

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, JANUARY 23, 2014
10:00 AM – 2:00 PM
CARD CENTER
545 VALLOMBROSA
CHICO, CA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES, OCTOBER 24, 2013 (ACTION)

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

Recommended Action:

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

Governing Board approval of the October 24, 2013, minutes, with revisions if needed, as posted.

V. 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.

VI. PUBLIC COMMENT

Members of the public will be invited to make brief comments regarding any aspect of NORTEC business.

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS (INFORMATION)

There are three vacancies on the NORTEC WIB: Organized Labor (At-Large), Private Industry (Lassen County), and Private Industry (Sierra County).

NORTEC staff are working to obtain nominations for Governing Board consideration at the April 24, 2014, WIB/Governing Board meeting.

VIII. PROGRAM PRESENTATION

Prem Chand, CEO of Milestone, will share his experience with the Alliance for Workforce Development's Business Services Program.

IX. PROGRAM COMMITTEE REPORT

Judi Madden will present the Program Committee Report.

A. Program Monitoring (Information)

Fall program reviews were conducted on the following dates:

Rural Human Services – October 9-10, 2013

Alliance for Workforce Development – October 15-16, 29-30, November 12-14, December 16, 2013

Siskiyou Training and Employment Program – November 5-6, 2013

Smart Center – December 10-11, 2013

Job Training Center – December 2-3, 2013

B. Boyer focused his monitoring on adult and youth participant eligibility, program design and service delivery, and appropriate documentation of participant tracking. Files from the MCLAUS X and NEG-OJT programs were also reviewed to assure the additional requirements associated with these special projects were met.

There were no findings at the Siskiyou Training and Employment Program, the Smart Center, and at the Job Training Center.

A finding from a previous monitoring visit at Rural Human Services was reviewed. The original finding was RHS staff was not providing sufficient documentation for supportive services payments for participants. A corrective action plan was submitted. Boyer reviewed supportive service payments made since the corrective action plan was submitted and concluded staff was following the plan. The problem has been resolved and the finding closed.

At AFWD's operation in Plumas County, there were files with insufficient documentation of dislocated worker eligibility. A corrective action plan has been requested, along with the requirement staff review all dislocated worker files active on or after October 1, 2012, to assure they contain appropriate eligibility documentation. Boyer will follow-up on these actions during the spring monitoring review to assure the issue has been adequately addressed.

B. State/Federal Monitoring (Information)

There have been no State or Federal monitoring visits conducted or scheduled since the October meeting.

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](#)

As of December 31, 2013, two of the NoRTEC service providers are not meeting one or more performance standards as noted on the attached performance reports.

AFWD is missing the Dislocated Worker ***Employed in the Quarter After Exit*** performance standard. This is not of concern at this point in time, however, because they are within one percentage point of meeting the goal and they improved from 74% in the first quarter to 77% in the second quarter.

RHS is missing three performance standards: the Adult ***Employed in the Quarter After Exit*** (77% goal, 73% actual), the Dislocated Worker ***Employed in the Quarter After Exit*** (78% goal, 67% actual), and the Youth ***Placement in Employment or Education*** (62% goal, 50% actual). A corrective action plan has been submitted by RHS and appears to be satisfactory.

Currently, there are no areas of concern.

D. Plant Closure Updates (Information)

Since October 1, 2013, there have been 43 businesses within NoRTEC that have closed or reported layoffs. More than 900 workers have been affected.

The plant closure website includes all closures and layoffs since WIA's inception in PY 2000. This data is searchable by date, business name, and county location of the business, and is updated as closures/lays offs occur.

To view the report, click on the link below and enter ">=" and "10/01/2013" in the "Date Closed" field to review closures/lays offs reported since October 1, 2013: [Plant Closure Report](#)

It should be noted that about two-thirds of the workers affected are anticipated layoffs at the end of the calendar year at Sierra Army Depot. These layoffs are usually for civilian contracts, and some of the workers are often rehired when new contracts are negotiated. The entire group of laid-off workers are not, however, guaranteed a position when (if) new contracts are negotiated. Many of these workers seek assistance from AFWD after they are laid-off.

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 to strengthen our local economy is to be met.

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](#)

Since July 1, 2013, over 3,200 businesses have received almost 11,000 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. These reports are also full of actual job seeker success stories. In addition to reviewing the report highlights summarized below, please take a moment to review these success stories. Our Service Providers have helped many individuals make important changes in their lives!

Following are links for the reports received for the period ending December 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 – Team Chico, a collaborative partnership between AFWD, the City of Chico, the Chico Chamber of Commerce, the Downtown Chico Business Association, and 3CORE, have established a “business walk program” to market the collaborative partnership and provide a variety of business expertise to the local business base. In the late spring/early summer of 2013, Team Chico worked with Tri Counties Bank to bring a national retail market consultant to the

Chico area to conduct a retail market analysis. This analysis assessed the growth potential of the retail market sector based on demographic trends, shopper survey, local and regional competition, and a statistical demand analysis. This information is invaluable to brokers, property owners, local retailers, and those seeking to start new retail outlets. The top ten findings for Chico are listed in the Community Coordinator report. For those that wish to download a complete copy of the report, please visit the Tri Counties Bank website at: <https://www.tcbk.com/>

You will find the link to download the report in the lower left corner of the webpage, entitled "Chico Retail Market Analysis."

