

COLUSA COUNTY JPA GOVERNING BOARD
MINUTES OF MEETING
MARCH 9, 2020

PRESENT:

RALPH NEWLIN, Business Member
DONNA CRITCHFIELD, Community Member
BEN FELT, Community Member

ALSO PRESENT:

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

I. Call to Order/Roll Call

Vice Chair, Donna Critchfield called the meeting to order at 4:27 p.m. There was a quorum present.

II. Approval of Minutes – December 9, 2019

On motion by B. Felt, second by D. Critchfield, the board approved the minutes of the December 9, 2019 board meeting.

III. Public Comment - None

IV. Action Items

- 2019/2020 Budget – Amendment #1

Lora presented amendment #1 to the 2019/2020 budget, stating that a small amount of Forward Focus stipend funds was de-obligated because none of the participants qualified. We received \$4,500 in dislocated worker funds to cover the cost of a truck driver training for a participant and \$3,000 for the water district in Maxwell to cover training costs for two of their employees. Prison to Employment (P2E) is a new program that will serve probationers and parolees; we received \$25,886.00.

We had budgeted \$25,000 for equipment, and we spent just a small amount over that on upgrades. All employees have received new computers and have been provided an additional screen. We also purchased a new server, new virus protection software, and one new printer. The lobby computers were not replaced at this time.

Lora reviewed the budget with the inclusion of amendment #1.

On motion by R. Newlin, second by B. Felt, the board approved the 2019/2020 budget with amendment #1 as presented; motion carried.

V. Executive Director's Report

- A. NCCC Update** – Lora reported that the state conducted a youth program monitoring that seemed to go well. A final report has not been received; however, we have heard nothing that indicates there were any issues.

The WIOA program Request for Proposals (RFP) was released on February 28th and is due to the NCCC office by 5:00 p.m. on March 31st. This RFP is for all of the WIOA programs; Adult, Dislocated Worker and Youth.

B. Grant Applications Update -

1. AB1111 – This application was funded; NCCC received \$500,000. Colusa County will receive \$42,000 to serve 7 participants 18 years and older that are facing barriers to employment; such as, homelessness and/or formerly incarcerated. The program begins April 1, 2020 and ends June 30, 2021.

2. Prison to Employment (P2E) – This is the funding that was included in the budget amendment (\$25,886). This program runs until February 2022; however, the funds will be spent well before then. This program will serve the same population as Forward Focus; probationers and parolees. We will need to enroll/serve 4 participants.

3. Storm Grant – This is our “temporary jobs creation” TJC program that started in January 2020. We are required to serve 10 participants and the program ends May 2021. We currently have 11 participants placed at four worksites throughout Colusa County; City of Williams, City of Colusa, Reclamation District 108 and the Colusa Fairgrounds. This has been a very complicated program fiscally. Although we were approved for \$180,000, we are receiving our funds in three increments. So, the initial \$60,000 will be spent soon. We were told that 70% of the funds distributed in the first drawdown (for everyone running a TJC program) must be spent before the next round of funding is received. We were told that we may have to shut down our sites until the next round is distributed. After many discussions, we were told to continue our program, and we would be allowed to spend Glenn County’s portion as they had not yet begun their TJC. We anticipate spending our full allocation of \$180,000 and a portion of Glenn County’s allocation.

4. Veteran’s Employment – Related Assistance Program (VEAP) – Waiting to hear if this application was approved.

5. Disability Employment Accelerator – Waiting to hear if this application was approved.

6. Workforce Accelerator Fund – The consortium applied for \$150,000 to serve 25 participants consortium-wide. If funded, Colusa will most likely receive around \$25,000. This program will provide work experience and supportive services to the homeless population of Colusa County.

7. High Road Construction Careers (HRCC) – This is a construction pre-apprenticeship training program, and the application was submitted in partnership with a number of Northern California counties. NCCC will serve as lead agency. The application was funded and the program will run from September 1, 2020 to August 31, 2022. One of the classes will be held in Colusa County, and they want 20 enrollments.

8. Additional Assistance Project (Olam) – This was a joint application with Glenn County (Land of Lakes closure). Colusa County will receive \$187,560 to serve 50 dislocated Olam employees. The first round of lay-offs occurred on December 15, 2019, and we have begun enrollments. However, we have not yet received the funds, so we are

using our dislocated worker funds for the laid-off Olam employees. Once the Olam funding is received, our dislocated worker funds will be reimbursed. It has been a frustrating process, but those laid-off from Olam are being provided with services. Some of the trainings so far include; Phlebotomy, Microsoft Office Specialist Certification, and Medical Assisting.

