

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, JULY 26, 2012
REDDING, CA

I. CALL TO ORDER

The meeting was called to order by H. Oilar, WIB Chair, and W. Otto, Governing Board Chair, at 10:03 a.m.

II. ROLL CALL

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

III. APPROVAL OF MINUTES, APRIL 26, 2012

A motion made by T. Cochran, and seconded by C. Martin, for WIB approval of the April 26, 2012, minutes passed the WIB unanimously.

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

IV. APPROVAL OF AGENDA

A motion made by L. Osborne, and seconded by T. Cochran, to approve the agenda as posted, passed the WIB unanimously.

A motion made by J. Cook, and seconded by L. Baugh, to approve the agenda as posted, passed the Governing Board unanimously.

V. PUBLIC COMMENT

H. Oilar asked the WIB and Governing Board members to introduce themselves and state why they wanted to serve on the NoRTEC WIB and Governing Board.

VI. WORKFORCE INVESTMENT BOARD APPOINTMENTS

W. Otto, Governing Board Chair, explained the WIB appointment process and the seven vacancies on the WIB. She stated there were three Organized Labor seats and five nominees; one Rehabilitation seat and one nominee; and one Private Industry Seat from Sierra County and one nominee.

G. Russell, Governing Board member from Tehama County, recommended Robert Belgeri. L. Baugh, Governing Board member from Shasta County, recommended Larry Russell and John Wilson.

A motion made by G. Russell, and seconded by P. Huebner, to appoint Robert Belgeri to one of the Organized Labor seats on the NoRTEC Workforce Investment Board passed with nine out of ten votes. W. Otto voted No.

A motion made by L. Baugh, and seconded by G. Hemmingsen, to appoint Larry Russell and John Wilson to the two remaining Organized Labor seats on the NoRTEC Workforce Investment Board passed with eight out of ten votes. G. Russell and J. Cook voted No.

A motion made by J. Cook, and seconded by J. Chapman, to appoint Henry Sanchez to the Rehabilitation seat on the NoRTEC Workforce Investment Board passed unanimously.

A motion made by P. Huebner, and seconded by S. Thrall, to appoint Lodhi Humayoon to the Private Industry Seat for Sierra County on the NoRTEC Workforce Investment Board passed unanimously.

VII. GUEST SPEAKER

Jocie Boyer, EDD, Labor Market Division, presented the recently completed “Natural Resources Industry Cluster Analysis 2005-2010” to the members.

VIII. NCEN WEBSITE

The members were given a brief overview to the new NoRTEC website, located at <http://ncen.org>.

IX. 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 April-June 2012. The Adult, Dislocated Worker, and Youth programs were reviewed, as well as special projects. Program design was also reviewed. There were no findings.

Piller said fall reviews of all the programs would be schedule for October-December 2012.

B. State/Federal Monitoring

M. Piller reported there were no State monitoring visits since the last meeting. She also reported the OJT-NEG program had been monitored in the month of May 2012. Piller said the Department of Labor contracted with a private CPA firm out of Kansas City to conduct the review and a report would be shared with the members when received.

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 there had been no staff development since the last meeting. Piller reported B. Boyer, NoRTEC staff member, attended the SHRM (Society for Human Resource Management) conference in Atlanta on June 24-27, 2012. Workshops attended included updates to labor laws and cutting edge resources for HR professionals.

G. Youth Council Report

The members reviewed the Youth Council Report. There were no questions.

M. Piller stated she was resigning as Program Committee Chair. She said with the change in WIB composition, it was time for some “new blood” in the Program Committee Chair position.

A motion made by T. Cochran, and seconded by L. Osborne, for approval of the Fourth Quarter Program Committee Report passed the WIB unanimously.

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

X. FINANCE COMMITTEE REPORT

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

A. PY 2012/2013 Funding

Martin reported NoRTEC had \$15,670,709 in available funding to start the new year and pointed out the carryover was a larger percentage of last year’s total allocation due to the influx of ARRA funding.

B. PY 2011/2012 Funding

Martin reported NoRTEC's final 2011/2012 available funding was \$24,950,066.

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

Fourth 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

M. Cross explained that normally NoRTEC requires an 85% minimum expenditure rate for allocated funds in the adult, youth, and dislocated worker programs. This year, however, NoRTEC was allowing a 70% expenditure rate (up to 30% carry-in percentage) to allow the programs to push forward funding to compensate for the decline in overall funding due to no more ARRA funding.

A motion made by T. Cochran, and seconded by M. Piller, approving the Fourth Quarter finance reports passed the WIB unanimously.

A motion made by J. Chapman, and seconded by P. Huebner, approving the Fourth Quarter finance reports passed the Governing Board unanimously.

D. NoRTEC Fiscal Monitoring

C. Martin reported the results of NoRTEC's fiscal monitoring. She said there were no findings at the Job Training Center and the Alliance for Workforce Development, but there were six findings at Rural Human Services.

The findings at Rural Human Services included a failure to follow procurement requirements, three findings regarding program requirements for OJT contracts, a finding regarding the accuracy of client information in the MIS system, and a finding regarding ineffective internal controls. Martin said staff would verify these issues were corrected during their next on-site review in the fall.

E. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross stated the State had conducted their annual fiscal and procurement review of NoRTEC on May 7-11, 2012. Cross said when the State issued the report, it would be shared with the WIB and Governing Board.

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

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

XI. TRAINING EXPENDITURE POLICY

The members reviewed the proposed Training Expenditure Policy as presented in the agenda.

A motion made by M. Piller, and seconded by L. Osborne, to approve the Training Expenditure Policy passed the WIB unanimously.

A motion made by G. Russell, and seconded by P. Huebner, to approve the revised Monitoring Policy passed the Governing Board unanimously

XII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported an application for \$175,000 through the California Energy Commission/Employment Development Department to continue th RICO Industry Cluster work for the Alternative and Renewable Fuel and Vehicle Technology Program was funded.

Knox also reported the \$12 million application for Workforce Innovation funds was not funded.

B. New Applications

S. Knox reported on the preliminary discussions with the County of Nevada about the feasibility of NoRTEC providing certain housing and community development services in Nevada County (CDBG, CSSBG, energy assistance, and weatherization programs).

Knox reported the proposed funds were aligned with our system, and with our WIA base shrinking, it seemed like a good idea to consider working with interested counties to work with these funds through local One Stops.

Knox said if things were “fine” with these funding sources in a particular county, NoRTEC would be “hands off.” If, however, a county needed help, NoRTEC would be happy to explore collaboration and possibly help.

J. Chapman thought this would be a good idea to plan for the future. He said things were currently fine in Lassen County, but for a number of reasons he would be happy to have the option in the future.

A. Lehman said the recommendation to work with NoRTEC had not been approved yet, but was being put before the Nevada County Board of Supervisors. She said she thought it would be a good match for the county, workforce preparation programs, and social service programs.

Knox stated that if NoRTEC took the contract, the actual running of the programs would be done through the Service Provider for Nevada County, the Job Training

Center. He said the Job Training Center had experience running weatherization programs and was excited about the opportunity to expand.

Knox reported that if the County decided to go with NoRTEC, a budget modification would be presented to the WIB and Governing Board at the next meeting.

XIII. OLD BUSINESS

No Old Business items were discussed.

XIV. NEW BUSINESS

The members noted the next meeting would be the annual retreat to be held October 24-25, 2012, at the Gaia Hotel in Anderson.

XV. ADJOURNMENT

The meeting was adjourned at 12:45 p.m.