

COLUSA COUNTY JPA GOVERNING BOARD
MINUTES OF MEETING
JUNE 24, 2019

PRESENT:

ED HULBERT, Chair
DONNA CRITCHFIELD, Community Member
BEN FELT, Community Member
MERCED CORONA, County of Colusa

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 3:53 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 March 11, 2019 board meeting.

III. Public Comment - None

IV. Action Items

- **June 30, 2018 Audit** – Angie distributed copies of the June 30, 2018 audit stating that it was a good, clean audit with no findings.

On motion by M. Corona, second by B. Felt, the board approved the June 30, 2018 audit; motion carried.

V. Executive Director's Report

A. NCCC Update – None

B. Grant Applications Update -

1. AB1111 – An initiative to remove barriers to employment. NCCC will apply for \$300,000 when the RFF is released.
2. Disability Employment Accelerator (DEA) – This grant application was not funded.
3. Prison To Employment – This grant was funded. We did not receive what we were hoping for; however, Colusa will receive \$25,886. We will need to serve four participants, and the project begins January 2020.
4. Workforce Accelerator 7.0 – This was an English Language Learner grant application, and it did not get funded.

Lora advised the board that Colusa County was designated a disaster area due to the flooding in February. NCCC applied for \$200,000 for Colusa County, and we would need to enroll 10 participants. Lora has talked with Gary from Reclamation District

108, and they are interested in participating. She has also talked with Frank Kennedy with the City of Williams, and he indicated that they had already cleaned up and done repairs due to the flooding. We will be contacting the City of Colusa to determine their interest in participating. The county has been notified, and Supervisor Corona will be talking with Mike at the road department.

- C. Staffing** – Lora provided an update on the two staff members that were out on medical leave this past year. One of the staff members has returned to work, the other (Secretary) was out on maternity leave and due to some medical issues, will be on extended leave. Two temporary employees were hired for upfront services. One has worked out very well and will stay on until the end of summer. The other did not work out and has been let go as of April 12, 2019.

Our IT staff member is retiring at the end of this month after 11 years. We are required to get three bids for any service over \$5000. Lora has been in contact with several IT services companies. Alliant Computer Services in Yuba City was the most impressive; NCCC also contracts with them. Their proposal came in at \$2,000/month. Lora's recommendation is to contract with Alliant.

Merced asked about local providers, and suggested contacting the county IT services department. Lora stated that she would check into county IT services. She also reported that we are in need of new computers and equipment. Initial estimates are around \$25,000 - \$30,000 for upgrades. So, there would be an initial need of several hours upgrading the One-Stop computers, etc. More discussion followed.

Ed suggested authorizing the Executive Director to enter into a contract with Alliant Computer Services, subject to talking with the County CAO. Determine whether or not they can provide the services, and if so, at what cost. If it won't work with the county, then go with Alliant. If the county can provide the services, then we can schedule a special meeting

D. Critchfield moved to approve a contract with Alliant Computer Services, subject to information received from the County of Colusa, second by M. Corona, motion carried.

Lora proposed that, because Dianne, our IT Specialist, has been with us for so long, worked hard and did a great job, we offer her six months of paid vision/dental coverage. The cost would only be \$1,173.00 for six months. Ed feels like that is reasonable.

B. Felt moved to approve covering the cost of dental/vision benefits for Dianne Luoma for six months from the time of her retirement, second by D. Critchfield, motion carried.

D. Fiscal Update –

1. Current Fiscal Report – Angie reviewed the current fiscal report. Lora explained the amount required to be spent on training and the allowed match (CHDC).

2. 2019/2020 Formula Funding - Lora reported that we do not have 2019/2020 budget amounts yet; however, formula funds have increased overall. Adult and Youth funds increased, DW decreased for an overall increase of \$30,688. Next year's budget is

looking pretty good. We may have less special project funding, but we will be receiving \$200,000 in disaster funds.

3. Letter regarding 25% carry-in – Lora reported that, due to having two staff members out on medical leave, there has been a considerable savings in this year's budget. She explained the normal carry-in is 20%, but we will most likely have more than 20% to carry-in next year because of the savings in personnel costs. Lora wrote a letter to NCCC asking for approval to carry-in 25%. Cindy Newton, NCCC, has been great, and indicated that it wouldn't be a problem. Lora asked about carrying in more than 25%, and Cindy stated that they would not be recapturing any funds. So, we would be able to carry in whatever we have remaining. This should allow us to purchase the computers and equipment we need. We currently have a quote of approximately \$30,000.

4. GSRM Annual Invoice - Lora explained that Golden State Risk Management provides insurance coverage for the One-Stop. We make an annual payment that includes workers' compensation, general liability, property, auto, pollution and crime/bond contributions. This year's invoice is \$30,290; up \$4,800 from last year. Lora talked with GSRM regarding this bill. General Liability increased about \$3,000. She advised the board that G.L. is based on total payroll. D. Critchfield explained why the insurance companies do it this way; as payroll increases, risk increases because business increases. Donna suggested asking what category they have us under. Lora will contact them and discuss further.

Lora advised the board that the current resolution authorizes the Executive Director to issue warrants for payment of the annual cost of insurance to include Workers' Compensation, General Liability, Property and Auto not to exceed \$30,000. As mentioned previously, the current invoice is \$30,290. Because it is not that much over the approved \$30,000, the board is okay with the Executive Director approving payment of the invoice. Also, there is the possibility that the amount will be reduced.

- E. 3rd Quarter Performance** - Lora reviewed the 3rd quarter performance report, stating that all performance measures will be met by the end of the program year (June 30, 2019).
- F. Building Maintenance** – Lora reported that the outside of both buildings are being painted and should be completed by this weekend. The painters are doing a great job.
- G. Board of Supervisors' Meeting – June 25, 2019** - Lora advised the board that, along with DHHS staff and EDD staff, she will be attending the BOS meeting tomorrow to discuss the high unemployment rate in Colusa County.
- H. Other Programs/Contracts** –
- **CalWORKs** – No update
 - **Probation/Day Reporting Center/Jail** – we are working with the Probation Department on the new Prison 2 Employment project.
 - **CCOE** – No update

- **VITA** – Lora provided a handout showing a four year comparison for the VITA program. The total returns prepared has increased each year. This year, 350 returns were processed for a total of \$612,634 in refunds.

VI. Correspondence/Announcement – Lora provided board members with a copy of the organizational chart.

VII. Next Meeting/Adjournment

The meeting was adjourned at 4:45 p.m. Next meeting scheduled for September 9, 2019.