C. Staffing –

1. **Upfront Staff:** Our Secretary is back full time, and our temporary worker is still with us. She will be providing VITA services.

D. Fiscal Update –

Current Fiscal Report: Lora reviewed the current fiscal report stating that we are in good position for this point in the fiscal year; a little over where we would normally like to be, but that should balance out by June 30th. We had a lot of upfront costs due to purchasing new computers for the staff, a new server and printer. We will be receiving additional funds before the end of the fiscal year. Budget amendment #2 will be presented at the June board meeting for review and approval.

The annual audit is being completed, and will be submitted by March 30, 2020.

E. 2nd Quarter Performance: Lora reviewed the 2nd quarter performance report stating that all performance looks good. We are a little behind in youth enrollments, but we have always met performance and there is no reason to believe we won't this year.

F. Other Programs/Contracts –

- **CalWORKs** – The HSP contract has been received.
- **Probation/Day Reporting Center/Jail** – Going well.
- **CCOE** – The contract with CCOE for ILP services has been increased by \$8,000 for a total contract amount of \$12,000.
- **VITA** – So far, assistance has been provided in the filing of over 300 tax returns.

VI. Correspondence/Announcement – Lora advised the board that the One-Stop will be participating in CCOE's Career Fair scheduled for March 25th at Education Village. Also, Marisa Apaseo and Yuli Rico appeared on the Pioneer Review's Podcast on January 29, 2020 and provided information on our services. It went really well.

VII. Next Meeting/Adjournment

The meeting was adjourned at 5:00 p.m. Next meeting: June 8, 2020.

COLUSA COUNTY JPA GOVERNING BOARD
MINUTES OF MEETING
JUNE 29, 2020

PRESENT:

RALPH NEWLIN, Business Member
DONNA CRITCHFIELD, Community Member
BEN FELT, Community Member
ED HULBERT, Chair (teleconference)

ALSO PRESENT:

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

I. Call to Order/Roll Call

Vice Chair, Donna Critchfield called the meeting to order at 3:59 p.m. There was a quorum present.

II. Approval of Minutes – March 9, 2020

On motion by B. Felt, second by R. Newlin, the board approved the minutes of the March 9, 2020 board meeting.

III. Public Comment - None

IV. Action Items

- 2019/2020 Budget – Amendment #2

Lora presented amendment #2 to the 2019/2020 budget, stating that we received some additional funding in this fiscal year, so an amendment to the current budget needs to be approved. These funds/special projects will carry-over into next fiscal year.

Lora explained her concern about the way the COVID-19 NDWG was distributed. A short discussion followed. The board agreed that a letter should be sent from the County BOS and the JPA Board. Direction was given to follow-up with the BOS for a letter.

Ben moved to send a letter concurrently from the County BOS and JPA Board, second by Donna, motion carried.

On motion by B. Felt, second by R. Newlin, the board approved the 2019/2020 budget with amendment #2 as presented; motion carried.

- June 30, 2019 Audit – Angie distributed copies of the June 30, 2019 audit. Lora advised the board that the audit was submitted on time, and was a more in depth audit due to the budget amount. There were no findings; good audit.

On motion by R. Newlin, second by B. Felt, the board approved the 2019/2020 audit as presented.

- Board Meeting Audio Recording Policy – Lora stated that this is the same policy as was approved for the non-profit; this is specifically for the JPA.

On motion by b. Felt, second by R. Newlin, the board approved the Audio Recording Policy.

V. Executive Director's Report

A. Program Services Update (COVID-19) – Lora provided an update on program services during COVID-19. The office was closed per county directive on Monday, March 23, 2020. Staff were set up to work from home; Angie and Lora continued to work out of the office. Services were provided to clients by use of the internet, telephone, drop box, etc. The majority of training sites were shut down due to the virus. Our temporary job creation (TJC) program continued uninterrupted; participants were placed at the City of Williams, City of Colusa, Reclamation District 108 and the County Fairgrounds. The VITA program has been put on hold with the tax filing deadline extended to July 15, 2020. All staff were brought back to the office on May 1, 2020 with protocols in place to protect our clients and employees. Plexiglas has been installed along the front counter, masks have been provided to all staff and sanitizer is readily available. We began serving the public again on June 1, 2020; however, with limitations in place. The doors are kept locked, and customers are allowed in when room is available. Our lobby is small so only 3-4 are allowed in at a time; customers are required to wear a mask (can be provided). It has been very challenging, but things are going quite well.

