

COLUSA COUNTY JPA GOVERNING BOARD
MINUTES OF MEETING
September 14, 2020
ZOOM MEETING

PRESENT:

RALPH NEWLIN, Business Member
DONNA CRITCHFIELD, Community Member
BEN FELT, Community Member
ED HULBERT, Chair
MERCED CORONA, County 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 3:43 p.m. There was a quorum present.

II. Approval of Minutes – June 29, 2020

On motion by D. Critchfield, second by M. Corona, the board approved the minutes of the June 29, 2020 board meeting.

III. Public Comment - None

IV. Action Items

- June 30, 2020 Audit – Letter of Engagement

Lora stated that the cost will remain the same; \$12,428. Need a motion to approve.

Ben moved to authorize signing the Letter of Engagement with Zach Pehling, CPA, at a cost not to exceed \$12,428, second by M. Corona; motion carried.

- Job Position/Description – Staff Assistant

Lora advised the board that we do not currently have a Receptionist due to COVID-19, but we do have a temporary position that was created to assist with the VITA program. The temporary employee has taken on some additional tasks now that the tax season has ended. Because she is not filling the role of Receptionist, a job description more fitting for the current position has been written. Members were provided a copy of the job description.

Because the One-Stop is still closed to the public, the Receptionist position will not be filled.

On motion by R. Newlin, second by D. Critchfield, the board approved the Staff Assistant job description as presented; motion carried.

V. Executive Director's Report

A. Program Services Update (COVID-19) – Lora stated that the One-Stop is still closed to the public. All staff are in the office. Appointments are being scheduled to assist clients. We are using all available social media outlets for outreach activities. It is going very well considering we are not fully open. We are having a difficult time filling job openings and other One-Stops are having the same struggles. Lora feels that it could be due to a few things; people receiving UI; some are still fearful of going back to work and parents are home teaching their children. No date has been set for opening up to the public.

B. Grant Applications Update

1. **Storm Grant – TJC** – This program is still going. We have had to move clients into other funding sources to keep them enrolled and working. One participant has been hired on F/T at District 108. Cindy still feels that the state will come up with the remaining \$30,000. Our employers have been great and understanding; participants are happy to have a job.

2. **High Road Construction Careers (SB1)** – This project is still in the planning stages: it is a pre-apprenticeship program. A class will be held in Colusa for Glenn and Colusa participants. NCCC still has not received a contract from the state; hope to start first quarter of 2021.

3. **Additional Assistance Project (Olam)** – No Update

4. **ELL English Language Learner Grant** – This project just kicked off. We are working in partnership with CCOE. They are providing the ESL course. NCCC initially wanted 30 students enrolled; however, due to COVID-19 and the class being provided in person, they will move forward with 10 enrollments. Once the ESL class is completed, CCOE will refer clients to the One-Stop for training services.

5. **COVID Supportive Services** – This grant included no funding for overhead expenses. The funds were provided for supportive services only to assist those affected by COVID-19 with rental/mortgage payments. We spent the initial funding very quickly, so we will be receiving an additional \$8,000. Let us know if you have referrals.

6. **TET NWDG**– This project has been going for some time now. We met our performance for this program some time ago; however, the state has approved additional funding and extended the program to August 2021. We will receive

\$8,300 to serve one more participant. The participant must be enrolled into a training activity.

C. Staffing –

Yuli Rico's last day was August 14, 2020. She has accepted a position with EDD. She was with us for about 10 years and was a great employee; she will be missed. She was the Community Services Specialist; not funded by WIOA.

D. Fiscal Update –

Current Fiscal Report: Lora stated that this report is through the end of June. We do not have final budgets for 2020/2021 yet. We ended the fiscal year in a really good position; carried in a little more than 20% (\$175,900). This gives us a good amount to carry into next year. Lora continued review of the report pointing out those programs that will have balances carried into next fiscal year and those that ended.

E. 4th Quarter Performance: Lora reviewed the 4th quarter performance report stating that performance numbers are very good considering that the One-Stop has been closed to the public and staff are working within a challenging environment. All performance measures have been met for those programs ending June 30, 2020. Some programs will continue into the next program year.

F. Other Programs/Contracts –

- **CalWORKs** – Lora provided a brief history of our partnership with DHHS. Lora was notified that DHHS was bringing the CalWORKs program in-house and so, would not be contracting with the One-Stop for CalWORKs. Lora met with DHHS and they advised her that they still wanted to contract for ILP and TH program oversight. Lora explained that the two contracts would need to increase. They were kept on a very low administrative costs because the CalWORKs contract was sizeable. Shortly after meeting with DHHS, Yuli Rico turned in her notice that she would be leaving. Yuli provided oversight of the T.H. program and the One-Stop has no other staff available. The contract amount for T.H. was not enough to fully support a Program Manager. Because DHHS manages the homeless/housing programs for Colusa County, it made sense to pass the T.H. program over to DHHS. All aspects of the T.H. program have been transferred to DHHS. The One-Stop has some funds available for hotel vouchers. We will have the VITA program next year, and we will continue providing ILP services and payroll services to DHHS clients in Subsidized work experience.
- **Probation/Day Reporting Center/Jail** – Going well; One-stop staff are again providing services at the DRC and Jail.

- **CCOE** – The EMT program started in August. They had 25 show up for orientation on July 31st. It is going well; we will sponsor as many students as we can within the budget.
- **Glenn County** – contracts are in place for payroll services and hotel vouchers for the homeless.
- **CAPC** – We will continue to provide payroll services for CAPC
- **VITA** – We will provide VITA services next year.
- **BHS** - We will continue to provide stipend payments under contract with BHS.

VI. Correspondence/Announcement – We are hopeful that the next meeting will be in person; will plan for it. Ed stated that we could meet in the big conference room at the Industrial Park and this will allow us to spread out.

VII. Next Meeting/Adjournment

The meeting was adjourned at 4:11 p.m. Next meeting: December 14, 2020.