

NCCC  
GOVERNING BOARD

**APPROVED**  
**MINUTES**

May 30, 2019

**1. CALL TO ORDER**

The meeting was called to order by Governing Board Chair Randy Fletcher at 10:00 am at the NCCC Administration Office in Yuba City.

**2. ROLL CALL – Quorum present**

**Governing Board Members Present**

Paul Barr            Merced Corona            Randy Fletcher

**Governing Board Members Absent**

Ron Sullenger

**3. WELCOME**

**4. PUBLIC COMMENT**

There were no comments from the public.

**5. APPROVAL OF MINUTES – MARCH 4, 2019**

**Board Action:** On a motion by Paul Barr and seconded by Merced Corona, the Governing Board approved the minutes of the March 3, 2019 meeting as submitted. *Motion Carried.*

**6. NCCC BOARD ORIENTATION**

Liz Bosley provided a follow-up presentation to the overview that was presented at the last board meeting. She began by noting the Governing Board’s responsibilities which are oversight of NCCC operations, funding, personnel, and appointment of members to the Workforce Development Board. Liz Bosley reviewed the program services that must be provided to customers under WIOA – basic career services, individual career services and training services. Training services include occupational skill training, on-the-job training and transitional jobs. Staff mentioned the various certificated training programs that are offered at NCCC’s One Stops through Butte and Yuba Colleges, the County Schools Offices and other training providers. Rapid Response, Layoff Aversion and hiring/screening services are also provided at NCCC’s One Stop Centers. NCCC’s current service providers are:

Colusa County One Stop Partnership, Glenn County Community Action Agency, Sutter County Superintendent of Schools, Yuba County Office of Education, and CSU, Chico Upward Bound Program. Liz Bosley stated that program operators and service providers are awarded funding through a competitive process to operate WIOA programs in NCCC. NCCC's next Request for Proposal process will occur next program year and will be released in February 2020.

## **7. DIRECTOR'S REPORT**

Cindy Newton reported on current and upcoming state monitoring reviews and grant funding opportunities.

*Storm Grant Funding:* Colusa and Glenn Counties were recently warranted national disaster declarations due to the winter storm flooding in February. NCCC has submitted a concept paper for \$300,000 to assist with storm cleanup, road and preventive repair in both counties. Awarding of funds for this grant is pending.

*Grant Funding Update:* Cindy Newton talked about upcoming grant opportunities.

- NCCC will be submitting a grant application to serve individuals with severe barriers to employment. The target group this grant will focus on is the homeless but will also serve individuals on probation and parole.
- A regional application will be submitted for the SB1 Transportation Bill grant. NCCC will be the lead agency on this grant for the regional planning unit of the Sacramento, Yolo, Golden Sierra and NCCC local workforce areas. This grant would continue to fund NCCC's pre-apprenticeship program which has been successfully funded through Prop 39 funds for the past three years.
- NCCC recently submitted applications for two grants – one to serve the disabled population and the other to provide services to English language learners – that unfortunately were not funded.

*Single Audit:* NCCC underwent its Single Audit for Fiscal Year 2017/2018. The auditor will present their audit report at the next board meeting in August.

*Local Board Certification:* Cindy Newton stated that each Local Workforce Development Board must be recertified by the State every two years. It is required to have a full board membership composition for certification. New and re-appointments to NCCC's Workforce Development Board were made by the Governing Board later on the agenda. It is expected that NCCC will have a full board membership for certification. The Application for Local Area Designation and Local Board Certification is due to the State Board by the end of May.

*State Monitoring Update:* NCCC underwent a Program Monitoring Review by the State EDD in late February. There were no findings cited. The report is still pending and any outcomes will be shared with the Board when it has been received. EDD will conduct a Fiscal and Procurement Review of NCCC sometime in June.

## **8. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS**

***Board Action:*** On a motion by Merced Corona and seconded by Paul Barr, the Governing Board appointed Carla Tweed, Dean of Applied Academics at Yuba College; Ron Moore, CEO of SF Metalworks; and Angel Reynoso, Owner/Broker with State Farm Insurance to the Workforce Development Board. The Governing Board also reappointed Brynda Stranix, Jeff Armstrong and Joseanna Rosales to the WDB with new terms commencing July 1, 2019.  
*Motion Carried.*

## **9. APPROVAL OF REGIONAL WORKFORCE DEVELOPMENT PLAN MODIFICATION PYs 2018-2019**

Cindy Newton presented the Capital Region Strategic Workforce Development Plan Modification for the regional planning unit of NCCC, SETA, Golden Sierra and Yolo. The two main items addressed in the modification is the Multi-Craft Core Curriculum to provide training in the Pre-Apprenticeship Construction Trades, and the Prison to Employment Initiative and how the AJCCs and partners will provide services to the probation and parole population. The document was available on NCCC's website for a 30-day review and comment period and copies were provided to the boards, the AJCC One Stops and partners. No negative comments were received. Cindy Newton said the State Board has already notified the Capital Region that the draft Plan Modification has been approved; however, it is still required for the local boards to approve the document.

