

APPROVED
NCCC
WIB AND GOVERNING BOARD
MINUTES

September 17, 2009

The North Central Counties Consortium WIB and Governing Board met on the above date at 11:00 a.m. at The Refuge Restaurant in Yuba City.

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	Selenia Moseley	Joe Pelaez
Ron Campbell	Suzanne Nobles	Henry Sanchez
David Darling	Ralph Newlin	Don Schrader
Beatriz Espinoza	Dan Obermeyer	Doug Sloan
Ben Felt	Bill Padgett	Ric Teagarden
Rich Gabel	Randy Page	Tom Walther
Armando Guerrero	Chris Paige	

Workforce Investment Board Members Absent

Ben Bhangu	John Coots	Gary Lewis
Andre Carrao	Mickey Harrington	Scharlene Reid

WELCOME AND INTRODUCTIONS

Francene Kennedy welcomed everyone to the meeting and commented on this year's successful summer youth program. Ms. Kennedy recognized service provider youth program staff for their exceptional work in this summer's program. Ms. Kennedy acknowledged Lettie Seaver and Cindy Newton of NCCC for their efforts as well. Ms Seaver commended One Stop and service provider youth staff for their work, dedication and creativity. Over 300 worksites were developed and over 1000 youth were served in this summer's program.

SUMMER YOUTH PROGRAM AWARDS PRESENTATION

Larry Munger and Doug Sloan presented awards to the following participants in recognition of their outstanding achievements in NCCC's 2009 Summer Youth Program:

Service Provider	Summer Youth Program Star Performers
Colusa County One Stop	Erica M. Anchante; Joseph A. Quintana
Glenn Co. Human Resource Agency	Citlally Esquivel; Gerardo Rincon, Jr.
Lake County One Stop	Danny Hammer, Sunny McFall
Sutter County One Stop	Javely Avelar; Karalyn Kirkpatrick
Yuba County One Stop	Raman Kaur; Lacy Eudy
CSUC Upward Bound	Yee Xiong; Di' Andrea Johnson

The case managers provided brief profiles of their respective participants and commented on their program participation. The honored star performers expressed their appreciation and heartfelt gratitude to the WIB, the Governing Board and One Stop staff.

YUBA COLLEGE PRESENTATION: PARTNERSHIPS AND OPPORTUNITIES

Beatriz Espinoza, Vice Chancellor of Educational Planning and Services at Yuba College, gave a presentation about the improved partnership between NCCC and the Yuba Community College District to deliver education and training for people in our service areas. Dr. Espinoza stated that a meeting that was held in April to discuss gaps in education, training, employment readiness and client needs resulted in the need to focus and strengthen delivery of services in five areas: Allied Health/Nursing; Teacher Education; Weatherization/Green Technology; Welding Technologies; and Work Experience. She spoke about the efforts that are being made toward enhancing these career pathways. Dr. Espinoza commented on the advantages of working together and the challenges that have been overcome. She concluded by saying that she's pleased about the opportunities this partnership can bring and she looks forward to continuing the interaction and dialogue with NCCC and the One Stops.

PUBLIC COMMENT

There were no comments from the public.

DIRECTOR'S REPORT

Past Year Review: Francene Kennedy reviewed some of the issues that were addressed during her first year as NCCC's Executive Director. Ms. Kennedy commented on the challenges that were faced in the implementation of the ARRA funding and the resulting success of the summer youth program. She thanked EDD Regional Advisor Linda Beattie for her guidance and technical assistance provided to NCCC. Overall, Ms. Kennedy said there was never a decision

made that was not in the best interest of NCCC and its partners and our role as a public organization. She was hopeful that NCCC is moving toward becoming an even better organization while continuing to serve, secure and advance our place in the national, state and local system. Ms. Kennedy expressed her appreciation to the membership for their patience and support this past year.

Projects, Contracts and Partnerships: Francene Kennedy reviewed NCCC's projects and activities of the past year.

