

NORTEC  
WIB AND GOVERNING BOARD MINUTES  
THURSDAY, APRIL 26, 2012  
CHICO, CA

I. CALL TO ORDER

The meeting was called to order by H. Oilar, WIB Chair, and W. Otto, Governing Board Chair, at 10:00 a.m.

II. ROLL CALL

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

III. APPROVAL OF MINUTES, JANUARY 26, 2012

***A motion made by T. Cochran, and seconded by L. Osborne, for WIB approval of the January 26, 2012, minutes passed the WIB unanimously.***

***A motion made by J. Cook, and seconded by L. Baugh, for Governing Board approval of the January 26, 2012, minutes passed the Governing Board unanimously.***

IV. APPROVAL OF AGENDA

***A motion made by R. Sandler, and seconded by T. Cochran, to approve the agenda as posted, passed the WIB unanimously.***

***A motion made by G. Russell, and seconded by J. Chapman, to approve the agenda as posted, passed the Governing Board unanimously.***

V. PUBLIC COMMENT

There were no public comments.

VI. RESTRUCTURING OF THE WORKFORCE INVESTMENT BOARD

S. Knox gave the WIB an overview of the reasons for restructuring the WIB. He said legislative requirements, both old and new, and a decrease in funding were the primary reasons the Governing Board decided to restructure and downsize the NoRTEC WIB.

T. Brown gave a brief presentation on the composition of the WIB and the nomination and approval process for being seated on the WIB. Brown stated copies of the new WIB applications were available on the back table in the meeting room, and alerted members that the due date for applications and nomination letters was close of business on June 1, 2012.

VII. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee report.

A. Program Monitoring

M. Piller reported on-site monitoring visits for a standard compliance review for all funding sources was conducted by NoRTEC staff October 2011-January 2012. The Adult, Dislocated Worker, and Youth programs were reviewed, as well as special projects. There were no findings.

Piller said spring reviews of all the programs were tentatively scheduled as presented in the agenda.

B. State/Federal Monitoring

M. Piller reported there were no State or Federal monitoring visits to report, but noted staff were currently working with the Department of Labor to schedule an on-site review of the NEG-OJT program in May or June.

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).

F. Staff Training

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

S. Knox noted that WIB Chair, H. Oilar, had also attended the NAWB conference in March. Oilar gave a brief report on the workshops he attended.

G. Youth Council Report

K. Schmitz gave the members an update on Youth Council activities. Schmitz introduced Larry Champion, Tehama County Superintendent of Schools.

***A motion made by G. Mistal, and seconded by J. Smith Freeman, for approval of the Third Quarter Program Committee Report passed the WIB unanimously.***

***A motion made by J. Cook, and seconded by G. Hemmingsen, for approval of the Third Quarter Program Committee Report passed the Governing Board unanimously.***

## VIII. FINANCE COMMITTEE REPORT

Claudia Martin, Finance Committee member, presented the Finance Committee report.

### A. PY 2011/2012 Funding

Martin reported NoRTEC currently has \$24,957,711 in available funding, a \$6.8 million reduction from the previous year.

M. Cross reported NoRTEC will likely start PY 2012/2013 with about \$13 million, which will put NoRTEC back to annual funding levels prior to the influx of ARRA funding.

### B. Approval of the PY 2011/2012 Third Quarter Financial Reports

Third 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

J. Madden asked how often other local Workforce Investment Boards give up funding for redistribution to other WIBs. S. Knox said not often, but NoRTEC was always posed to accept whatever funding was available.

S. Knox explained, as noted in the agenda, that the 80% expenditure requirement had been relaxed this year due to anticipated drops in allocated funding for next program year (2012/2013). He stated this would allow NoRTEC Administration and the local programs more flexibility in planning for next year's program.

***A motion made by L. Osborne, and seconded by D. Beeson, approving the Third Quarter finance reports passed the WIB unanimously.***

***A motion made by L. Baugh, and seconded by J. Cook, approving the Third Quarter finance reports passed the Governing Board unanimously.***

### C. NoRTEC Fiscal Monitoring

C. Martin reported the results of NoRTEC's fiscal monitoring as noted in the agenda. M. Cross explained that, going forward, NoRTEC staff would be reporting to the WIB/GB all significant issues at the local level. He did not want the members to think that there were new problems at STEP or Smart since we were now reporting all findings.

