

**NCCC
GOVERNING BOARD AND
WORKFORCE INVESTMENT BOARD
MINUTES**

November 20, 2008

The North Central Counties Consortium WIB and Governing Board met on the above date at 2:00 p.m. at Colusa Industrial Properties in Colusa. Attendance was noted.

GOVERNING BOARD MEMBERS PRESENT

Carol Huchingson	Larry Munger	Don Schrader
Tom Indrieri	Tracey Quarne	

GOVERNING BOARD MEMBERS ABSENT

None

WORKFORCE INVESTMENT BOARD MEMBERS PRESENT

Diana Barry	Gary Lewis	Randy Page
Ron Campbell	Paul Mendoza	Chris Paige
David Darling	Selenia Moseley	Joe Pelaez
Ben Felt	Suzanne Nobles	Henry Sanchez
Rich Gabel	Ralph Newlin	Doug Sloan
Mickey Harrington	Dan Obermeyer	Ric Teagarden

WORKFORCE INVESTMENT BOARD MEMBERS ABSENT

Ben Bhangu	Catherine Madsack	John Robertson
John Coots	Bill Padgett	Rod Soeth
Armando Guerrero	Sharlene Reid	Martha Steward

OTHERS ATTENDING

Francene Kennedy	Lettie Seaver	Nancy Crooks
Cindy Newton	Cheryl Riley	Stewart Knox
Kathrine Wright	Brian McMahon	Kim Gaghagen
Rinky Basi	Joe D'Andrea	Pam Tellez
Luis Moreno	Lora Ceccon	Sheila Stock
Christine Zoppi	Linda Joseph	Terri Thompson
Patti Clary	Irma Sanchez	David Allee (<i>Correction</i>)

REPORT OUT ON EARLIER GOVERNING BOARD ACTION

WIB Appointments: The Governing Board appointed David Darling as labor representative and John Robertson, Selenia Moseley and Ben Felt as business representatives to the WIB.

WIB Membership Attendance: The Governing Board directed staff to review the meeting attendance record of the WIB, identify those members who have missed several consecutive meetings and inquire if they wish to either continue their membership or resign their position.

Larry Munger announced that in closed session the Governing Board:

- (1) Cancelled the Fort Dearborn Life Insurance Policy for NCCC employees; and
- (2) Took no action regarding pending litigation.

WELCOME AND INTRODUCTIONS

Larry Munger introduced and welcomed new NCCC Executive Director Francene Kennedy.

APPROVAL OF MINUTES - JUNE 19, JULY 28, AUGUST 20, AND SEPTEMBER 9, 2008 MEETINGS

Governing Board Action: On a motion by Tracey Quarne and seconded by Don Schrader, the Governing Board approved the minutes of the June 19, July 28, August 20 and September 9, 2008 meetings as submitted. *Motion Carried.*

WIB Action: On a motion by Dan Obermeyer and seconded by Joe Pelaez, the WIB approved the minutes of the June 19 and July 28, 2008 meetings as submitted. *Motion Carried.*

DIRECTOR'S REPORT

Board Recertification: Francene Kennedy commented that the WIB board recertification process is currently taking place. One of the requirements for the board to be recertified is a 15% labor representation on the board. Word on whether our WIB will be fully or conditionally certified is expected by the next state WIB meeting. It was noted that there are currently 2 business seats vacant on the board; one each from Glenn and Yuba counties

RFP Update: Francene Kennedy requested the Board consider tabling any action on an RFP until next year at this time to allow the One Stops to move through the integrated service delivery model and to reconvene the Finance Committee to efficiently scope the RFP process.

Carol Huchingson requested that NCCC proceed with an RFP for the Lake County program since that has been operating on an interim basis for some time. She noted that on June 19th the Boards approved the Finance Committee's recommendation where in staff shall prepare and issue at its earliest convenience an RFP for provider services. Discussion ensued on whether or not to issue an RFP at this time.

Governing Board Action: On a motion by Tracey Quarne and seconded by Don Schrader, the Governing Board continued the matter of RFP for provider services excepting Lake County. *Motion Carried.*

WIB Action: On a motion by Gary Lewis and seconded by Ralph Newlin, the WIB continued the matter of RFP for providers services excepting Lake County. *Motion Carried.*

New Board Committee Structure: The following Board subcommittees were established:
Finance – to develop RFP, disbursement of funds, review budgets and program expenditures.
Youth Council – an existing committee mandated by WIA.
Board and Business Development – to look at board attendance, representation, and outreach to business and industry.

Board members will be asked to volunteer to serve on a committee. NCCC staff will be assigned to each committee.

2009 Board Meeting Schedule: The 2009 Board meeting schedule was reviewed. It was noted that the meeting schedules for the Governing Board, WIB, Directors and Program Managers are posted on NCCC's website.

ACCEPTANCE OF FY 2006/2007 SINGLE AUDIT REPORT

Kathrine Wright of Tenney & Co. CPAs reviewed NCCC's audit report for the period of July 1, 2006 through June 30, 2007. Ms. Wright said NCCC was again given an unqualified report, which is a good report issued by CPAs. Ms. Wright answered questions from the Board, and she thanked the Board and NCCC staff for their cooperation during the audit.

Governing Board Action: On a motion by Don Schrader and seconded by Tom Indrieri, the Governing Board accepted the FY 2006/2007 audit report as presented. *Motion Carried.*

WIB Action: On a motion by Ric Teagarden and seconded by Rich Gabel, the Workforce Investment Board accepted the FY 2006/2007 audit report as presented. *Motion Carried.*

APPROVAL OF 2008/2009 LOCAL PLAN MODIFICATION

The 2008/2009 Local Plan Modification incorporates SB 293 requirements, new program year funding and participant service levels.

