

**NCCC
WIB AND GOVERNING BOARD
MINUTES**

February 19, 2009

The North Central Counties Consortium WIB and Governing Board met on the above date at 2:00 p.m. at the Sutter County Superintendent of Schools Office in Yuba City.

ROLL CALL

Governing Board Members Present

Roger Abe	Larry Munger
Tom Indrieri	Tracey Quarne

Governing Board Members Absent

Carol Huchingson

Workforce Investment Board Members Present

Diana Barry	Gary Lewis	Chris Paige
Ron Campbell	Selenia Moseley	Joe Pelaez
David Darling	Suzanne Nobles	Henry Sanchez
Ben Felt	Ralph Newlin	Doug Soan
Rich Gabel	Bill Padgett	Ric Teagarden
Armando Guerrero	Randy Page	Tom Walther
Mickey Harrington		

Workforce Investment Board Members Absent

Ben Bhangu	Dan Obermeyer	Rod Soeth
John Coots	Scharlene Reid	Martha Steward
Catherine Madsack	John Robertson	
Paul Mendoza		

Others Attending

Francene Kennedy	Lettie Seaver	Nancy Crooks
Cindy Newton	Cheryl Riley	Pam Tellez
Linda Beattie	Judy Dech	David Allee
Christine Zoppi	Linda Joseph	Maria Moreno
Sheila Stock	Eric Pomeroy	Don Schrader
Cornelio Gomez	Rinky Basi	Sheila Moore
Patti Clary	Lora Ceccon	Luis Moreno
Joe D'Andrea	John Fleming	Irma Sanchez

REPORT OUT ON EARLIER GOVERNING BOARD ACTION

Larry Munger announced the Governing Board took the following action in closed session:

- (1) Settled two pending litigation cases, and another case is in appeal.
- (2) Capped the vacation and sick leave accruals for NCCC employees at 320 hours each and eliminated all other leave accruals.

Reaffirm Evaluation of Personnel Policy-Duties: The Governing Board is in the process of evaluating NCCC's personnel policy; an updated document will be brought before the Board for approval in May.

New Governing Board Member: The Governing Board welcomed Roger Abe who was recently appointed as Yuba County's representative on the Board.

New WIB Appointment: The Governing Board appointed Tom Walther to the WIB representing community based organizations.

Reaffirm Article IV, Section 5 of WIB Bylaws Regarding Recusal/Abstention of Vote Due to Potential Funding Conflict: The Governing Board strongly reaffirmed Article IV, Section 5 of the WIB Bylaws which states: "Any member employed or any way affiliated with an organization receiving or attempting to receive funding from the WIB shall abstain from discussing or voting on any official action relating to that organization."

WELCOME AND INTRODUCTIONS

Recently appointed WIB and Governing Board members were welcomed and introduced. Members were encouraged to look at their business communities for business individuals who may be interested in serving on the Board. Current membership vacancies include Business representation from all five counties and one Labor representative.

PUBLIC COMMENT

Tracey Quarne commented that Larry Munger was recently elected Chairperson/President of the Regional Council of Rural Counties (RCRC). The Board congratulated Mr. Munger on his appointment.

APPROVAL OF MINUTES – NOVEMBER 20, 2008 MEETINGS

David Allee, Glenn County Human Resource Agency Program Manager, requested that the minutes be corrected to reflect his attendance at the meeting.

WIB Action: On a motion by Gary Lewis and seconded by Joe Pelaez, the WIB approved the minutes of the November 20, 2008 meeting as corrected. *Motion Carried.*

Governing Board Action: On a motion by Tracey Quarne and seconded by Tom Indrieri, the Governing Board approved the minutes of the November 20, 2008 meetings as corrected. *Motion Carried.*

RFP REQUEST FOR LAKE COUNTY

Doug Sloan provided some background on what led to the County of Lake requesting an RFP for the operation and management of the Lake County One Stop Center in Lakeport. The Lake One Stop is currently under NCCC's non-profit board, which is in the process of transitioning over to a local Lake One Stop non-profit board. Per NCCC's joint powers agreement which states that a Governing Board member may request an RFP for their local One Stop operation, Carol Huchingson made the request on behalf of the Lake County Board of Supervisors. The following proposed RFP timeline was reviewed.

- 2/19: Board approval to let an RFP
- 2/20-3/13: Develop RFP
- 3/17: Release RFP and advertisements
- 3/25: Bidder's Conference
- 4/10: Responses due
- 4/16-21: Review & score RFPs by the Selection Committee
- 4/23: Committee meets – top scoring bidders make oral presentations
- 4/27-5/1: Conduct negotiations, if needed
- 5/21: Final Board action – to either accept or reject the Selection Committee's recommendation
- 5/22: Notify unsuccessful bidders
- 7/1: One Stop operator begins

DIRECTOR'S REPORT

The latest national, state and local unemployment figures were distributed to the boards.

