

NCCC
WIB AND GOVERNING BOARD

APPROVED
MINUTES

November 18, 2010

1. CALL TO ORDER

The meeting was called to order by Governing Board Chair Larry Munger and WIB Chair Doug Sloan at 2:15 pm at the Fremont-Rideout Conference Center in Yuba City, CA.

2. ROLL CALL

Governing Board Members Present

Tom Indrieri

Larry Munger

Tracey Quarne

Governing Board Members Absent

Roger Abe

Workforce Investment Board Members Present

Diana Barry

John Fleming

Joe Pelaez

Andre Carrao

Rich Gabel

Angel Reynoso

Tim Cook

Armando Guerrero

Don Schrader

David Darling

Selenia Moseley

Doug Sloan

Ben Felt

Chris Paige

Tom Walther

Workforce Investment Board Members Absent

Beatriz Espinoza

Suzanne Nobles

Randy Page

Mickey Harrington

Troy Ohlhausen

Henry Sanchez

Gary Lewis

Bill Padgett

3. WELCOME AND INTRODUCTIONS

Nancy Crooks welcomed everyone to the meeting and thanked members for their attendance and support. Tracey Quarne introduced Glenn County Supervisor-Elect Dwight Foltz who possibly will be replacing him as Glenn County's representative on the Governing Board.

4. REPORT OUT ON EARLIER GOVERNING BOARD MEETING

Governing Board Chair Larry Munger reported out on the Governing Board meeting that was held on September 15th.

Interim Director Appointment: The Governing Board unanimously appointed Nancy Crooks NCCC Interim Director.

New Governing Board Bylaws: The Governing Board adopted new Governing Board Bylaws.

Lake County RFP Cancelled & Lake One Stop Inc.'s Contract Extended: The Governing Board voted not to release an RFP for Lake County at this time, and extended Lake One Stop Inc.'s existing contract through June 30, 2012.

Lake County Board of Supervisors' Request for Support of Napa County's Redesignation Application: The Governing Board remained neutral on Lake County Board of Supervisors' request for support of Napa County's modification application for local workforce investment area redesignation. Larry Munger commented he plans to meet with two Lake County Supervisors to further discuss the issue. It was noted that Napa's local area redesignation application is currently posted on their website for public comment.

5. PUBLIC COMMENT

John Minniear, who has submitted an application for WIB membership, inquired about the possible appearance of a conflict of interest due to his association with Glenn County Human Resources Agency's programs and staff. Governing Board Chair Larry Munger said he saw no problem with Mr. Minniear applying for WIB membership as long as Mr. Minniear complied with conflict of interest rules and recused from voting or participating in any issues pertaining to Glenn County Human Resources Agency.

There were no further comments from the public.

6. APPROVAL OF MINUTES – JULY 29, 2010 MEETING

WIB Action: On a motion by Chris Paige and seconded by Don Schrader, the WIB approved the minutes of the July 29, 2010 meeting as submitted. Motion Carried.

7. WIB CHAIR REPORT

WIB Chair Doug Sloan commented he was pleased with Nancy Crooks' appointment as NCCC Interim Director. Mr. Sloan expressed his appreciation to Nancy and NCCC staff for their hard work and efforts.

8. DIRECTOR'S / FISCAL REPORT

Nancy Crooks gave a report on NCCC's current activities.

- All county contracts for this program year have been executed and are in effect.
- NCCC's annual audit is 90% completed with no findings thus far.

- NCCC is working on implementing its new client management data system; a demonstration of how the system works would be presented later in the meeting.
- NCCC was awarded the STARRS 7 grant for \$995,000 to serve over 300 dislocated workers in Colusa, Glenn, Lake, Sutter and Yuba counties. These funds have been allocated to the counties and will help supplement the reduction in their formula dislocated worker funds.
- Cheryl Riley, NCCC Program Officer, will be presenting at the Department of Labor's Road to Recovery Summit in Washington DC in December.

