



Development of New Employee Handbook/Personnel Policy: The Governing Board is in the process of reviewing a draft of new personnel policies for NCCC employees. The new employee handbook/personnel policy will be presented to the Governing Board for adoption at a later date.

Amendment to the NCCC Joint Powers Agreement: The Governing Board approved an amendment to the language in the NCCC Joint Powers Agreement requiring that each Governing Board member and alternate be a Supervisor of each member county's Board of Supervisors.

Francene Kennedy announced that Teddie Pierce has resigned as Lake County One Stop's Director. NCCC will continue to support Lake One Stop staff and ensure the delivery of WIA program services to Lake County participants. Ms. Kennedy acknowledged Lake One Stop staff for their hard work.

### **PUBLIC COMMENT**

There were no comments from the public.

### **APPROVAL OF MINUTES – SEPTEMBER 17, 2009 MEETING**

**WIB Action:** On a motion by Don Schrader and seconded by Joe Pelaez, the WIB approved the minutes of the September 17, 2009 meeting as submitted. Motion Carried.

### **WIB CHAIR REPORT**

Doug Sloan provided an update on the WIB's membership. Ben Bhangu and Scharlene Reid have resigned, which leaves a Sutter County Business seat vacant and Ms. Reid who represented Title V Older Americans Act programs will be recommending a replacement. Mr. Sloan expressed his appreciation to all board members, One Stop operators and NCCC staff for their participation, dedication and commitment to the WIA programs and services provided to our communities. The Board's two active committees – the Finance Committee and the Youth Council have been working hard in providing support and direction to staff on issues important to the WIB. Mr. Sloan also thanked NCCC consultants John Chamberlin and Rob Gamble for their guidance and assistance. Mr. Sloan asked board members to think about what type of issues they would like to discuss at the Board's strategic planning retreat planned for early next year and to send their thoughts and ideas to him or Francene Kennedy.

### **DIRECTOR'S REPORT**

Special Recognitions: 1) Francene Kennedy announced that Joe D'Andrea would be retiring at the end of this month as Director of the Sutter County One Stop. Ms. Kennedy recognized Mr. D'Andrea for his leadership of the Sutter County One Stop, his work in building relationships with economic development, his contributions and support over the last year. Board Chairs Larry Munger and Doug Sloan presented an award of appreciation to Mr. D'Andrea for his years of service to NCCC and the Governing and Workforce Investment Boards. Mr. D'Andrea expressed his heartfelt gratitude to the WIB, Governing Board, service providers and NCCC staff with who he had the pleasure of working with over the past 5½ years. Ms. Kennedy introduced incoming Sutter County One Stop Director Karen Bowen and welcomed her to our organization.

2) The membership congratulated Ric Teagarden for being recognized with the California Superintendents' Perpetual Leadership Award. 3) Francene Kennedy presented Cindy Newton, Lettie Seaver and Diana Barry with EDD's Certificate of Excellence in Service for NCCC's successful first year as an integrated service delivery model and exemplary service to the community. Ms. Kennedy also recognized the One Stops' staffs for taking on this model and providing integrated services to participants.

Partnerships and Grants Update: Francene Kennedy gave an overview of grant projects currently underway:

- A Welding program with Yuba College and a Dental Assistant program with Marysville Joint Unified School District and Tri-County ROP.
- NCCC submitted a grant application to the State for \$790,000 for auto maintenance and hybrid program at Yuba College. One of the training components of this grant is for incumbent workers to upgrade their skills in hybrid first responder training.
- Hoping to partner with Butte College and Cal Trans in an auto hybrid project.
- Two Green Corps grants; 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. The first orientation for the Yuba-Sutter program was held Tuesday. The participant target group is 18-24 year olds. Training components will include two semesters at Yuba College and paid work experience during the summer to enhance participants' opportunities toward green careers.
- The City of Marysville and Yuba County have asked NCCC to collaborate on a PG&E grant for weatherization and auditing placements.
- A partnership with CSU, Chico, the Chancellor's Office and Yuba College on an After School Program grant to create pathways for teaching and education.
- Two New Start programs for the parolee population to integrate them back into the workforce community.
- The Construction Talent Transfer grant for laid off construction workers.

### **APPROVE RECEIPT OF FUNDS FOR ETP GRANT FOR NON-PROFIT HOSPITALS**

Francene Kennedy announced that the Employment Training Panel (ETP) awarded NCCC \$49,000 to support LVN nurse training at Colusa Regional Medical Center and to help maintain the talent in the local area. It is hoped that this award will lead to an ongoing relationship with ETP as an additional funding source.

