

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

November 18, 2021

**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              Randy Fletcher                      Daurice Kalfsbeek Smith                      Nick Micheli

**Governing Board Members Absent**

None

**Workforce Investment Board Members Present**

Jeff Armstrong	Ben Felt	Horacio Paras
Lee Bishop	Margaret Fernandez	Angela Parisio-Long
Andre Carrao	John Fleming	Eric Pomeroy
Fortino Curiel	Steve Hammarstrom	Brynda Stranix
Glenn Denno	Ron Moore	Carla Tweed

**Workforce Investment Board Members Absent**

Neil Goforth                                      Mark Mulliner                                      Leslie Rubalcava

**4. WELCOME**

Randy Fletcher welcomed everyone to the final board meeting of 2021.

**5. PUBLIC COMMENT**

There were no comments from the public.

**6. ADOPT JOINT RESOLUTION NO. 21-01 AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO GOVT. CODE §54953(e) – NEW TELECONFERENCING LEGISLATION**

Cindy Newton stated Assembly Bill 361 amended Govt. Code §54953(e) to allow legislative bodies to hold open meetings by teleconference so long as there exists a declared state of emergency and certain requirements are met.

In order to conduct an open meeting by Zoom, the boards must adopt a resolution authorizing the use of teleconferencing. If remote meetings will continue to be held, this action must occur prior to each meeting.

**Governing Board Action:** On a motion by Nick Micheli, seconded by Paul Barr and unanimously carried by a roll call vote, the Governing Board adopted Joint Resolution No. 21-01 Authorizing Remote Teleconference Meetings Pursuant to Govt. Code §54953(e) as presented. *Motion Carried.*

**WDB Action:** On a motion by Steve Hammarstrom seconded by Horacio Paras and unanimously carried by a roll call vote, the WDB adopted Joint Resolution No. 21-01 Authorizing Remote Teleconference Meetings Pursuant to Govt. Code §54953(e) as presented. *Motion Carried.*

**7. APPROVAL OF MINUTES – GOVERNING BOARD**

**Governing Board Action:** On a motion by Nick Micheli, seconded by Daurice Kalfsbeek Smith and unanimously carried by a roll call vote, the Governing Board approved the minutes of the August 13 and 17, 2021 board meetings as presented. *Motion Carried.*

**8. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR**

**9. APPROVAL OF MINUTES - WDB**

**WDB Action:** On a motion by Ben Felt, seconded by Ron Moore and carried by a roll call vote, the WDB approved the minutes of the August 19, 2021 board meeting as presented. Margaret Fernandez and Horacio Paras abstained. *Motion Carried.*

**10. DIRECTOR'S REPORT**

**Regional/State Monitoring:** Cindy Newton stated the Sacramento Employment and Training Agency (SETA) will conduct a final monitoring review of the regional Trade Act grant that served dislocated workers which ended in August. The Employment Development Department (EDD) is currently conducting a review of NCCC's Equal Opportunity provisions. Cindy Newton mentioned that NCCC has not received any monitoring reports from EDD for the program and fiscal reviews they have conducted in

the last 2 years. However, vocal exits on the reviews have been given and the outcomes have been reported to the boards.

*AJCC Certification:* In February, the boards authorized NCCC to conduct site reviews of all our AJCC One Stops. Cindy Newton said all AJCCs passed successfully, and NCCC submitted the Baseline Criteria Matrixes and the AJCC Certification Indicator Assessments to the State. The next step in the process is to develop Continuous Improvement Plans for each AJCC which are due December 31<sup>st</sup>. Cindy Newton invited board members to participate in reviewing the Improvement Plans. Ron Moore said he would participate in the review process.

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

- NCCC will be participating in an upcoming grant opportunity with Yuba-Sutter Economic Development Corporation called the Good Jobs Challenge. It's a nationwide grant that plans to fund 25-50 awards. The application is due January 26, 2022 and awards would be made July 2022. It's a large grant with awards expected between \$5-\$25 million. The goal of the grant is to bring up salary levels and get people back working. The grant is a partnership between training providers and local employers who would provide internships and subsequent full-time jobs.
- NCCC will apply for the Accelerator grant that will focus on target populations with disabilities, veterans, youth, English language learners, homeless, immigrants and offenders. We can apply for up to \$250,000 for a grant period of June 2022-December 2023. The grant application is due to the State December 20<sup>th</sup>.

## **11. APPROVAL OF NEW GRANT APPLICATIONS**

- EQUITY AND SPECIAL POPULATIONS (ESP) GRANT

Liz Bosley said NCCC applied for a grant titled Equity and Special Populations (ESP). The project proposes to create effective linkages with California's employer and workforce community, including High Road employers and apprenticeship programs, with a focus on in-demand industries that provide quality jobs with livable wages. This grant combines 3 other grants that are normally offered during this time of year. NCCC selected 5 populations to serve under this grant – English language learners, homeless and housing insecure, justice-involved individuals, people with disabilities, and veterans. The application is requesting \$1.5 million to serve 300 individuals for the grant period January 1, 2022-December 31, 2023.