- NCCC was awarded a Construction Talent Transfer grant in the amount of \$ 450,000.
- NCCC was awarded a New Start grant for \$64,000 to serve parolees in our service area.
- NCCC was awarded two Green Corps grants that will serve all five counties; one in partnership with SETA to serve the Yuba/Sutter area, and one in partnership with Shasta Community College to serve the Glenn, Lake and Colusa areas.
- NCCC will continue to support the YouthBuild program model with Yuba County.
- Additional training courses that have been implemented include Dental Assistant with Tri-County ROP and Welding with Yuba College.
- NCCC will assist Sutter North Medical Foundation and Colusa Regional Medical Center pursue Employment Training Panel (ETP) funding for incumbent worker training in healthcare and advancement of skill sets.
- NCCC will continue to strengthen partnerships with YSEDC, City of Yuba City, City of Live Oak, Yuba County, NoRTEC, and CSU Chancellor's Office.

WIB APPOINTMENTS

Governing Board Action: On a motion by Roger Abe and seconded by Tom Indrieri, the Governing Board appointed Beatriz Espinoza and Andre Carrao to the WIB as Education and Glenn County Business representatives respectively. *Motion Carried.*

APPROVAL OF MINUTES

Governing Board Action – May 14, June 8, June 19 and July 20, 2009 Meetings: On a motion by Tracey Quarne and seconded by Larry Munger, the Governing Board approved the minutes of the May 14, June 8, June 19 and July 20, 2009 meetings as submitted. *Motion Carried.*

WIB Action – May 14, 2009 Meeting: On a motion by Don Schrader and seconded by Joe Pelaez, the WIB approved the minutes of the May 14, 2009 meeting as submitted. *Motion Carried.*

WIB CHAIR COMMENTARY

Doug Sloan shared that while attending CWA's Meeting of the Minds Conference last week, he attended a session presented by Assistant Secretary of Labor for Employment & Training Administration Jane Oates in which she encouraged WIBs to become more strategic in helping to shape and design the direction of workforce development in the local areas. Mr. Sloan brought back this charge to the members to consider what they can do to make our WIB better. Doug Sloan commented that partnerships are very important and he recognized Bea Espinoza from Yuba College for the stronger relationship that has developed between the College and NCCC.

Mr. Sloan stated that a strategic planning retreat for board members is being planned for early next year.

APPROVAL OF RESOLUTION FOR SETA GREEN CORPS GRANT

WIB Action: On a motion by Don Schrader, seconded by Bill Padgett, the WIB approved a resolution authorizing NCCC's Executive Director to enter into contract with the Sacramento Employment and Training Agency (SETA) and authorized certain positions in NCCC to act on behalf of NCCC with respect to Green Corps Grant related activities. **Motion Carried.**

Governing Board Action: On a motion by Tom Indrieri and seconded by Roger Abe, the Governing Board approved a resolution authorizing NCCC's Executive Director to enter into contract with the Sacramento Employment and Training Agency (SETA) and authorized certain positions in NCCC to act on behalf of NCCC with respect to Green Corps Grant related activities. **Motion Carried.**

ACCEPTANCE OF FY 2007/2008 SINGLE AUDIT REPORT

Kathrine Wright of Tenney & Co. CPAs reviewed NCCC's audit report for the period of July 1, 2007 through June 30, 2008. Ms. Wright said NCCC was again given an unqualified report, which is a good report. There were some findings that have been carried forward from prior years and those items are being addressed. A correction was noted on Page 7 to change the year 2007 to 2008. It was noted that all recommendations have been accepted and implemented. Ms. Wright answered questions from the members, and she thanked the Board and NCCC staff for their cooperation during the audit.

WIB Action: On a motion by Tom Walther and seconded by Randy Page, the Workforce Investment Board accepted the FY 2007/2008 audit report as corrected. **Motion Carried.**

Governing Board Action: On a motion by Tracey Quarne and seconded by Carol Huchingson, the Governing Board accepted the FY 2007/2008 audit report as corrected. **Motion Carried.**

YOUTH COUNCIL REPORT

Randy Page reported on the discussions and recommendations made at the Youth Council meeting held earlier today. Mr. Page commended the staff at the One Stops for their impressive efforts in quickly mobilizing to develop the worksites, projects and other activities in this summer's youth program. Mr. Page said there are a couple of vacant seats on the Youth Council and he invited interested WIB members from the business or CBO sectors to apply. He also asked members to look in their communities for individuals from private non/for profit agencies who work with youth who may be interested in serving on the Council.