**WIB Action:** On a motion by Chris Paige and seconded by Joe Pelaez, the WIB accepted the receipt of funds for the ETP Grant for Non-Profit Hospitals. *Motion Carried.*

**Governing Board Action:** On a motion by Tracey Quarne and seconded by Roger Abe, the Governing Board accepted the receipt of funds for the ETP Grant for Non-Profit Hospitals. *Motion Carried.*

### **YOUTH COUNCIL REPORT**

Lettie Seaver reported on the discussions and recommendations made at the Youth Council meeting held earlier today.

*New Member Appointments:* The Youth Council recommended the appointment of Jill Hoeffler of the Lake One Stop and Amber Royer, Executive Director of Sutter-Yuba Friday Night Live, to the Youth Council.

*WIB Action:* On a motion by Armando Guerrero and seconded by Mickey Harrington, the WIB accepted the Youth Council's recommendation and appointed Jill Hoeffler and Amber Royer to the Council as presented. *Motion Carried.*

*Governing Board Action:* On a motion by Roger Abe and seconded by Tracey Quarne, the Governing Board accepted the Youth Council's recommendation and appointed Jill Hoeffler and Amber Royer to the Council as presented. *Motion Carried.*

Tracey Quarne asked NCCC's WIA Consultant John Chamberlin if Lake County leaves the Consortium, what would happen to those members representing Lake County on the WIB. Mr. Chamberlin stated that the core Consortium agreements would need to be revised to either remove members from Lake County or to have those members nominated by a committee of the WIB and appointed by the remaining county members of the Governing Board. Francene Kennedy commented that as long as NCCC has governance and until an application is approved by the State for the re-designation of WIA services in Lake County, NCCC will continue to provide services to Lake County participants and have representation on the WIB and Youth Council.

## **FINANCE COMMITTEE REPORT**

Ben Felt reported on the Finance Committee meeting that was held earlier. Mr. Felt said that all service provider contracts have been approved. The Committee recapped the contract negotiation outcomes and discussed the concept of monitoring the budgets throughout the year. Also, with the Request for Proposal (RFP) that will be released in January 2010, the Finance Committee recommended that a standard be established for the budgets beginning July 1<sup>st</sup> that 50% of the funding be directed towards participant costs excepting from that any special grants that prevent the use of the money for that purpose. The Committee felt that the participants are the focus of the funding and it was also unanimously recommended that the 50% standard be incorporated into the contract and included as a guideline in the RFP.

Ric Teagarden commented that service providers try to put every participant dollar into participant costs; however given the way the funds flow in, when grants are received, and the timelines involved this would be difficult to do. Mr. Teagarden explained that when budgets are developed and the initial budget is submitted, maybe 25% can be allocated to participant costs, then over the year when carry-in money is received, budgets are adjusted and participant dollars are built up. To have a hard rule that 50% must be directed towards participant costs, service providers may be put in the position to lay off trained employees, then have to hire new workers and end up not having the quality of staff needed to serve clients.

John Chamberlin noted that the biggest exception to the 50% requirement is Rapid Response funds. Next year may be challenging because ARRA funding will be gone. Mr. Chamberlin stated that the Finance Committee discussed two approaches: 1) Set a hard and fast standard to budget 50% for participant services; and 2) Set points in the RFP stating that 50% for participant

services is desirable. The unanimous decision of the Committee was to go with the 50% standard so that service providers know what is expected. If special circumstances arise that cannot be anticipated, these would be brought to the Finance Committee for guidance. The Committee felt that in this economy, the maximum amount of funding should be put into training and skill building.

Dan Obermeyer asked what the current ratio is in budget on July 1 and actual expenditures on June 30. John Chamberlin stated that in this year's budgets, contractors were negotiated at or very close to 50%. Actual expenditures for last year were not available. John Chamberlin stated that history tells that the participant expenditures budgeted tend to under spend at a higher level than expenditures for staff. Mr. Chamberlin noted that the reauthorization of WIA is anticipated to pass in 2010, and the legislation may include a 50% requirement on expenditures of Adult and Dislocated Worker funds across the board for training. Discussions at the federal level have been that in WIA not enough money is being spent on participant services and it is believed that more funding is being spent on overhead and staff space than is appropriate.

Ric Teagarden said the timing on when the funds are released and funding letters are received is what creates the problem. The intent is to have every dollar possible go to participants but the organizational structure cannot be destroyed for that when the money comes there are no employees. In the past, he added, as low as 25% of a particular grant has been allocated for participants when the budget is initially submitted, as the year progresses the number has increased as high as 70% for participant dollars. Mr. Teagarden said he totally supports the concept but to have a hard and fast rule without using good judgment and making administrative decisions along the way undermines their ability to be effective.