- NATIONAL DISLOCATED WORKER GRANT (NDWG) CAREER

Cindy Newton said a National Dislocated Worker Grant was awarded to our Capital Region planning unit of SETA, Golden Sierra, Yolo and NCCC. The Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) project will assist laid off and unemployed individuals including long-term unemployed. The regional planning

unit received \$3 million, with \$881,998 allocated to NCCC. This project plans to serve 88 individuals for the grant period December 1, 2021-August 31, 2023.

**WDB Action:** On a motion by Brynda Stranix, seconded by Horacio Paras and unanimously carried by a roll call vote, the WDB approved the ESP and NDWG CAREER grant applications and authorized the Executive Director to finalize any award. Motion Carried.

**Governing Board Action:** On a motion by Paul Barr, seconded by Daurice Kalfsbeek Smith and unanimously carried by a roll call vote, the Governing Board approved the ESP and NDWG CAREER grant applications and authorized the Executive Director to finalize any award. Motion Carried.

## **12. ACCEPTANCE OF FY 2019/2020 SINGLE AUDIT REPORT**

Hiep Pham of R.J. Ricciardi, Inc. CPAs presented NCCC's Single Audit Report for the period of July 1, 2019 through June 30, 2020. 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 \$162,999 from last year. Total program expenses and revenues decreased by \$1.5 million due to decreased Federal and State funding. A 5-year trend chart showed funding increased in 2018-19 but is back down to normal levels. Cash Available is steady at about \$66,000; Unrestricted Net Assets at \$161,000; and Working Capital was at \$120,000 in 2020. Proposed audit adjustments included depreciation expense, accrued vacation, NPL, and accrual adjustments. Hiep Pham thanked NCCC staff for their help in making the audit run efficiently. Cindy commented that NCCC is in a good strong position fiscally. Some special grants will be ending this spring but more funding opportunities are coming up.

**WDB Action:** On a motion by Horacio Paras, seconded by Ron Moore and unanimously carried by a roll call vote, the WDB accepted the FY 2019/2020 Single Audit Report as presented. Motion Carried.

**Governing Board Action:** On a motion by Daurice Kalfsbeek Smith, seconded by Paul Barr and unanimously carried by a roll call vote, the Governing Board accepted the FY 2019/2020 Single Audit Report as presented. Motion Carried.

## **13. FISCAL COMMITTEE REPORT**

Margaret Fernandez reported on the Fiscal Committee meeting held a couple of weeks ago. The Committee was updated on the status of special grants that NCCC has applied for and those currently underway. In addition, the Committee reviewed the Adult and Dislocated Worker training expenditures which are on target in the PY 2021-22 first quarter. Margaret Fernandez invited more board members to participate on the Fiscal Committee saying it is very informative and provides understanding of where and how the funding is used. Andre Carrao expressed interest in serving on the Committee.

#### **14. PRESENTATION – BISHOP’S PUMPKIN FARM**

Lee Bishop, Controller at Bishop’s Pumpkin Farm in Wheatland, provided a history of Bishop’s Pumpkin Farm which has been in the Bishop family since 1971. The first acre of pumpkins was planted in 1973 with the vision of introducing school kids to a real working farm. School tours began the following year. Over the years, the farm grew to 185 acres and additions include a bakery, a train, 2 slides, a corn maze, a food court, a carousel, tractor and crop duster rides. The family began making hard cider last year and are looking at expanding that venture. Lee Bishop shared the Bishop Family’s core values are to be sustainable through generations, continue to be authentic, provide education to school kids and young employees, contribute to the community, and take care of all their employees. Future plans include building more fire pits, build a small cidery, possibly more rides, adding more food buildings, and further into the future a year round hard cidery brewery restaurant.

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

Cindy Newton reviewed program performance outcomes for the first quarter. Comparisons were made to last year’s numbers which showed an increase in Adult and Youth program outcomes and a slight decrease in the Dislocated Worker program. Wages in the Adult program were very impressive at \$27.00/hr. NCCC’s special grant projects are all progressing well. The Trade grant ended in September and well exceeded planned numbers. The Veterans grant will end in December and is meeting proposed benchmarks. The Pre-Apprenticeship Construction project which started last January is moving forward but has been a bit of a struggle for Humboldt and the NoRTEC counties in meeting planned numbers. There is still a year to go on this grant. Cindy Newton commended AJCC staffs for their exceptional efforts in going above and beyond to provide services during this difficult time.

