

**BOARD ACTION FOR 2009 LAKE COUNTY REQUEST FOR PROPOSAL**

**APPROVED**  
**NCCC**  
**WIB AND GOVERNING BOARD**  
**MINUTES**

**May 14, 2009**

The North Central Counties Consortium WIB and Governing Board met on the above date at 2:55 p.m. at the Colusa Casino Resort in Colusa.

**ROLL CALL**

**Governing Board Members Present**

Roger Abe	Tom Indrieri	Tracey Quarne
Carol Huchingson	Larry Munger	

**Governing Board Members Absent**

None

**Workforce Investment Board Members Present**

Diana Barry	Mickey Harrington	Joe Pelaez
Ron Campbell	Paul Mendoza	Don Schrader
David Darling	Selenia Moseley	Doug Sloan
Ben Felt	Suzanne Nobles	Ric Teagarden
Rich Gabel	Dan Obermeyer	Tom Walther
Armando Guerrero		

**Workforce Investment Board Members Absent**

Ben Bhangu	Ralph Newlin	Chris Paige
John Coots	Bill Padgett	Scharlene Reid
Gary Lewis	Randy Page	Henry Sanchez

**WELCOME AND INTRODUCTIONS**

Francene Kennedy welcomed everyone and introduced members of the audience.

**REPORT OUT ON EARLIER GOVERNING BOARD MEETING**

*New Officers:* Roger Abe was introduced as a Yuba County's representative on the Governing Board. The Governing Board voted to retain the current officers for another term – Larry Munger as Chair and Tracey Quarne as Vice Chair through June 30, 2010.

New WIB Appointments: The Governing Board appointed Don Schrader and reappointed Rich Gabel to business seats on the WIB representing Yuba County.

Lake RFP (Conditions for Approval): The Governing Board has conditionally awarded the RFP for the operation and management of the Lake County One Stop Center in Lakeport to the Lake One Stop Inc. non profit entity. Two proposals were received in response to the RFP – Lake One Stop Inc. and the Lake County Department of Social Services. Tracey Quarne noted that the Lake One Stop non-profit proposal attained the higher score. Specific recommendations were identified to be met prior to the final awarding of the contract. It was noted that Carol Huchingson abstained from discussing or voting on any action relating to the RFP process.

The specific conditions identified and accepted by the Governing Board in awarding the bid to Lake County One Stop Inc. are:

- 1) Negotiate the contract to secure a full acting non profit board to include a Chair and public and private membership;
- 2) A **qualified permanent** Executive Director or CEO must be identified by the Lake One Stop Inc. with evidence of an employment contract included by June 15, 2009; *(As clarified by the Governing Board with concurrence by the WIB Chair on June 8, 2009)*
- 3) The Lake One Stop Inc. must identify with appropriate paperwork an adopted healthcare plan and an adopted retirement program for their employees by June 15, 2009;
- 4) The Lake One Stop Inc., must ensure all employees are transferred under the non profit entity as the employer of record and ensure all employee payroll and benefit procedures are in place effective June 15, 2009; and
- 5) Any other conditions previously outlined by NCCC Executive Director Kennedy must be finalized by June 15, 2009. *(Clarified by the Governing Board with concurrence by the WIB Chair on June 8, 2009)*

**Failure of the Lake One Stop Inc.** to comply with these conditions by June 15, 2009 will automatically **terminate** the award of the contract **to them and will** trigger **negotiations with** the second bidder – Lake County Department of Social Services. *Motion Carried.* *(As clarified by the Governing Board with concurrence by the WIB Chair on June 8, 2009)*

Discussion ensued among the membership. The question was posed whether these conditions were achievable. The response was in the affirmative. This issue has been in discussion for over six months with Lake One Stop Inc. It was emphasized that if Lake One Stop Inc. fails to comply with these conditions by June 15<sup>th</sup>, the second bidder if awarded after negotiations must be ready to deliver program services by July 1<sup>st</sup>. Action would give the NCCC Executive Director the authority to negotiate the contract with these conditions in consultation with NCCC's legal counsel and NCCC's WIA consultant John Chamberlin. Francene Kennedy noted that Mr. Chamberlin will negotiate all of NCCC's future contracts as well. Francene stated that she has notified a Lake One Stop Inc. board member of the conditions associated with the awarding of the contract.