Andre Carrao expressed his concern about how hard and fast the standard will be, because as soon as an exception is made it is no longer the rule. Henry Sanchez commented that what needs to be considered are the participants that need those dollars. John Chamberlin suggested that the Board needs to make some kind of decision either to set a goal or a guideline for staff and service providers to attempt to achieve over the year or a hard and fast standard so it can be included in the RFP to be released in January. Doug Sloan commented that it's been several years since an RFP has been let for all programs, when in reality it should be every 3 years. Mr. Sloan noted that in a strategic planning retreat 2 years ago the Board discussed a 50% goal or target for participant costs but no changes were recommended, so the upcoming RFP is a good opportunity to implement the 50% standard.

It was noted that when enough funding is available, the 50% standard may be attainable, but when funding is cut back it may be very challenging to meet and fewer clients being served. The Committee discussed that establishing a standard does not mean that if there is a special circumstance of a reduction in funding the 50% standard could not be reconsidered. However, at this point in time 50% is what the Committee would like to see achieved.

John Chamberlin presented the following two options:

- 1) The RFP could stipulate that bidders must propose to put 50% of the Adult, Dislocated Worker and Youth money into participant services, and if they do not, the proposal will not be accepted;

- 2) The RFP could stipulate that it is desirable that bidders put in the maximum amount of money and at least 50% into those services and if they do not NCCC will attempt to negotiate with bidders the highest possible expenditure rate with the possibility of losing points.

The Board must decide if directing money into participant services will be a goal or a requirement. Ralph Newlin noted that there could be potential bidders who may not submit a bid because they believe they cannot meet the 50%. Mr. Chamberlin suggested the following if a county does not submit a bid: 1) offer that county's program to a bidder from another county; 2) re-let a proposal; and 3) negotiate with the existing service provider. It was noted that if it's a rule you can't negotiate every time it doesn't fit. Either it's a rule or an expectation.

Tracey Quarne pointed out that, as mentioned earlier, legislation may require a 50% standard. John Chamberlin said if that legislation passes it would likely take effect July 1, 2011. Mr. Chamberlin said it comes down to two possibilities: 1) establish hard guidance that 50% must be budgeted for participant services, or 2) establish a goal that NCCC and the service provider will work together to strive to achieve. Discussion continued among members.

Nancy Crooks addressed Dan Obermeyer's earlier request for expenditure outcomes. Ms. Crooks explained the reason those figures are not available is because of the way supportive services were reported. The Finance Committee is now requesting that service providers designate on their invoices the amount expended on supportive services when previously those expenditures were included in the training amount. Correct participant expenditures will be reflected in future invoices.

The Chair noted that any member employed or affiliated with an organization that is receiving or is attempting to receive funding shall abstain from voting on any official action relating to this issue.

**WIB Action:** Dan Obermeyer made a motion to accept the 50% goal concept as opposed to the hard and fast rule for the 2010/2011 RFP. Don Schrader second. Chris Paige made an amendment to the motion to also structure the RFP to provide incentives for bidders to budget at the 50% expenditure level. Motion and Amendment Carried.

*Roll Call Vote: All members who voted were in support of the 50% expenditure rate guidance. The aye votes were in favor of the 50% goal concept and the nay votes were in favor of the 50% requirement. Ayes – 10; Nays – 6; Abstentions – 1.*

<i>Diana Barry</i>	<i>Nay</i>	<i>Ralph Newlin</i>	<i>Nay</i>
<i>Ron Campbell</i>	<i>Nay</i>	<i>Dan Obermeyer</i>	<i>Aye</i>
<i>Andre Carrao</i>	<i>Aye</i>	<i>Chris Paige</i>	<i>Aye</i>
<i>David Darling</i>	<i>Aye</i>	<i>Joe Pelaez</i>	<i>Nay</i>
<i>Ben Felt</i>	<i>Aye</i>	<i>Henry Sanchez</i>	<i>Nay</i>
<i>Rich Gabel</i>	<i>Aye</i>	<i>Don Schrader</i>	<i>Aye</i>
<i>Armando Guerrero</i>	<i>Aye</i>	<i>Doug Sloan</i>	<i>Nay</i>
<i>Mickey Harrington</i>	<i>Aye</i>	<i>Ric Teagarden</i>	<i>Abstain</i>
<i>Selenia Moseley</i>	<i>Aye</i>		

**Governing Board Action:** On a motion by Tracey Quarne and seconded by Roger Abe, the Governing Board concurred with WIB action to accept the 50% goal concept as opposed to the hard and fast rule for the 2010/2011 RFP and to structure the RFP to provide incentives for bidders to budget at the 50% level. The Governing Board further insisted that any person who participated in voting on the previous or in the current motion from the WIB or Governing Board not be allowed to participate in the RFP process or submit a proposal to provide services.

*Motion Carried.*

## **NCCC PERFORMANCE OVERVIEW**

There were no areas of concern related to program performance outcomes for the first quarter.

