

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, APRIL 25, 2013
10:00 AM – 2:00 PM
GAIA HOTEL
2145 RIVERSIDE PLACE
ANDERSON, CA 96007

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, JANUARY 24, 2013 (ACTION)

The minutes from the January 24, 2013, meeting are attached: [Minutes](#)

Recommended Action:

WIB approval of the January 24, 2013, minutes, with revisions if needed, as posted.

Governing Board approval of the January 24, 2013, 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 (INFORMATION)

There is currently one vacancy on the NoRTEC WIB. It 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.

At the time of the posting of this agenda, a nomination had not been received from EDD Management. Staff is working on securing one in time for the July 25, 2013, WIB/Governing Board meeting.

VII. PROGRAM COMMITTEE REPORT

Judi Madden will present the Program Committee Report.

A. Program Monitoring (Information)

Spring program reviews are scheduled as follows:

Rural Human Services – March 27-29, 2013

Alliance for Workforce Development – April 8-9, 15-16, 29-30, May 1-2

Siskiyou Training and Employment Program – April 22-23, 2013

Smart Center – May 13-14, 2013

Job Training Center – May 28-29, 2013

Brian Boyer conducted Program Monitoring for Adult, Dislocated Worker, Youth, and special projects. He reviewed documentation on program eligibility, documentation of customer service progression, program design, assessment and training plan development procedures, client tracking and reporting of outcomes, coordination of client training with PELL and other financial aid resources, and follow-up services to clients who have exited the program.

A full report on the program monitoring will be given at the July 25, 2013, meeting.

B. State/Federal Monitoring (Information)

1. Federal Monitoring of the OJT-NEG Program – As reported at the January 24, 2013, 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 (Del Norte County) and Smart (Shasta/Trinity Counties) missed the cost per enrollment contract objective for MCLAUS IX. Since NoRTEC met the goals with the State (we were required to enroll a minimum of 500 participants and the actual number was 519), there will be no immediate sanctions for nonperformance on this objective.

The Entered Employment Rate contract objective figures for MCLAUS IX are somewhat misleading. Of the 519 participants enrolled in this program, only 331 have completed the program. The remaining 188 have been transferred to another funding source. Final Entered Employment Rates will be calculated once these participants have all completed the program. NoRTEC's current Entered

Employment Rate for MCLAUS IX is 80%, so it is likely we will exceed the minimum requirement of a 70% Entered Employment Rate.

AFWD (Butte/Lassen/Modoc/Plumas/Sierra Counties) and Job Training Center (Nevada/Tehama Counties) are not meeting the Youth Placement in Employment or Education contract objective. RHS (Del Norte County) and Smart (Shasta/Trinity Counties) are not meeting the Attainment of a Degree or Certificate contract objective. Corrective action plans have been requested.

D. 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 "01/01/2013" in the "Date Closed" field to review closures/layoffs reported since January 24, 2013 (47 company closures/layoffs and 419 workers affected): [Plant Closure Report](#)

E. 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](#)

Over 3,000 businesses have received more than 16,000 discrete business services from the Service Providers.

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 \(Nevada and Tehama Counties\)](#)

F. 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 March 31, 2013:

[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 – AFWD partnered with the Butte County Sheriff's Office in Oroville to provide Job Readiness Workshops to AB 109 clients (prison realignment program). This program started four months ago and AFWD has already worked with 60 individuals. Check out the report for details about the workshops.
- Del Norte County – The Workforce Center recently assisted the Pelican Bay State Prison in their quest to fill 100 open Correctional Officer positions. The Workforce Center assisted more than 35 individuals apply on-line. If selected, the applicants would get paid while training and land a position paying between \$3,050 and \$6,144 per month.
- Lassen County – The Lassen office of AFWD was the stage for a two day Career Exploration event presented by the US Forest Service and CALFIRE. Representatives from both organizations gave an overview of the career opportunities in the area of firefighting and answered a number of questions from those interested in pursuing a career in the field.
- Modoc County – The Modoc office of AFWD sponsored a 2013 Labor Law Update seminar in January. Mark Vegh, labor law attorney, spoke to twenty employers from Modoc County and told them about the latest changes in California employment law. Topics included were social media and personal passwords, personnel records, wage garnishment, workers compensation reform, and information on required postings and notices.
- Nevada County – The Business and One Stop Career Center in Nevada County has been busy this past quarter bringing job seeking skills and information to

local youth. Staff from the One Stop assisted local youth by providing resume and job search workshops, and participating in resource fairs.

