

NORTEC  
WIB AND GOVERNING BOARD AGENDA  
THURSDAY, JANUARY 24, 2013  
10:00 AM – 2:00 PM  
HOLIDAY INN  
1900 HILLTOP DRIVE  
REDDING, CA 96002

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, OCTOBER 25, 2012 (ACTION)

The minutes from the October 25, 2012, meeting are attached: [Minutes](#)

**Recommended Action:**

***WIB approval of the October 25, 2012, minutes, with revisions if needed, as posted.***

***Governing Board approval of the October 25, 2012, minutes, with revisions if needed, as posted.***

IV. APPROVAL OF AGENDA (ACTION)

**Recommended Action:**

***WIB approval of the agenda, with revisions if needed, as posted.***

***Governing Board approval of the agenda, with revisions if needed, as posted.***

V. PUBLIC COMMENT

Members of the public will be invited to make brief comments regarding any aspect of NoRTEC business.

VI. WORKFORCE INVESTMENT BOARD APPOINTMENTS (ACTION)

There are currently three vacancies on the NoRTEC WIB. One is for an At-Large One Stop Partner seat, filled by an employee of EDD (Employment Development Department). This seat became vacant when Chuck Braun retired on December 28, 2012. Staff are currently working with EDD management to secure a nomination for his replacement.

The second vacancy is a Private Industry seat for Butte County. Joe Wilson, Governmental Relations Representative, with Pacific Gas and Electric, has been nominated:

Private Industry (Butte County)	
Joe Wilson	<a href="#">Application</a> <a href="#">Nomination Letter</a>

***Recommended Action: Governing Board appointment of Joe Wilson to fill the Butte County Private Industry Seat on the NoRTEC Workforce Investment Board.***

The third vacancy is an At-Large Private Industry seat. Jim Cook, Owner of Community Development on Call and Willow Mt. Ranch, has been nominated:

Private Industry (At-Large)	
Jim Cook	<a href="#">Application</a> <a href="#">Nomination Letter</a>

***Recommended Action: Governing Board appointment of Jim Cook to fill the At-Large Private Industry Seat on the NoRTEC Workforce Investment Board.***

VII. PROGRAM COMMITTEE REPORT

Judi Madden will present the Program Committee Report.

A. Program Monitoring (Information)

Program reviews were conducted on the following dates:

Rural Human Services – October 2-3, 2012

Alliance for Workforce Development – October 29-31, November 1-2, 5-6, 29-30

Siskiyou Training and Employment Program – November 8-9, 2012

Smart Center – November 13-14, 2012

Job Training Center – November 29-30, 2012

Brian Boyer conducted Program Monitoring for Adult, Dislocated Worker, Youth, and special projects (NEG-OJT, MCLAUS IX) during October and November. He reviewed documentation on program eligibility, participant progress through the WIA program, supportive services, and outcomes. In addition, Boyer examined each Service Provider’s OJT program.

There were no findings at the Alliance for Workforce Development, the Siskiyou Training and Employment Program, the Smart Center, or the Job Training Center. At Rural Human Services, there was a finding that financial needs analyses for participant supportive services were not being consistently conducted in accordance with NoRTEC policy.

A request for corrective action has been requested. This issue will be reviewed during the next on-site monitoring review.

B. State/Federal Monitoring (Information)

1. Federal Monitoring of the OJT-NEG Program – As reported at the July 2012 meeting, NoRTEC has not received the final report. Results will be shared with the WIB and Governing Board when it is received.
2. State Monitoring of NoRTEC - The Compliance Review Division (CRD) monitored NoRTEC the week of October 8, 2012. The primary focus of the monitoring was the Youth program. In addition to visiting the NoRTEC Administrative Office, the monitor reviewed youth participant files in Oroville (AFWD) and Redding (Smart). When the final report is received, it will be shared with the WIB and Governing Board.

C. Client Enrollment and Contract Performance (Information)

Job Seekers Enrolled in the WIA Program: [Enrollments](#)

WIA Service Provider Contract Performance: [Adults/Dislocated Workers](#)

WIA Service Provider Contract Performance: [Youth](#)

Rural Human Services is missing the Entered Employment Rate contract objective for both the Adult and Dislocated Worker programs. Smart and the Job Training Center are missing the Entered Employment Rate contract objective for the MCLAUS IX program. Corrective action plans have been requested.