Rapid Response Update: Cheryl Riley stated the summit where she will be a presenter is the culmination of DOL's activities in response to the new National Rapid Response Initiative. The Initiative's purpose is to create a comprehensive collaborative effort to promote consistent high quality timely and innovative responses to economic transition across the country. Ms. Riley also commented she would be participating in the annual Labor Federation Rapid Response Conference May 25-27 in San Jose. She said the conference this year will focus on partnerships and they will be reaching out to WIB members to participate and to provide input on partnerships. Nancy Crooks gave a brief overview of what Rapid Response activities consist of.

State Update: Gabriel Garcia, NCCC's EDD Regional Advisor, reported that WIA related issues and funding are currently on hold at the state level until the newly elected Governor and administration take office and workforce development priorities are identified.

National Emergency Grant (NEG): Nancy Crooks commented she has been having discussions with NoRTEC Director Stewart Knox about partnering in a NEG grant for public sector layoffs. It's a \$33 million grant that involves 22 WIBs and targets laid off city/county workers, teachers, etc. Board members will be updated on the grant's progress.

Lake County Update: Napa County WIB has filed an application for local area modification to incorporate Lake County into its workforce investment area. The application is currently posted for public comment on Napa's website at www.napaworkforce.org. Nancy Crooks noted that Lake County One Stop has contracted with Denise Miller, formerly of EDD, to work with them in trying to establish a dialogue between the One Stop and the Lake County Board of Supervisors. Nancy Crooks mentioned that Lake County's funding could be reduced if they moved over to Napa due to Napa's lower unemployment rate and losing NCCC's special project funding.

Grants Funding Update: Nancy Crooks reviewed NCCC's formula and grant funding for this year and compared it to last program year's funding. There was about an overall 12% decrease in formula funding with 9% in Dislocated Worker and 9% in Adult and Youth. Rapid Response funding increased due to business closures. High Concentration of Youth, Construction Talent Transfer ARRA, NEG OJT and STARRS 7 grant funds were awarded and have been allocated to the service providers. A video on the SETA Green and Shasta Green projects would be presented later in the meeting. The Auto Hybrid training project is underway with \$497,290 grant funds awarded to Yuba College. The remaining ARRA funding is continuing to be expended. It was noted that the state had requested 70% of allocated ARRA funding to be expended by September 30, 2010; NCCC exceeded the

requested levels with 86% Dislocated Worker, 95% Adult, and 96% Youth ARRA funding expended by the requested date. Nancy Crooks thanked the service providers for their hard work. NCCC had about an overall 30% decrease from last year's funding.

9. PROTOCOL ON WIB MEMBERSHIP APPOINTMENTS

Governing Board member Tracey Quarne posed for discussion the question whether it was appropriate for a funding recipient to nominate membership to the WIB. NCCC Policy No. 1, which addresses recruiting membership and making appointment to the WIB, was included in the agenda packet for reference. Members commented that history shows very few applicants having been denied membership; on the contrary, recruitment of WIB members has been difficult at times. NCCC has always encouraged service providers to do outreach for WIB membership. Service providers, however, do not nominate an individual for membership. Policy states an individual applying for WIB membership as a business, labor or education representative must have his application endorsed by an appropriate nominating organization or entity. The consensus of the Board was that NCCC is abiding by policy regarding the recruitment and appointment of individuals for membership to the WIB.

10. WIB MEMBERSHIP APPOINTMENTS

The Governing Board considered two applications for a vacant Lake County business seat on the WIB. Applications were submitted by Travis Lipscomb and John Ussery. Lake County One Stop Director Seth DeSimone spoke about each individual's background and experience.