## **LAKE RFP RECOMMENDATIONS, CONDITIONS AND APPROVAL**

**Governing Board Action:** On a motion by Tracey Quarne and seconded by Roger Abe, the Governing Board presented to the WIB for their consideration their action taken earlier relating to the conditional awarding of the RFP for the operation and management of the Lake County One Stop Center in Lakeport to the Lake One Stop Inc. non profit entity. *Motion Carried.* Carol Huchingson abstained.

WIB Chair Doug Sloan recused himself and abstained from discussing or voting on any action relating to the RFP process and asked Vice Chair Joe Pelaez to carry this agenda item forward.

**WIB Action:** On a motion by Mickey Harrington and seconded by Paul Mendoza, the WIB accepted the action taken by the Governing Board relating to the conditional awarding of the RFP for the operation and management of the Lake County One Stop Center in Lakeport to the Lake One Stop Inc. non profit entity as previously delineated. *Motion Carried.* Doug Sloan abstained.

## **PUBLIC COMMENT**

There were no comments from the public.

## **APPROVAL OF MINUTES – FEBRUARY 19, 2009 MEETINGS**

**WIB Action:** On a motion by Dan Obermeyer and seconded by Rich Gabel, the WIB approved the minutes of the February 19, 2009 meeting as submitted. *Motion Carried.*

**Governing Board Action:** On a motion by Roger Abe and seconded by Tom Indrieri, the Governing Board approved the minutes of the February 19, 2009 meetings as submitted. *Motion Carried.*

## **DIRECTOR'S REPORT**

**Letter from the Governor & UI Figures:** Francene Kennedy shared a letter from Governor Schwarzenegger to local elected officials in which he encourages partnerships with WIBs and LWIA Directors in efforts to maximize job training funds in the most effective manner. Current unemployment rate information was also distributed.

**Stimulus Projects Update:** Over \$5 million was allocated to NCCC for Adult, Dislocated Worker, Youth and Rapid Response combined. Funds have been allocated to our local providers as well as retaining some at the administrative level for projects that include a Green Corp Grant, Allied Health, Weatherization and a community murals project. Rinky Basi mentioned that work on a summer youth community mural project will begin June 15<sup>th</sup>; the Gold Sox ballpark has been identified as a mural site and two more sites are being considered in the Yuba-Sutter area.

**Community College Partnership:** NCCC contractor Rob Gamble commented on the Allied Health training opportunities that are being developed in association with Yuba and Butte Colleges that may include surgical technician, dental and x-ray technician. A distance learning

component will be addressed in certain courses, which will help with the difficult transportation issue faced by Colusa County residents.

*DOL/ETA Technical Assistance Visit:* DOL recently visited NCCC and found that our LWIA was well prepared to receive the Stimulus funding.

*WIB Membership Status Report:* There are currently seven membership vacancies on the WIB; one Labor seat, one seat to represent Veterans Workforce Investment Programs and Business seats from Colusa, Glenn and Lake Counties.

*WIB/Stimulus PowerPoint:* A WIB/Stimulus PowerPoint slideshow would be presented during the break.

*Labor Agency/Yuba College Workshop:* On June 10<sup>th</sup> an Industry of Clusters Workshop will be held at Yuba College to demonstrate how data is formulated and used for economic development, workforce and education purposes. Everyone was encouraged to attend.

*Professional Services Providers/Partners:* NCCC has contracted with three professional service providers – Rob Gamble, Growth Sector and John Chamberlin – who will assist NCCC with the Allied Health and Green Corp projects, and WIA contracts and procurement respectively.

*Special Presentation:* On behalf of the WIB and the Governing Board, Francene Kennedy, Doug Sloan and Larry Munger presented an award of appreciation to retiring Yuba College President Paul Mendoza for his years of membership on the WIB. Mr. Mendoza was recognized for his work, contributions, and support of our organization. Mr. Mendoza expressed his heartfelt gratitude to the membership.

Doug Sloan shared information he learned while attending last month's CWA Spring Conference in San Diego.

## **ANNUAL ELECTION OF OFFICERS**

*WIB Action:* Dan Obermeyer nominated Doug Sloan for WIB Chair with a second from Rich Gabel. There being no further nominations from the floor, nominations for Chair were closed.

*Motion Carried.* Rich Gabel nominated Joe Pelaez with a second from Don Schrader. There being no further nominations from the floor, nominations for Vice Chair were closed. *Motion Carried.* The WIB re-elected Doug Sloan and Joe Pelaez as Chair and Vice Chair for another term through June 30, 2010.