B. NCCC Update – Lora reported that the deadline for submittal of the Request for Proposals (RFP) was extended from March 31, 2020 to April 7, 2020. Our proposal was submitted on time. There was no competition for any of the four counties. So, we were granted the WIOA programs for another 3-4 years. The annual audit was submitted by the deadline of March 31, 2020.

C. Grant Applications Update -

1. **Storm Grant – TJC** – Eight participants still working under the TJC. The employers have been great to work with, they are all very appreciative. Lora explained the process for drawing down funds and how problematic it was for our program. We will be co-enrolling our participants into the new COVID NWDG so that the program can continue to 7/31/2020. Very successful program; we will keep the employees working as long as possible.
2. **Veteran's Employment-Related** – New Veterans program. Colusa received \$51,179, and we will need to enroll 10 participants. All participants must be enrolled into a training activity.
3. **Disability Accelerator Program** – Colusa will receive \$26,250 to serve 5 participants.
4. **Workforce Accelerator Fund "Homeless to Hopeful"** – NCCC was approved for \$150,000; Colusa will receive \$12,600. Lora explained to the board her thoughts regarding the funds. Glenn County also received a small amount (same as Colusa), so we are considering de-obligating the funds and giving them to Glenn. Glenn County loaned us a portion of their TJC funding so that we could continue our program uninterrupted.
5. **High Road Construction Careers (HRCC)** – This is a Construction Pre-Apprenticeship Training program scheduled to begin September 1, 2020. A class will be held in Colusa for Glenn and Colusa County participants. More information to come.

6. Additional Assistance Project (Olam) – Received \$187,560 in funding to serve 50 dislocated workers. The majority of laid off workers want to find employment; however, \$100,000 of the funding is for training. Those that want training are waiting for classes to begin again (COVID). We are continuing communications with Olam to ensure laid off workers know assistance is available.

7. ELL English Language Learner Grant – NCCC applied for \$300,000 – If funded, a portion of the money will go to pay for a Navigator position located at the Sutter County One-Stop. The Navigator will serve Sutter, Yuba, and Colusa Counties. The program will focus on career exploration and providing Vocational English as a Second Language classes.

D. Staffing –

The One-Stop Receptionist did not return on May 1st. Initially, the Receptionist was laid off due to a lack of childcare during the pandemic. When staff returned, we did not open to the public, so there was no need for a Receptionist and childcare was still an issue. We are going to continue as is for now. If we fill the position in the future, and she is interested, she will need to apply.

Our temporary employee is still with us; she is providing VITA services.

D. Fiscal Update –

Current Fiscal Report: Angie explained the numbers in red; due to 20% carry-in and the youth budget overage. Lora stated that we are in a good position; we should be able to carry-in around \$100,000. She also mentioned that we received preliminary budget numbers for next year. All three formula funds are increasing for an additional \$73,179. The budget is looking good for next year. Lora finished reviewing the report. Angie advised the board that a fiscal monitoring will be taking place tomorrow.

E. 3rd Quarter Performance: Lora reviewed the 3rd quarter performance report stating that, considering COVID-19, the staff has done an excellent job serving participants, and we will not have any problem meeting performance.

F. Other Programs/Contracts –

- **CalWORKs** – DHHS has notified us that there is a cut in the CalWORKs funding, so we are waiting to see if there will be a contract next year. They do want to continue the Transitional Housing and ILP contracts.
- **Probation/Day Reporting Center/Jail** – Going well; One-stop staff are again providing services at the DRC and Jail.
- **CCOE** – Lora explained that COVID-19 hit one week before the firefighter academy was scheduled to end. So, the students had to wait; however, they have now completed the program and graduated. Williams Fire Department and CCOE are working on an EMT training program much like the fire academy; we will be partnering with them.
- **VITA** – Started up again and staff have already provided assistance in the filing of over 300 tax returns.

VI. Correspondence/Announcement – Lora announced that the career fair has been cancelled. She is not sure if it will be rescheduled.

Ed provided an update on the residential project; models homes are just about done. He stated that this will be a major economic driver for the city; new golf members will be picked up. He anticipates sales to be solid; interest rates are at an historic low. He could not say enough about Jesse, Colusa City Manager, and how the city helped to move this project along. The sales office in one of the models and is close to opening. The trailer park on the river has been open for a few weeks now; 80% full for duck season.

VII. Next Meeting/Adjournment

The meeting was adjourned at 4:52 p.m. Next meeting: September 14, 2020.