## **BOARD RETREAT/STRATEGIC PLANNING**

Francene Kennedy invited members to suggest topic ideas for the boards' strategic planning retreat in February.

John Chamberlin suggested a café style planning session where 3 or 4 open-ended questions are posed to a group that members would rotate through to arrive at common ideas to present to the group for discussion. Francene Kennedy stated that strategic planning for boards is critical as WIA evolves. Ms. Kennedy asked members to forward to her any other ideas they may have for the retreat.

## **EQUAL OPPORTUNITY OFFICER INFORMATION UPDATE**

Cheryl Riley stated that NCCC recently had a monitoring from EDD's Equal Opportunity Office to determine our level of compliance with equal opportunity obligations and non discrimination requirements. Onsite visits were made to the administrative office and the Colusa One Stop. Ms. Riley announced that NCCC received a clean report. Cheryl Riley and Francene Kennedy thanked Colusa for their efforts.

## **RAPID RESPONSE UPDATE**

Cheryl Riley reported on recent business closures and Rapid Response activities. Yuba and Sutter One Stops are currently providing assistance to 135 workers laid off from Sierra Vista Rehabilitation Center in Yuba City. Lake One Stop conducted orientations and is assisting workers laid off from Konocti Harbor Resort where about 559 workers were affected by that closure. NCCC is coordinating efforts with Yolo County in assisting 60 classified employees laid off from Yuba College. NCCC is also working with Fremont-Rideout Health Group. NCCC Consultant Rob Gamble will be providing training to increase staff's capacity to better assist and address the needs of the workers affected by the closures in our area. Trainings on layoff aversion and working together with partners are also planned. Rob Gamble provided a brief description of what Rapid Response activities are. Mr. Gamble stated that Rapid Response is WIA's promise to the employers and employees that if there is a layoff we will be there to provide assistance. Mr. Gamble commented that NCCC has begun to develop an assessment tool for NCCC to build a stronger more efficient Rapid Response system.

## **ONE STOP/SERVICE PROVIDER PROGRAM REPORTS**

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

*Yuba One Stop:* Two new workshops: a job club like workshop with more one-on-one assistance and a New Start workshop – *From Hard Time to Full Time* – targeted for the parolee population to help them integrate back into the workforce; welding courses; achieving youth performance goals; Green Corp project; business services and Rapid Response activities; offering an *Economic Survival* workshop to the public.

*Colusa One Stop:* Providing Rapid Response assistance to laid-off Yuba College worker from Colusa County. B.E.S.T. program update: 7 full sessions were held in all four Colusa County high schools; with a goal of 40 participants, 70 students participated; all received first aid and CPR training; developing worksites for work experience.

*Lake One Stop:* Conducted orientations and providing assistance to laid-off Konocti Harbor Resort workers.

*Sutter One Stop:* White House Jobs Forum held at Yuba-Sutter EDC and discussion outcomes relative to job development were submitted via email to The White House; a job fair was held October 22<sup>nd</sup> – 33 employers who had jobs available participated and over 800 job seekers attended; continue to support small businesses in Sutter County area by offering trainings and business and fiscal management; working with Yuba-Sutter Healthcare Council on a feasibility study of operating as a regional health information organization; business expansion and retention with Yuba-Sutter EDC; continue to strengthen partnerships within the Sutter County business community and outreach through the Yuba-Sutter Business Consortium.

*Glenn One Stop:* Glenn County was one of eight areas selected in a DOL study for their work with students with disabilities through their Youth Employment Services program – the findings will be presented in a February 2010 report; two enrollments with four older youth pending enrollment in the Green Job Corps project for classroom activities and green structure related work experience in weatherization; two youth participants working on the Glenn Green solar home being built in Willows; tasked with developing a client pool for the CalWORKs/TANF subsidized program employment program and referring clients to private and public sector employers.

*EDD:* Diana Barry thanked EDD staff participating in area Rapid Response activities; conducting workshops; providing direct labor market information to people in their 4<sup>th</sup> week of unemployment through the Re-employment Assistance grant; hired additional employees through ARRA funding; will probably hire a person for the veterans program in Lake County; by the first of the year hoping to send an EDD representative to Glenn County twice a week.

## **OTHER BUSINESS**

The WIB-Governing Board Strategic Planning Retreat will be held February 24-25, 2010 in Colusa.

The NCCC Administrative Office will be closed for Winter Holiday Break December 21<sup>st</sup>-25<sup>th</sup> and New Year's Day. NCCC's Holiday Open House will be held December 18<sup>th</sup> 9:00-11:30 am.

NCCC's new website will be up very soon. The website will have more resources, information and news items that are important to NCCC and its partners.

Economic profiles were made available to members.

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

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:50 p.m.

**ATTEST:**

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Larry Munger, Chairperson  
Governing Board

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

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

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