

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, JULY 28, 2011
CHICO, CA

I. CALL TO ORDER

The meeting was called to order by H. Oilar, WIB Chair, and W. Otto, Governing Board Chair, at 10:03 a.m.

II. ROLL CALL

There was a quorum of both the WIB and Governing Board. ➡ [Roster](#)

III. APPROVAL OF MINUTES, APRIL 28 27, 2011

A motion made by T. Cochran, and seconded by L. Bosetti, for WIB approval of the April 28, 2011, minutes passed the WIB unanimously.

A motion made by J. Cook, and seconded by J. Chapman, for Governing Board approval of the April 28, 2011, minutes passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

A motion made by G. Mistal, and seconded by S. Martin, to approve the agenda as posted, passed the WIB unanimously.

A motion made by L. Baugh, and seconded by P. Huebner, to approve the agenda as posted, passed the Governing Board unanimously.

V. WIB APPOINTMENTS

Douglas Houston resigned his seat on the WIB, representing Community Colleges. There were no nominations to replace him for consideration at this meeting.

VI. PUBLIC COMMENT

Nadine Bailey, from Dan Logue's office shared the Assemblyman's main focus for California: Jobs.

VII. NORTEC NON-PROFIT

S. Knox reported to the members that the Articles of Incorporation and the By-Laws were submitted to the State of California by NoRTEC's attorney, Aaron Stewart.

A. Stewart explained that once the paperwork is processed by the State, the By-Laws will need to be ratified by the members once they are seated. He also explained that normally shareholders elect Directors who then hire officers to perform the day-to-day duties of the entity, (i.e., President, Secretary, Treasurer, etc.). In the NoRTEC non-profit, however, there are no shareholders; only Directors and Officers. A. Stewart said

he would act as the incorporator, and appoint the Directors. Then, the Directors will appoint/hire the officers.

M. Piller said she wanted to clarify that the President/CEO is not also the Chair of the Workforce Investment Board. A. Stewart said Piller was correct—the President/CEO of the non-profit would be a staff member (Stewart Knox), not a board member. Piller stated the using the terms “President” and “CEO” interchangeably was confusing.

VIII. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee report.

A. Program Monitoring

1. Standard Compliance Review - M. Piller stated on-site monitoring visits for a standard compliance review for all funding sources was conducted by Betti Austin, Program Services Director in April-June 2011. There were no findings. The next on-site view of the programs will take place in October-December 2011.
2. Compliance Review of the “Tsunami” National Emergency Grant - M. Piller stated an on-site monitoring visit for the national emergency grant project in Crescent City was conducted by Terrienne Brown, Program Operations Director, and Jeanne Hough, Fiscal Officer, on July 13-15, 2011, in Crescent City. There were no findings.

B. State/Federal Monitoring

M. Piller reported there had not been any federal or state reviews of NoRTEC since the April meeting, and no reviews were scheduled for the near future.

C. Client Numbers

The members reviewed the client enrollment and contract performance reports as presented in the agenda (see agenda for link to reports).

D. Plant Closure Updates

The members reviewed the business closures and layoffs that had taken place since the last meeting (see agenda for link to report).

E. “Headline” Program Reports

The members reviewed the Community Coordinator reports as presented in the agenda (see the agenda for summaries and links to full reports).

Kathy Schmitz, Executive Director of Job Training Center, and Traci Holt, Executive Director of the Alliance for Workforce Development, gave updates

about the progress of their efforts in Nevada and Butte Counties to get WIA programs up and running.

K. Schmitz (Nevada County) said the first few months were spent cleaning up paperwork and examining programs that were in place at the time the Butte PIC closed its doors. Schmitz said a few of the programs were salvageable, and the Job Training Center was working with staff hired in Nevada County to continue efforts in those areas. The big push, however, is to focus on the business community and provided needed workshops, hiring assistance, and Human Resource assistance—in other words, business services.

T. Holt (Butte County) said Alliance for Workforce Development staff were also cleaning up paperwork, and they too were focusing on business services and training new staff. Holt reported enrollments were up in some of the special projects focused in Butte County (the Challenge grant and AB 118).

F. Staff Training

M. Piller reported on staff training as outlined in the agenda.

G. Technology Update

Scott Shafer, Systems Administrator for NoRTEC, gave a brief report on the progress of the new “NCEN” website. He said the website was still under construction and a preview of the website was planned for the October meeting.

