

**NCCC
GOVERNING BOARD
SPECIAL MEETING
MINUTES**

May 30, 2024

1. CALL TO ORDER

The meeting was called to order by Governing Board Co-Chair Daurice Kalfsbeek Smith at 10:05 am at North Central Counties Administration Office in Yuba City.

2. ROLL CALL – Quorum present

Governing Board Members Present: Daurice Kalfsbeek Smith, Jim Yoder, Don Blaser, Karm Bains (present for agenda items 11 -17)

3. PUBLIC COMMENT

There were no comments from the public.

4. APPROVAL OF MINUTES

Board Action: Motion – Jim Yoder, second – Don Blaser; Governing Board approved the minutes of the February 15, 2024 board meeting as presented. *Motion Carried.*

5. ELECTION OF GOVERNING BOARD OFFICERS:

Board Action: Jim Yoder made a motion to appoint Daurice Kalfsbeek Smith Governing Board Chair and himself Vice-chair; second – Don Blaser; Governing Board appointed the following members as officers through 1/2026: Daurice Kalfsbeek Smith as Chair, Jim Yoder as Vice-chair. *Motion Carried.*

6. APPROVAL OF 2024 RFP FUNDING RECOMMENDATIONS FOR ONE-STOP OPERATORS AND SPECIAL YOUTH PROVIDERS:

Proposals were received from the following agencies:

Colusa County One-Stop Partnership – Colusa County AJCC
Glenn County Health & Human Services Agency – Glenn County AJCC
Sutter County Superintendent of Schools – Sutter County AJCC
Yuba County Office of Education – Yuba County AJCC
CSU, Chico Upward Bound Program – In-School Youth Provider (all counties)

Proposals were reviewed for viability and a cost analysis was conducted. All proposals were recommended for funding and a sole source justification is appropriate as competition was

determined inadequate based upon receipt of only one proposal for each county and only one proposal for the Special In-School Youth Provider.

Board Action: On a motion by Jim Yoder, seconded by Don Blaser, the Governing Board approved the above bidders to be awarded funding and authorized the NCCC Executive Director to negotiate contracts. *Motion Carried.*

7. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS:

Workforce Development Board Applications were reviewed for the following Board members: Lee Bishop, Bishop's Pumpkin Farm, Glenn Denno, Employment Development Department, Neil Goforth, Comfort Keepers #374, and Leslie Rubalcava, Department of Rehabilitation.

Board Action: Motion-Jim Yoder, second-Don Blaser; the Governing Board approved all individuals to the WDB. *Motion Carried.*

8. DIRECTOR'S REPORT:

Cindy Newton presented the following Director's Report:

- There were two grant applications that were approved at the February 15th board meeting; Breaking Barriers, and Opportunity Young Adult Career Pathway Program. NCCC did not receive funding for the Breaking Barriers grant, but was awarded \$1,840,500.00 for the Opportunity Young Adult Career Pathway Program.
- NCCC has been allocated \$344,000 for Formula Adult, Dislocated Worker and Youth Grants. There is a 14% increase in adult, a 3.45% increase in Dislocated Worker and 10.5% increase in Youth funding. Allocations for each county is based on their unemployment rates we are waiting for information from the state to see how their allocations are affected.

9. APPROVAL OF GRANT APPLICATIONS:

Cindy Newton presented the following two grant applications:

- Opportunity Young Adult Career Pathway

Focuses on In-Demand Industries that provide quality jobs with livable wages. Activities will include work experience, on-the-job training, apprenticeship and vocational training as well as a cohort for our construction program. Serves people 18-28 years old that are justice impacted, English language learners, homeless and housing insecure individuals, and people with disabilities. The grant period is 4/1/24 – 3/31/26.

- Breaking Barriers 2.0

Focuses on In-Demand Industries that provide quality jobs with livable wages. Activities will include work experience, on-the-job training, apprenticeship and vocational

training. Serves people 18 years and older with developmental or other disabilities, the grant period is 5/1/24 – 4/30/25.

Board Action: Motion –Jim Yoder second – Don Blaser; The Governing Board approved the Opportunity Young Adult Career Pathway and Breaking Barriers 2.0 Grant applications and authorized the Executive Director to finalize any award to NCCC. *Motion Carried.*

Board Action: Governing Board approved increasing the amount of employer contribution to employee health benefits premium. *Motion Carried*

10. ACCEPTANCE OF SINGLE AUDIT REPORT:

Cheryl Baxter presented NCCC’s Single Audit Report for the period of July 1, 2022 through June 30, 2023, on behalf of Hiep Pham of Hiep Pham, CPA Inc. The audit issues three opinions – the Independent Auditor’s Report, Government Auditing Standards and Single Audit Report. The audit was an unmodified, clean report with no material weaknesses, significant deficiencies or instances of noncompliance. Several standard audit adjustments were proposed but nothing out of the ordinary.

Board Action: Motion-Don Blaser, second-Jim Yoder; The Governing Board accepted the FY 2022/2023 Single Audit Report as presented. *Motion Carried.*

11. APPROVAL OF FISCAL COMMITTEE REPORT:

Cheryl Baxter reviewed NCCC’s Fiscal Committee Report.

Training Requirement: Training expenditures were reviewed and found to be on track for this program year at 28.8%.

FY 2023/2024 NCCC Administration Budget and WDB/Governing Board Budget: The projected budget allocations for FY 2024/2025 were reviewed which included projected carry over, estimated formula funds and new grants and/or increase requests. The proposed NCCC Administration Budget and WDB/Governing Board Budget was presented with a combined total of \$955,419.

Board Action: On a motion by Karm Bains, seconded by Jim Yoder, the Governing Board approved NCCC’s Administration Budget and the WDB/Governing Board Budget for FY 2024/2025 as presented in the Fiscal Committee Report. *Motion Carried.*

12 THIRD QUARTER PROGRAM PERFORMANCE REPORT:

Cindy Newton updated the board on 3rd Quarter Program Performance.

Adult Program: Enrolled, training, and wage are up.

Dislocated Worker: Decline in numbers due to less people being laid off from jobs.

Youth: Doing well, less participants being served due to allocations being down.

NDWG 2023 Severe Winter Storm (Colusa Only): Ahead of planned enrollment and spending.

NDWG Quest: Counties have exceeded their enrollments and numbers in training.

Pre-Apprenticeship Construction: Doing well.

NDWG Career: Have exceeded numbers in trainings and entered employment.

WAF Homeless to Hopeful 2.0: Have met numbers except in training.

Prison to Employment: Exceeding numbers.

Regional Equity and Recovery Partnerships: Enrollments have started.

13. WIOA FY 2022/2023 PERFORMANCE REPORT:

Cindy Newton presented NCCC's WIOA Annual Performance for PY 2022-23. These performance measures are what we are evaluated on by EDD and the Department of Labor. The outcomes are based on base wage information collected from the EDD tax system. NCCC achieved all standards.

14. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957)

- Title, Executive Director

15. REPORT OUT IN OPEN SESSION:

Daurice Kalfsbeek Smith announced that in closed session the Governing Board approved a 3% COLA for NCCC Executive Director.

16. OTHER BUSINESS:

The next board meeting is scheduled for Thursday, August 15, 2024. The location is to be determined.

17. ADJOURNMENT

The meeting was adjourned at 11:29 am.

ATTEST:


Daurice Kalfsbeek Smith, Chair
Governing Board

APPROVED ON: 8/15/24