board through June 30, 2018.

State Monitoring: The State EDD conducted a fiscal and procurement monitoring review of NCCC in June. There were no findings reported.

Regional Planning Grant Reports: Regional and local area industry reports have been prepared by EDD Labor Market Information Division for the 4 local areas that comprise the Capitol Region – NCCC, Yolo, Golden Sierra and SETA. The Industry Clusters of Opportunity 2010-2015 reports for NCCC and the Capitol Region will be used for strategic planning and developing the local and regional plans which are due March 2017. Copies of both reports are available to board members upon request and they are also posted on NCCC's website.

Grant Funding Update: NCCC was recently awarded funding for the following grant applications submitted to the State of California:

- DISABILITY EMPLOYMENT ACCELERATOR (DEA) - \$185,714 to serve 35 individuals with disabilities who are unemployed or underemployed.
- VETERANS' EMPLOYMENT-RELATED ASSISTANCE PROGRAM (VEAP) - \$500,000 to provide services for 70 veterans with significant barriers to employment.
- SUPERVISED POPULATION WORKFORCE TRAINING - \$357,000 to provide WIOA services to 36 persons who are under the jurisdiction of county probation or community corrections partnerships.
- CRMC CLOSURE PROJECT - \$235,000 to serve 47 individuals dislocated by the closure of the Colusa Regional Medical Center in April.

Nancy Crooks commented that having been awarded more funding than NCCC had originally requested, is a compliment to NCCC's good reputation at the state level and for meeting or exceeding performance and expenditure standards. Ms. Crooks commended NCCC staff for their hard work and quick turnaround in meeting the application deadlines, and she thanked One-Stop staffs for their efforts in meeting performance and expenditure levels.

2016/2017 Funding Allocations: With carry-in funding confirmed, full funding allocation letters will be sent out to NCCC's counties. Budgets will be requested and contracts shall be issued sometime after.

As she was not certain this would be her last board meeting, Nancy Crooks expressed her appreciation to the boards for their support and dedication. Ms. Crooks also thanked NCCC staff for their help in making her transition into her position of Executive Director much easier.

9. STATE UPDATE

NCCC's new EDD Regional Advisor Janyce Wong reported on issues and activities at the state level.

- The Final Regulations were submitted to the Office of Federal Register. Once the Federal Register releases them they take effect after 60 days.
- Currently the EDD Policy Unit is working on changes to the regulations. Guidance will be provided to the local workforce development areas accordingly.
- There is a draft directive out for Regional and Local Planning Guidance. The comment period ends tomorrow.
- The WIOA Memorandum of Understanding's Phase 2 has a revised due date of June 30, 2017 instead of December 31, 2017.
- The State Board will be entering into negotiations for performance outcomes. Local boards will be contacted from August 28-September 1.

10. FISCAL ADVISORY COMMITTEE REPORT

Henry Sanchez reported on the Fiscal Advisory Committee meeting of May 9th.

- The Committee reviewed funding availability, and with two grant application awards still pending, the current total available funding for PY 2016-17 is \$5,702,915.
- The Committee discussed carry-in funding and determined final funding allocations for NCCC service providers.
- The Committee reviewed current training expenditures for service providers and it appears they are on track to meet the 20% training requirement per SB 734.

11. APPROVAL OF NEW GRANT FUNDING APPLICATION

- **DISABILITY EMPLOYMENT INITIATIVE (DEI)**

Cindy Newton said NCCC submitted a proposal in response to an invitation from California EDD to participate in a DEI grant application the state is submitting to Department of Labor. The grant is for \$600,000 over a 3 ½ year grant period. This project will assist adults with disabilities find career pathways, identify industry sectors and engage business, and continue practices to improve coordination and collaboration among employment and training programs. 100 individuals are projected to be served by this grant. It was noted that only NCCC and the San Diego local workforce development area were invited to participate.

