



North Central Counties Consortium

“Supporting Economic Vitality in the Counties of Colusa, Glenn, Sutter and Yuba”

**NCCC GOVERNING BOARD
SPECIAL MEETING
Monday, November 27, 2023
10:00 am**

NCCC Administration Office
1110 Civic Center Blvd., Suite 402A
Yuba City, CA

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes – June 26, 2023 Board Meetings (Attachment A)
5. Workforce Development Board Appointment (Attachment B)
 - Priti Kumar, Kumar Hotels Inc.
 - Jamie Dickerson, Sunsweet Growers Inc.
6. Approval of New Grant Applications (Attachment C)
 - QUEST II
 - STEP
7. Authorization to Competitively Procure One Stop Operators and Special Youth Program Providers for WIOA Services (Attachment D)
8. Fiscal Committee Report (Attachment E) – *Cheryl Baxter*
9. Other Business
 - NCCC Office Winter Holiday Schedule
 - 2024 Board Meeting Schedule
 - Next Board Meeting – Thursday, February 15, 2024
Location: To Be Determined
10. Adjournment

Agenda materials are provided to Board Members and One Stop Directors. Meeting agendas and minutes can be viewed on NCCC’s website at: <http://www.northcentralcounties.com/govboard.html>. Other documents are available to the public upon request. NCCC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



NCCC is a proud partner of America's Job Center of CaliforniaSM network.

ATTACHMENT A: ACTION

**APPROVAL
OF MINUTES**

**June 26, 2023
Board Meeting**

**NCCC
GOVERNING BOARD
MINUTES**

June 26, 2023

1. CALL TO ORDER

The meeting was called to order by Governing Board Chair Nick Micheli at 2:30 pm at the NCCC Administration Office in Yuba City.

2. ROLL CALL – Quorum present

Governing Board Members Present: Don Blaser, Nick Micheli, Daurice Kalfsbeek Smith
Governing Board Members Absent: Jim Yoder

3. PUBLIC COMMENT

There were no comments from the public.

4. APPROVAL OF MINUTES

Board Action: Motion-Daurice Kalfsbeek Smith, second-Don Blaser; Governing Board approved the minutes of the February 16, 2023 board meetings as presented. *Motion Carried by roll call vote.*

5. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

Board Action: Motion-Don Blaser, second-Daurice Kalfsbeek Smith; Governing Board appointed the following individuals to the WDB: Juan Delgado, Board Member with California Human Development; Gurprit Bains, Founder/President of Freedom Home Health & Hospice; and Randy Fletcher, Board Member with Farm West Insurance. Also, the Governing Board reappointed Brynda Stranix and Jeff Armstrong to the Workforce Development Board with new terms commencing July 1, 2023.
Motion Carried by roll call vote.

6. NCCC WORKFORCE DEVELOPMENT BOARD RECERTIFICATION PYs 2023-2025

Cindy Newton stated WIOA requires the Governor to recertify local workforce areas and their respective workforce development board every two years. A Local Board must have performed successfully, sustained fiscal integrity, and met membership requirements to receive recertification. With the newly appointed and reappointed WDB members we have a full WDB composition. NCCC has met all three requirements to submit the Application for Local Area Designation and Local Board Recertification to the State.

Board Action: Motion-Daurice Kalfsbeek Smith, second-Don Blaser; Governing Board approved the Application for Local Area Designation and Local Board Recertification for submission to the State. *Motion Carried by roll call vote.*

7. APPROVAL OF NEW GRANT APPLICATIONS

▪ SEVERE WINTER STORM NDWG

Liz Barber presented the 2022 Severe Winter Storm NDWG grant application. Only Colusa County has elected to participate in this grant. Colusa County AJCC will work with the Cities of Colusa and Williams, Reclamation District 108, Colusa County Fairgrounds and Colusa County Water District to recruit dislocated workers to participate in temporary jobs. NCCC is requesting \$900,000 to serve 30 participants for the grant period 5/1/2023-6/30/2025.

