

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, OCTOBER 25, 2012
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by H. Oilar, WIB Chair, and W. Otto, Governing Board Chair, at 9:02 a.m.

II. ROLL CALL

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

III. APPROVAL OF MINUTES, JULY 26, 2012

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

A motion made by L. Baugh, and seconded by J. Cook, for Governing Board approval of the July 26, 2012, minutes passed the Governing Board. B. Williams abstained.

IV. APPROVAL OF AGENDA

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

A motion made by P. Huebner, and seconded by B. Williams, to approve the agenda as posted, passed the Governing Board unanimously.

V. PUBLIC COMMENT

W. Otto, Governing Board Chair, introduced John Fenley as her replacement on the NoRTEC Governing Board, effective January 1, 2013.

VI. RECOGNITION OF FORMER WORKFORCE INVESTMENT BOARD MEMBERS

H. Oilar and W. Otto recognized retiring and former WIB members. Former members present were Lou Bosetti, Dennis Maderios, Ginne Mistal, Dick Withrow, and Bill Hamby.

S. Knox, NoRTEC Executive Director, recognized Wendy Otto, Jim Cook, and Jeff Bullock for their years of service to NoRTEC on the Governing Board. Knox stated Otto, Cook, and Bullock would end their service to NoRTEC's Governing Board on December 31, 2012.

VII. ORIENTATION TO NORTEC

T. Brown, NoRTEC's Programs Operations Director, presented an overview of Workforce Investment Act programs and NoRTEC structure to the WIB and Governing Board.

VIII. WORKFORCE INVESTMENT BOARD APPOINTMENTS

There were no appointments to the Workforce Investment Board.

IX. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee report.

A. Program Monitoring

M. Piller reported on-site monitoring visits have been scheduled for October and November 2012.

B. State/Federal Monitoring

M. Piller reported there were no State monitoring visits since the last meeting. She also reported NoRTEC was still waiting on the final report from the OJT NEG monitoring conducted in May 2012.

C. Client Numbers

The members reviewed the client enrollment and contract performance reports as presented in the agenda (see agenda for link to reports).

K. Perry said she would like to see a median wage column added to the report. Staff stated they would investigate adding this information to future 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.

G. Youth Council Report

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

A motion made by J. Madden, and seconded by T. Cochran, for approval of the First Quarter Program Committee Report passed the WIB unanimously.

A motion made by J. Cook, and seconded by S. Thrall, for approval of the First 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 \$16,036,898 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. Approval of the Final PY 2011/2012 Fourth Quarter Financial Reports

Final 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

A motion made by L. Osborne, and seconded by W. Hagge, approving the final Fourth Quarter finance reports passed the WIB unanimously.

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

C. Approval of the PY 2012/2013 First Quarter Financial Reports

First quarter reports for PY 2012/2013 were presented to the members for approval. (See agenda for link to reports.)

- PY 2012/2013 Contracts Summary
- PY 2012/2013 Service Provider Contract Modifications
- PY 2012/2013 Program Expenditure Reports
- PY 2012/2013 NoRTEC Administrative Entity Report
- PY 2012/2013 NoRTEC WIB and Governing Board Expenditure Report

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

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

D. Administrative Entity Budget Increase

Ed Scofield, Governing Board member from Nevada County gave an overview to the members about Nevada County's plan to transition several county programs to NoRTEC and the Job Training Center. Scofield said programs such as LIHEAP, Rental Assistance, Housings Preservation, etc. were part of the "pilot project" to

see if they could be run through NoRTEC instead of directly through the county or a community action agency.

S. Knox, NoRTEC Executive Director, said this was an opportunity for NoRTEC and our local Service Providers to help counties in this period of declining budgets. Knox reported there have been several “bumps in the road,” but NoRTEC and the Job Training Center were doing the best they could to work through the issues.

R. Sandler asked about the risk to NoRTEC of taking on these types of programs. Knox stated the County of Nevada was still the fiscal entity and NoRTEC would be operating on a cost reimbursement personal services contract, so the risk to NoRTEC would be minimal.

A motion made by M. Piller, and seconded by R. Sandler, to increase the PY 2012/2013 Administrative Entity Grant Funded Projects budget to a total of \$3,947,866 to add the housing and community development contract with Nevada County passed the WIB unanimously.

A motion made by E. Scofield, and seconded by P. Huebner, to increase the PY 2012/2013 Administrative Entity Grant Funded Projects budget to a total of \$3,947,866 to add the housing and community development contract with Nevada County passed the Governing Board unanimously.

E. NoRTEC Fiscal Monitoring

C. Martin noted fall fiscal monitoring visits had been scheduled with all Service Providers.

F. 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 a draft monitoring report had been received and two issues were identified in the areas of cash request documentation and cost allocation methodology. Cross said NoRTEC responded to the draft monitoring report with alternations in documentation and processes which should resolve the issues. He said the resolution of the issues would be communicated to the WIB and Governing Board when the final report is received from the State.

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

A motion made by S. Thrall, and seconded by L. Baugh, for approval of the First Quarter Finance Committee Report passed the Governing Board unanimously.

XI. UPDATE TO INDIVIDUAL TRAINING ACCOUNT POLICY

T. Brown explained the update to the Individual Training Account Policy as presented in the agenda.

A motion made by L. Russell, and seconded by T. Cochran, to approve the revised ITA Policy, effective July 1, 2012, passed the WIB unanimously.

A motion made by S. Lambert, and seconded by J. Cook, to approve the revised ITA Policy, effective July 1, 2012, passed the Governing Board unanimously

XII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported an additional \$500,000 for the previously approved NEG-OJT grant had been received.

B. New Applications

S. Knox reported staff was seeking approval to submit an application for \$2,750,000 to serve Dislocated Workers in our eleven county area. The project would be called MCLAUS X.

A motion by R. Sandler, seconded by S. Drageset, to submit an application for a Dislocated Worker project (MCLAUS X) for the eleven counties in NoRTEC, passed the WIB unanimously.

A motion by B. Williams, seconded by E. Scofield, to submit an application for a Dislocated Worker project (MCLAUS X) for the eleven counties in NoRTEC, passed the Governing Board unanimously.

XIII. COMMUNITY RECOVERY RESOURCES

L. Osborne, WIB member from Nevada County, gave a presentation on the opening of a Community Recovery Resources campus in Grass Valley. Osborne reported the construction and opening of the facility led to an increase of 100 jobs in Nevada County and kept \$6.8 million in the local community.

XIV. ELECTION OF A GOVERNING BOARD CHAIR

Les Baugh submitted his name as a candidate for NoRTEC's Governing Board Chair position. Sherrie Thrall submitted her name as a candidate for NoRTEC's Governing Board Vice-Chair position.

A motion by J. Cook, seconded by P. Huebner, to elect Les Baugh and Sherrie Thrall as Governing Board Chair and Vice-Chair, passed the Governing Board unanimously.

XV. OLD BUSINESS

No Old Business items were discussed.

XVI. NEW BUSINESS

The members noted the next meeting would be January 24, 2013, and would be held in Redding.

XVII. ADJOURNMENT

The meeting was adjourned at 11:40 a.m.