

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

August 20, 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 by Zoom teleconference.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL – Quorums present**

**Governing Board Members Present**

Paul Barr	Merced Corona	Randy Fletcher
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**Governing Board Members Absent**

Ron Sullenger

**Workforce Investment Board Members Present**

Jeff Armstrong	Neil Goforth	Horacio Paras
Andre Carrao	Chris Greaney	Eric Pomeroy
Ben Felt	Steve Hammarstrom	Brynda Stranix
Margaret Fernandez	Ron Moore	
John Fleming	Angela Parisio Long	

**Workforce Investment Board Members Absent**

Mark Mulliner	Angel Reynoso	Carla Tweed
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**4. WELCOME**

**5. PUBLIC COMMENT**

There were no comments from the public.

## 6. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

**Governing Board Action:** On a motion by Merced Corona, seconded by Paul Barr and unanimously carried by a roll call vote the Governing Board appointed Angela Parisio Long, Owner/Manager of Town Central Deli in Willows, to the Workforce Development Board.  
*Motion Carried.*

## 7. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR

## 8. APPROVAL OF MINUTES

**WDB Action:** On a motion by Ben Felt, seconded by Margaret Fernandez and unanimously carried by a roll call vote, the WDB approved the minutes of the May 21, 2020 board meeting as presented. *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 minutes of the May 21, 2020 board meeting as presented. *Motion Carried.*

## 9. DIRECTOR'S REPORT

Cindy Newton reported on current state and local issues.

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

- NCCC has been awarded \$1,960,00 in SB1 Transportation Bill funds. This grant would fund a construction pre-apprenticeship program in the NCCC and NoRTEC local workforce development areas. NCCC would serve as the fiscal agent for both areas on this grant. Classes are planned to begin sometime between January and March 2021.
- NCCC was awarded \$350,000 for an English Language Learner program in Colusa, Yuba and Sutter counties. This project will provide English Language Learner classes and moving individuals towards vocational training, work experience or on-the-job training activities. Sutter County Superintendent of Schools will be employing a Navigator who will assist in assessing program participants as they move forward from the classes to vocational training or earn and learn activities.
- Cindy Newton noted that NCCC has had a successful year in having applied for and been awarded 10 competitive grants. Cindy commended the AJCC One Stops for their efforts in continuing to recruit and enroll clients into the special grant projects while under the COVID-19 pandemic restrictions.

**State Monitoring:** The Employment Development Department (EDD) was scheduled to conduct a fiscal procurement monitoring review in the spring, but now it has been rescheduled to January 2021.

**WDB Membership Vacancies:** NCCC has several vacancies on the WDB due to members' retirement or resignation. Laurel Andrews, State Employment Service representative, and

Robyn David-Harris, Vocation Rehabilitation representative, have retired. It is anticipated that EDD and the Department of Rehabilitation will assign individuals to fill those seats before the next board meeting. Selenia Moseley, Ann Magnes and Joseanna Rosales have recently left the board leaving two Business seats vacant. Newly appointed board member Angela Parisio Long was in attendance at today's meeting. Eligible private business individuals from any of NCCC's four counties who may be interested in serving on the board are invited to apply.

## **10. FISCAL COMMITTEE REPORT**

Margaret Fernandez reported on the Fiscal Committee meeting held a couple of weeks ago. The Committee reviewed NCCC's formula funding trend for Program Years (PYs) 2018/19 – 2020/21 that reflected increases in Adult and Youth funding and a very slight decrease in Dislocated Worker funding over the 3-year period. NCCC's total funding availability trend for PYs 2018/19 – 2020/21 was also reviewed showing a total of \$10,677,262 in funding available for Program Year 2020/21. The summary of Adult and Dislocated Worker training expenditures was also looked at and showed that NCCC has not met the 20% training expenditure rate. NCCC is at 13.56% which is acceptable due to the circumstances related to the COVID-19 pandemic. It was noted that since we are still spending on the 2019/20 allocations, the 20% training requirements could still be met.

## **11. APPROVAL AND RECEIPT OF GRANT FUNDS**

- National Dislocated Worker Grant – COVID-19

Liz Bosley addressed the National Dislocated Worker Grant related to COVID-19. This grant has two components – Disaster Relief and Employment Recovery. Services provided under the Disaster Relief component include temporary jobs creation and supportive services. Career, training and supportive services are provided under the Employment Recovery component. The grant is for \$1,000,000 for the period April 10, 2020-March 31, 2022 and is projected to serve 24 individuals in the Disaster Relief component and 29 in the Employment Recovery component who have been impacted by the COVID-19 pandemic.