▪ ENGLISH LANGUAGE LEARNER INTEGRATED EDUCATION & TRAINING

Cindy Newton presented the English Language Learner Integrated Education & Training (ELL IET) grant application. All four counties are participating in this project and it will incorporate Vocational English as a Second Language (VESL). This program will focus on career exploration and providing VESL in a chosen career. Training will be provided in the Healthcare, Leisure & Hospitality, and Manufacturing & Transportation industries for various occupations. NCCC is requesting \$3,435,003 to serve 260 participants for the grant period of 7/1/2023-6/30/2027.

▪ HIGH ROAD TRAINING PARTNERSHIP (H RTP) – HEALTH CARE

Cindy Newton presented the High Road Training Partnership (H RTP) Health Care grant application. Funds from this grant will be used to develop new vocational trainings and expand existing trainings in the Health Care industry. NCCC is requesting \$4,894,382 to serve 520 participants for the grant period of 1/1/2024-12/31/2027.

Board Action: Motion-Don Blaser, second-Daurice Kalfsbeek Smith; Governing Board approved the 2022 Severe Winter Storm NDWG, ELL IET and H RTP Health Care grant applications and authorized the Executive Director to finalize any award to NCCC. *Motion Carried by roll call vote.*

8. ACCEPTANCE OF FY 2021/2022 SINGLE AUDIT REPORT

NCCC Fiscal Officer Cheryl Baxter presented NCCC's Single Audit Report for the period of July 1, 2021 through June 30, 2022. The audit was an unmodified, clean report with no findings, deficiencies or instances of noncompliance.

Board Action: Motion-Daurice Kalfsbeek Smith, second-Don Blaser; Governing Board accepted the FY 2021/2022 Single Audit Report for NCCC. *Motion Carried by roll call vote.*

9. APPROVAL OF FISCAL COMMITTEE REPORT

Cheryl Baxter reviewed NCCC’s Fiscal Committee Report.

Training Requirement: Training expenditures were reviewed and found to be on track for this program year at 20.3%.

FY 2023/2024 NCCC Administration Budget and WDB/Governing Board Budget: The projected budget allocations for FY 2023/24 were reviewed which included projected carry over, estimated formula funds and new grants and/or increase requests. The proposed NCCC Administration Budget and WDB/Governing Board Budget was presented with a combined total of \$903,480.

Board Action: Motion-Daurice Kalfsbeek Smith, second-Don Blaser; Governing Board approved NCCC’s FY 2023/2024 Administration Budget and WDB/Governing Board Budget as presented in the Fiscal Committee Report. *Motion Carried by roll call vote.*

10. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOV. CODE §54957) TITLE: EXECUTIVE DIRECTOR

11. REPORT OUT IN OPEN SESSION

Nick Micheli announced that in closed session the Governing Board voted unanimously to increase NCCC Executive Director Cindy Newton’s salary to \$150,000.

12. OTHER BUSINESS

Next Board Meeting: The next joint NCCC Board meeting will be August 17, 2023, at 2:00 pm at the Yuba County One Stop in Marysville. On that day a lunch meeting will take place at noon where board members will learn about the One Stop Center’s function and take a tour of the facility.

There were no other matters brought before the Governing Board.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:40 pm.

ATTEST:

Nick Micheli, Chair
Governing Board

APPROVED ON: _____

ATTACHMENT B: ACTION

WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

- Priti Kumar, Kumar Hotels Inc.
- Jamie Dickerson, Sunsweet Growers Inc.



