

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, OCTOBER 25, 2012
9:00 AM – 11:00 AM
GAIA HOTEL
4125 RIVERSIDE PLACE
ANDERSON, CA 96007

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, July 26, 2012 (ACTION)

The minutes from the July 26, 2012, meeting are attached: [Minutes](#)

Recommended Action:

WIB approval of the July 26, 2012, minutes, with revisions if needed, as posted.

Governing Board approval of the July 26, 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. RECOGNITION OF FORMER WORKFORCE INVESTMENT BOARD MEMBERS

The NoRTEC Governing Board restructured the Workforce Investment Board (WIB), effective July 1, 2012. This restructure was necessary in order to comply with legislative requirements, and resulted in a reduction of the number of WIB members from 40 to 29.

While several previous WIB members applied and were appointed to the new WIB, we also had several members who will no longer be serving. NoRTEC would like to recognize these individuals for their many years of dedicated service.

VII. ORIENTATION TO NORTEC (INFORMATION)

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

VIII. WORKFORCE INVESTMENT BOARD APPOINTMENTS

There are currently two vacancies on the NoRTEC WIB. One is for a Private Industry seat for Butte County. The other is an At-Large Private Industry seat.

As of the posting of this agenda, no nominations have been received for either seat.

IX. PROGRAM COMMITTEE REPORT

Michele Piller will present the Program Committee Report.

A. Program Monitoring (Information)

Program reviews have been scheduled:

Rural Human Services – October 2-3, 2012

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

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

Smart Center – November 13-14, 2012

Job Training Center – November 29-30, 2012

A full report on the fall program monitoring will be given at the January 24, 2013, meeting.

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](#)

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.

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 "07/01/2012" in the "Date Closed" field to review closures/layoffs reported since July 26, 2012 (80 company closures/layoffs and 594 workers affected): [Plant Closure Report](#)

E. 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 September 30, 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 \(Nevada County\)](#) (scroll down the left hand side of the page to find the link to a specific "activities report")

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

[Smart Business Resource Center \(Shasta County\)](#)

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

[STEP \(Siskiyou County\)](#)

[Job Training Center \(Tehama County\)](#) (click on the July-September link)

[Smart Business Resource Center \(Trinity County\)](#)

A few highlights from this quarter's reports are:

- [Butte County](#) – PETCO just opened a new store in Oroville. AFWD assisted with the recruitment of new employees. AFWD staff assisted more than 400 qualified candidates with the on-line application process, resume development, and interview skills. PETCO management utilized the One Stop conference rooms in Oroville to conduct their interviews. The store opened in early October and hired 15 new employees.
- [Del Norte County](#) – Rural Human Services coordinated a project with several local partners that provided 15 youth with the opportunity to become exposed to media communications. The eight week program gave youth basic equipment and production instruction and focused content creation training. In addition to exposing youth to the occupation, the participants helped produce a recruitment video for the Explorer Leadership Academy, a regional training program for police explorer cadets. The activity was so successful that Del Norte High School

is considering offering an elective course to its students and/or an after-school activity club.

- Lassen County – AFWD assisted a local employer in Susanville expand his business by providing assistance through the On-the-Job Training (OJT) program. The OJT program allows an employer to hire an individual and for a negotiated period of time, receive reimbursement for a percentage of the new employee’s wages (to help offset the extraordinary cost of training a new employee). AFWD assists the employer with the recruitment of the new employee, assists with developing a training plan, monitors the training, and reimburses the employer for a percentage of the employee’s wages. The OJT program is a useful tool to assist local businesses by defraying the cost of hiring a new employee. A local job seeker gets an opportunity to become employed that he/she may not have had otherwise. Everybody wins! Check out the report for details.
- Modoc County – AFWD partnered with Modoc Medical Center to train and place Certified Nursing Assistants at Warnerview Convalescent Hospital. Six students completed their coursework in July and took their State certification exams in early October. The students will continue to work at the convalescent facility while they are awaiting the results of their state exams.
- Nevada County – Alice Johnson, a Job Training Center case manager in Nevada County, was recognized by the Nevada County Health and Human Services Agency for her exceptional efforts in making a difference in the lives of children and families in Nevada County. Alice has helped over 150 noncustodial parents find employment. Way to go Alice!
- Plumas County – AFWD worked with a local employer, Sprouting Roots, to find a new employee. The owner of the business, April Scheuchezuber, had used AFWD’s services before, so she knew where to go to start her search for a new employee. AFWD helped her find an Assistant Manager and both employer and new employee are very happy!
- Shasta County – See attached report for information on Smart’s Business Services: [Report](#)
- Sierra County – AFWD’s report contains stories on six individuals they helped find jobs. Two of the six were able to find local employment. AFWD assisted the other four to find employment out of the area. All six were happy with the services they received and very happy to find work!
- Siskiyou County – STEP is assisting Licensed Vocational Nurses (LVNs) to obtain their Registered Nursing (RN) degrees through a program offered at College of the Siskiyous. In two semesters, an LVN can obtain training needed to help her/him pass state testing and obtain a license as an RN. STEP is working with 27 students and will assist them with tuition, textbooks, uniforms, tools, supplies, and the State nursing exam and licensing. RNs are a “demand” occupation and those who obtain employment can expect to make \$32-\$48 per hour.