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

Upward Bound (UB): Upward Bound’s Program Advisor Madison Bassow provided a program update. Upward Bound hosted 156 students in their summer program. This year’s summer program was the first hybrid program. Students were broken up into age groups and each group was on campus for two of the six weeks so all students were able to share the Chico State experience in a safe manner. Not one COVID outbreak was reported of the students and staff members who participated in person. 15 virtual college prep courses were offered; campus tours were given and there were Bidwell Park cleanup projects. In the fall, weekly online one-on-one tutoring services will continue to be offered. Last weekend staff and 50 students took their first college trips in almost two years. 25 students visited Sacramento and Bay Area Cal State schools and 25 visited UC schools in Santa Cruz, Berkeley and Davis.

Colusa One Stop/AJCC: Colusa One Stop Interim Director Angie O’Canas said Colusa One Stop staff is focusing on administering outreach services in the community. Staff attended

the Colusa Medical Center open house and job fair that was held on October 21. Colusa One Stop assisted in the last round of the CNA classes that were held by the Colusa County Office of Education and sponsored 7 out of the 7 students. Staff attended the Basic Wildland Firefighter Academy signups and have started enrolling participants who will begin the program in January. Colusa One Stop has served and sponsored approximately 47 students in various programs that include welding, EMT, medical assisting, CNA, phlebotomy, RN, medical billing, electrical, fire academy, police academy and truck driving. Currently, staff is working with a local food production company to hold a job fair at the Colusa One Stop.

Glenn County One Stop/AJCC: Glenn County Community Action Manager Yassi Lam said common requested services include resume help, job search, training, and access to Community Action resources and Health and Human Services programs. This quarter Glenn County AJCC responded to two WARN notices. A large manufacturer in Willows laid off 260 workers for one week for repair and upgrades. Everyone is back to work with a few more hires in production and an HR assistant. An agriculture related processor in Orland will be laying off 13 direct employees and 10-15 staffing firm employees in late December for annual maintenance and repairs. All employees are expected to return to work by February 1. Staff has responded to other layoffs and a recent small family-owned restaurant closure in Willows. Glenn County AJCC sponsor 10-15 medical assistant students at Glenn County Office of Education, all are doing well with graduations planned for May. Staff participated in the Willows High School Career Day. About 180 students, businesses, and partners attended the event. Staff has been assisting businesses and employers with their recruitment needs; posting about 38 jobs a month. Yassi Lam shared that Glenn County Office of Education will be launching a certified nursing assistant program in the spring and are developing an LVN training. Yassi thanked Angie O'Canas for their recent discussions and upcoming collaboration on the SB-1 construction pre-apprenticeship program.

Sutter One Stop/AJCC: Sutter County One Stop Director Rinky Basi said the One Stop staff has been busy with job orders and working with businesses to fill those jobs. A successful job fair was held September 22 with over 100 individuals attending. The One Stop participated in a Business Walk with Yuba-Sutter EDC that covered areas in Yuba City and Live Oak. Rinky Basi shared that a nursing graduate from Yuba College was recently hired by Adventist Health at \$55.15 an hour. Staff is working on new enrollments for the spring semester nursing program at Yuba College. Sutter One Stop hosts in-person workshops and also offer remote services if requested.

Yuba One Stop/AJCC: Yuba One Stop Director Caron Job said the One Stop will be offering an in-person workshop every day starting in January. The How to Get a State Job workshops will be offered virtually and in-person as well. Staff continue to work with AJCC partners to support students in various training programs at Yuba College. Truck driver and CNA trainings are very successful. Yuba One Stop is working with Yuba County Public Works on recruitment for the Fire grant. Outreach is being done at the Teen Center and Life Building Center. Forklift training will begin November 30. The next CNA class will

begin in December. Caron Job spoke about Yuba County Office of Education’s upcoming CTE programs. Yuba County Office of Education will host a Winter Carnival at the One Stop on December 3. Caron Job shared a couple of client success stories about 2 individuals who had worked in subsidized positions at the Yuba County One Stop and who are now employed full-time in permanent jobs.

**17. OTHER BUSINESS**

2022 Board Meeting Schedule: The 2022 board meeting schedule was provided to members.

Next Board Meeting: The next joint NCCC Board meeting will be February 17, 2022. A location is yet to be determined. If necessary, this meeting may be held via Zoom.

Cindy Newton thanked board members and service providers for their support this year and for their assistance in the submission of the Equity and Special Populations grant.

**18. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:30 pm.

**ATTEST:**

(Signed)  
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Randy Fletcher, Chairperson  
Governing Board  
**APPROVED ON:** 2/17/22

(Signed)  
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Horacio Paras, Vice Chairperson  
Workforce Development Board  
**APPROVED ON:** 2/17/22