**WORKFORCE DEVELOPMENT BOARD
(WDB)**

for the Counties of Colusa, Glenn, Sutter and Yuba

1110 Civic Center Blvd., Ste. 402A • Yuba City, CA 95993 • (530) 822-7145 • FAX (530) 822-7150 • www.northcentralcounties.com

Application for Membership

Name: Priti Kumar		Title:	
Business: Kumar Hotels Inc			
Business Address: 545 N Humboldt Ave, Willows CA 95988		Bus. Phone: 5309348900	
Email Address: willows249@gmail.com		Alt. Phone: 9163005863	
Residence Address: 940 N Humboldt Ave, Willows CA 95988			
Time available for meetings (days, evenings, etc.):			
Qualifications/Areas of expertise: Manage and operate hotels for 25 years.			
What experience do you have serving on workforce development boards (i.e., WIBs, PICs, Employer Advisory Groups, school-to-career, etc.)? self-management skills, Develop Action Plan. Monitor, Evaluate, and Revise.			
What do you feel you could contribute? To foster prosperity for individuals, communities, and businesses			
Additional Comments (attach resume if you wish):			

NCCC Workforce Development Board
 Membership Application

Areas of Representation (check all that apply and identify the business or organization):

<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Adult Education & Literacy
<input type="checkbox"/> State Employment Service	<input type="checkbox"/> Institution of Higher Education, incl. Community Colleges
<input type="checkbox"/> Labor Organization	<input type="checkbox"/> Vocational Rehabilitation Organization
<input type="checkbox"/> Registered Apprenticeship Program	<input type="checkbox"/> Economic & Community Development
<input type="checkbox"/> Community Based Organization	<input type="checkbox"/> Public Assistance Programs
<input type="checkbox"/> Veterans Programs Organization	<input type="checkbox"/> Public Housing Organization
<input type="checkbox"/> Youth Programs Organization	<input type="checkbox"/> Public Transportation Organization
<input type="checkbox"/> Migrant & Seasonal Farmworker Programs	<input type="checkbox"/> Philanthropic Organization
<input checked="" type="checkbox"/> Employment & Training Programs for Individuals with Disabilities	

Priti Kumar

Applicant Signature

Oct 14, 2023

Date

(Labor Representatives Only)

Nominating Organization: _____
Name and Title: _____
Signature: _____ Date: _____

BUSINESS AND LABOR MEMBERSHIP REQUIREMENTS

Business – A majority of the members of each local board shall be representatives of business in the local area, who: (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations (WIOA Section 107[b][2][A]).

Labor – Not less than 20% of the members must be representatives of workforce within the Local Area who must include: (i) representatives of labor organizations who have been nominated by local labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or a representative of an apprenticeship program ; and may include (iii) representatives of community based organizations with experience and expertise in addressing employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with experience and expertise in addressing the employment, training, or education needs of eligible youth and/ or out-of-school youth. (WIOA Section 107[b][2][B]).



**WORKFORCE DEVELOPMENT BOARD
(WDB)**

for the Counties of Colusa, Glenn, Sutter and Yuba

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Application for Membership

Name: Jamie Dickerson		Title: Vice President of Human Resources	
Business: Sunsweet Growers Inc.			
Business Address: 901 N. Walton Avenue		Bus. Phone: 530-822-2819	
Email Address: jdickerson@sunsweet.com		Alt. Phone:	
Residence Address: 2533 Blevin Road Yuba City, CA 95993			
Time available for meetings (days, evenings, etc.): M/T/W/TH/F daytime			
<p>Qualifications/Areas of expertise:</p> <p>Experience with on-the-job training, workforce development and policy development and execution. I was born and raised in the Yuba-Sutter area so always looking for ways to grow and make an impact in the community. I am a strong believer that the best employees are those that are from the area so I love seeing resources and workforce development services help foster that.</p>			
<p>What experience do you have serving on workforce development boards (i.e., WIBs, PICs, Employer Advisory Groups, school-to-career, etc.)?</p> <p>No formal experience. I've assisted in resume building/mock interviews for the local high schools and helped create internships within Sunsweet where we hired local HS students for the summer.</p>			
<p>What do you feel you could contribute?</p> <p>Being local, working in Human Resources, and working for a large private employer in Yuba City I hope to use my resources to help expand on any programs.</p>			
Additional Comments (attach resume if you wish):			