As of the posting of this agenda, youth performance was not available. When it becomes available, the information will be posted (via the above link). An update will be given at the meeting.

D. NoRTEC Performance

NoRTEC requires its Service Providers to meet minimum levels of performance (as noted in Item C. above) to have their contracts renewed each program year. NoRTEC monitors progress against these minimum performance levels at least once each quarter, requires corrective action plans from Service Providers who are not meeting performance, and reports this information to the WIB and Governing Board during quarterly meetings.

NoRTEC also has minimum performance levels to meet with the State of California. These performance measures are developed by the Department of Labor, and the State of California “negotiates” minimum levels of performance against these DOL defined measures with each one of the 49 LWIAs (local workforce investment areas) in the State of California.

NoRTEC, as an LWIA, must achieve at least 80% of our local performance goals each program year. If we miss one or more, the State will offer technical assistance. If we miss the 80% level on the same standard two program years in a row, the Governor may impose sanctions on the LWIA. The sanctions could range from requiring

appointment and certification of a new WIB, to requiring NoRTEC to stop contracting with one or more poorly performing Service Providers, or any other action the Governor might deem appropriate.

Following is NoRTEC's performance against the measures for PY 2010/2011 and PY 2011/2012. NoRTEC achieved at least an 80% success rate for all standards for the last two program years.

ADULT ENTERED EMPLOYMENT RATE			
	Goal	Actual	Success Rate
PY 2010/2011	72.0%	76.8%	106.7%
PY 2011/2012	72.0%	76.2%	105.9%

ADULT EMPLOYMENT RETENTION RATE			
	Goal	Actual	Success Rate
PY 2010/2011	80.0%	78.3%	97.9%
PY 2011/2012	80.0%	80.0%	100.0%

ADULT AVERAGE EARNINGS			
	Goal	Actual	Success Rate
PY 2010/2011	\$10,500	\$12,666	120.6%
PY 2011/2012	\$10,500	\$13,722	130.7%

DISLOCATED WORKER ENTERED EMPLOYMENT RATE			
	Goal	Actual	Success Rate
PY 2010/2011	73.5%	77.0%	104.8%
PY 2011/2012	73.5%	78.6%	106.9%

DISLOCATED WORKER EMPLOYMENT RETENTION RATE			
	Goal	Actual	Success Rate
PY 2010/2011	82.0%	78.5%	95.7%
PY 2011/2012	82.0%	83.7%	102.1%

DISLOCATED WORKER AVERAGE EARNINGS			
	Goal	Actual	Success Rate
PY 2010/2011	\$15,400	\$14,741	95.7%
PY 2011/2012	\$15,400	\$15,000	97.4%

YOUTH PLACEMENT IN EMPLOYMENT/EDUCATION RATE			
	Goal	Actual	Success Rate
PY 2010/2011	65.0%	54.3%	83.5%
PY 2011/2012	65.0%	65.2%	100.4%

YOUTH ATTAINMENT OF A DEGREE OR CERTIFICATE RATE			
	Goal	Actual	Success Rate
PY 2010/2011	61.0%	64.0%	104.9%
PY 2011/2012	61.0%	54.6%	89.4%

YOUTH LITERACY/NUMERACY GAIN RATE			
	Goal	Actual	Success Rate
PY 2010/2011	40.0%	55.6%	139.1%
PY 2011/2012	40.0%	70.7%	176.7%

E. Plant Closure Updates (Information)

There have been over a thousand plant closures and several thousand workers laid off throughout NoRTEC since we began tracking this information in PY 2000. The plant closure website is updated as additional closures occur.

To view the report, click on the link below and enter ">=" and "10/01/2012" in the "Date Closed" field to review closures/layoffs reported since October 25, 2012 (61 company closures/layoffs and 685 workers affected): [Plant Closure Report](#)

F. Business Services Report (Information)

NoRTEC, through its Service Providers, implemented a business services program after transitioning from the Job Training Partnership Act (JTPA) to the Workforce Investment Act (WIA) in 2000. WIB members, NoRTEC staff, and the Service Providers believed the local employer community should receive as much attention as local job seekers if the goal was to strengthen our local economy.