WDB Action: On a motion by Henry Sanchez and seconded by Daren Otten, the WDB approved the submittal of the Disability Employment Initiative grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

Governing Board Action: On a motion by Dwight Foltz and seconded by Roger Abe, the Governing Board approved the submittal of the Disability Employment Initiative grant application and authorized the Executive Director to finalize any award. *Motion Carried.*

12. BUILDING AND SUSTAINING STRONG CAREER PATHWAYS PRESENTATION

Darin Gale, Economic Growth & Public Affairs Manager with the City of Yuba City, gave a presentation on a workforce development report that was prepared in response to local community and business leaders concerns with the lack of preparedness of our local workforce. Jobs for the Future, a national nonprofit group, conducted an analysis of our area's workforce development efforts to determine what could be done to better prepare people for the workforce. The study looked at the local average annual unemployment, poverty rate and educational attainment, and showed that the growing industry sectors in our area are Health Care and Agriculture. The report made the following recommendations:

- Develop cross-organizational leadership for career pathways.
- Design 9-14 career pathways for industry sectors in the local area that lead to industry-recognized credentials. The career pathways model shows the ideal steps to get people from entry-level to advanced positions, and charts what kind of education is needed, median pay, certificates, and skills.

- Strengthen alignment of adult career pathways that includes: 1) Aiming for better alignment between One-Stop offerings, Yuba College and middle-skill careers in region; 2) Building capacity at One-Stop and Yuba College; 3) Contextualized and accelerated developmental education; 4) Incumbent worker training.
- Identify a work-based learning intermediary to serve the local area.
- Leverage local and state policy opportunities.

Mr. Gale commented that this summer the City of Yuba City, with assistance from the Sutter County Office of Education’s Career Pathways grant, had a Summer at City Hall program in which 18 students saw what career pathways in local government would be like.

13. NCCC WIOA OVERVIEW PRESENTATION

Lettie Seaver and Cindy Newton gave an overview presentation on WIOA, WIOA funding and NCCC’s organizational structure under WIOA. The roles and responsibilities of the Boards and the administration office were reviewed, as were NCCC’s service delivery system, service providers’ programs and services, and contracted performance standards. Board members were also provided with updated copies of NCCC governance documents that included: 1) NCCC 2011 Revised Joint Powers Agreement, 2) Governing Board and Workforce Development Board Agreement, and 3) the Bylaws for both boards.

14. RAPID RESPONSE REPORT

Lettie Seaver gave a brief update on Rapid Response activities. This last report period, there were no Rapid Response events, which are business closures or layoffs of 10 or more, with the exception of the closure of Colusa Regional Medical Center. Any aversion or rapid re-employment activities that take place are also reported to the state. 17 rapid re-employments occurred this last period with people who were laid off from Colusa Regional Medical Center. Ms. Seaver commented that the CalJOBS system is developing a new module called Customer Relation Management. This element will allow NCCC staff to provide reports on businesses the One-Stop service providers have assisted without the business having to put in a job order. EDD will be providing training on this new module to all NCCC staff.

15. PROGRAM PERFORMANCE REPORT

Cindy Newton reviewed 4th quarter planned vs. actual program performance outcomes for NCCC subcontractors. Overall NCCC performance measures for Adult, Youth and Dislocated Worker programs were met or exceeded 100% of plan for the 4th quarter. Ms. Newton reviewed performance numbers for NCCC’s special projects – STARRS 10, NEG Sector Partnership, Veterans, CRMC, NEG Healthcare, and Accelerator – which are all on track to meet planned goals. The NEG Healthcare Training project which began January 2014 ended in June. 25% of funds had to be targeted for earn and learn activities in healthcare. Ms. Newton complimented the service providers for keeping up with the project and spending the additional funds that the state awarded us. The project ended with an exceptional 95.3% Entered Employment Rate. The Workforce Accelerator Fund Pre-Apprenticeship Project in Construction and Healthcare careers ended very successfully. The

goals for participants in this project were to either enter employment, post-secondary education or enter a registered apprenticeship program. 14 individuals entered the Laborers union, others went into healthcare and the remaining participants either entered employment or continued into post-secondary education.