Economic Stimulus Update: Francene Kennedy commented that the Economic Stimulus bill had passed and that preliminary figures reflect approximately \$4.5 million being allocated to NCCC for Adult, Dislocated Worker and Youth to be expended by June 2010. These funds are in addition to the formula money that is allocated to the local areas each program year. NCCC staff, the WIB and Governing Board with the Finance Committee and Youth Council must work together to ensure that this formula money will be used quickly and effectively.

Training Component of Incoming Stimulus Funds: NCCC may contract with experienced consultants to provide assistance in delivering training pathways. The boards engaged in a discussion regarding possibly using Stimulus funds in creating training opportunities in the healthcare and energy sectors. It was noted that the Northern California Center for Economic Development could provide a presentation on career cluster work at the board meeting in May.

GRANT APPLICATIONS STATUS REPORT

State Stimulus Wave 3: NCCC received an additional \$230,000 in Dislocated Worker State Stimulus funds, which was based on unemployment numbers. These funds are to be used directly toward participants.

State Recovery Grant – formerly STARRS: NCCC was awarded \$950,000 to serve 300 laid-off workers. \$400,000 will be allocated immediately and the remaining \$550,000 is to be drawn down on July 1st.

WIB Action: On a motion by Joe Pelaez and seconded by Chris Paige, the WIB accepted NCCC's Economic Recovery Request grant application as submitted and authorized the Executive Director to finalize the award. *Motion Carried.*

Governing Board Action: On a motion by Tracey Quarne and seconded by Roger Abe, the Governing Board accepted NCCC's Economic Recovery Request grant application as submitted and authorized the Executive Director to finalize the award. *Motion Carried.*

WIB MEMBERSHIP STATUS REPORT

Board Recertification: Francene Kennedy commented that the WIB passed the board recertification process and has been conditionally recertified by the State. The Board currently lacks business representatives from all five counties and one labor representative. The WIB has until 2010 to seat a full composition of the Board.

Reaffirm Bylaws Provision on Meeting Attendance: WIB Bylaws Article III, Section 5 states, "...Absence at three (3) consecutive regular meetings, and/or more than one-half (½) of the regular meetings in any one year shall result in that position being declared vacant by the WIB, without the need for resignation or removal for cause." WIB members' meeting attendance over the last three years was reviewed.

Removal/Resignation of Members: Martha Steward, Catherine Madsack and Rod Soeth have either missed more than one-half or have not attended any Board meetings over the past three year period. Martha Steward submitted a letter of resignation in response to an inquiry from NCCC to those three individuals regarding their membership status.

WIB Action: On a motion by Gary Lewis and seconded by Joe Pelaez, the WIB accepted Martha Steward's resignation from the WIB. *Motion Carried.*

Governing Board Action: On a motion by Tracey Quarne and seconded by Tom Indrieri, the WIB accepted Martha Steward's resignation from the WIB. *Motion Carried.*

Rod Soeth's and Catherine Madsack's positions on the WIB were declared vacant per Article III, Section 5 of the WIB Bylaws. Thank you letters will be mailed to Rod and Catherine thanking them for their interest.

Ron Campbell, Ralph Newlin, Joe Pelaez and Doug Sloan were recognized for their perfect meeting attendance.

YOUTH UPDATE

Lettie Seaver commented that as lead staff to the Youth Council she was tasked with re-establishing the Youth Council membership. Current Council members include Randy Page, Bill Padgett and Tracey Quarne. The Youth Council assists in the oversight and guidance of youth program services, which this year will include a summer youth employment program. After attending a Youth Conference recently, Lettie Seaver found that NCCC is in a very good position to implement this year's summer youth program.

COMMITTEE REPORTS

Committees: The Boards' committee structure was discussed. The WIB and Governing Board will have two standing committees – the Finance Committee and the Youth Council. The Board Development and Evaluation Committees are inactive at this time. The Boards may decide to combine both committees into one or consider other options at a later time.

Youth Council: Youth Council Interim Chair Randy Page presented the Council's recommendation to appoint the following individuals to the Youth Council: David Darling, Jami Marros, Christine Odom, Jan McMillan, Linda Joseph, Patti Clary, Sheila Moore, Rinky Basi, Karen Peters, Maria Moreno, and Pam Tellez.

WIB Action: On a motion by Gary Lewis and seconded by Tom Walther, the WIB approved the Youth Council's recommendation and made the membership appointments to the Council as presented. *Motion Carried.*

Governing Board Action: On a motion by Tracey Quarne and seconded by Tom Indrieri, the Governing Board approved the Youth Council's recommendation and made the membership appointments to the Council as presented. *Motion Carried.*

The Youth Council is working on scheduling a meeting date to discuss strategies on the use of Stimulus youth funding and implementation of the summer youth program. Randy Page encouraged any board members interested in serving on the Youth Council to attend that meeting.