For the past year, NoRTEC staff and the Service Providers have been working together to develop a report that would reflect the services being provided to local employers by each Service Provider. The reports that were developed include data for some predefined data elements, as well as the option for a narrative to provide additional highlights or information.

A summary report for all NoRTEC Service Providers with respect to specific data elements is available here: [NoRTEC Business Services Report](#)

For detailed information from each program, including additional narrative information, access the individual Service Provider reports by clicking on the following links:

- [Rural Human Services \(Del Norte County\)](#)
- [Alliance for Workforce Development \(Butte, Lassen, Modoc, Plumas, and Sierra Counties\)](#)
- [Smart \(Shasta and Trinity Counties\)](#)
- [Siskiyou Training and Employment Program \(Siskiyou County\)](#)
- [Job Training Center \(Nevada and Tehama Counties\)](#)

G. Headline Program Reports (Information)

Members are encouraged to read the Community Coordinator Reports. These reports are prepared to inform interested members of the events and happenings in their respective counties. Following are links for the reports received for the period ending December 31, 2012:

[Alliance for Workforce Development \(Butte County\)](#)

[Rural Human Services \(Del Norte County\)](#)

[Alliance for Workforce Development \(Lassen County\)](#)

[Alliance for Workforce Development \(Modoc County\)](#)

[Job Training Center \(Nevada County\)](#)  
[Alliance for Workforce Development \(Plumas County\)](#)  
[Smart Business Resource Center \(Shasta County\)](#)  
[Alliance for Workforce Development \(Sierra County\)](#)  
[STEP \(Siskiyou County\)](#)  
[Job Training Center \(Tehama County\)](#)  
[Smart Business Resource Center \(Trinity County\)](#)

A few highlights from this quarter's reports are:

- [Butte County](#) – When an individual loses a job due to a layoff or business closure, s/he is eligible for “dislocated worker” services through our Service Providers. Available services include relocation assistance (assistance with moving to another area to take a job), job search assistance for a new job (preferably with a similar wage), or retraining for a new job. Last quarter, the Butte office of AFWD assisted several dislocated workers find employment. One worker from Oroville Power received relocation assistance from AFWD to relocate to Honolulu, Hawaii to begin work as a Maintenance Mechanic, earning \$31.17 per hour. The client stated he would not have been able to accept this position if AFWD had not assisted with the expense of relocating his family.
- [Del Norte County](#) – Eighteen individuals entered the local workforce this December after completing the Licensed Vocational Nurse (LVN) program through College of the Redwoods. Eleven of these individuals were assisted by the Del Norte Workforce Center (a department of Rural Human Services) with the cost of this training. The lone male graduate of the group, a former heavy equipment grader operator, is excited to begin his new career in the healthcare field, and is proof that people can find a new career by accessing the Workforce Center's services.
- [Lassen County](#) – The Lassen office of AFWD recently assisted a local job seeker obtain employment through the On-the-Job Training (OJT) program. The client, after relocating to Lassen County, found his education and experience in specialized fabrication limited his job opportunities (or so he thought). He began working with one of AFWD's Career Center Advisors who helped him realize he had transferrable skills and developed an OJT with a local hardware store. The client's knowledge of general hardware, but limited retail background, made him the perfect candidate for an OJT in the Plumbing Department. The client successfully completed his OJT, accompanied by rave reviews from his supervisor and coworkers. The client stated, “I love my job and I actually get paid for this!”
- [Modoc County](#) – The Modoc office of AFWD was invited, along with three other agencies, to the Warner Mountain Group Home to give a presentation to nineteen students in October. AFWD presented information to the students regarding job interviewing and what employers look for in a prospective employee. The information provided included a discussion of interview

questions an employer might ask, how to dress, and how to conduct oneself. Two weeks later, AFWD staff was invited back to conduct a Customer Service Workshop. Students who successfully completed the workshop were presented with a Certificate of Completion for participating.