New Member Appointment: The Youth Council recommended the appointment of Eric Pomeroy, Tri-County ROP Program Coordinator with the Sutter County Superintendent of Schools, to the Youth Council.

WIB Action: On a motion by Don Schrader and seconded by Chris Paige, the WIB accepted the Youth Council's recommendation and appointed Eric Pomeroy 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 Eric Pomeroy to the Council as presented. *Motion Carried.*

Youth Program RFP Funding Recommendations: Proposals in response to NCCC's RFP to procure WIA youth program operators in Colusa, Glenn, Sutter and Yuba counties were received from the Colusa County One Stop Partnership, the Glenn County Human Resource Agency, the Sutter County One Stop and the Yuba County Office of Education Regional Career Center. All proposals received were from current NCCC youth program operators. As there was no outside competition, the proposals were reviewed by a committee comprised of NCCC administrative staff and all proposals were found to meet the threshold requirements and scored well above the minimum score. Based on staff's review and recommendations, the Youth Council recommended the WIB and Governing Board award Youth program contracts to the four proposing agencies mentioned.

APPROVAL OF YOUTH PROGRAM RFP FUNDING RECOMMENDATIONS FOR GLENN, COLUSA, YUBA AND SUTTER COUNTIES

WIB Action: On a motion by Ralph Newlin and seconded by Joe Pelaez, the WIB accepted the Youth Council's recommendation and approved the awarding of WIA youth program contracts to Colusa County One Stop Partnership, Glenn County Human Resource Agency, Sutter County One Stop and the Yuba County Office of Education Regional Career Center. *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 approved the awarding of WIA youth program contracts to Colusa County One Stop Partnership, Glenn County Human Resource Agency, Sutter County One Stop and the Yuba County Office of Education Regional Career Center. *Motion Carried.*

Beth Robey, Colusa County Health and Human Services Director, thanked the Colusa County One Stop for working with them in the placement of a youth in their Environmental Health division this summer.

ACCEPTANCE OF NON OPERATOR CONTRACT FOR SERVICES

Francene Kennedy addressed the following professional services contracts:

- Career Pathway Development and Implementation – for an amount not to exceed \$45,000
- Workforce Project Development and Oversight – for an amount not to exceed \$45,000
- WIA Technical Consulting Services – for an amount not to exceed \$25,000

Ms. Kennedy stated that policy allows the Executive Director to release solicitations and awards. These are professional service contracts under the small business threshold for the administrative office; however due to their specific scope NCCC used the RFP process to procure these

services. It was noted that the Governing Board was noticed when this RFP was issued. Ms. Kennedy addressed questions from members regarding the contracts. It was suggested that the Boards review NCCC's procurement policies and procedures at the strategic planning retreat being planned for March to ensure members understand all the policies and authority given to the Executive Director, and to determine how the Boards should move forward with regard to procurement processes.

WIB Action: On a motion by Chris Paige and seconded by Henry Sanchez, the WIB accepted and authorized the Executive Director to enter into professional services contracts for Career Pathway Development and Implementation, Workforce Project Development and Oversight, and WIA Technical Consulting Services. Additionally, that clarification and discussion be held on NCCC's policies at the December board meeting. *Motion Carried.*

Governing Board Action: On a motion by Tracey Quarne and seconded by Carol Huchingson, the Governing Board accepted and authorized the Executive Director to enter into professional services contracts for Career Pathway Development and Implementation, Workforce Project Development and Oversight, and WIA Technical Consulting Services. Additionally, that clarification and discussion be held on NCCC's procurement policies at the December board meeting. *Motion Carried.*

ADJUSTMENTS TO AGENDA

The WIB Chair made an adjustment to the agenda and moved action item 22. *Self Sufficient Wage for Employed Workers* for consideration at this time.

SELF SUFFICIENT WAGE FOR EMPLOYED WORKERS

Cindy Newton presented the proposed revisions to the Definition of Self-Sufficiency for Employed Workers policy. Currently, NCCC defines self-sufficiency for an employed worker as either receiving wages that equal \$15.00 per hour for an individual or family income that is above 250% of the federal poverty guidelines. The change being proposed is to exempt healthcare occupations from the self-sufficiency standard. However, a financial need must exist prior to utilization of WIA funding. Discussion was held among the members regarding the hourly wage or family income requirement. It was suggested that the Boards could review this policy during their strategic planning meeting in March.

