

COLUSA COUNTY JPA GOVERNING BOARD
MINUTES OF MEETING
MARCH 11, 2019

PRESENT:

ED HULBERT, Chair
DONNA CRITCHFIELD, Community Member
BEN FELT, Community Member
MERCED CORONA, County of Colusa
RALPH NEWLIN, Business Member
ROBERT MENDOZA, City Member

ALSO PRESENT:

A. HERNANDEZ, One-Stop
L. CECCON, One-Stop

I. Call to Order/Roll Call

Chair, Ed Hulbert called the meeting to order at 4:05 p.m. There was a quorum present.

II. Approval of Minutes

On motion by B. Felt, second by D. Critchfield, the board approved the minutes of the December 10, 2018 board meeting.

III. Public Comment - None

IV. Action Items

- **2018/2019 Budget – Amendment #1** – Lora presented the budget amendment stating that we received additional funds under the NDWG (storm grant) in the amount of \$619.00 for participant payroll. We also received additional funding under a new grant, the trade and economic transition program in the amount of \$42,500; \$8,500 for training, \$850 for supportive services and \$33,150 for overhead costs.

On motion by B. Felt, second by D. Critchfield, the board approved the 2018/2019 budget amendment #1; motion carried.

V. Executive Director's Report

A. The Colusa County One-Stop – Overview

1. The Workforce Innovation & Opportunity Act (WIOA)

Lora provided a presentation on the Workforce Innovation & Opportunity Act and Colusa County One-Stop (AJCC).

B. NCCC Update –

1. State Monitoring – February 26, 2019 – Lora advised the board that the monitoring went well. Out of ten files that were reviewed only two had some documents missing. The documents have been added to the files and sent to NCCC.
2. EO Review – State Visit – December 11, 2018 – Lora reported that the EO visit also went well; no write-ups.

3. VOS Greeter – The VOS greeter is up and running, although there has been some downtime. The system is working and will provide good reports on the number of customers visiting the One-Stop.

C. Grant Applications Update -

1. Trade & Economic Transition (TET) – As noted in the budget amendment, this program has been funded. Colusa received \$42,500. Term will run from February 1, 2019 to August 31, 2020. We must enroll 5 participants, 3 must be enrolled into a training program. The program will serve dislocated workers transitioning to a different occupation.

2. Disability Employment Accelerator (DEA) – NCCC just submitted this application for funding in the amount of \$350,000. If approved, Colusa will most likely receive around \$30 - \$40,000. We will be required to serve 5 participants. The program will serve people with disabilities including college students who are close to graduating or have graduated.

3. Prison To Employment – Golden Sierra consortium will take the lead for this grant application that was due February 15, 2019. The program will serve probationers and parolees. We are currently meeting to development referrals processes.

4. Workforce Accelerator 7.0 – NCCC applied for \$150,000; if funded, Colusa will receive around \$35,000. The program will serve English language learners. No word yet on funding approval.

D. Staffing – The Case Manger currently out on medical leave is planning to return in June. Our Receptionist, currently on maternity leave, is also planning to return around June. Celeste, a temporary employee, is doing a great job with VITA services and upfront assistance. We have hired two additional part-time, temporary employees for upfront services. One is working out very well, the other not so much.

E. Fiscal Update –

1. Current Fiscal Report – Lora reviewed the January 2019 fiscal report for the board stating that we are on track to carry-in 20% at the end of the fiscal year. She stated that she would talk with Cindy, NCCC, about carrying in more than 20%, as we were allowed last fiscal year. Because we have no idea what next year's budget will look like, it is always good to carry-in as much as possible.

2. Audit – will be included on the June agenda.

F. 2nd Quarter Performance - Lora reviewed the 2nd quarter performance report, stating that all of the program performances are good. There should be no concerns regarding meeting all performance requirements by the end of the program year.

G. Other Programs/Contracts –

- **CalWORKs** – programs are going well.
- **Probation/Day Reporting Center/Jail** – Marisa will be attending training on a new curriculum (Courage to Change; Seeking Employment).

- **CCOE** – Meeting regularly with the CCOE Adult Ed Supervisor. Students will graduate this Sunday from the current Basic Wildland Fire Academy. We sponsored 14 of the 21 students. We are considering another Business Resource Fair to be held in March 2020.
- **Child Support Services** – Met with John Contreras and staff, sent information on classes and referral process; have not heard back.
- **VITA** – kicked off on January 28, 2019, have assisted in the filing of 187 tax returns with a total federal refund, so far, of \$457,095.

VI. Correspondence/Announcement – None

VII. Next Meeting/Adjournment

The meeting was adjourned at 4:57 p.m. Next meeting scheduled for June 10, 2019.