**WDB Action:** On a motion by Horacio Paras, seconded by Andre Carrao and unanimously carried by roll call vote, the WDB approved the National Dislocated Worker COVID-19 grant and authorized the Executive Director to finalize any award. *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 National Dislocated Worker COVID-19 grant and authorized the Executive Director to finalize any award. *Motion Carried.*

## **12. ACCEPTANCE OF FY 2018/2019 SINGLE AUDIT REPORT**

Hiep Pham of R.J. Ricciardi, Inc. CPAs presented NCCC's Single Audit Report for the period of July 1, 2018 through June 30, 2019. The report was an unmodified, clean opinion with no material weaknesses, significant deficiencies or instances of noncompliance. Mr. Pham reviewed the Statement of Activities showing a decrease in net position of \$51,631 from last year. Total program expenses and revenues increased slightly by 3% due to increased funding. Also reviewed was a 5-year trend chart that showed increases in Cash Available, Funding, Unrestricted Net Assets and Working Capital. There were 4 proposed audit adjustments: depreciation expense, accrued vacation, NPL, and accrual adjustment. Hiep Pham thanked NCCC staff for their help during the audit and making the audit run efficiently.

**WDB Action:** On a motion by Ben Felt, seconded by Andre Carrao and unanimously carried by a roll call vote, the WDB accepted the FY 2018/2019 Single Audit Report as presented. *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 accepted the FY 2018/2019 Single Audit Report as presented. *Motion Carried.*

## **13. RISE OF AUTOMATION AND THE FUTURE WORKFORCE**

Renee John, Project Leader with Valley Vision, presented a report that was commissioned pre-COVID by the four Workforce Boards of the Capital Region, which includes NCCC, to do research and conduct findings on jobs at risk of automation in the 4-Workforce Board area. The report found nearly 50% of NCCC jobs are concentrated in high risk industries. 61% of jobs in Colusa County, 60% in Glenn County, 53% in Sutter County and 29% in Yuba County were in high risk industries. The top 10 jobs in NCCC at high risk of automation were: Fast food workers, Cashiers, Retail salespersons, Office clerks, Secretaries/Admin assistants, Bookkeeping/Accounting, Landscapers/Groundskeepers, Cooks, Wait staff, Construction workers.

The report's recommendations included the following:

- 1) Adopt and promote a constant learning mindset;
- 2) Focus education and training needs on improving interpersonal skills;
- 3) Encourage employers to invest in training opportunities to retain workers;
- 4) Postsecondary training providers should provide flexible, targeted education for quick upskill and retraining;
- 5) Implement a cohesive strategy to promote continual upskilling and retraining initiatives as automation is adopted across the region.

Ms. John thanked the boards for the funding provided by all four local boards to allow for this research and presentation to be conducted. John Fleming thanked Valley Vision as well as Ebony Benzing from North/Far North Center of Excellence, who was not able to attend today's meeting, for their efforts in this project.

#### **14. RURAL BROADBAND UPDATE**

Trish Kelly and David Espinoza of Valley Vision provided an overview on Rural Broadband. Valley Vision is funded by the California Public Utilities Commission (CPUC) to manage a broadband consortium with the mission to collaborate and connect with the partners, get infrastructure investment to address the digital divide in the Connected Capital Consortium which includes Sutter and Yuba counties. Glenn and Colusa counties' broadband are covered by the Northstate/Upstate Consortia. The core mission of the Public Utilities funding is to reach unserved households, defined as having very low levels of speed. There are about 20,000 households identified in the region however the number of under-served are much higher. Ms. Kelly talked about the consortia's broadband priorities and partnerships with local and state agencies. David Espinoza addressed the current labels for accessing adoption based on CPUC broadband availability data for NCCC's counties. He spoke about the processes of identifying priority areas and ways of addressing them. Mr. Espinoza also mentioned a project measuring broadband speed they are working on with Yuba County residents. Trish Kelly and David Espinoza answered questions from the membership. A copy of this presentation would be made available to attendees.

#### **15. PROGRAM PERFORMANCE REPORT**

Cindy Newton reviewed end of year planned vs. actual program performance outcomes. Almost all NCCC performance benchmarks were exceeded by over 100% for Adult, Youth and Dislocated Worker programs for the period of 7/1/19-6/30/20. Ms. Newton reviewed performance numbers for NCCC's special projects: The Trade Act grant well exceeded planned numbers. An additional \$25,000 was added to this grant and the grant term has been extended for another year. In the Winter Storm grant for Colusa and Glenn counties, Colusa has been able to continue their worksites through the COVID-19 pandemic and doing very well; unfortunately, Glenn was not able to continue their project due to the pandemic and transferred their unexpended funds to Colusa. The Prison to Employment (P2E) grant and the Olam/Land O'Lakes closure grant are moving along as COVID-19 limitations will allow. Cindy Newton also reviewed the outcomes for the new grants that began earlier this year – the Veterans, Disability Employment Accelerator, Breaking Barriers, Homeless to Hopeful and the COVID-19 grants are all moving forward. Cindy Newton commended AJCC One Stop staffs for their hard work amid COVID-19 challenges.