WIB Action: On a motion by Tom Walther and seconded by Diana Barry, the WIB adopted the revised Definition of Self-Sufficiency for Employed Workers policy as presented. *Motion Carried.* Dan Obermeyer opposed.

Governing Board Action: On a motion by Tracey Quarne and seconded by Carol Huchingson, the Governing Board adopted the revised Definition of Self-Sufficiency for Employed Workers policy as presented. *Motion Carried.*

ECONOMIC DEVELOPMENT PRESENTATIONS

Industry Clusters & Economic Overview: Dr. Ed Kawahara, PhD, Principal Consultant with the Economic Strategy Panel, California Labor and Workforce Development Agency, gave an

overview on how the Economic Strategy Panel studies the changes in California economy by looking at the economic base and industry clusters in the state's nine economic regions. Dr. Kawahara handed out the *Industry Clusters of Opportunity User Guide* and he also provided an economic and demographic profile of NCCC's five county area. The User Guide, information on California's regional economies and additional economic and labor market information is available on the California Economic Strategy Panel's website at: www.labor.ca.gov/panel/.

Business Resource Guide: Brynda Stranix of the Yuba-Sutter Economic Development Corporation stated the EDC recently launched the BEAR (Business, Expansion and Retention) Essentials program and have been holding business resource outreach seminars. Ms. Stranix presented the Yuba-Sutter Business Resource Guide that includes 11 business resource agencies in the Yuba-Sutter area. Additional copies of the guide are available.

Francene Kennedy commented that NCCC continues to work with other area EDC agencies on economic development activities including the Yuba County Economic Development and Chico State Center for Economic Development.

FINANCE COMMITTEE REPORT

Ben Felt reported on the Finance Committee meeting held on September 3rd. The Committee received an update on the Youth RFP, discussed the role of the Finance Committee in future RFPs and discussed budget allocations and the basis for those allocations. Service provider budget negotiations will be conducted at the end of September. The Committee also addressed the On-the-Job Training/Individual Training Account (OJT/ITA) Policy, supportive services and follow-up. A Stimulus update was also provided.

FISCAL REPORT

Nancy Crooks reported that service providers have been provided with their 2009/2010 formula allocations including carry-in funds. Ms. Crooks stated that over \$5 million was allocated in formula funds and \$5.9 million in special project funding for a total of \$11.3 million. Budgets will be requested back from the service providers by September 23rd after which the Finance Committee will meet again. Committee and WIB members were invited to attend the budget negotiation meetings if they desired. Ms. Crooks pointed out that the service providers have done very well in spending the funds effectively.

- OJT and ITA Training Funds – \$263,000
- Formula Youth Funds - \$207,000
 - Out of School Youth: 6,000 hours; \$51,000
 - In School Youth: 19,000 hours; \$156,000
- ARRA Funds – \$1.1 million
 - Out of School Youth: 40,000 hours; \$325,000
 - In School Youth: 98,000 hours; \$790,000

Ms. Crooks stated the summer youth program will end on September 30th.

RAPID RESPONSE UPDATE

Cheryl Riley reported on recent business closures and Rapid Response activities. One significant closure in Sutter County is Sierra Vista in Yuba City where more than 50 people will be affected. Konocti Harbor Resort in Lake County issued a WARN notice that it will be closing on November 11th and approximately 559 workers could be affected by that closure. NCCC is coordinating efforts with the Lake One Stop in securing funds to respond to this event. NCCC Consultant Rob Gamble will be assisting staff with various Rapid Response projects that include the Konocti closure, conducting an assessment of NCCC's overall Rapid Response program, and developing a regional layoff aversion strategy.

