

**NCCC  
WORKFORCE DEVELOPMENT BOARD  
MINUTES**

November 16, 2023

**1. CALL TO ORDER**

The meeting was called to order by Workforce Development Board (WDB) Chair John Fleming at 2:04 pm at the Sutter County Superintendent of Schools Boardroom.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL – Quorum present**

**WDB Members Present:** Jeff Armstrong, Lee Bishop, Juan Delgado, Glenn Denno, John Fleming, Matt Goody, Leslie Rubalcava, Brynda Stranix, Tom Williams

**WDB Members Absent:** Gurprit Bains, Fortino Curiel, Tawny Dotson, Randy Fletcher, Neil Goforth, Ron Moore, Lorilee Niesen

**4. WELCOME**

**5. PUBLIC COMMENT**

John Fleming announced the passing of long-time board member Ben Felt. He took a moment to acknowledge his dedication to the Workforce Development Board and his support of the One Stop Centers.

An announcement was made of Irma’s retirement after 43 years of employment with NCCC with invitations to a luncheon in her honor passed out.

Tisha Smith was introduced as her replacement.

**6. APPROVAL OF MINUTES**

**WBD Action:** Motion–Juan Delgado, second-Glenn Denno; WDB approved the minutes of the August 17, 2023 board meeting as presented. *Motion Carried*

**7. DIRECTOR’S REPORT**

- State Monitoring

The state conducted a fiscal and final review of youth files from all four AJCC’s and Upward Bound. Cindy commended NCCC Staff for their efforts. It was a clean review with no findings cited.

- Grants

Quest II grant application was approved for funding and awarded \$1,000,000.00. We are partnering with EDD to serve dislocated or long-term unemployed workers in all four counties.

Breaking Barriers grant application is due 12/8/24, in partnership with FREED. We will be serving individuals with disabilities.

- Subsequent Designation of WDB and recertification.

NCCC WDB has been approved for recertification through June 30, 2025 and approved as a high-performing board through June 30, 2026.

## **8. FISCAL COMMITTEE REPORT**

Leslie Rubalcava reviewed the Summary of Training Expenditure Requirements for the PY 2022-23 allocations. As of 9/30/23 NCCC was on track to meet the 20% training expenditure requirement and has met it for last year's allocation.

## **9. APPROVAL OF NEW GRANT APPLICATION**

- Student Training and Employment Program (STEP)

Cindy Newton presented the STEP grant application. NCCC AJCC One Stops will work with the Department of Rehabilitation staff to identify and recruit disabled in-school youth to provide work readiness skills training and paid work experience. NCCC is requesting \$750,000 to serve 70 participants for the grant period of 1/01/24 – 12/31/24.

**WDB Action:** Motion-Juan Delgado, second-Leslie Rubalcava; WDB approved the STEP Grant application and authorized the Executive Director to finalize any award to NCCC. Motion Carried.

## **10. AUTHORIZATION TO COMPETITIVELY PROCURE ONE STOP OPERATORS AND SPECIAL YOUTH PROGRAM PROVIDERS FOR WIOA SERVICES**

Cindy Newton went over the procurement process for funds that are awarded from the state every 4 years. It is a competitive RFP process for adult, dislocated worker, youth and rapid response services. The contract period will be 7/1/24 -6/30/25 with the possibility of second, third and fourth-year extensions based on successful performance, expenditures and availability of funds. The same process applies to the WIOA special in-school youth RFP. The planned timeline is to release the RFP 2/26/24 and close 3/29/24, with Board action/approval at the 5/16/24 meeting.

**WDB Action:** Motion-Brynda Stranix, second-Tom Williams; WDB approved the RFP timeline and to allow NCCC Staff to perform timeline activities for procurement of the providers for Colusa, Glenn, Sutter and Yuba Counties. Motion Carried.

## **11. ELECTION OF WDB VICE-CHAIR**

**WDB Action:** Juan Delgado made a motion to elect Lee Bishop, second - Brynda Stranix; WDB approved to elect Lee Bishop vice chair. Motion Carried.

## **12. SOFT SKILLS WORKGROUP REPORT**

Cindy gave an update from the meeting on 9/16/23. They went over different approaches the One Stops are taking, a survey sent to community businesses, and board members.

Goals: mentoring, industry tours, career days for youth. Having HR from Hardrock give a presentation to the board about their workplace practices, it's understood they have a good training package for their employees. Incorporating work-readiness certificate into high school's CTE course curriculum, if business will buy-in to honoring the certificates.

Soft Skills is being renamed to Essential Skills. The group will meet again after the Holidays.

## **13. LOCAL UNION 228 OF PLUMBERS, PIPEFITTERS AND HVACR**

Matt Goody, Business Manager of Local union 228, gave a presentation on the Skilled & Trained workforce requirements mandated in Senate Bill 54 and their recent extension into the Green Technology Sector via Senate Bill 740. He also provided updates on several local projects where these provisions will be in place, and shared statistical data showing the benefit of using union labor as opposed to open shop labor.

## **14. PROGRAM PERFORMANCE REPORT**

Cindy reviewed Formula Adult, Dislocated Worker and Youth program outcomes as well as program performance for special grants for the first quarter. There was discussion about the Homeless to Hopeful grant and the One Stop's work. They were commended for their hard work.

## **15. SERVICE PROVIDER PROGRAM UPDATES**

**Upward Bound (UB):** Director Maria Moreno reported that soft skills were emphasized in preparation for the career fair held in June with more than 50 professionals attending. More than 220 high school students were walked through the importance of soft skills prior to the career fair and she plans to enhance the focus of soft skills next year.

**Colusa One Stop/AJCC:** Cindy reported for Director Angie O'Canas that a successful career fair was held in September, currently planning another for February/March. They've been providing outreach services to new businesses. As of 11/01/23 they have an EDD representative in-house providing workshops to UI recipients. They recently assisted a homeless individual with gaining full-time employment, permanent housing, transportation and attending his mental health classes regularly.

Glenn County One Stop/AJCC: Community Action Manager Yassi Lam reported an increase in referrals for help with resumes, job search, exploring career options, and vocational re-trainings. They've sponsored individuals with Class A training, Firefighting Academy, Welding academy, and healthcare career pathways. They provide support in-classroom at weekly Youth Employment Services. There's been an increase in Rapid Response Services to ag workers being laid off. The Virtual Career Connection has been helpful in assisting UI recipients access other EDD resources. A job fair will be held in Orland in March and another in Willows in May. Glenn Grows Incubator is progressing.

Sutter County One Stop/AJCC: Director Rinky Basi reported they held a very successful job Fair in October with over 400 participants. In preliminary stages of planning a fall and spring career and job fair together, they are working with high schools for their support getting students to the event. Starting in January they will be working on essential soft skills with either speaker series or business tours with some CTE programs. They recently participated in a business walk to survey businesses and identify their needs.

Yuba One Stop/AJCC: Cindy reported for Caron Job that they are gearing up for new ELL/IET grant, have been busy enrolling new students into the Firefighting and RN programs at Yuba and conducting outreach at local community events and at local high school, college and career fairs. They are planning an apprenticeship fair in partnership with Sutter County One Stop. They are excited to see Costco opening up in Marysville, they've had several individuals apply for positions, and they assisted a youth who had several barriers to employment gain employment there.

**16. OTHER BUSINESS**

The 2024 board meeting calendar is in packet. Happy Holidays!

**17. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:42 pm.

**ATTEST:**

John Fleming  
John Fleming, Chair  
Workforce Development Board

**APPROVED ON:** February 23, 2024