#### **16. SERVICE PROVIDER PROGRAM UPDATES**

Upward Bound (UB): Upward Bound's Director Maria Moreno was not in attendance. Cindy Newton mentioned that Upward Bound did an exceptional job this summer with remote/distance worksites. Students made curriculum packets for low income housing

areas in the four counties while continuing with their required school work online. Cindy Newton congratulated Upward Bound staff for their virtual Summer Program this year.

Colusa One Stop/AJCC: Colusa One Stop Director Lora Ceccon said all One Stop staff are working in the office and continue to provide services with all of the necessary safety protocols. The doors are closed to the public and services are being provided by phone, email and social media and appointments. Applications for the next Basic Wildland Fire Academy are now available. The next Academy begins January 8<sup>th</sup>. Colusa One Stop will again partner with Colusa County Office of Education (CCOE) to sponsor students for the course. CCOE and Woodland College are bringing an EMT training program to Colusa County and the One Stop will be sponsoring 13 students. The Winter Storm project was not interrupted as a result of COVID-19. One participant was permanently hired full-time by the agency where he worked. In March the One Stop applied for \$80,000 in technical assistance funding through their non-profit arm to assist local businesses. They are awaiting word on funding.

Glenn County One Stop/AJCC: Glenn County Community Action Manager Yassi Lam said their offices remain closed to the public, but staff have been working remotely and provide services by phone, email, mail and meet with clients by appointment only. Staff continue to field calls for unemployment assistance and connecting individuals to EDD services and other community action and health and human services. Recruitment assistance is provided to employers with an uptick in agriculture, healthcare and in-home supportive services positions. Staff are also assisting a large manufacturer with recruitment. Some food establishments have closed during the pandemic but have been replaced by new ones. Glenn County AJCC will be ready to assist with hiring events when needed. Staff have been preparing students for the start of the Medical Assistant Program which has been postponed to start until November with online instruction and distance learning. Truck Driving training programs are slowly resuming operations with modified schedules and instruction. Staff continue to do outreach to prospective participants and supportive worksites in hopes of promoting more earn and learn and work-based learning activities. Yassi Lam commented that they had 10 OJTs that were furloughed due to the pandemic, they hope to resume those OJTs soon.

Sutter One Stop/AJCC: Sutter County One Stop Director Rinky Basi echoed Yassi's and Lora's statements regarding the One Stop's methods of providing services to their clients during COVID-19. Staff have been assisting in registering and providing needed supplies for the nursing students and other students attending classes at Yuba College. Also, online CNA and Medical Assistant courses through ROP have begun. Business Services staff have been assisting with recruitments for security, production and landscape jobs. The One Stop is working with Sears and Pier 1 as both stores will be closing. Individuals impacted by those closures will be seeking One Stop services in the next few weeks. Workshops are being hosted online, the most attended workshop is the Resume workshop. Rinky Basi mentioned ROP has a new Dental Assisting Program with 2 classes; one class for high school students at Marysville High School and the adult class at the One Stop campus.

Yuba One Stop/AJCC: Yuba One Stop Director Caron Job said the One Stop has seen a steady flow of customers due to their partnering with EDD at the One Stop. Staff are able to capture individuals needing UI assistance and bring them in for WIOA services as well. Staff provide services by Zoom, in-person, by phone or by appointment. Caron Job thanked NCCC for their guidance in being able to virtually gather information, collecting signatures and provide services through CalJOBS during this time. The One Stop is working with the homeless population through the Life Center in Marysville. They will begin offering work readiness workshops at the facility next week. Staff are helping new employers Yuba River Moulding and a local Shell gas station with hiring services. The One Stop does outreach to employers who have job openings and assists with recruitment through their social media website. Small hiring events of up to 5 people are also taking place at the One Stop. Staff have resumed assessment testing for Health and Human Services clients. A large banner placed in the front of the One Stop building provides information on the type of services available at the One Stop and has proved to be very helpful. Two of three individuals in the TJC project that were placed at the One Stop have found permanent employment; one was hired by the state and the other was hired by The Plus Group.

**17. OTHER BUSINESS**

Special Presentation: Cindy Newton presented an award of appreciation to Irma Sanchez recognizing her 40-year career with North Central Counties Consortium. Cindy said a few words about her long esteemed working relationship with Irma and thanked her for her years of dedication and loyalty to NCCC. Ms. Sanchez expressed her gratitude for this honor.

Invitation: Merced Corona invited everyone to a memorial ceremony that will take place September 11 at Cal Expo honoring all first responders and law enforcement lost in the line of duty.

Next Board Meeting: The next joint NCCC Board meeting will be November 19, 2020 at a location to be determined.

There were no other matters brought before the Board.

**18. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:46 pm.

**ATTEST:**

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(Signed)  
Randy Fletcher, Chairperson  
Governing Board  
**APPROVED ON:**      11/19/20

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(Signed)  
John Fleming, Chairperson  
Workforce Development Board  
**APPROVED ON:**      11/19/20