

COLUSA COUNTY JPA GOVERNING BOARD
MINUTES OF MEETING
SEPTEMBER 9, 2019

PRESENT:

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

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 4:01 p.m. There was a quorum present.

II. Approval of Minutes

On motion by B. Felt, second by M. Corona, the board approved the minutes of the June 24, 2019 board meeting.

III. Public Comment - None

IV. Action Items

- **June 30, 2019 Audit** – Letter of Engagement

Lora stated that the cost will remain the same as last year (\$12,428.).

On motion by M. Corona, second by R. Newlin, the board approved signing the Letter of Engagement for completion of the June 30, 2019 audit by Zach Pehling; motion carried.

V. Executive Director's Report

A. NCCC Update – Lora stated that NCCC would be conducting a program monitoring beginning tomorrow, the state will be monitoring the youth program the week of October 14th and the TET program will be monitored on October 21st.

Cindy Newton, Executive Director of NCCC, advised the counties that the WIOA programs will go out for RFP this coming year. The RFP will be released sometime in February and they will be due by the end of March.

B. Grant Applications Update -

1. AB1111 – An initiative to remove barriers to employment. NCCC applied for \$500,000. If funded, Colusa will receive \$42,000 to serve 7 participants. Lora advised the board that she expressed her disappointment at the distribution of funds; she would hope that any future funding would be more equitably distributed.

2. Prison To Employment – This grant was funded. Colusa will receive \$25,886 to serve four participants. The project begins January 2020.

4. Storm Grant – Colusa will receive \$180,000 to serve 10 participants. Flyers for recruitment have been created and posted. We will be working with four work sites; City of Williams, City of Colusa, Reclamation District 108 and the fairgrounds. We have received a total request for 15 workers, so we will do what we can within our budget. We were required to submit pictures of the worksites to the state, and now we are waiting for approval to begin the project.

C. Staffing –

1. Upfront Staff: Our Secretary is still out on extended medical leave; possibly returning in December. Our temporary employee is still with us part time while she attends school. She is in the office three days per week and has been doing a great job.

2. Contract for IT Services: Lora advised the board that she did meet with two gentlemen from the county IT department; however, she never heard back with a quote for services. We have contracted with Alliant Computer Services from Yuba City at \$2,000/month beginning August 1, 2019. Much work has already been done. Two computers crashed, so they have been replaced, reorganization of the lab in the 144 building has begun. We will be switching from Frontier to Comcast for faster internet service at a lesser cost.

D. Fiscal Update –

1. Current Fiscal Report: Lora stated that we ended the year in a very good position. We were able to carry-in approximately 28% of our formula funds, and this will allow us to upgrade our computer equipment and complete the reorganization of our lab.

2. GSRM Annual Invoice: Per Donna's recommendation, Lora spoke with Scott at Golden State Risk Management regarding our annual insurance bill. Scott reduced the bill to, almost exactly, last year's amount. However, he did indicate that it will most likely go up next year.

3. 2019/2020 preliminary Budget: Lora reviewed the preliminary budget for the board, stating that a final budget will be presented for approval once we have received our contract from NCCC. As she mentioned previously, approximately 28% was carried in (\$198,164).

E. 4th Quarter Performance: Lora reviewed the 4th quarter performance report, stating that all performance measures were met for last program year.

F. Building Maintenance: Lora reported that the outside of both buildings have been painted, and they look great. We have reduced the large lab down to four computers. The lab was not being utilized, and we could not justify the cost of maintaining 12 computers. Some painting has been done in the lab and the carpets cleaned.

G. Other Programs/Contracts –

- **CalWORKs** – We have received our contract with DHHS; it is the same amount as last year.
- **Probation/Day Reporting Center/Jail** – Chief Michael Rogers invited Lora to attend the Community Corrections Committee meetings as a member, and the first meeting will be September 19th. We are continuing to work with them on the P2E project.
- **CCOE** – No update
- **VITA** – Lora reported that, in partnership with Trinity and Glenn Counties, we have applied for \$100,000 to expand the VITA program to hard-to-reach locations and recruit additional volunteers. If funded, Colusa will serve as lead agency.
- **Child Support Services** – DHHS has agreed to allow CSS clients to participate in the WFA. We will be meeting with CSS staff to develop a referral process. Reports will be separate from CWs.

H. Grocery Outlet: Lora reported that staff has been working with Grocery Outlet in Williams on employee recruitment activities. Over 100 applications have been received; they will hire approximately 35. They plan to interview most of the applicants. Orientations are happening now and the grand opening will be held at the end of the month (26th).

VI. Correspondence/Announcement – none

VII. Next Meeting/Adjournment

The meeting was adjourned at 4:42 p.m. Next meeting scheduled for December 9, 2019.