- Nevada County – Mechatronics is the study of electronics, mechanics, and computer control, all wrapped up in one cohesive program. There are only a few of these programs scattered throughout the nation and one of them is located on the Nevada County Campus of Sierra College! One Stop staff recently completed a tour/overview of the program with one of the professors who helped them better understand the coursework and requirements for a Certificate or Degree program. Currently, the One Stop has a former mechatronics graduate engaged in an OJT at Micro Precision Calibration. Staff is looking forward to continued collaboration with the college, assisting graduates in their job search and recruiting appropriate job seekers for the training program.
- Plumas County – The Plumas office of AFWD has been working with a happy repeat customer. The entrepreneur first accessed AFWD's Business Services in April 2009 (three day intensive "Business Boot Camp"). Based on the information obtained in this workshop, a small business was established. A little more than a year later, the business owner returned for additional one-on-one mentoring which resulted in a new business venture launched in the spring of 2011. AFWD assisted with the new business plan, marketing material, list of charges, and a Code of Ethics. The business owner continued to use the Business Resource Center while working on flyers, business stationery, a website, and a marketing strategy. Lazy B Pet Care Services is now up and running, and provides services such as in-home pet-sitting, exercise programs, hay/feed supply and delivery, pet transportation, and an on-line pet products store. The owner is happily self-employed and credits AFWD with helping her establish her business.
- Shasta County – Smart held the 6<sup>th</sup> Annual Best Companies to Work for in Shasta County event at Win River Casino on October 24 (which many WIB and Governing Board members attended). Eighty companies from Shasta County were nominated by their employees for consideration and all went through an intense selection process, which included a round of blind judging. The winners were: Small Company: *Development Group, Inc.*, Medium Company: *US Bank*, Large Company: *Bank of Commerce Redding*, Non-Profit: *Members First Credit Union*.
- Sierra County – The Sierra office of AFWD helped several individuals find work during the last quarter. Staff are currently looking forward to helping the new owners of a local "country store" with marketing, advertising, and the hiring of employees, if needed.

- Siskiyou County – STEP has been working with a new water bottling company, Castle Rock, located in Dunsmuir. Castle Rock is continuing a tradition that began in 1889—the year water from Mt. Shasta was first bottled in glass and introduced to America. Castle Rock plans to offer its water to America in glass bottles instead of plastic—a decision based on the company’s commitment to the environment (more than 30 billion plastic water bottles are added to American landfills annual, where they sit for 400-1,000 years before degrading). STEP assist with On-the-Job training contracts to help train workers, many of which were laid off by Coca Cola more than a year ago. OJT services were necessary as the skills the workers used at Coca Cola did not exactly match the skills needed in Castle Rock’s water bottling process. Castle Rock opened its doors in October 2012 and was grateful for all of STEP’s assistance.
- Tehama County – The Job Training Center held its annual celebration of Customer Service Week at Rolling Hills Casino in October. Nine employees at various businesses were “caught in the act of providing good customer service” by a team of top secret, secret shoppers throughout the county. All nine received recognition at an Awards Ceremony. This year’s theme was “Be the One” and the workshop facilitated by Job Training Center staff focused on being an active manager. Winners represented a variety of businesses, including a preschool, a doctor’s office, and one was near a yellow jacket nest!
- Trinity County – Smart is currently partnering with Trinity Mountain Products in Hayfork to help employ and train workers for their new location. The site for the new business was formerly occupied by Jefferson State Forest Products which was sold and closed its doors in February 2011. A few employees from this closure reorganized and opened the new business in August 2012. Smart is assisting with training two workers for the new business on new and improved equipment.

#### H. Staff Training (Information)

1. Service Provider Staff Development – There has been no staff development since the last meeting. NoRTEC staff are planning a consortium-wide service provider staff training to take place in Spring 2013.
2. NoRTEC Staff Development - There has been no staff development since the last meeting.

#### I. Youth Council Report (Information)

Second quarter Youth Council activities are outlined in the attached report: [Report](#)

When WIA was implemented in 2000, the law contained a requirement for a Youth Council. NoRTEC seated a regional Youth Council, with members appointed from each of our counties. Unfortunately, it became apparent to staff and the Council that NoRTEC’s region was too large and a regional Youth Council was not only



expensive, it was ineffective. At that point, staff recommended to the WIB that a Request for Proposal (RFP) be let to provide seed money to fund a more localized version of a Youth Council. In 2008, the Job Training Center responded to the RFP and was awarded a contract to assemble and staff a Youth Council on NoRTEC's behalf.