NCCC Workforce Development Board
 Membership Application

Areas of Representation (check all that apply and identify the business or organization):

<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Adult Education & Literacy
<input type="checkbox"/> State Employment Service	<input type="checkbox"/> Institution of Higher Education, incl. Community Colleges
<input type="checkbox"/> Labor Organization	<input type="checkbox"/> Vocational Rehabilitation Organization
<input type="checkbox"/> Registered Apprenticeship Program	<input type="checkbox"/> Economic & Community Development
<input type="checkbox"/> Community Based Organization	<input type="checkbox"/> Public Assistance Programs
<input type="checkbox"/> Veterans Programs Organization	<input type="checkbox"/> Public Housing Organization
<input type="checkbox"/> Youth Programs Organization	<input type="checkbox"/> Public Transportation Organization
<input type="checkbox"/> Migrant & Seasonal Farmworker Programs	<input type="checkbox"/> Philanthropic Organization
<input type="checkbox"/> Employment & Training Programs for Individuals with Disabilities	

Jamie Dickerson Digitally signed by Jamie Dickerson
 Date: 2023.11.01 16:50:26 -07'00'

Applicant Signature

Date

(Labor Representatives Only)

Nominating Organization: _____
 Name and Title: _____
 Signature: _____ Date: _____

BUSINESS AND LABOR MEMBERSHIP REQUIREMENTS

Business – A majority of the members of each local board shall be representatives of business in the local area, who: (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations (WIOA Section 107[b][2][A]).

Labor – Not less than 20% of the members must be representatives of workforce within the Local Area who must include: (i) representatives of labor organizations who have been nominated by local labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or a representative of an apprenticeship program ; and may include (iii) representatives of community based organizations with experience and expertise in addressing employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with experience and expertise in addressing the employment, training, or education needs of eligible youth and/ or out-of-school youth. (WIOA Section 107[b][2][B]).

ATTACHMENT C: ACTION

APPROVAL OF NEW GRANT APPLICATIONS

- **National Dislocated Worker Grant/QUEST II**
- **Student Training & Employment Program (STEP)**



North Central Counties Consortium

“Supporting Economic Vitality in the Counties of Colusa, Glenn, Sutter and Yuba”

Administrative Staff Report
August 17, 2023

National Dislocated Worker Grant/QUEST II

Background: The Department of Labor announced the availability of continued funding for Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs), with award amounts of up to \$5 million. These funds will enhance the public workforce system’s ongoing efforts to empower America’s unemployed and underemployed workers through worker and business engagement, elevate equity, and connect jobseekers with high-quality jobs as the nation prioritizes economic and employment recovery from the COVID-19 pandemic.

Project Design/Planned Services			
NCCC America’s Job Centers of California/One Stops in Colusa, Glenn, Sutter, and Yuba counties will work with the Employment Development Department (EDD) staff to identify and recruit dislocated workers including long term unemployed. Program services include: Career Services, Supportive Services, Vocational Training and Work Based Training.			
Grant Amount: \$1,000,000		Grant Period: 10/1/2023 – 09/30/2026	
Target Group			
Adults 18+ who are agricultural workers in California that are displaced due to climate change (drought, floods, etc.) and technological advances/changes.			
Partners			
<ul style="list-style-type: none"> ▪ NCCC WDB ▪ EDD 		<ul style="list-style-type: none"> ▪ NCCC AJCCs/One Stops ▪ Local Training Providers 	
Planned Performance and Outcomes			
Participants Served	90	Total Number Entering Employment	65
Receiving Training	60	Entered Employment Rate	72%

Recommendation: It is recommended that the NCCC WDB and Governing Board approve the QUEST National Dislocated Worker Grant application and authorize the Executive Director to finalize any award to NCCC.