- Plumas County – AFDW hosted two jobs fairs during the week of March—one in Quincy and in Graeagle. Before the doors were even open, there were job seekers lining up with resumes in hand. Job seekers and employers are always excited for an opportunity to meet with each other under one roof and participate in these well organized job fairs. This is AFDW’s 17th annual fair!
- Shasta County – In January, Smart assisted a local business hire over 100 new employees for a new restaurant. More than 200 potential employees were interviewed and in February, the new Mexican restaurant opened its doors with 111 new employees—wait staff, bussers, bartenders, prep cooks, cooks, dishwashers, assistant manager, and manager.
- Sierra County – The Sierra office of AFDW helped a local resident find full-time employment. She had been trying on her own to obtain employment, but had not been successful. After working with staff on interviewing skills and resume modifications, the job seeker landed a job at Plumas Bank in Truckee. She is now working full-time with benefits and is extremely grateful for the assistance.
- Siskiyou County – On March 21, more than 225 Siskiyou County high school juniors participated in the 2013 Junior Day/Youth Entrepreneurship Program at College of the Siskiyous. After listening to the keynote speaker, students rotated through short workshops designed to assist them with their transition to college and career. Two STEP employees moderated two workshops related to resume building, interview preparation skills, and on the job expectations. Representatives from community employers added their practical advice in some mini workshops.
- Tehama County – After Charlie Brown’s passing in January of 2010, the California Workforce Association (CWA) created the annual “Charlie Brown Workforce Professional of the Year” award. This year, the award was presented to the Job Training Center’s Michelle Clement. Michelle is a Staffing Specialist and began working for the Job Training Center in 2005. She was nominated for her ability to connect with job seekers and the business community. Congratulations Michelle!
- Trinity County – In March, the Smart Center started offering computer training workshops in collaboration with Shasta College Trinity Center. Workshops offered include Basic Computers Skills and Microsoft Word.

G. Staff Training (Information)

1. Service Provider Staff Development – B. Boyer conducted a one-day training for AFDW staff. The training focused on participant assessment, Individual Employment Plan (IEP) development, enrollment into appropriate intensive and training activities, OJTs, and performance measures.

NoRTEC Administration is planning a consortium-wide service provider staff training in late June 2013.

2. NoRTEC Staff Development - S. Knox, T. Brown, and J. Hough attended the National Alliance of Workforce Boards (NAWB) annual conference in March. S. Knox facilitated a workshop that covered the impact of policy and legislative issues on Rural Areas.

H. Youth Council Report (Information)

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

I. Presentation on AB 109 (Information)

NoRTEC WIB member, Cathi Grams, will provide a brief presentation on the AB 109 program in Butte County.

J. Orientation to Adult Programs (Information)

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

Upon completion of the overview, Anthony Maggiore from Smart and Carrie Ferchud from the Job Training Center will give presentations on adults participating in their respective programs.

Recommended Action:

WIB approval of the Third Quarter Program Committee Report.

Governing Board approval of the Third Quarter Program Committee Report.

VIII. FINANCE COMMITTEE REPORT (ACTION)

Claudia Martin 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 Third 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 March 31, 2013, 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 December 31, 2012, and March 31, 2013, 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.

There were no contract changes during the quarter. 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 March 31, 2013, and the remaining balance at March 31, 2013, 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, the Job Training Center (Tehama/Nevada) is underspent in Dislocated Worker funding. Staff has requested and received a corrective action plan. 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. NoRTEC has reduced the required allocated funding expenditure rate from 80% to 70% for this program year only in anticipation of reduced funding in PY 13/14. This will allow service providers to carry forward a larger amount of funding into the next 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 nine months ended March 31, 2013. At March 31, 2013, the NoRTEC Administrative Entity had expended 74% of its Operating budget and 10% 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 nine months ended March 31, 2013. At March 31, 2013, the WIB/Governing Board had expended 62% of its total budget.

There are no items of concern.

Recommended Action:

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

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

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

C. NoRTEC Fiscal Monitoring (Information)

Spring fiscal monitoring of the five NoRTEC Service Providers is scheduled for the months of March-May 2013.

Rural Human Services was monitored on March 26-27, 2013. There were no new findings identified during the monitoring visit. A finding identified during a previous monitoring will remain open. The finding related to RHS' OJT policies and procedures. RHS modified its policy as requested, but has not written any new OJTs since NoRTEC's last review, so verification of implementation of the new procedures will have to wait until the next monitoring visit.

The Alliance for Workforce Development was monitored on April 8-9, 2013. There were no findings.

Results of the fiscal monitoring of the remaining three service providers will be reported at the next WIB/Governing Board meeting.

There are no other items of concern.

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

NoRTEC's annual fiscal and procurement review by EDD is scheduled for the week of May 20, 2013. Results of that review will be communicated to the board when received.