Finance Committee: Nancy Crooks stated that the Finance Committee is also being reorganized. Current members include: Doug Sloan, Ron Campbell, Rich Gabel, Joe Pelaez, Henry Sanchez and Larry Munger. Two Committee seats are open for any board members interested in serving on the committee. With the Stimulus funds forthcoming, a strong committee must be established to provide guidance in ensuring these funds are used effectively. The Finance Committee is scheduled to meet on March 5th at 3:00 pm to discuss the direction of the Committee and elect a Committee Chair. Ben Felt and Diana Barry requested to serve on the Committee.

FISCAL REPORT

Nancy Crooks reviewed NCCC's formula and grant funding status. A correction was noted on the report; the 3rd formula funding source should be Dislocated Worker instead of Disability Navigator. Formula funding for this program year amounted \$5.5 million. NCCC was recently awarded \$950,000 in Economic Recovery funds and \$65,000 in Disability Navigator funds. Nancy Crooks added that NCCC is currently going through its annual internal audit. Staff is also reviewing our service provider/operator contract to modify audit rights and requirements language to be consistent with federal and state procedures. Chris Paige noted that he would be willing to work informally on Stimulus linkages if a committee should be formed for that purpose.

NCCC PERFORMANCE OVERVIEW

Cindy Newton reported on program performance outcomes for the second quarter. Number of participants served tripled over last program year due to the implementation of integrated service

delivery where now every individual seeking services is enrolled in the program. Outcomes for the CalGRIP, Construction Talent, STARRS, Auto Tech and Nursing projects were also reviewed. No areas of concern were noted at this time. Cindy Newton commended One Stop staff for their hard work.

Ric Teagarden commented that many teachers in our local area will be receiving layoff notices and he asked if coordinated Rapid Response type services are available to teachers or government workers who are facing potential layoff. Cheryl Riley, NCCC's Rapid Response Coordinator, will address this issue with the One Stop Directors and NCCC's Rapid Response Team.

ONE STOP DIRECTORS' REPORTS

NCCC One Stop Directors gave brief presentations on current program and training activities at their local One Stops.

Sutter One Stop: ROP courses – numerous medical and office courses; integrated service delivery going well; networking partners include Yuba-Sutter EDC, Yuba-Sutter Business Consortium, SBDC, Yuba-Sutter Healthcare Council, Yuba College, Tri-County ROP, Sutter Co. Sheriff's Dept., Northern CA Rapid Response Roundtable, EDD, NCCC, Chamber of Commerce, staffing agencies, Army National Guard, Cambridge College and Yuba County EDC.

Colusa One Stop: BEST (Blood, Energy, Sweat and Talent) Health Project, a combination classroom training/work experience project in the healthcare industry. The project involves over 19 partner agencies including Colusa Regional Medical Center and Pierce, Colusa and Williams High Schools.

Lake One Stop: Updating and conducting various workshops and recently opened the computer lab; CalGRIP project doing well; doing a customer satisfaction survey.

Glenn One Stop: Housing and Energy Program training opportunities; Reality USA project; BustNOOut.com website, a good information resource for all youth including foster youth.

Yuba One Stop: CNA and Office Technology courses; financial workshops; sponsoring the Chamber of Commerce Business Connection breakfast on March 27th; Rapid Response activities – 2 businesses; sponsoring along with Yuba-Sutter Business Consortium and Yuba-Sutter EDC, a presentation by Patricia Fripp on “Getting, Keeping, and Deserving Your Customers” on March 25th; YouthBuild and Conservation Corps programs doing well.

RAPID RESPONSE UPDATE

Cheryl Riley shared information she learned at the California Economic Stimulus Summary she had just attended. Cheryl also reported that the Northern California Rapid Response Roundtable held their second meeting earlier this month and will be working on developing regional Rapid Response strategies.

EDD UPDATE

Diana Barry reported that employment services were awarded Wagner-Peyser funds in the amount of \$400 million nationwide with \$250 million of that to be dedicated to dislocated workers. Funding allocation and guidance on use of these funds is pending. Diana also mentioned that she has submitted requests to hire additional staff at the Marysville EDD office.

OTHER BUSINESS

The next WIB/Governing Board meeting is scheduled to be held on May 21st in Colusa.

There were no other matters brought before the WIB or the Governing Board.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:02 p.m.

ATTEST:

Larry Munger, Chairperson
Governing Board

Doug Sloan, Chairperson
Workforce Investment Board

APPROVED ON: _____

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