- Tehama County – The Job Training Center’s partnership with the CalWORKs program is working well for individuals looking to find training and work. The Job Training Center will be offering four different vocational training courses to Tehama County CalWORKs recipients beginning the end of this month. The courses will combine seven weeks of combined classroom instruction, occupational tours, hands-on training, vocational related projects, and demonstration of skills acquired. The following four occupational clusters are the areas of focus: (1) Retail/Hospitality/Customer Service, (2) Weatherization/Construction, (3) Building Maintenance/Construction, and (4) Landscaping/Horticulture.
- Trinity County – See attached report for information on Smart’s Business Services: [Report](#)

F. Staff Training (Information)

3. 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.
4. NoRTEC Staff Development - There has been no staff development since the last meeting.

G. Youth Council Report (Information)

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

Recommended Action:

WIB approval of the First Quarter Program Committee Report.

Governing Board approval of the First Quarter Program Committee Report.

X. 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 Final PY 2011/2012 Fourth Quarter Financial Reports (Action)

Preliminary fourth quarter financial reports for PY 2011/2012 were presented at the July 26, 2012, meeting. The final reports presented below have some minor changes, but they are not substantively different from the preliminary reports presented in July.

1. [Final PY 2011/2012 Contracts Summary](#)

No changes.

2. [Final PY 2011/2012 Service Provider Contract Modifications](#)

No changes.

3. [Final PY 2011/2012 Program Expenditure Report](#)

Service Provider expenditures were adjusted to reflect final closeout expenditure reporting to NoRTEC. There were no significant changes.

4. [Final PY 2011/2012 NoRTEC Administrative Entity Expenditure Report](#)

Some changes were made to individual line items with total expenditures remaining within budgeted amounts.

5. [Final PY 2011/2012 NoRTEC WIB/Governing Board Expenditure Report](#)

There were no significant changes.

Recommended Action:

The Finance Committee recommends approval of the Final PY 2011/2012 Fourth Quarter Finance Reports.

WIB approval of the Final PY 2011/2012 Fourth Quarter Finance Reports.

Governing Board approval of the Final PY 2011/2012 Fourth Quarter Finance Reports.

C. Approval of the PY 2012/2013 First 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 September 30, 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 September 30, 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 contract modifications for this period consisted entirely of the addition of new 2012/2013 program year funding. These amounts include any unspent funds carried forward from the prior year. See report for detail.

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 September 30, 2012, and the remaining balance at September 30, 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 Adult and Dislocated Worker. Staff has requested and received corrective action plans from STEP, and these plans appear 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 three months ended September 30, 2012. At September 30, 2012, the NoRTEC Administrative Entity had expended 23% of its Operating budget and 16% 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 three months ended September 30, 2012. At September 30, 2012, the WIB/Governing Board expended 11% of its total budget.

There are no items of concern.

Recommended Action:

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

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

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

D. Administrative Entity Budget Increase (Action)

As discussed at the July 2012, meeting, NoRTEC has entered into a personal services contract with the County of Nevada to provide housing and community development services in Nevada County. The maximum amount available under the contract is \$2,166,000. In order to accommodate this new contract, it will be necessary to increase to the Administrative Entity Grant Funded Projects budget by \$2,166,000. Most of this amount has been subcontracted to the Job Training Center (Service Provider for Nevada County) who is providing most of the local service.

[Proposed Administrative Entity Budget](#)

Recommended Action:

The Finance Committee recommends an increase in the PY 2012/2013 Administrative Entity Grant Funded Projects budget of \$2,166,000 to a total of \$3,947,866, to add the housing and community development contract with Nevada County.

WIB approval of an increase in the PY 2012/2013 Administrative Entity Grant Funded Projects budget of \$2,166,000 to a total of \$3,947,866, to add the housing and community development contract with Nevada County.

Governing Board approval of an increase in the PY 2012/2013 Administrative Entity Grant Funded Projects budget of \$2,166,000 to a total of \$3,947,866, to add the housing and community development contract with Nevada County.