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Administrative Staff Report
November 16, 2023

Student Training and Employment Program (STEP)

Background: The California Department of Rehabilitation (DOR), in coordination with the Foundation for California Community Colleges (FOUNDATION), announces the availability of federal Workforce Innovation and Opportunity Act (WIOA) Title IV Vocational Rehabilitation funds through the Student Training and Employment Program (STEP):

- \$18,000,000 in total sustainable funding available for the three year program
- \$6,000,000 in sustainable funding available for year one
- Annual option for renewal and additional funds over three years

This funding opportunity represents a commitment to supporting projects that provide work experience; job preparation training; job exploration and postsecondary enrollment counseling; and self-advocacy training for students with disabilities (SWD). STEP is a continued investment in response to a real need for services.

Project Design/Planned Services			
NCCC America’s Job Centers of California/One Stops in Colusa, Glenn, Sutter, and Yuba counties will work with the Department of Rehabilitation (DOR) staff to identify and recruit disabled in-school youth to provide work readiness skills training and paid work experience.			
Grant Amount: \$750,000		Grant Period: 1/1/2024 – 12/31/2025	
Target Group			
An individual with a disability in a secondary, postsecondary, or other recognized education program who is 16 -21 years old and has been determined eligible by DOR.			
Partners			
<ul style="list-style-type: none"> ▪ NCCC WDB ▪ EDD DOR ▪ County Offices of Education 		<ul style="list-style-type: none"> ▪ NCCC AJCCs/One Stops ▪ Local Employers ▪ Local High Schools 	
Planned Performance and Outcomes			
Participants Served	70	Receiving Work Readiness	70
Receiving Paid Work Experience	70		

Recommendation: It is recommended that the NCCC WDB and Governing Board approve the STEP Grant application and authorize the Executive Director to finalize any award to NCCC.



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ATTACHMENT D: ACTION

**AUTHORIZATION TO COMPETITIVELY
PROCURE ONE STOP OPERATORS &
SPECIAL YOUTH PROGRAM PROVIDERS
FOR WIOA SERVICES**



“Supporting Economic Vitality in the Counties of Colusa, Glenn, Sutter and Yuba”

Administrative Staff Report
November 16, 2023

Request for Proposal (RFP) Procurement
Workforce Innovation and Opportunity Act
One Stop/America’s Job Centers of California (AJCC) Providers and
Special In-School Youth Provider
Colusa, Glenn, Sutter, and Yuba Counties

Background

The Workforce Innovation Opportunity Act (WIOA) and its implementing regulations require Local Workforce Development Boards (Local WDBs) to competitively procure WIOA Adult, Dislocated Worker, and Youth funded services, and a WIOA funded Special In-School Youth project every four years.

Purpose

The purpose of the WIOA Adult, Dislocated Worker, and Youth RFP is to solicit proposals from qualified bidders to manage WIOA funds through the operation of AJCCs in the counties of Colusa, Glenn, Sutter, and Yuba and to provide comprehensive employment and training services to WIOA eligible Adults, Dislocated Workers, and In-School and Out-of-School youth; Business Services to local employers; Rapid Response services in the event of layoffs or closures; and to provide other workforce activities that are necessary. The contract period for this solicitation is July 1, 2024, through June 30, 2025, with the possibility of a second, third, and fourth year contract extension based on successful performance, expenditures, and available funds.

The purpose of the WIOA Special In-School Youth RFP is to solicit proposals from qualified bidders to run year-round services to In-School Youth in the counties of Colusa, Glenn, Sutter, and Yuba. The contract period for this solicitation is from July 1, 2024 through June 30, 2025, with the possibility of a second, third, and fourth year contract extension based on successful performance, expenditures, and available funds.