The original intent of the "experiment" in Tehama County was to replicate this model in other areas throughout NoRTEC. After providing five years of seed funding, it is now time to direct the annual Youth Council allocation to another of NoRTEC's Service Providers to begin the process of creating and staffing a Youth Council in another area within NoRTEC.

The RFP will be circulated in April for a new provider that will create and staff another Youth Council beginning July 1, 2013. Youth Council activities in Tehama County are expected to continue.

J. Orientation to Youth Programs (Information)

T. Brown, NoRTEC's Program Operations Director, will provide a brief orientation about NoRTEC's Youth Program to the WIB and Governing Board.

Upon completion of the overview, each Service Provider will provide a brief report on a youth participant's experience in their local program.

**Recommended Action:**

***WIB approval of the Second Quarter Program Committee Report.***

***Governing Board approval of the Second Quarter Program Committee Report.***

VIII. FINANCE COMMITTEE REPORT (ACTION)

Dwight Beeson will present the Finance Committee report.

A. PY 2012/2013 Funding (Information)

NoRTEC currently has \$16,036,898 in available funds for the PY 2012/2013 Program Year. An additional \$2,750,000 in funding has been requested. If all this funding is received, NoRTEC will have \$18,786,898 in available funding for the 2012/2013 Program Year. This would be a decrease of \$6,163,168 from PY 2011/2012 Program Year funding.

The reduction in available funding is primarily due to the expiration of the last of the one-time ARRA funding in PY 2011/2012.

Project	PY 2012/2013 Funds Available	Additional Funds Requested	Total
Adult	\$3,640,943	\$0	\$3,640,943
Youth	\$3,703,900	\$0	\$3,703,900
Dislocated Worker	\$4,228,541	\$0	\$4,228,541
Rapid Response	\$913,806	\$0	\$913,806
SESP	\$78,726	\$0	\$78,726
NEG OJT Grant	\$692,438	\$0	\$692,438
AB 118 Alternative Energy Grant	\$13,944	\$0	\$13,944
USDA Rural Community Dev Initiative	\$171,410	\$0	\$171,410
AB 118 RICOG	\$144,780	\$0	\$144,780
MCLAUS IX	\$2,448,410	\$0	\$2,448,410
MCLAUS X	\$0	\$2,750,000	\$2,750,000
TOTAL	\$16,036,898	\$2,750,000	\$18,786,898

B. Approval of the PY 2012/2013 Second Quarter Financial Reports (Action)

1. [PY 2012/2013 Contracts Summary](#)

This report shows the total amount of funding in contracts with the State, the source of that funding, and its allocation within NoRTEC for the 2012/2013 program year. As of December 31, 2012, NoRTEC had a total of \$16,036,898 available in State contracts for the 2012/2013 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 2012/2013 Service Provider Contract Modifications Report](#)

This report shows the changes between July 1, 2012, and December 31, 2012, in the service provider contract amounts available for expenditure in the current program year. This report shows only contract amounts available in the current year. Contract amounts expended in prior years are not included.

The only contract modifications for this period were the allocation of the additional NEG-OJT funding. The contract modifications are detailed in the attached report.

There are no items of concern.

3. [PY 2012/2013 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2012, to June 30, 2013), the cumulative expenditures for the quarter ended December 31, 2012, and the remaining balance at December 31, 2012, for each specific funding title and program type. This report shows only contract amounts available in the current year. Contract amounts expended in a prior year are not included.

Currently, Siskiyou is underspent in Dislocated Worker. Staff has requested and received a corrective action plan from STEP. The plan appears to be reasonable.

There are no other items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocated funding (Adult, Youth and Dislocated Worker) by the end of the program year. The normal quarterly expenditure rate requirements are as follows: (1) First Quarter – between 10% and 35%, (2) Second Quarter – between 30% and 60%, (3) Third Quarter – between 50% and 85%. A corrective action plan (an explanation from the service provider of how they intend to utilize the funds by the end of the funding period) is automatically required from a service provider if any allocated funding title's expenditure rate falls outside the quarterly requirements. The required expenditure rates apply to regular funding titles only and do not apply to special projects.