E. NoRTEC Fiscal Monitoring (Information)

Fall fiscal monitoring visits of NoRTEC Service Providers have been scheduled:

Rural Human Services – October 2-3, 2012

Alliance for Workforce Development –November 5-6, 2012

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

Smart Center – November 13-14, 2012

Job Training Center – November 29-30, 2012

A full report on the fall fiscal monitoring will be given at the January 24, 2013, meeting.

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

The State conducted a fiscal and procurement review of NoRTEC during the week of May 7-11, 2012. The monitor visited the NoRTEC administrative office, but did not visit any of the service provider offices.

We have received the draft monitoring report from the visit. There were two issues identified in the areas of cash request documentation and cost allocation methodology. NoRTEC has responded to the draft monitoring report with

alterations in documentation and processes which should resolve these issues. The resolution of these issues will be communicated to the board when the final report is received.

Recommended Action:

WIB approval of the First Quarter Finance Committee Report.

Governing Board approval of the First Quarter Finance Committee Report.

XI. **UPDATE TO INDIVIDUAL TRAINING ACCOUNT POLICY (ACTION)**

Expenditures of Workforce Investment Act (WIA) funds by NoRTEC's Service Providers, made on behalf of an individual who is participating in occupational classroom training, is classified as an "Individual Training Account," more commonly referred to as an ITA.

NoRTEC's current policy defines ITAs in the following manner:

1. The ITA is for tuition costs only. All other training related costs may be paid for, but they are not a part of the ITA.
2. The dollar amount of each ITA varies based on local WIA Service Provider determination (done on a case-by-case basis) and identified tuition costs, but shall not exceed \$7,500 per participant without prior approval by NoRTEC.
3. The ITA may only be redeemed by schools and vendors for programs that meet both the NCEN Vendor Procurement requirements and the State requirements for inclusion on the State ETPL (Eligible Training Provider List).

The policy needs an update to reflect changes in State policy. Staff is proposing the following modification to the existing ITA Policy, to be effective July 1, 2012:

1. The ITA is for tuition and training related costs.
2. The dollar amount of each ITA varies based on local WIA Service Provider determination (done on a case-by-case basis) and identified tuition and training related costs, but shall not exceed \$10,000 per participant without prior approval from NoRTEC.
3. The ITA may only be redeemed by schools and vendors for programs that meet both the NCEN Vendor Procurement requirements and the State requirements for inclusion on the State ETPL (Eligible Training Provider List).

Staff developed this policy change after consulting with our local programs. In addition to requesting the ITA include training related costs (e.g., books, supplies, tools, etc.), the programs requested the upper limit be increased to cover higher tuition costs and the inclusion of training related expenses in the ITA.

Recommended Action:

WIB approval of the revised ITA Policy, effective July 1, 2012.

Governing Board approval of the revised ITA Policy, effective July 1, 2012.

XII. STATUS OF FUNDING APPLICATIONS (ACTION)

A. Prior Approval

NEG OJT Grant – NoRTEC received an additional \$500,000 for the previously approved NEG OJT grant. This grant provides On-the-Job Training to Dislocated Workers.

B. New Applications

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

Recommended Action:

WIB approval of staff submitting an application for \$2,750,000 for a Dislocated Worker project (MCLAUS X) for the eleven counties in NoRTEC.

Governing Board approval of staff submitting an application for \$2,750,000 for a Dislocated Worker project (MCLAUS X) for the eleven counties in NoRTEC.

XIII. COMMUNITY RECOVERY RESOURCES (INFORMATION)

L. Osborne, WIB member from Nevada County, will give a brief presentation on the opening of a Community Recovery Resources campus in Grass Valley and explain the benefits to Nevada County (and NoRTEC) in terms of jobs created and jobs retained.

XIV. ELECTION OF A GOVERNING BOARD CHAIR (ACTION)

At the end of 2012, three Governing Board members will be leaving NoRTEC: Wendy Otto, Chair, Jim Cook, Vice-Chair, and Jeff Bullock.

W. Otto, Chair, has requested the election for the Governing Board be held at this meeting. Thus far, NoRTEC received a letter of interest for the Governing Board Chair from Les Baugh: [Letter](#)

Sherrie Thrall submitted her name in an e-mail to S. Knox for the Vice Chair position.

Additional nominations will be considered if received at the meeting.

Recommended Action:

Governing Board election of a Chair and Vice Chair to serve 2013-2014, two year term.

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 Meeting

The next WIB/Governing Board meeting will be held on Thursday, January 24, 2013. The location has not yet been determined.

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