NCCC PERFORMANCE OVERVIEW

Cindy Newton reported on program performance outcomes for the Adult, Dislocated Worker, Youth programs and special projects for the fourth quarter. Combined number of participants served in the Adult and Dislocated Worker programs has increased significantly over last program year from 1,505 to 5,788, and the Consortium well exceeded performance standards in the Youth program. Outcomes for the CalGRIP, Construction Talent and STARRS projects were also reviewed. Planned numbers were exceeded in CalGRIP and Construction Talent and numbers are within plan in the first quarter of the STARRS project. No areas of concern were noted at this time. Cindy Newton commended One Stop staff for their hard work.

ONE STOP/SERVICE PROVIDER REPORTS

NCCC One Stop Centers, Upward Bound and EDD gave brief presentations on their current training and program activities.

Yuba One Stop: Yuba One Stop Director Patti Clary recognized youth program staff for their outstanding efforts in this summer's program; 215 youth were enrolled and about 80 worksites; 120-150 individuals a day visit the resource room; working with NCCC in Green Corp and Welding projects; launching a video interview workshop; will be doing presentations to the Yuba-Sutter Parole program on services available to them; coordinating efforts with CalWORKS and EDD on Business Services strategies; Business Services Coordinator is very involved in community projects and committees; Marysville Task Force will be recognizing the youth who worked on this summer's mural project.

Colusa One Stop: Colusa One Stop Director Lora Ceccon commented that this summer's program has been the most exciting and rewarding she has experienced in some time. More clients were served, more partnerships were created and funds were expended creatively and efficiently. Ms. Ceccon commended Colusa's youth program staff for their exceptional efforts.

Lake One Stop: New Lake One Stop Director Teddie Pierce reported on recent business services activities. Opened the computer lab; launched an e-news publication that's distributed throughout the county; conducting Quickbooks workshops for business owners; providing data management classes; doing business outreach; working on Konocti closure; 108 youth enrolled in the summer youth program; 2 staff promotions and 1 new hire; local employer contacts; conducting a business needs survey.

Sutter One Stop: Sutter One Stop Director Joe D'Andrea reported on their program activities. 250 youth enrolled in the summer youth program; sponsored a small business development rescue course entitled Urgent Impact Class from August 4th-September 8th; planning continuing on the Live Oak Station project; partnering with Yuba-Sutter EDC on BEAR Essentials project; sponsoring tuitions for Yuba College SBDC classes; planning continues with City of Yuba City for a culinary arts training program; 18 students in a dental program; full-time LVN 180-day courses to be completed in June; partnering with Yuba-Sutter Business Journal; collaborating with Yuba College on Green Corp and Welding projects; successful completion of summer youth entrepreneurial program; partnered with Fremont-Rideout on a medical careers forum for 75 high school juniors and seniors.

Glenn One Stop: Glenn County HRA Interim Director Scott Gruendl commented on Glenn's recent activities. 118 youth enrolled in the summer youth program – Youth Employment Service (YES) program collaborative was used to provide skill training to in-school youth, and the Services Toward Empowering People (STEP) program was used for out of school youth; partnering with Shasta College on Green Corps project; will screen and recruit applicants for 16 potential job openings with a large Glenn County employer for a secondary production line; through the WIRED grant, working with city councils from Marysville to Redding to attract additional venture capital to the north valley.

Upward Bound: Sustainability was the emphasis behind this summer's curriculum. The July 15th career fair that focused on sustainable agriculture and solar energy was a success.

EDD: Hired 7 additional employees for an 8 county area; a limited term supervisor hire is pending; worked with Yuba and Sutter Counties with YEOP program; youth participants worked on labor market information project; working on a CalJOBS regional project for identifying green and ARRA funded jobs; performing re-employment assessment interviews; assisting clients with UI claims.

OTHER BUSINESS

Doug Sloan thanked everyone involved in this year's successful summer youth program for their hard work. Mr. Sloan encouraged sending letters to newspaper editors to inform the community of the projects that were funded through our programs.

Ralph Newlin announced that the Colusa County Breast Cancer Awareness Walk will take place on October 10th in Colusa.

The next WIB/Governing Board meeting is scheduled to be held on September 10th at the Yuba County Government Center in Marysville.

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

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:38 p.m.

ATTEST:

Larry Munger, Chairperson
Governing Board

APPROVED ON: _____

Doug Sloan, Chairperson
Workforce Investment Board

APPROVED ON: _____