"Excess" funds may be voluntarily returned by a service provider or recaptured by NoRTEC if it appears that a service provider will not be able to effectively utilize them by the end of the funding period. These funds are then redistributed to other NoRTEC service providers demonstrating a greater need, or returned to the State if they cannot be effectively utilized within the consortium. Early detection and correction of expenditure problems is important because it allows time for the funds to be put to good use by service providers in other consortium counties. In addition, the effective use of funds directly affects NoRTEC's ability to secure additional funding in future years.

4. [PY 2012/2013 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the six months ended December 31, 2012. At December 31, 2012, the NoRTEC Administrative Entity had expended 47% of its Operating budget and 7% of its Other Projects budget.

There are no items of concern.

5. [PY 2012/2013 NoRTEC WIB/Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the six months ended December 31, 2012. At December 31, 2012, the WIB/Governing Board had expended 40% of its total budget.

There are no items of concern.

**Recommended Action:**

***The Finance Committee recommends approval of the PY 2012/2013 Second Quarter Finance Reports.***

***WIB approval of the PY 2012/2013 Second Quarter Finance Reports.***

***Governing Board approval of the PY 2012/2013 Second Quarter Finance Reports.***

C. NoRTEC Fiscal Monitoring (Information)

On-site fiscal and procurement monitoring of the five NoRTEC Service Providers was conducted during the months of October and November 2012. There were no findings at the Alliance for Workforce Development, Smart, the Siskiyou Training and Employment Program, and the Job Training Center.

There were no new findings identified during the fall review of Rural Human Services, but there were two findings from the Spring 2012 review that are still open: (1) implementation of WIA enrollment policies and procedures, and (2) documentation of WIA expenses. These items will be reviewed again during the upcoming Spring 2013 on-site monitoring.

D. State and Fiscal Procurement Monitoring of NoRTEC (Information)

As reported at the October 2012 meeting, NoRTEC received a draft monitoring report from the State's fiscal and procurement review conducted during the week of May 7-11, 2012. NoRTEC responded to the draft report, but we have still not received the final monitoring report from the State.

There have been no State or Federal monitoring visits conducted or scheduled since the October 2012 meeting.

**Recommended Action:**

***WIB approval of the Second Quarter Finance Committee Report.***

***Governing Board approval of the Second Quarter Finance Committee Report.***

IX. NORTEC APPRENTICESHIP TRAINING POLICY (ACTION)

California Assembly Bill 554, which was passed by the State Legislature and signed in to law by Governor Brown, requires local workforce investment boards to:

1. Ensure that programs and services funded by the Workforce Investment Act and directed to apprenticeable occupations, including preapprenticeship training, are conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.
2. Develop a policy of fostering collaboration between community colleges and approved apprenticeship programs in the geographic area to provide

preapprenticeship training, apprenticeship training, and continuing education in apprenticeable occupations through the approved apprenticeship programs.

Staff has developed the following policy statement:

*NORTEC POLICY STATEMENT  
APPRENTICESHIP TRAINING POLICY*

*NoRTEC shall ensure that programs and services funded by the Workforce Investment Act of 1998 and directed to apprenticeable occupations, including preapprenticeship training, shall be conducted to the maximum extent feasible, in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.*

*NoRTEC shall also work to foster collaboration between community colleges and approved apprenticeship programs in the geographic area to provide preapprenticeship training, apprenticeship training, and continuing education in apprenticeable occupations through the approved apprenticeship programs.*

*NoRTEC shall encourage its Service Providers to consider preapprenticeship and apprenticeship programs as training opportunities for its participants when appropriate and practicable.*

**Recommended Action:**

***WIB approval of the Apprenticeship Training Policy, effective January 24, 2013.***

***Governing Board approval of the Apprenticeship Training Policy, effective January 24, 2013.***

X. **STATUS OF FUNDING APPLICATIONS (INFORMATION)**

A. **Prior Approval**

**MCLAUS X** – An application for \$2,750,000 to provide intensive and training services to workers laid off in NoRTEC’s eleven county area is still pending.