## **APPROVAL OF CODE OF CONDUCT AND PROCUREMENT POLICIES**

The WIB and Governing Board considered revised NCCC Code of Conduct and Procurement policies. The following minor revisions were proposed for the Code of Conduct:

- 1) Item IV.C, 1<sup>st</sup> sentence: change the word "significant" to "any".
- 2) Item IV.C, 2<sup>nd</sup> sentence: change the word "supervisor" to "employer" in both occurrences.

- 3) Item IV.E, 1<sup>st</sup> sentence: add "...in their official conduct" to the end of the sentence.
- 4) Item IV.E, 3<sup>rd</sup> sentence: add "...as to whether accepting a gift in any amount is appropriate" to the end of the sentence.
- 5) Item V.A, 1<sup>st</sup> sentence: switch the words "individual" and "official's" around to read, "If an official's individual..."

**WIB Action:** On a motion by Don Schrader and seconded by Rich Gabel, the WIB adopted NCCC's Code of Conduct and Procurement policies as revised. *Motion Carried.*

**Governing Board Action:** On a motion by Tracey Quarne and seconded by Carol Huchingson, the Governing Board adopted NCCC's Code of Conduct and Procurement policies as revised. *Motion Carried.*

### **APPROVAL OF COLLECTIVE ACTION ITEMS**

WIA legislation allows the NCCC WIB and Governing Board to jointly designate One Stop operators in accordance with an agreement reached with a consortium of entities that at a minimum includes three or more of the One Stop partners. This legislation also allows the designated operator to directly deliver adult and dislocated worker services in lieu of using a competitively selected provider. Francene Kennedy stated that in efforts to timely have all program services procured and designated appropriately, it is recommended that the WIB and Governing Board consider the following action:

- Designate operator consortia for the current year (PY 2008) for each of the five NCCC counties.
- Designate operator consortia for Colusa, Glenn, Sutter and Yuba Counties for PY 2009. The designation action is unnecessary for PY 2009 for Lake County since the operator is being competitively selected for the upcoming year.
- Authorize NCCC staff to enter into agreements with the designated operators for PY 2008 and 2009 for operator functions including, but not limited to, the delivery of adult and dislocated worker core and intensive services. Such services may be funded by regular, formula funds or by the ARRA.

**WIB Action:** On a motion by Don Schrader and seconded by Rich Gabel, the WIB designated NCCC's current One Stop operators and authorized the delivery of program services as recommended. *Motion Carried.*

**Governing Board Action:** On a motion by Tracey Quarne and seconded by Tom Indrieri, the Governing Board designated NCCC's current One Stop operators and authorized the delivery of program services as recommended. *Motion Carried.*

### **AUTHORIZE THE "SOLE SOURCING" OF CURRENT YOUTH PROVIDERS THROUGH SEPTEMBER 30, 2009 PER POLICY FOR PURPOSE OF ENACTING RECOVERY ACT SUMMER YOUTH PROGRAM IMMEDIATELY AND EFFECTIVELY**

**WIB Action:** On a motion by Dan Obermeyer and seconded by Don Schrader, the WIB authorized the “sole sourcing” of current youth providers through September 30, 2009 per policy for purpose of enacting Recovery Act Summer Youth Program immediately and effectively.

*Motion Carried.*

**Governing Board Action:** On a motion by Tracey Quarne and seconded by Tom Indrieri, the Governing Board authorized the “sole sourcing” of current youth providers through September 30, 2009 per policy for purpose of enacting Recovery Act Summer Youth Program immediately and effectively. *Motion Carried.*

**AUTHORIZE NCCC STAFF TO COMPETITIVELY PROCURE ALL WIA YOUTH SERVICES IN COLUSA, GLENN, SUTTER AND YUBA COUNTIES, INCLUDING REGULAR FORMULA FUNDS AND ARRA YOUTH FUNDS, EFFECTIVE OCTOBER 1, 2009. UPWARD BOUND INCLUDED**

A draft timeline was handed out reflecting the proposed RFP process for the procurement of youth services providers effective October 1, 2009.

