

COLUSA COUNTY JPA GOVERNING BOARD
MINUTES OF MEETING
February 11, 2021
ZOOM MEETING

PRESENT:

RALPH NEWLIN, Business Member
DONNA CRITCHFIELD, Community Member
BEN FELT, Community Member
ED HULBERT, Chair
DAURICE KALFSBEEK-SMITH, County 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 3:33 p.m. There was a quorum present.

II. Approval of Minutes – September 4, 2020

On motion by B. Felt, second by D. Critchfield, the board approved the minutes of the September 4, 2020 board meeting; D. Kalfsbeek-Smith abstained.

III. Public Comment - None

IV. Action Items

- 2020/2021 Budget -

Lora presented the fiscal year 2020/2021 budget stating that this is a good budget, and although some of the programs have ended, there are no concerns regarding this year's budget.

On motion by R. Newlin, second by D. Critchfield, the board approved the fiscal year 2020/2021 budget, motion carried.

- Colusa One-Stop Positions/Salary Ranges -

Lora reviewed the positions/salary ranges stating that the ranges are wide partly due to a small staff. There are currently seven full time employees.

On motion by D. Critchfield, second by B. Felt, the board approved the positions/salary ranges as presented; motion carried.

V. Executive Director's Report

A. Program Services Update (COVID-19) – Lora updated the board on program services during COVID. The office is still closed to the public, and as of today, a

date has not been set to reopen. Staff are continuing to work from home, and it is going very well. Appointments are scheduled when needed with protocols in place. One staff member is scheduled for vaccination due to her hours spent at the DRC.

B. COVID-19 Prevention Program/Employee Manual

Lora advised the board that she is working on a COVID-19 prevention plan that will become a part of the Employee manual.

C. Harassment Prevention Training - Staff

All staff have completed the required harassment prevention training.

D. Fiscal Update –

Current Fiscal Report: Lora stated that this report is through the end of December. The budget is right where it needs to be for this point in our fiscal year. We should have no issues carrying in the 20% and may be able to carry in more for our next fiscal year.

E. 2nd Quarter Performance: Lora reviewed the 2nd quarter performance report, stating that performance numbers are very good. She reviewed the current programs noting that the only program we are having difficulty getting enrollments is the DEA. However, that program goes until February 2022, so we have plenty of time to recruit.

F. Executive Director Retirement

Lora advised the board that she will be retiring on June 30, 2021. She would like.

to meet with a couple of the members to discuss possible options and then bring back for the board's consideration at the next meeting.

VI. Correspondence/Announcement –

Form 700s – Lora reminded members that Form 700s are due April 1st. She can provide the form if one is needed.

VII. Next Meeting/Adjournment – April 2021

Lora advised the board that she would like to hold the next meeting in April and then another in June, so that we can get the required number in by June 30, 2021.

The meeting was adjourned at 4:02 p.m.

COLUSA COUNTY JPA GOVERNING BOARD
MINUTES OF MEETING
April 12, 2021
CIP

PRESENT:

RALPH NEWLIN, Business Member
DONNA CRITCHFIELD, Community Member
BEN FELT, Community Member
ED HULBERT, Chair
DAURICE KALFSBEEK-SMITH, County Member
GREG PONCIANO, City Member
ROBERTO 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 3:50 p.m. There was a quorum present.

Lora advised the board that the annual audit needs to be added to the agenda under "Action Items".

On motion by B. Felt, second by D. Critchfield the board approved the additional agenda item of June 2020 audit under Action Items; motion carried.

II. Approval of Minutes – February 11, 2021

On motion by D. Kalfsbeek-Smith, second by B. Felt, the board approved the minutes of the February 11, 2021 meeting; motion carried.

III. Public Comment - None

IV. Action Items

- 2020/2021 Budget Amendment#1 -

Lora presented amendment #1 to the 2020-2021 budget. She advised the board that we received an additional \$34,482 in training funds for the Olam program and received \$60,327.14 in funding for the SB1 Pre-Apprenticeship program. The expenditures have been highlighted to indicate where the additional funds will be allocated.

On motion by D. Critchfield, second by B. Felt, the board approved budget amendment #1 to the 2020/2021 budget; motion carried.

- June 2020 Audit –

Angie distributed copies of the June 2020 annual audit for review. She stated that it was a clean audit with no findings.

On motion by B. Felt, second by D. Kalfsbeek-Smith, the board approved the June 2020 annual audit; motion carried.

V. Executive Director's Report

A. Program Services Update (COVID-19) –

Lora advised the board that the One-Stop is still not open to the public. Clients are being served by appointments, phone, email, etc. She is hopeful that the One-Stop will be open to the public sometime in June.

B. NCCC Program Monitoring – November 2020

The annual program monitoring took place in November. There were no disallowed costs. There were some minor corrections to some files, and those corrections were made. It was a good monitoring with no findings.

C. Program Updates

-Adult/DW/Youth: We have not received the 3rd quarter performance report, so it will be presented at the June meeting. Lora stated that the staff has done a phenomenal job this year. We have had up to 10 special projects funded this year, and staff have been working from home due to the pandemic.

Performance measures have been met for the Adult and Dislocated Worker programs; Youth is lagging somewhat, but performance will be met by the end of the program year.

-NDWG COVID-19 – Performance has been met. NCCC has applied for additional funds under the NDWG COVID-19 program; Colusa requested \$100,000. We have \$20,000 remaining of the original \$126,000.

-Storm TJC – This was a very successful project that started in November 2019. It will end in June. The City of Colusa hired one participant as a permanent employee, the City of Williams hired two and the Reclamation District hired one.

-Additional Assistance (Olam) – This was another successful project that started in January 2020. It will also end in June. – 74 displaced workers were enrolled, 17 received training and 46 entered employment.

-Veterans – We still need enrollments; program ends November 2021

-DEA – We still need enrollments – program ends February 2022

-SB1 – Discussed previously.

-ELL – English Language Learner program – Lora explained that the original plan was to enroll 30 participants into CCOE's ESL program; however, because

we could not get that many enrolled, the requirements have been relaxed. Participants are no longer required to enroll into the ESL program.

D. Executive Director Retirement – Lora reviewed the timeline and transition plan for her September 30th retirement. Some discussion followed.

VI. Other Programs/Contracts

-**VITA** – Ends April 30th – going well; three volunteers and one staff member

-**CCOE-Firefighter Academy, CNA, EMT** – We will have 10 participants graduate from the Fire Academy, 9 from the CNA program and 12 from the EMT program.

-**Probation** – Marisa is continuing to provide services out of the DRC; going well

VII. Correspondence/Announcements

-**Drive-Up Family Fair** – Saturday, April 17, 2021 – Staff will be handing out information.

VIII. Next Meeting/Adjournment – June 21, 2021

The meeting was adjourned at 4:25 p.m.