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Timeline	
RFP Release Date (Including Public Notification)	February 26, 2024
Bidders' Electronic Q & AQ Opens	February 26, 2024
Mandatory Notice of Intent to Submit Proposal	March 8, 2024
Last Day for Bidders to Submit Electronic Questions	March 22, 2024
Proposal due 5:00 p.m. (PST)	March 29, 2024
Formal Review/Scoring of Proposals Submitted	April 8-19, 2024
NCCC Boards Approval of Selection	May 16, 2024
Contract Negotiations with Successful Bidders Begins	May – June 2024
Contract Year Begins	July 1, 2024
*Note: All dates after the "Proposal Due" date are approximate and are subject to change as conditions dictate, without addendum to the RFP.	
Recommendation	
It is recommended that the NCCC Governing Board and Workforce Development Board approve the RFP Timeline and allow NCCC Administrative Staff to perform timeline activities for the procurement of One Stop/AJCC Providers and Special In-School Youth Provider for Colusa, Glenn, Sutter, and Yuba Counties.	

ATTACHMENT E: INFORMATION

**FISCAL COMMITTEE
REPORT**



SUMMARY OF TRAINING EXPENDITURE REQUIREMENTS PY 22/23 ALLOCATIONS

(Sep 2022 through Sep 2023) As of 9/30/2023

<u>ADULT AND DISLOCATED WORKER (DW) ALLOCATION</u>		<u>2,470,821</u>
<u>TRAINING REQUIREMENT</u>	30%	<u>741,246</u>
<u>FORMULA FUNDING TRAINING EXPENDITURES</u>	19.90%	<u>491,810</u>
<u>LEVERAGED TRAINING</u>	10%	<u>0</u>
<u>TOTAL ON TRAINING</u>	<u>19.90%</u>	<u>491,810</u>

494,164 20% Must Be Formula Fund Training
 247,082 10% Can Be Leveraged Resources
 When 20% Requirement is Met
 2,354 Amount still needed to attain 20%

	Exp.	Trng.	
CURRENT EXPENDITURES TO TRAINING % AS OF 9/30/2023:	2,377,747	491,810	20.68%

LEVERAGE SOURCES

	<u>COLUSA</u>	<u>GLENN</u>	<u>SUTTER</u>	<u>YUBA</u>	<u>Total</u>
COVID 1196	53,924	32,099	38,060	0	124,083
AUGUST FIRE 1209	0	0	0	54,911	54,911
AUGUST FIRE 1258	0	0	0	220,580	220,580
CAREER 2067	25,587	0	58,243	88,663	172,494
ESP 1245	14,174	19,656	153,114	172,586	359,529
WAF 1252	9,619	0	44,568	43,970	98,157
QUEST 1262	0	3,982	45,773	53,922	103,677
Total	103,305	55,736	339,759	634,632	1,133,433



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*"Supporting Economic Vitality in the Counties of
Colusa, Glenn, Sutter and Yuba"*

NCCC OFFICE 2023 FALL/WINTER HOLIDAY SCHEDULE

The NCCC Administration Office will be closed on the following days during the fall/winter holiday season:



November 23-24
Thanksgiving Holiday



December 25-January 1
Winter Holiday Break

**MEETINGS OF THE GOVERNING BOARD
AND WORKFORCE DEVELOPMENT BOARD (WDB)**

Joint WDB & Governing Board meetings shall convene on the 3rd Thursday of the following months unless otherwise specified. Additional and/or special meetings of either or both boards may be scheduled as necessary.

February 15	GOVERNING BOARD & WDB: 2:00 – 4:00 PM Location: To be Determined
May 16	GOVERNING BOARD & WDB: 2:00 – 4:00 PM Location: To be Determined
August 15	GOVERNING BOARD & WDB: 2:00 – 4:00 PM Location: To be Determined
November 7 <i>(1st Thursday)</i>	GOVERNING BOARD & WDB: 2:00 – 4:00 PM Location: To be Determined

AD HOC COMMITTEE MEETINGS

Board ad hoc committee meetings shall be scheduled as necessary.
Time and locations to be determined.