Governing Board Action: On a motion by Tom Indrieri and seconded by Don Schrader, the Governing Board accepted the 2008/2009 Local Plan Modification and authorized the Chairperson to sign the document. *Motion Carried.*

WIB Action: On a motion by Gary Lewis and seconded by Joe Pelaez, the Workforce Investment Board accepted the 2008/2009 Local Plan Modification and authorized the Chairperson to sign the document. *Motion Carried.*

APPROVAL OF JOINT RESOLUTION NO. 08-01

Governing Board Action: On a motion by Don Schrader and seconded by Tom Indrieri, the Governing Board adopted Joint Resolution No. 08-01 reauthorizing Executive Director signature authority. *Motion Carried.*

WIB Action: On a motion by Paul Mendoza and seconded by Joe Pelaez, the Workforce Investment Board adopted Joint Resolution No. 08-01 reauthorizing Executive Director signature authority. *Motion Carried.*

FISCAL REPORT

Nancy Crooks provided an overview of NCCC's grant funding status: The Auto Mechanics and Nurses grants will end 12/31/08, the CalGRIP and Talent Transfer grants are funded through 3/31/10, additional WIRED funds are expected to be allocated, and the STARRS grant will end 1/31/09; a new application will be submitted to the state for consideration. With regard to expenditures, NCCC is currently on target at 32%. Randy Page stated that Tri-County ROP along with Yuba County Office of Education and Yuba City and Lindhurst High Schools will continue the charge of the Auto grant beyond the grant period.

At this time Francene Kennedy welcomed and introduced newly appointed WIB members David Darling, Selenia Moseley and Ben Felt to the board.

GRANT APPLICATIONS STATUS REPORT

Francene Kennedy said that a Consortium grant team will be established to pursue grant funding. The team will be comprised of NCCC staff and an individual designated by the Director of each One Stop.

STARRS: NCCC is working on a draft grant application. The instructions now require that the actual businesses/employers to be served be identified on the application. Lettie Seaver thanked the One Stop Directors and lead staff for their assistance in providing this information.

DOL Partnering Community Based Job Training Grant: A regional grant application is being submitted for \$2 million to be awarded to community and technical colleges and One-Stop Centers to support or engage in a combination of capacity building and training activities for community colleges to train individuals for careers in high-growth/high-demand industries in the local and/or regional economies.

CalGRIP: Since we were awarded funding in the 1st round of applications we are not eligible to apply for the 2nd round. NCCC will apply for the 3rd round of applications.

YouthBuild Program: Yuba County One Stop Director Patti Clary stated that they are currently writing the YouthBuild grant application for program year 2010/2011. The program teaches hard to serve 18-25 year olds a hands-on trade in home construction. Ms. Clary noted that a Yuba-Sutter Community Conservation Corp was also established.

ETHICS TRAINING FOR LOCAL OFFICIALS

Cheryl Riley said that most of the board members have taken the ethics training for local officials with 4 members' certificates still pending. Ethics training is required of local officials under AB 1234 every two years.

RAPID RESPONSE REPORT

Cheryl Riley stated that the initial Northern California Rapid Response Roundtable meeting was held on October 16th. The Roundtable, which consists of six Northern California LWIAs – NCCC, Golden Sierra, Mendocino, Yolo, SETA, NoRTEC and Humboldt, will do regional planning for rapid response services to businesses undergoing layoffs or closures. The next meeting is scheduled for sometime in January.

INTEGRATION OVERVIEW

Lettie Seaver reported on NCCC's integrated service delivery system. She stated that since July 1st over 2000 individuals have been enrolled in the Adult and Dislocated Worker programs. Ms. Seaver said the process is going very well and she thanked the One Stop Directors, lead staff and Terry Thompson and Diana Barry from EDD for their effort.

NCCC PERFORMANCE OVERVIEW

Cindy Newton reported on fourth quarter program performance outcomes for the 2007/2008 program year. Ms Newton noted that NCCC exceeded almost every performance measure with the exception of the Youth Diplomas. Outcomes for the STARRS, TJC Storm, Auto Tech and Nursing projects were also reviewed. No areas of concern were noted at this time.

PRESENTATION

Brian McMahon, Executive Director of the Employment Training Panel (ETP), gave a presentation on how employers, WIBs, EDCs, and other community level organizations can use ETP funds to upgrade the skills of incumbent workers as well as train individuals with skills that will allow them to re-enter the work force. Mr. McMahon mentioned that currently some of ETP's funding allocations are targeted toward initiative related areas such as green technology, nurses training and talent transfer. Priority industries include manufacturing, IT, healthcare, bio-tech, and construction. Mr. McMahon explained ETP's contracting process with WIBs. The Boards engaged in a discussion with input from board members whose organizations have contracted with ETP. The general consensus of the Boards was to proceed in developing a working relationship with ETP.

PUBLIC COMMENT

There were no comments from the public.

The Boards requested that this agenda item be placed towards the top of future agendas.

OTHER BUSINESS

The next WIB/Governing Board meeting is scheduled to be held on February 19th in the Yuba-Sutter area.

Cheryl Riley acknowledged Sutter One Stop Director Joe D’Andrea for spearheading the creation of the Rapid Response Roundtable.

It was noted that the NCCC Administrative Office would be closed the week of Christmas.

Tracey Quarne complimented NCCC Director Francene Kennedy on her first Board meeting.

WIB Chair Doug Sloan commented that he visited the Yuba One Stop yesterday and was very impressed with the amount of activity and the number of people using One Stop services. Doug Sloan also mentioned that he, Larry Munger and Francene Kennedy will be touring the One Stops during the year.

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

ADJOURNMENT

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

ATTEST:

Larry Munger, Chairperson
Governing Board

Doug Sloan, Chairperson
Workforce Investment Board

APPROVED ON: _____

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