**WIB Action:** On a motion by Dan Obermeyer and seconded by Joe Pelaez, the WIB authorized NCCC staff to competitively procure all WIA youth services in Colusa, Glenn, Sutter and Yuba Counties, including regular formula funds and ARRA youth funds, effective October 1, 2009. Upward Bound included. *Motion Carried.*

**Governing Board Action:** On a motion by Tom Indrieri and seconded by Roger Abe, the Governing Board authorized NCCC staff to competitively procure all WIA youth services in Colusa, Glenn, Sutter and Yuba Counties, including regular formula funds and ARRA youth funds, effective October 1, 2009. Upward Bound included. *Motion Carried.*

**DIRECT NCCC STAFF TO COMPETITIVELY PROCURE OPERATORS FOR WIA ADULT AND DISLOCATED WORKER SERVICES, AND WIA YOUTH SERVICES FOR PY 2010 THROUGHOUT ALL FIVE NCCC COUNTIES**

**WIB Action:** On a motion by Rich Gabel and seconded by Ben Felt, the WIB directed NCCC staff to competitively procure operators for WIA adult and dislocated worker services, and WIA youth services for PY 2010 throughout all five NCCC counties. *Motion Carried.*

**Governing Board Action:** On a motion by Carol Huchingson and seconded by Roger Abe, the Governing Board directed NCCC staff to competitively procure operators for WIA adult and dislocated worker services, and WIA youth services for PY 2010 throughout all five NCCC counties. *Motion Carried.*

**BREAK – WIB/STIMULUS POWERPOINT SLIDESHOW WITH HANDOUTS**

**YOUTH COUNCIL REPORT**

Lettie Seaver reported on the discussions and recommendations made at the Youth Council meeting held earlier today. The Youth Council recommended the appointment of Nancy Cook, Executive Director of Sutter-Yuba Friday Night Live, to the Youth Council.

**WIB Action:** On a motion by Tom Walther and seconded by Don Schrader, the WIB accepted the Youth Council's recommendation and appointed Nancy Cook to the Council as presented. Motion Carried.

**Governing Board Action:** On a motion by Tom Indrieri and seconded by Roger Abe, the Governing Board accepted the Youth Council's recommendation and appointed Nancy Cook to the Council as presented. Motion Carried.

The Youth Council elected Randy Page as Chair and Bill Padgett as Vice Chair of the Council for the term July 1, 2009 through June 30, 2010. Additionally, the youth service providers gave brief updates on their respective Recovery Act Summer Youth Programs.

### **FINANCE COMMITTEE REPORT**

Nancy Crooks reported that the Finance Committee had met twice since the last Board meeting; contracts and committee structure were addressed at their March 3<sup>rd</sup> meeting, and fiscal information and committee goals were discussed on April 28<sup>th</sup>. The Committee's next meeting may be sometime in June or July.

### **FISCAL REPORT**

**Funding Levels Update:** Nancy Crooks reviewed NCCC's formula and grant funding status for the 2009/2010 program year. There was a slight decrease from the current year's funding in Adult and Youth but a \$361,921 increase in Dislocated Worker which brings an overall formula increase of \$246,382 over the current year's funding. Nancy added that the CalGRIP and Construction Talent grants will end March 31, 2010; and the STARRS and the Economic Recovery Act (ARRA) funds have been allocated to the service providers.

**PY 2009/2010 NCCC Administrative Entity, Administrative ARRA, and WIB/Governing Board Budgets:** Nancy Crooks presented the proposed NCCC Administrative Entity, Administrative ARRA and WIB/Governing Board budgets for PY 2009/2010. The proposed Administrative Entity budget reflects a slight decrease from the PY 2008/2009 approved budget due to cost savings in wages and completion of a retiree benefit obligation.

**WIB Action:** On a motion by Tom Walther and seconded by Don Schrader, the WIB accepted the PY 2009/2010 NCCC Administrative Entity, Administrative ARRA, and WIB/Governing Board budgets as presented. Motion Carried.

**Governing Board Action:** On a motion by Tracey Quarne and seconded by Roger Abe, the Governing Board accepted the PY 2009/2010 NCCC Administrative Entity, Administrative ARRA, and WIB/Governing Board budgets as presented. Motion Carried.

### **RAPID RESPONSE UPDATE**

Cheryl Riley stated that 2,800 layoffs were reported by NCCC One Stops during the period April 2008-March 2009. This figure is used in generating a portion of NCCC's formula rapid response allocation. Cheryl Riley commented that the regional Rapid Response Roundtable is going well.

About 30 individuals from the 7 Northern California LWIAs will attend the annual Rapid Response Conference in San Jose later this month. Currently, the Roundtable is working on developing a standard employee orientation binder that will be used by all Roundtable LWIAs. It was noted that NCCC will also be directing rapid response funds to assist with layoff aversion activities.

## **NCCC PERFORMANCE OVERVIEW**

No questions or areas of concern were expressed related to program performance outcomes for the third quarter.

