

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, OCTOBER 27, 2011
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by H. Oiler, WIB Chair, and W. Otto, Governing Board Chair, at 9:08 a.m.

II. ROLL CALL

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

III. APPROVAL OF MINUTES, JULY 28, 2011

A motion made by T. Cochran, and seconded by G. Mistal, for WIB approval of the July 28, 2011, minutes passed the WIB unanimously.

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

IV. APPROVAL OF AGENDA

A motion made by B. Maffett, and seconded by L. Bosetti, to approve the agenda as posted passed the WIB unanimously.

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

V. WIB APPOINTMENTS

A motion made by G. Russell, and seconded by J. Bullock to appoint Kimberly Perry to the NoRTEC WIB passed the Governing Board unanimously.

VI. PUBLIC COMMENT

There was no public comment.

VII. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee report.

A. Program Monitoring

M. Piller stated there had been no on-site monitoring visits to the programs since the July 2011 WIB/Governing Board meeting, but monitoring visits were scheduled for late October-December of this year.

B. State Monitoring

T. Brown reported the State reviewed NoRTEC for administrative issues, and performed files reviews in Butte, Plumas, Shasta, and Tehama Counties. Brown said there might be a couple of minor issues to resolve, but she would know more when the draft monitoring report was issued.

C. Client Enrollment and Contract Performance

The members reviewed the reports presented in the agenda.

D. Plant Closure Updates

The members review 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).

The Vice-President and Plant Manager for Kiara Solar gave a brief presentation to the members regarding services provided to them by the Smart Business Resource Center.

F. Staff Training

The members noted there had been no staff training since the October meeting.

G. Policy Updates

The members reviewed the proposed updates to the Individual Training Account (ITA) Policy and the NoRTEC definition of Entered Employment for Youth participants.

A motion made by T. Cochran, and seconded by B. Maffett, to approve the modification to the ITA Policy passed the WIB unanimously.

A motion made by L. Baugh, and seconded by P. Huebner, to approve the modification to the ITA Policy passed the Governing Board unanimously.

A motion made by L. Osborne, and seconded by L. Bosetti, to approve the modification of the definition of “Entered Employment” for Youth participants passed the WIB unanimously.

A motion made by J. Bullock, and seconded by J. Cook, to approve the modification of the definition of “Entered Employment” for Youth participants passed the Governing Board unanimously.

H. Youth Council Report

K. Schmitz gave an update on Youth Council activities in Tehama County. She reported the Council was continuing their focus on the *Expect More!* Campaign

that focuses on higher education for local youth. Schmitz said the campaign was getting additional assistance from other organizations in the community.

The Workforce Investment Board members were also asked to approve a slate of members that would meet the categorical membership requirements for the Youth Council outlined in the Workforce Investment Act.

A motion made by C. Martin, and seconded by B. Hamby, to approve the proposed slate of Youth Council members passed the WIB unanimously.

A motion made by B. Maffett, and seconded by G. Mistal for approval of the First Quarter Program Committee Report passed the WIB unanimously.

A motion made by P. Huebner, and seconded by G. Russell for approval of the First Quarter Program Committee Report passed the Governing Board unanimously.

VIII. FINANCE COMMITTEE REPORT

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

A. PY 2011/2012 Funding

Hamby reported NoRTEC currently has \$21,342,537 in available funding. An additional \$2,750,000 has been requested.

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

Final fourth quarter reports for PY 2010/2011 were presented to the members for approval. Hamby reported there were no areas of concern from the Finance Committee (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 J. Madden, and seconded by T. Cochran, for approval of the Final PY 2010/2011 Fourth Quarter Financial Reports passed the WIB unanimously.

A motion made by J. Cook, and seconded by J. Bullock, for approval of the Final PY 2010/2011 Fourth Quarter Financial Reports passed the Governing Board unanimously.

C. Approval of the PY 2011/2012 First Quarter Financial Reports

First quarter reports for PY 2011/2012 were presented to the members for approval. (See agenda for link to reports.)

- PY 2011/2012 Contracts Summary
- PY 2011/2012 Service Provider Contract Modifications
- PY 2011/2012 Program Expenditure Reports
- PY 2011/2012 NoRTEC Administrative Entity Report
- PY 2011/2012 NoRTEC WIB and Governing Board Expenditure Report

A motion made by J. Sisson, and seconded by T. Cochran, for approval of the PY 2011/2012 First Quarter Financial Reports passed the WIB unanimously.

A motion made by P. Huebner, and seconded by L. Baught, for approval of the PY 2011/2012 First Quarter Financial Reports passed the Governing Board unanimously.

D. NoRTEC Fiscal Monitoring

M. Cross reported fiscal reviews of the Service Providers were currently being scheduled.

E. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross reported the final monitoring report for the 2009/2010 ARRA Fiscal and Procurement review had been received and all issues regarding procurement documentation in the draft report were satisfactorily resolved.

M. Cross reported the State conducted another fiscal and procurement review of NoRTEC during the week of May 16-20, 2011, but a report had not yet been received.

A motion made by D. Withrow, and seconded by W. Hagge, for approval of the First Quarter Finance Committee report passed the WIB unanimously.

A motion made by P. Huebner, and seconded by L. Baugh, for approval of the First Quarter Financial Committee Report passed the Governing Board unanimously.

IX. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported the Dislocated Worker Funding for Butte and Nevada Counties (\$600,000), the High Concentration of Eligible Youth in Nevada County (\$100,000), and the MCLAUS IX (\$2,750,000) applications had all been funded.

B. New Applications

NoRTEC has not submitted any new applications since the previous WIB/ Governing Board meeting.

X. SMALL BUSINESS UPDATE

G. Mistal and S. Knox updated the members on several state bills: 776, 734, 698, and 554.

XI. OLD BUSINESS

There were no Old Business items discussed.

XII. NEW BUSINESS

The members noted the next WIB/Governing Board meeting would be held on January 26, 2012, at the Gaia Hotel in Anderson.

XIII. ADJOURNMENT

The meeting was adjourned at 11:07 a.m.