Brian Boyer, NoRTEC Grants Manager, gave an overview of services available to job seekers and employers in the NoRTEC area.

H. Youth Council Report

Kathy Schmitz, from the Job Training Center, gave an update on youth activities in Tehama County. She reported 150 people attended their last “Expect More Tehama” summit and the Council was continuing to address low college attendance rates and high dropout rates in the county. Schmitz reported the next step was to review the apparent correlation between poverty and educational achievement.

A motion made by L. Osborne, and seconded by T. Cochran for approval of the Fourth Quarter Program Committee Report passed the WIB unanimously.

A motion made by L. Baugh, and seconded by J. Cook for approval of the Fourth Quarter Program Committee Report passed the Governing Board unanimously.

IX. FINANCE COMMITTEE REPORT

Bill Hamby, Finance Committee Chair, presented the Finance Committee report.

A. PY 2011/2012 Funding

Hamby reported NoRTEC currently has \$21,051,648 in available funding. He reported this was a lower amount than PY 2010/2011, primarily due to the absence of stimulus funding.

B. PY 2010/2011 Funding

Hamby reported NoRTEC had \$32,035,151 in available funding during the program year.

C. Approval of the PY 2010/2011 Fourth Quarter Financial Reports

Fourth quarter reports for PY 2010/2011 were presented to the members for approval. (See agenda for link to reports.)

- PY 2010/2011 Contracts Summary
- PY 2010/2011 Service Provider Contract Modifications
- PY 2010/2011 Program Expenditure Reports
- PY 2010/2011 NoRTEC Administrative Entity Report
- PY 2010/2011 NoRTEC WIB and Governing Board Expenditure Report

A motion made by W. Hagge, and seconded by G. Mistal, approving the Fourth Quarter finance reports passed the WIB unanimously.

A motion made by L. Baugh, and seconded by P. Huebner, approving the Fourth Quarter finance reports passed the Governing Board unanimously.

D. NoRTEC Fiscal Monitoring

The members noted fiscal reviews of the Service Providers by NoRTEC were conducted in April-June 2011, and there were no findings.

E. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross reported NoRTEC was still awaiting the final report from the State's Fiscal and Procurement review conducted in May 2010.

Cross noted EDD had conducted another fiscal and procurement review during the week of May 16-20, 2011. No report has been received.

A motion made by M. Piller, and seconded by T. Cochran, for approval of the Fourth Quarter Finance Committee report passed the WIB unanimously.

A motion made by J. Bullock, and seconded by G. Hemmingsen, for approval of the Fourth Quarter Finance Committee Report passed the Governing Board unanimously.

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported the USDA Rural Community Development Initiative application for \$300,000 and the National Emergency Grant for \$5,000,000 for clean-up of damage from the Tsunami in Del Norte County were funded.

B. New Applications

S. Knox asked for approval for staff to submit applications for (1) \$600,000 for Dislocated Worker funding in Butte and Nevada Counties, (2) \$100,000 for a youth project in Nevada County, and (3) \$2,750,000 for a Dislocated Worker project (MCLAUS IX) for the eleven counties in NoRTEC.

A motion made by L. Osborne, and seconded by C. Roberts, for staff to submit applications for the three projects outlined in the agenda passed the WIB unanimously.

A motion made by J. Cooke, and seconded by P. Huebner, for staff to submit applications for the three projects outlined in the agenda passed the Governing Board unanimously.

XI. PLAN MODIFICATION

The members review the proposed plan modification as presented in the agenda.

A motion made by J. Smith Freeman, and seconded by J. Sisson, for approval of the Program Year 2011/2012 plan modification passed the WIB unanimously.

A motion made by L. Baugh, and seconded by P. Huebner, for approval of the Program Year 2011/2012 plan modification passed the Governing Board unanimously.

XII. NORTEC INDUSTRY SECTOR, ENTREPRENEUR AND GREEN SURVEY ANALYSIS

Jocie Boyer of EDD's Labor Market Information Division presented an analysis of economic and workforce data forced on industry sectors within NoRTEC's region. (See agenda for link to report.)

XIII. SMALL BUSINESS UPDATE

G. Mistal gave a brief update on legislation of interest to small business.

XIV. OLD BUSINESS

There were no Old Business items discussed.

XV. NEW BUSINESS

The members noted the next WIB/Governing Board meeting would be the annual retreat on October 26-27, 2011, at the Gaia Hotel in Anderson.

XVI. ADJOURNMENT

The meeting was adjourned at 12:35 p.m.