16. SERVICE PROVIDER PROGRAM UPDATES

Glenn One-Stop: Glenn County One-Stop Program Manager David Allee reported that on July 14 Glenn County One-Stop participated with their Glenn County Office of Education (GCOE) partners in the Summer Youth Employment Service Program Recognition. Several Glenn County youth were recognized and certificates were presented for outstanding performance and participation in the various YES programs. David Allee introduced Linda Riddle from GCOE and he thanked WDB member Henry Sanchez for his attendance at the event. David Allee said he will be presenting a workshop titled “Making Business Services Everyone’s Business” at the CWA Meeting of the Minds Conference in Monterey in September. 21 participants have been enrolled in the GCOE Medical Assistant program that began August 15. These participants are expected to graduate in June 2017. Glenn County One Stop is partnering with Glenn County Probation and Chief Probation Officer Brandon Thompson in recruitment of participants for the Supervised Population Grant project.

Colusa One-Stop: Colusa One-Stop Director Lora Ceccon said on August 4 the Colusa One-Stop held a job fair for Olam Tomato Processing Plant. Olam was very happy with the job fair outcomes that they would like the One-Stop to conduct future job fairs for them. Colusa One-Stop continues to partner with Colusa County Office of Education. Lora Ceccon introduced County Superintendent Mike West and Assistant Superintendent Rebecca Van Kleeck. The Office of Education is planning to hold another Basic Wildland Fire Training Academy course hopefully sometime in early November. The One-Stop is assisting with enrollments for the program and about 15 individuals are interested in participating. The initial training course was very successful. 21 individuals completed the program and 15 of those were immediately hired with Cal Fire. The One-Stop’s non-profit has applied for another \$500,000 with USDA Rural Development Department for their Rural Microenterprise Lending Assistance Program.

Yuba One-Stop: Yuba County One-Stop Director Cheryl Riley commented on Business Services at the One-Stop. One or more services have been provided to almost 300 businesses in the Yuba-Sutter area last year. Ms. Riley commented that they have been getting more job orders than they have people to fill some of those positions. The One-Stop has also hosted a number of hiring events over the last year. Goals for the new program year include: continue to build on partnership relations; increase business outreach; continue their series on How to Get a State and Local Job and offer other workshops; focus energy on the priority industries that have been identified by NCCC.

Sutter One-Stop: Sutter One-Stop Director Rinky Basi presented flyers for 2 upcoming job fairs. A holiday season job fair will be held on August 23 at the Yuba-Sutter Mall and a Yuba-Sutter job fair on September 22 at Veterans Memorial Hall in Yuba City. This past year 123 individuals graduated through the Adult Education program. For several years,

many CTE courses already have been aligned through ROP with Yuba College on career pathways. The One-Stop continues to focus more resources on connecting their individuals from their allied health programs into the LVN, RN or other allied health programs at Yuba College. Rinky Basi acknowledged that NCCC and the boards have been very supportive of Yuba College's nursing program which has been very successful.

17. SPECIAL RECOGNITIONS

Larry Munger stated that NCCC received the Family Award from Chico State for outstanding contributions to Upward Bound participants and staff.

Don Schrader announced that Randy Page is retiring at the end of October. Mr. Schrader presented Randy with an award of appreciation on behalf of the WDB and Governing Board for his years of membership and contributions on the WIB Youth Council and Workforce Development Board. Randy Page commented on his career in workforce development which began in 1984 at what is now the Sutter County One-Stop. Randy Page expressed his appreciation to the WDB, Governing Board, NCCC staff, and service provider staffs; and said he was grateful to have been able to manage workforce programs, serve as a staff member to the boards and to serve as a board member as well.

18. OTHER BUSINESS

The next WDB/Governing Board meeting will be November 17, 2016 at a location to be determined.

There were no other matters brought before the WDB or the Governing Board.

19. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:35 pm.

ATTEST:

(Signed)
Larry Munger, Chairperson
Governing Board

(Signed)
Don Schrader, Chairperson
Workforce Development Board

APPROVED ON: _____ 12/8/16

APPROVED ON: _____ 11/17/16