As reported at the January 24, 2013, 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 has responded to the draft report, but we have not received the final monitoring report from the State.

There are no items of concern.

E. PY 2013/2014 NoRTEC Administrative Entity Budget (Action)

The WIB Finance Committee is recommending that the PY 2013/2014 Administrative Entity Operating Budget be approved at \$1,207,866. This is a \$74,000 (6%) decrease from the amount approved for PY 2012/2013. The primary budget change is the reduction in funding for one approved staff position. The position will remain approved, but the funding will be reallocated to the Special Projects line item for PY 2013/2014.

The WIB Finance Committee is recommending the PY 2013/2014 Administrative Entity Other Projects Budget be approved at \$2,727,000, which is a \$61,000 (2%) increase from the amount approved for PY 2012/2013. The primary budget change is the reclassification of the funding for the above-mentioned staff position to the Special Projects line-item. The Other Projects Budget includes Special Projects, Capacity Building, Grant-Funded Projects, and the One-Stop Operator Contract.

Please see the attached budget and narrative for details.

All budgets are approved subject availability of funding; sufficient funding to cover these budgets is anticipated.

1. [Proposed PY 2013/2014 AE Budget](#)
2. [Narrative for the Proposed PY 2013/2014 AE Budget](#)

Recommended Action:

The Finance Committee is recommending:

WIB approval of the PY 2013/2014 NoRTEC Administrative Entity Operating Budget at \$1,207,866, and the Other Projects Budget at \$2,727,000, subject to the availability of funding.

Governing Board approval of the PY 2013/2014 NoRTEC Administrative Entity Operating Budget at \$1,207,866, and the Other Projects Budget at \$2,727,000, subject to the availability of funding.

F. PY 2013/2014 WIB/Governing Board Budget (Action)

The WIB Finance Committee is recommending that the PY 2013/2014 WIB/Governing Board Budget be approved at \$90,000. This is the same amount that was budgeted in PY 2012/2013.

Please see the attached budget and narrative for details.

All budgets are approved subject availability of funding; sufficient funding to cover these budgets is anticipated.

1. [Proposed PY 2013/2014 WIB/Governing Board Budget](#)
2. [Narrative for the Proposed PY 2013/2014 WIB/Governing Board Budget](#)

Recommended Action:

The WIB Finance Committee is recommending:

WIB approval of the PY 2013/2014 WIB/GB budget at \$90,000, subject to the availability of funding.

Governing Board approval of the PY 2013/2014 WIB/GB budget at \$90,000, subject to the availability of funding.

G. **Acceptance of the June 30, 2012, Single Audit Report (Action)**

The NoRTEC Administrative Entity has received its June 30, 2012, Single Audit Report. The audit was "clean," meaning that there were no findings, questioned costs, or recommendations resulting from the Audit. The WIB Finance Committee has reviewed the audit report and has recommended that the WIB accept the audit report. To view a copy of the report, click on the link below:

[NoRTEC Single Audit Report](#)

Recommended Action:

The Finance Committee recommends:

WIB acceptance of the June 30, 2012, Single Audit Report.

Governing Board acceptance of the June 30, 2012, Single Audit Report.

Recommended Action:

WIB approval of the Third Quarter Finance Committee Report.

Governing Board approval of the Third Quarter Finance Committee Report.

IX. **EXECUTIVE COMMITTEE REPORT (ACTION)**

The Executive Committee will be meeting on April 23, 2013, at the Gaia Hotel in Anderson to discuss the development of a Business Service Plan Subcommittee of the WIB, priorities for the upcoming Service Provider Request for Proposals in 2014, and the Executive Director's activities and accomplishments.

Tom Cochran, Executive Committee Chair, will present the Executive Committee report and request action from the WIB and Governing Board to approve the Executive Committee's recommendations. Items that may be presented for action can be found in the Executive Committee agenda. ([Click here for a link to the agenda](#))

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

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

Staff are requesting permission to submit an application for \$400,000 to the State to help veterans transition into high-wage, high-growth occupations.

Recommended Action:

WIB approval of staff submitting an application for \$400,000 to the State to help veterans transition into high-wage, high growth occupations.

Governing Board approval of staff submitting an application for \$400,000 to the State to help veterans transition into high-wage, high growth occupations.

XI. OLD BUSINESS (INFORMATION)

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

XII. NEW BUSINESS (INFORMATION)

A. Upcoming WIB/Governing Board Meetings

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

The October 23-24, 2013, annual WIB and Governing Board retreat will be held at the Holiday Inn in Redding, California.

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.

XIII. ADJOURNMENT