## **ONE STOP CENTER/PARTNER UPDATES**

NCCC One Stop Centers, Upward Bound and EDD gave brief presentations on their current training and program activities. Program participants from the Sutter, Glenn and Yuba One Stops gave testimonials about their WIA program experiences and the job and life skills gained as a result of their participation.

*Sutter One Stop:* 250 youth have been enrolled so far in the summer youth program; sponsoring a small business development rescue course entitled Urgent Impact Class for about 20 businesses in association with Yuba-Sutter EDC; new LVN and RN courses to begin in June and July; ongoing phlebotomy certification program; sponsored an Administrative Assistants Workshop on April 25<sup>th</sup>; continuing to strengthen partnerships with Yuba-Sutter EDC, Yuba-Sutter Business Consortium, SBDC, Yuba-Sutter Healthcare Council, Yuba College, Fremont-Rideout and Colusa Regional Medical Center.

*Colusa One Stop:* Update on the BEST (Blood, Energy, Sweat and Talent) Health Project, a combination classroom training/work experience project in the healthcare industry – 3 sessions have been held in Pierce, Colusa and Williams high schools with 25 students having completed the 20-hour course. Those who have completed the course and qualify for WIA will be participating in the summer youth program and placed at the Colusa Regional Medical Center and various other healthcare sites. This course will continue in the fall and will be offered at Maxwell High School as well. The One Stop also plans to provide this course to adult and out-of-school participants.

*Lake One Stop:* 901 adult and dislocated workers have been enrolled since July 1<sup>st</sup>, 200 of those in intensive services. Approximately 100 youth are targeted for the summer youth program; worksites with the County, Cities of Clearlake and Lakeport, and private businesses have been identified. Also, two adult program staff members go out in the community and canvas the businesses informing them of the programs and services available to them at the One Stop.

*Glenn One Stop:* 125 youth have been enrolled in the summer youth program, which will include five different crews working throughout the county on weatherization, media, and entrepreneurial/ hospitality projects; over 200 youth participated in the Reality USA event; 23 of 26 Talent Transfer participants will be employed around an average wage of \$16/hour; looking at developing job creation activities in the green industries.

Yuba One Stop: 160 youth enrolled in the summer youth program; working on projects with Yuba College and with Colusa and Sutter One Stops on the mural projects.

Upward Bound: Planning to serve between 55-60 WIA eligible students with ARRA funds; partnering with the City of Chico in developing the City's sustainability website; collaborating with a community agency that focuses on sustainable agriculture and solar energy; a career fair will be held July 15<sup>th</sup> with a sustainability focus as well.

EDD: Additional staff has been hired at the Susanville and Marysville offices with 2 pending hires in Lake and Butte counties; increasing dislocated worker workshops; serving youth in the Youth Employment Opportunity Program; assisting clients in filing their UI claims.

### **OTHER BUSINESS**

Lettie Seaver commented that NCCC is collaborating with Yuba College on a program where youth participating in the summer youth program can also earn college credit by taking Yuba College work experience classes coupled with academic enrichment classes. Classroom time can be done via the internet or teleconferencing. This pilot program will involve work experience programs in Colusa, Yuba, Sutter and hopefully Lake. Francene Kennedy thanked Beatriz Espinoza from Yuba College for her help and support in this effort. It was noted that Butte College is interesting in implementing a similar program to serve youth in Glenn County.

Francene Kennedy announced that NCCC is a co-applicant with the Sacramento Employment Training Agency on the Community Green Corp Forum grant. Green industry experts and community leaders are on board for the project along with Yuba College.

The proposal document that was used in the Lake County RFP was handed out to the members for their feedback and suggestions as NCCC prepares to develop the proposal package for the upcoming RFP process.

The last two WIB/Governing Board meetings this year will be held on September 10<sup>th</sup> and December 10<sup>th</sup> in the Yuba-Sutter area; future board meetings will be scheduled quarterly at the end of each quarter.

Tracey Quarne invited everyone to Orland's centennial celebration on Labor Day weekend and suggested the One Stops might like to collaborate on a booth at the event.

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

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:58 p.m.

**ATTEST:**

\_\_\_\_\_  
Larry Munger, Chairperson  
Governing Board

**APPROVED ON:** \_\_\_\_\_

\_\_\_\_\_  
Doug Sloan, Chairperson  
Workforce Investment Board

**APPROVED ON:** \_\_\_\_\_