

NCCC
WORKFORCE DEVELOPMENT BOARD

APPROVED
MINUTES

November 16, 2017

1. CALL TO ORDER

The meeting was called to order by Workforce Development Board Vice-Chair Margaret Fernandez at 2:15 pm at the Glenn County Office of Education in Orland.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – No quorum present

Workforce Investment Board Members Present

Jeff Armstrong	Robyn David-Harris	Margaret Fernandez
Andre Carrao	Ben Felt	Daren Otten

Workforce Investment Board Members Absent

Thaddeus Eubanks	Selenia Moseley	Eric Pomeroy	Brynda Stranix
Neil Goforth	Mark Mulliner	Joseanna Rosales	
Steve Hammarstrom	Horacio Paras	Don Schrader	

Due to lack of a quorum of the Workforce Development Board, agenda items requiring action were postponed until the next scheduled board meeting.

4. WELCOME AND OPENING REMARKS

Executive Director Cindy Newton welcomed everyone to Glenn County.

5. PUBLIC COMMENT

There were no comments from the public.

6. APPROVAL OF MINUTES

No action taken due to lack of a quorum.

7. DIRECTOR'S REPORT

Cindy Newton reported on current state and local issues.

Board Membership Vacancies and Announcements: Cindy Newton gave an update on board membership status. NCCC is currently recruiting for 2 Business seats on the board that were left vacant by Sandy Fowler and John Minniear. Labor representative Armando Guerrero from the Sheet Metal Workers #104 recently resigned from our board. The Heat and Frost union has expressed interest in having a representative join the board. Carianne Huss will be refilling the State Employment Service seat that was vacated by Debra Mills. Any board appointments will be placed on the agenda for the next Governing Board meeting. Cindy Newton announced that Chris Paige, who was a long-time board member and had recently retired, unexpectedly passed away.

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

- The Prop 39 pre-apprenticeship training implementation grant application for \$400,000 is still pending approval. The anticipated timeline for this project is to run 3 classes in the spring; 1 class for Colusa and Glenn counties and 2 classes in Sutter and Yuba counties. Each class would include about 20 participants.
- NCCC was recently awarded over \$400,000 in the STARRS 11 grant. These funds will be used to serve dislocated workers who were affected by layoffs or closures at Rideout Health, Peach Tree Health, and other smaller closures.
- A new RFP will be released in January for the Supervised Population Workforce Training grant that will serve offenders. Only current grantees can apply for this grant. NCCC's current Supervised Population grant will end in December.
- NCCC was recently awarded \$500,000 in National Dislocated Worker Grant funds for the recent wild fires in Yuba County.
- The Storm National Dislocated Worker project is going very well. NCCC is well ahead in expenditures over other local areas in the state and has already expended the grant's first funding increment of \$1 million. As a result, the state pulled funds from other grantees to advance the second funding increment to NCCC. This grant is due to end in August 2018. Cindy commended One Stop staffs for their efforts.

Monitoring Update: NCCC underwent four monitoring reviews from the state in the month of June due to the evacuation that occurred last February. There were no findings in the reviews of the National Dislocated Worker program, the program review, or the Prop 39 project review. In fact the state was very pleased with the outcomes and the training provided in the Prop 39 pre-apprenticeship project. In the fiscal procurement review, a couple of minor findings were found relative to time distribution and tracking in one county and the purchase of bottled water at the administration office. A corrective action has been submitted. Final reports on the monitoring reviews have not yet been received.

Legislative Update: NCCC has drafted some letters for the WDB Chair's signature encouraging our House legislators to pass the budget. Cindy Newton commented that if the budget is not passed WIOA funds are likely to be sequestered with a possible 6-8% reduction in funding.

8. FISCAL COMMITTEE REPORT

Margaret Fernandez reported on the Fiscal Committee meeting of November 3rd.

The committee was updated on the status of existing grants. The committee reviewed Program Year 2016-17 training expenditures which were on target and expenditures for Program year 2017-18 appear to be on track.

9. APPROVAL OF REVISED NON DISCRIMINATION & EQUAL OPPORTUNITY POLICY

No action taken due to lack of a quorum.

10. AJCCs CERTIFICATION PROCESS UPDATE

Lettie Seaver provided an update on the AJCC Certification Process. On September 21st NCCC's AJCC Certification Plan was submitted to the California Workforce Development Board and the plan was approved on October 24th. On November 2nd NCCC hosted a training session for NCCC partners and AJCCs. The training was facilitated by Greg Newton where he explained the purpose of the certification process and explained the Hallmarks of Excellence and how to achieve them. At this point, the AJCCs are in the process of self-assessment using the Hallmarks of Excellence matrix. Following the self-assessments, a review committee comprised of NCCC staff and board members will visit each AJCC to review the self-assessments and provide any assistance. Robyn David-Harris offered to assist with the site reviews. The AJCC site reviews are likely to take place between January and April 2018. NCCC staff will keep the Board informed as we proceed through the certification process.

11. RAPID RESPONSE REPORT

Lettie Seaver stated that 2nd quarter Rapid Response and 122 reports, which are the rapid re-employment and employment retention with businesses, have been submitted to the State. 28 individuals retained their jobs after receiving assistance from AJCC Business Services staffs. There were 29 rapid re-employments from the Rideout Health layoff and the Willows Police Department closure. Lettie Seaver said NCCC will be expanding the Rapid Response Report to the board to include business services activities that are being provided by the staffs at the AJCCs.