Governing Board Action: On a motion by Tracey Quarne and seconded by Tom Indrieri, the Governing Board appointed John Ussery as a Lake County business representative to the WIB. *Motion Carried.*

Governing Board Action: On a motion by Tracey Quarne and seconded by Tom Indrieri, the Governing Board appointed Anastasia Montejano and John Minniear to the WIB as Sutter County and Glenn County business representatives respectively. *Motion Carried.*

11. VOS PRESENTATION

Deane Toler, Western Regional Manager for Geographic Solutions, gave a demonstration of NCCC's new Virtual One Stop (VOS) System, which is planned to be implemented December 6th. Virtual One Stop currently operates within 27 California LWIAs and is a statewide system for several states. The system becomes a hub for job seekers, employers and staff to match jobseekers with employers and to track all WIA enrollments and expenditures. Mr. Toler demonstrated the system's jobseeker, employer and case management capabilities and how to navigate through the website. Once NCCC's VOS system goes live, the website address would be sent out to board members.

12. GREEN JOBS CORPS VIDEO PRESENTATION

A video on NCCC's Green Job Corps program was presented. Prior to the video presentation Cindy Newton spoke briefly about the project. NCCC contracts with Sacramento

Employment and Training Agency and Shasta College for funds to provide Consortium participants academic training and work experience exposure in the green industry. Cindy Newton commended staffs of the Yuba and Sutter County One Stops for their efforts in the program's success.

13. FINANCE COMMITTEE REPORT

Committee Chair Joe Pelaez reported on the committee's discussions of their November 9th meeting. The Committee welcomed two new members – Tom Walther and Troy Ohlhausen. The Committee's goal during budget negotiations with the county subcontractors was to improve expenditures and participant benefits making sure their WIA funding met the spirit of the funding. Upon the Committee's review, it was determined that each county had the same vision in sight and they came back with budgets that reflected an average of 43% designated toward participant costs.

14. YOUTH COUNCIL REPORT

Lettie Seaver reported the Youth Council had met three times since the last board meeting. The Council's goal is to have a more active Youth Council where members feel they are contributing. The Youth Council will now meet the Thursday prior to each scheduled WIB/Governing Board meeting. The Youth Council established priorities and over the next year they will focus on work readiness activities and re-engagement services to drop-outs. This will include the development of a youth resources web page.

15. BUSINESS SERVICES COMMITTEE REPORT

Cheryl Riley reported the Business Services Committee had met three times since September. A major project included a survey to collect information on the One Stop Centers' current business services outreach efforts. Following review of the information received, the following suggestions were made regarding the Committee's direction and focus: identify growth micro clusters; identify local businesses within those micro clusters and provide services to them; create a branding program to promote and outreach for business attraction, retention and expansion; provide training for One Stop business services staffs; have One Stop business services staff meet regularly to share best practices; encourage business services staffs to work with all partners to identify areas of duplication to streamline their services. Don Schrader commented on a very informative presentation from the EDD Labor Market Information Division relative to county-to-county commuting numbers. The next Business Services Committee meeting is scheduled for December 9th.

16. COMMUNITY OUTREACH COMMITTEE REPORT

Committee Chair Andre Carrao reported the Community Outreach Committee had met twice since September. The Committee's initial project included a survey on the One Stop Centers' outreach efforts along with samples of current outreach materials. Following review of the information received, the Committee decided to develop one standardized NCCC brochure that reflects NCCC function and objectives. An initial draft of a brochure was presented to

board members for review and comment. A final draft is hoped to be completed by the Committee's next meeting on December 8th.

WIB Chair Doug Sloan thanked all committee members for their active participation.

17. NCCC PERFORMANCE OVERVIEW

Cindy Newton reviewed program performance outcomes for the Adult, Dislocated Worker, and Youth programs and special projects. Outcomes for the STARRS, Construction Talent Transfer, Green Jobs Corps and High Concentration of Youth projects were also reviewed. No problems or concerns were noted at this time.

18. ONE STOP/SERVICE PROVIDER PROGRAM REPORTS

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

CSUC Upward Bound: Maria Moreno reported on activities currently underway for Upward Bound students: The annual college application workshop for high school students was conducted last week, which included presentations from various programs; a financial aid workshop for parents and students will be held in January; continuing to provide academic counseling to students and fostering partnerships.