***Board Action:*** On a motion by Paul Barr and seconded by Merced Corona, the Governing Board accepted the Capital Region Strategic Workforce Development Plan Modification, authorized the Board Chair to sign the document and directed staff to submit to the State Workforce Development Board. *Motion Carried.*

## **10. APPROVAL AND RECEIPT OF GRANT FUNDING**

### ▪ PRISON TO EMPLOYMENT INITIATIVE

Liz Bosley addressed the Prison to Employment Initiative grant; a regional grant that will serve individuals coming out of prison and those on probation. NCCC was awarded \$158,781 for a grant period of 1/1/2020-2/28/2022. Partners in this grant include: NCCC's Workforce Development Board, NCCC's AJCC One Stops, the California Department of Corrections and Rehabilitation, and community-based organizations. This grant is projected to serve 20 participants.

***Board Action:*** On a motion by Paul Barr and seconded by Merced Corona, the Governing Board approved the award of the Prison to Employment Initiative grant and authorized the Executive Director to finalize the award. *Motion Carried.*

## **11. APPROVAL OF MOU UPDATE**

Liz Bosley provided an update on the Memorandum of Understanding (MOU) process. Ms. Bosley explained that WIOA requires Local Boards to develop MOUs with all AJCC's

required partners within their Local Area. All of NCCC's AJCC One Stops and partners have received the MOU and related documents from NCCC for update and signature. Liz Bosley reviewed the MOU timeline and said the MOU process is on track. Once all updates and signatures have been obtained and reviewed, an executed MOU and associated documents will be submitted to EDD by June 30. The new MOU, Infrastructure Funding Agreement and Other System Costs Budget become effective July 1, 2019.

**Board Action:** On a motion by Merced Corona and seconded by Paul Barr, the Governing Board accepted the MOU timeline as presented. *Motion Carried.*

## **12. APPROVAL OF FISCAL COMMITTEE REPORT**

Cheryl Baxter reviewed the Fiscal Committee Report.

**Training Requirement:** Cheryl Baxter provided information on the training expenditure requirement and found NCCC to be on track for meeting the required training expenditures.

**FY 2019/2020 WIOA Funding Allocations:** WIOA Formula Funding – Youth, Adult and Dislocated Worker – allocations for PY 2019/2020 reflect an overall 5.97% (\$205,875.00) increase over last year.

**FY 2019/2020 NCCC Allocations:** Cheryl Baxter referred to NCCC's Projected Allocations attachment. She explained that NCCC's proposed budget amount is determined by adding the Formula and Grant Carry Over funds from the prior fiscal year to the Formula funds allocations for the current fiscal year minus projected Carry Over for the next fiscal year.

**FY 2019/2020 NCCC Administration Budget and WDB/Governing Board Budget:** Cheryl Baxter presented NCCC's administration and board budgets for FY 2019/20. The administration budget reflected \$20,000 for Professional Agreements which was added for potential increased staff costs if awarded the SB1 grant. An increase in PERS was due to the high Unfunded Accrued Liability. The proposed FY 2019/2020 NCCC Administration Budget is \$670,837 and the proposed WDB/Governing Board Budget is \$47,000.

**Board Action:** On a motion by Merced Corona and seconded by Paul Barr, the Governing Board approved NCCC's Administration Budget and the WDB/Governing Board Budget for FY 2019/2020 as presented in the Fiscal Committee Report. *Motion Carried.*

## **13. PROGRAM PERFORMANCE REPORT**

Cindy Newton reviewed program performance outcomes for the third quarter. Ms. Newton said NCCC's subcontractors are held to specific performance standards for each funding source within their contracts with NCCC. These standards include: Number of Enrollments, Number in Training, Number that Entered Employment, Entered Employment Rate and Average Wage. Overall NCCC performance numbers for Adult, Youth and Dislocated Worker programs are up from a year ago. Special Project grants are moving along. The NDWG Storm Project, with Sutter and Yuba program operators remaining on the grant, will close in August. The 3-year Disability Employment Initiative (DEI) grant continues through

February 2020. Enrollments have started into the new Trade grant. This is a regional grant contracted through the Sacramento local workforce area for \$250,000. The Veterans grant outcomes are on track. This grant will end in November and NCCC will apply for the next round of funding. The Forward Focus grant for individuals on probation and parole is doing well. The Pre-Apprenticeship Project has just enrolled 14 participants into its last class of the project. Cindy Newton gave an overview of this project which has proved to be very successful.

**OTHER BUSINESS**

*Next Board Meeting:* The next Board meeting will be August 15, 2019 at the Sutter County Superintendent of Schools in Yuba City.

There were no other matters brought before the Governing Board.

**14. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:50 am.

**ATTEST:**

\_\_\_\_\_  
(Signed)  
Randy Fletcher, Chairperson  
Governing Board

**APPROVED ON:** \_\_\_\_\_ 8/15/19