J. Cooks stated he the detailed information was important and he appreciated staff keeping the members informed.

D. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross stated the final monitoring report had been received from the State for the May 2011 Fiscal and Procurement review. Cross reported that as indicated at the January meeting, the findings included issues of subrecipient reimbursement documentation, monitoring plan follow-up, and updated of the Memorandums of Understanding between the WIA program and partner programs. Cross said all findings had been addressed, and the State would confirm resolution during their next on-site review.

E. PY 2012/2012 NoRTEC Administrative Entity Budget

The proposed Administrative Entity budget of \$1,281,866 and the \$500,000 Other Projects budget were reviewed by the members.

***A motion made by R. Sandler, and seconded by T. Cochran, to approve an Administrative Entity and Special Projects budget of \$1,281,866, and \$500,000, respectively, subject to the availability of funding, passed the WIB unanimously.***

***A motion made by G. Russell, and seconded by E. Scofield, to approve an Administrative Entity and Special Projects budget of \$1,281,866, and \$500,000, respectively, subject to the availability of funding, passed the Governing Board unanimously.***

F. PY 2012/2013 WIB/Governing Board Budget

The members reviewed the proposed WIB/Governing Board budget of \$90,000.

***A motion made by J. Smith Freeman, and seconded by T. Cochran, to approve a WIB/Governing Board budget of \$90,000, subject to the availability of funding, passed the WIB unanimously.***

***A motion made by J. Cook, and seconded by J. Chapman, to approve a WIB/Governing Board budget of \$90,000, subject to the availability of funding, passed the Governing Board unanimously.***

G. Acceptance of the June 30, 2011, Single Audit Report

C. Martin stated it was a pleasure to review a clean audit report. She stated the Finance Committee was recommending acceptance of the report.

***A motion made by D. Withrow, and seconded by J. Smith Freeman, for acceptance of the June 30, 2011, Single Audit Report passed the WIB unanimously.***

***A motion made by J. Chapman, and seconded by J. Cook, for acceptance of the June 30, 2011, Single Audit Report passed the Governing Board unanimously.***

***A motion made by L. Osborne, and seconded by D. Beeson, for approval of the Third Quarter Finance Committee report passed the WIB unanimously.***

***A motion made by J. Chapman, and seconded by L. Baugh, for approval of the Third Quarter Finance Committee Report passed the Governing Board unanimously.***

IX. MONITORING POLICY UPDATE

M. Cross explained the NoRTEC Administrative Entity was revising its monitoring policy to move from a minimum of one fiscal and one program on-site review of the programs to a minimum of two fiscal and two program on-site reviews of the program each program year.

L. Osborne asked if the Administrative Entity's budget had enough funding available to cover the additional costs of the two extra visits each program year. S. Knox stated sufficient funding was available.

***A motion made by K. Theobald, and seconded by T. Cochran, to approve the revised Monitoring Policy passed the WIB unanimously.***

***A motion made by J. Chapman, and seconded by L. Baugh, to approve the revised Monitoring Policy passed the Governing Board unanimously***

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

There were no previously approved applications to report.

B. New Applications

S. Knox reviewed the proposed applications for Workforce Innovation Funds and AB118/RICO funds.

***A motion made by K. Theobald, and seconded by J. Smith Freeman, for approval of staff to be part of a \$12 million Workforce Innovation project and to submit a \$175,000 application for AB 118/RICO Industry Cluster project passed the WIB unanimously.***

***A motion made by J. Cook, and seconded by E. Scofield, for approval of staff to be part of a \$12 million Workforce Innovation project and to submit a \$175,000 application for AB 118/RICO Industry Cluster project passed the Governing Board unanimously.***

XI. SMALL BUSINESS UPDATE

G. Mistal stated a formal report at each meeting was difficult and she questioned its value. She said she would be much more comfortable with providing information that might be of interest to the members as it came up. The members agreed having this update as a formal agenda item was not necessary.

XII. GUEST SPEAKER

Jocie Boyer from EDD's Labor Market Information Division gave a brief presentation on the economic significance of the Natural Resources Industry Cluster throughout NoRTEC. She reported she would provide an in-depth report at the July meeting.

XIII. OLD BUSINESS

No Old Business items were discussed.

XIV. NEW BUSINESS

The members noted the Governing Board would hold a special meeting on June 21, 2012, to appoint the new WIB. W. Otto and H. Oilar stated former WIB members would be honored at the July 26, 2012, WIB/Governing Board meeting that would be held at the Holiday Inn in Redding.

G. Hemmingsen asked about progress on the new NoRTEC website. S. Knox stated S. Shafer was working with the web design company and the website should be running by the July meeting.

XV. ADJOURNMENT

The meeting was adjourned at 12:10 p.m.