Colusa One Stop: Luis Moreno reported the Colusa One Stop is providing more trainings this year than last year at this time. ESL workshops are going strong. Woodland Community College will open their new Williams facility in January; until then, a College counselor will be housed at the One Stop. The One Stop was re-funded for CalSOAP funding to provide graduating seniors with up to \$1000 in scholarships. Also through CalSOAP, they received a slight increase in CTE funding, which will allow the One Stop to hold their Youth Career Conference. The Colusa Regional Medical Center is applying for additional funds for the BEST Program, for which the One Stop provides work experience, case management and job placement activities to WIA eligible students. Colusa County Community Foundation is applying for YouthBuild grant funding.

Sutter One Stop: Karen Bowen mentioned that the Sutter One Stop has transitioned smoothly into becoming employer of record for the OJTs, WEXs and ITAs. The One Stop co-sponsored a successful job fair with over 30 businesses and about 547 attendees; hosted the annual Community Partner Luncheon; staff is undergoing VOS training this week that will continue later this month; participated in the Chamber's Mini Business Expo; continuing to hold monthly workshops for youth and weekly workshops for the public relating to topics geared toward employment success. The One Stop was voted Best Customer Service and Best Employment Agency by the Appeal-Democrat 2010 Best of Yuba-Sutter.

Glenn One Stop: David Allee reported that Glenn County HRA is seeing a reduced number of enrollees by 34% but yet a greater percentage in training has increased by 33% over last year. Mr. Allee recently gave a presentation on 10-year look at data of Glenn County's

successful YES program. The YES program has served over 1,738 Glenn County youth over that period of time.

Yuba One Stop: Patti Clary reported the One Stop is continuing to see a high attendance in their resource room and workshops. The Yuba One Stop is hosting the VOS training being conducted this week and after Thanksgiving. Co-sponsoring The Thriving Workplace workshop on December 3rd. The One Stop is also applying for the YouthBuild grant. The first Hybrid First Responder class concluded with 18 participants receiving certificates. Green Corps participants are currently visiting various renewable energy sites. Ethics training for One Stop partners was conducted. The transition to the new superintendent has begun. Ric Teagarden's retirement reception is tonight at the Peach Tree Golf Course and Country Club.

Nancy Crooks thanked Yuba County One Stop for providing a facility to hold the VOS system training.

Lake One Stop: Jill Hoeffler mentioned staff is very happy about their contract being extended through June 2012 so they can continue providing services to Lake County residents. One Stop staff is also participating in VOS training this week; partnering with Mendocino County, Conservation Corps and Rural Housing in applying for the YouthBuild grant; partnering with Mendocino County in providing veterans assistance program services; co-sponsored a successful job fair at Konocti Vista Casino on November 12th with 12 business and over 150 people attended; will be working with an employer who is building a resort on Cobb Mountain that will have 80 job openings.

EDD: Diana Barry reported EDD's reemployment assistance workshops are heavily attended with referrals being made to Yuba and Sutter One Stops. EDD currently has an internal hiring freeze; four staff positions in the nine-county area will be lost between now and March. The CalVet program may be downsized after the first of the year. Waiting to hear whether or not another extension will be granted. Two staff members are attending VOS training this week

19. SPECIAL RECOGNITION

Governing Board Chair Larry Munger presented an award of appreciation to Tracey Quarne for his years of membership and contributions as Glenn County's representative on NCCC's Governing Board.

20. OTHER BUSINESS

The next WIB/Governing Board meeting is February 24, 2011 at a location to be determined. A 2011 board meeting schedule was provided to the membership.

The NCCC office will be closed for Winter Holiday Break December 24th-31st.

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

21. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:08 pm.

ATTEST:

Larry Munger, Chairperson
Governing Board

APPROVED ON: _____

Don Schrader, Vice Chairperson
Workforce Investment Board

APPROVED ON: _____