12. PROGRAM PERFORMANCE REPORT

Cindy Newton reviewed 1st quarter planned vs. actual program performance outcomes for NCCC subcontractors. Numbers of enrollments were up from last year in the Adult and Dislocated Worker programs at 77% and 61% of plan respectively. Youth program enrollments declined slightly over last year at 65% of plan. A correction was noted in the Number of Credentials/Diplomas for Upward Bound that should be at 32 instead of 30. All other performance outcomes for the formula programs were on track. The Veterans grant, the Disability Employment Accelerator (DEA) grant and the Supervised Population grant will all end in December and they all well exceeded planned enrollments and numbers in training. The Colusa Regional Medical Center project ended in September exceeding all planned numbers except for number in training due to many individuals not needing or desiring retraining. However, those individuals were provided assistance in entering employment. Performance outcomes for the rest of NCCC's special projects – a new DEA,

Disability Employment Initiative, NDWG Sector Partnership, STARRS 11 and NDWG Storm – were also reviewed and are on track or exceeding planned goals.

13. **SERVICE PROVIDER PROGRAM UPDATES**

Upward Bound: Upward Bound Director Maria Ramos stated the Upward Bound Program will be awarded over \$7 million over the next 5 year funding cycle. About 250 high schools students participated in this year's 6-week summer program. More than 20 college prep courses were offered and students took more than 120 hours of instruction. Upward Bound is connecting more with Butte College and they hope to offer a class next summer toward college credit. Staff is currently working with 106 high school seniors preparing for college next year i.e. FAFSA, college applications, fee waivers, etc.

Glenn One Stop: Glenn County One Stop Program Manager David Allee stated that Glenn County's WIOA staff in the Willows and Orland facilities will move into a new facility at the Sapphire Plaza in Orland sometime in January 2018. They will be co-located with the Business Incubator Project that was funded through the Slingshot grant. The Employment Resource Center site in Willows will continue to be staffed possibly two days a week. Under business services, staff has hosted or participated in 11 separate hiring events since August. Two hiring events are scheduled this week in Orland and in Willows. New businesses opening in 2018 as a result of recent hiring events include a food establishment in Orland with 12-15 new jobs; a donut shop in Willows with 1-2 jobs created and a meat processing or meat distribution plant in Willows with 2-3 new jobs. Glenn County Farm Supply opened their operations in Artois with 5 new positions. They are working on their new blending facility that over the next 5 years expects to generate 25-30 positions. Crop Production Services will begin building in Hamilton City at the old Holly Sugar plant site. 25-30 positions are expected to be hired over the next 5 years. CalPlant 1, a plant that will turn rice straw into fiberboard, is coming to Willows. AJCC staff is working with regional economic development corporations and personnel resource companies to ensure the needs of the contractor are met as they begin construction of the facility. Most positions won't be hired until after January 1. Construction phase hiring information can be found on the Glenn County Job Tips web page. Individuals interested in employment at CalPlant 1, are asked to email resumes directly to Jody Samons at jsamons@countyofglenn.net. It is anticipated that 90 full-time positions will be hired when operations are up and running. Glenn County AJCC will participate in the annual North State Economic Forecast Conference taking place in Oroville January 17-18.

Colusa One Stop: Colusa County One Stop Director Lora Ceccon said the next round of the Colusa County Office of Education and Cal Fire Wildland Firefighter training will be held January 5-March 24 with a full class of 35. Colusa One Stop will be sponsoring about 10 students. Staff is continuing to review applications in hopes of assisting around 15 students with their supportive service needs. A job fair will be held December 5 from 9:00-1:00 for Interim Healthcare. Colusa One Stop is in the beginning planning stages of their self-evaluation for the Certification Process. Staff will dedicate two days at the end of this month to thoroughly review the 8 Hallmarks of Excellence. They welcome this as an opportunity to take a good look at their program and services, and identify any areas that may need to be improved upon.

Yuba One Stop: Lettie Seaver reported on Yuba County One Stop’s program activities. Ms. Seaver mentioned that Yuba One Stop Director Cheryl Riley is on a leave of absence for 6 months and Caron Job will serve as Interim Director in her absence. Yuba One Stop staff has conducted hiring events and recruitments for the following business: CEO Orchards, Pride Staffing, Quik Stop, Cal Trans, Shoei Foods, Thunder Valley Resort and Target. They have been successful in helping Special Projects participants find full-time employment. A Supervised Population participant was hired as a truck driver. 28 dislocated workers are participating in the Storm Project working with the city and county public works. Three participants of the project have been hired by Cal Trans, the City of Marysville, and the other at CableCom in Sacramento earning \$22.00 an hour. DEI and DEA project participants have also been assisted in finding employment at Inalliance in Wheatland. Yuba One Stop continues to move forward with Business Services and Special Projects activities.

Sutter One Stop: Sutter One Stop Business Workforce Specialist Araceli Gonzalez reported on the many activities the One Stop hosted in October during National Disability Employment Awareness Month (NDEAM). NDEAM posters were displayed at the One Stop throughout the month. At every Tuesday staff meeting, they had individuals from FREED, employees and clients, speak about disability awareness, the process some of them went through to get a job and the challenges they faced. FREED also gave staff a refresher on their assisted technology. 30-Second Trainings were conducted which provided fast, informative and entertaining information on disability awareness. Activities concluded with an open house on October 26 attended by over 195 people from the public and various agencies. Attendees were offered tours of the Center and they had an opportunity to talk to representatives from 8 different agencies about the services provided by each.

14. OTHER BUSINESS

The December holiday schedule and the 2018 board meeting schedule were provided to members.

The next NCCC Board meeting will be February 15, 2018 at a location to be determined.

There were no other matters brought before the Board.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:15 pm.

ATTEST:

(Signed)
Margaret Fernandez, Vice-Chairperson
Workforce Development Board

APPROVED ON: 2/15/18