B. **New Applications**

No new applications have been submitted.

XI. **ELECTION OF A WORKFORCE INVESTMENT BOARD CHAIR AND VICE-CHAIR (ACTION)**

In January of each odd numbered year, the Workforce Investment Board elects a Chair and a Vice-Chair.

Hiram Oilar, Private Industry Representative (Shasta County), is interested in serving as Chair of the WIB.

Tom Cochran, Economic Development Representative (At-large), and Lee Osborne, Private Industry Representative (Nevada County) are interested in serving as Vice-Chair of the WIB.

**Recommended Action:**

***WIB election of a Chair and Vice-Chair to serve a two year term (2013-2014).***

XII. JOINT MEETING OF THE NORTEC WIB AND GOVERNING AND THE NORTH CENTRAL COUNTIES WIB AND GOVERNING BOARD (DISCUSSION)

S. Knox, NoRTEC's Executive Director, will lead a discussion to consider hosting a joint meeting of the WIBs and Governing Boards of NoRTEC and North Central Counties Consortium. The intent of the joint meeting would be to foster coordination and regionalism in response to reduced funding and higher expectations placed on the WIBs by the passage of SB 698.

XIII. WORKFORCE DEVELOPMENT PLAN

Under the Workforce Investment Act, the State of California is required to submit a Strategic Workforce Development Plan to the Department of Labor. This State plan, which has to be submitted every five years, builds on efforts by local workforce investment boards (i.e., NoRTEC) and partner agencies to provide employers with a skilled workforce to meet the ever changing needs of the labor market.

NoRTEC, along with the other 48 workforce investment boards in the State of California, is required to develop and implement a local strategic workforce development plan that aligns with the goals of the State of California. This plan must be approved by the NoRTEC WIB and Governing Board and submitted to the State by July 1, 2013.

Staff is currently working on NoRTEC's plan, and will present a draft plan for WIB and Governing Board review at the April 25, 2013, WIB and Governing Board meeting.

The California Workforce Investment Board (CWIB) is the agency that develops and submits California's Strategic Workforce Development Plan. The CWIB's previous plans (and annual updates) are located on their website for interested parties to review.

[CWIB Strategic State Plan](#)

XIV. SURVEY OF HEALTH OCCUPATIONS IN NORTHERN CALIFORNIA (INFORMATION)

The Northern California Center of Excellence completed a survey of health occupations in Northern California. This survey was sponsored by Butte College's Health Workforce Initiative, and NoRTEC was a project partner.

This survey focused on health care providers, their projected hiring needs in 15 key health occupations, and the projected gaps in the supply of workers in these occupations in two Northern California regions:

1. Northern Inland Region (Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties); and
2. Northern Coastal Region (Del Norte, Humboldt, Lake, and Mendocino Counties)

The results of this survey are intended to assist community colleges and their community partners identify high demand occupations and potential training gaps.

Linda Zorn, Executive Director of the Economic and Workforce Development at Butte College and Co-Chair of the North Far North Regional Consortia, will provide an overview of the study and its implications for community colleges and training in the two regions.

This study can be accessed in the “NEWS & EVENTS” section on the home page of NoRTEC’s website: <http://ncen.org>

The survey results may also be accessed by clicking on the links below:

[Health Occupations Report 2012](#)

[Key Findings – Inland Counties](#)

[Key Findings – Coastal Counties](#)

XV. OLD BUSINESS (INFORMATION)

Old Business items may be brought up for discussion at the pleasure of the NoRTEC WIB/ Governing Board members.

XVI. NEW BUSINESS (INFORMATION)

A. Upcoming WIB/Governing Board Meetings

The next WIB/Governing Board meeting will be held on Thursday, April 25, 2013. The meeting will be held at the Gaia Hotel in Anderson.

The July WIB/Governing Board meeting will be held on Thursday, July 25, 2013. The meeting will be held at Canyon Oaks Country Club in Chico.

The October WIB/Governing Board Retreat/Meeting will be held on Wednesday-Thursday, October 23-24, 2013. Staff is working on securing a site for the two day event.

Upcoming dates will also be posted on the NoRTEC website.

B. Other New Business

Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB and Governing Board members.

XVII. ADJOURNMENT