- Del Norte County – The Workforce Center recently responded to the closure of Shop Smart in Crescent City which resulted in 41 individuals losing their jobs. The Workforce Center is holding workshops to assist these individuals with their job search.
- Lassen County – In November 2013, Big 5 Sporting Goods opened a store in Susanville. The Big 5 Recruitment Department worked closely with AFDW staff to ensure interviewing, hiring, and training of new personnel was accomplished in a timely manner. More than 35 individuals were hired for store prep and set-up, and more than 20 of these individuals will be offered continued employment as sales associates and cashiers.
- Modoc County – Dollar General has been opening several stores throughout the NoRTEC region. The most recent openings have been in Quincy, Chester, and Weaverville, and our local programs assisted with the recruitment and hiring of employees. In May 2014, a new store is planning to open in Alturas. AFDW staff have been in contact with Dollar General's Human Resource Department and will be assisting, yet again, with the recruitment and hiring needs of a new business opening in their service area.
- Nevada County – Staff in Nevada County offered its first six week Customer Service, Retail, and Hospitality (CHR) course in August. Since then, staff has facilitated three 6-week training courses. A 12-day Customer Service, Retail Essentials (CSR) training course has also been developed. Graduates of these courses also received ServSafe Food Handler Certificates and Sexual Harassment Prevention/Civil Rights training. These courses were developed to meet local employer needs.
- Plumas County – On Sunday, December 15, there was a terrible downtown fire that destroyed four historic buildings and four businesses in Quincy. On Monday, December 16, AFDW staff immediately began contacting businesses and affected employees to offer information and services. Informational meetings were set-up on December 18 and 20 for those who lost their jobs.

Several of the employees opted to enroll in the WIA program to assist them to find new employment. This is truly an example of “rapid” response services.

- Shasta County – Smart hosted the 7th Annual Best in Shasta event. This event honors businesses, who have been nominated by one or more employees because the employees believe their employer is one of the “best” employers to work for in Shasta County. More than 110 businesses were nominated. Winners this year were: Lim’s Family Pharmacy (Small Company); Placer Title Company (Medium Company); Bank of Commerce Redding (Large Company); and Remi Vista (Non-Profit).
- Sierra County – Sierra County is the smallest county in the NoRTEC consortium, with a total population of less than 3,500. The small population, however, does not make the area any less important when it comes to assisting county residents find employment. In an effort to increase services to local residents, AFDW began holding “Wednesday Workshops.” Service levels and enrollment numbers are increasing and staff have been receiving a lot of positive feedback.
- Siskiyou County – Fruit Growers Supply Company (FGS) provides growers in the agricultural community with most materials and items required to grow, harvest, package, and ship their products. FGS owns 160,000 acres of timberland in Siskiyou County and is planning to open a mill in Yreka to process lumber to ship to their plant in Visalia for the construction of fruit pallets. When operational, the mill will create between 30 and 40 well paying jobs in the area. STEP business services have been in contact with FGS management to discuss how they (STEP) can assist with the recruitment and hiring of new employees, and to discuss potential employee training options.
- Tehama County – The Job Training Center partnered with the Tehama Employment Advisory Council to host the annual Holiday Dessert Social on December 5. Guests were able to network and enjoy appetizers and desserts from businesses around the county. More than 100 people attended the event.
- Trinity County – Dollar General opened a store in Weaverville in December. Smart staff assisted with the recruitment and interview process, and hosted a hiring fair in early November. More than 50 applicants interviewed for positions. Fifteen were hired, including two assistant managers.

G. Staff Training (Information)

1. Service Provider Staff Development – No NoRTEC sponsored staff development has taken place since the last meeting.
2. NoRTEC Staff Development - There has been no NoRTEC staff development events since the last meeting.

H. Youth Council Report (Information)

All of the Service Providers in NoRTEC are working on establishing local Youth Councils. An update will be given at the meeting.

Recommended Action:

WIB approval of the Second Quarter Program Committee Report.

Governing Board approval of the Second Quarter Program Committee Report.

X. FINANCE COMMITTEE REPORT (ACTION)

Claudia Martin will present the Finance Committee report.

A. PY 2013/2014 Funding (Information)

NoRTEC currently has \$14,899,668 in available funds for the 2013/2014 Program Year. This is a decrease of \$1,137,230 from 2012/2013 Program Year funding.

The reduction in available funding for the 2013/2014 Program Year is primarily due to the dwindling availability of special project funding. NoRTEC's allocated funding allocation only dropped 2.7% this year, which was a significantly smaller reduction than we were expecting.

Project	PY 2013/2014 Funds Available	Additional Funds Requested	Total
Adult	\$3,200,443	\$0	\$3,200,443
Youth	\$3,529,301	\$0	\$3,529,301
Dislocated Worker	\$3,896,338	\$0	\$3,896,338
Rapid Response	\$965,174	\$0	\$965,174
MCLAUS X	\$2,742,017	\$0	\$2,742,017
NEG-OJT	\$469,390	\$0	\$469,390
USDA RCDI	\$97,005	\$0	\$97,005
TOTAL	\$14,899,668	\$0	\$14,899,668

B. Approval of the PY 2013/2014 Second Quarter Financial Reports (Action)

1. [PY 2013/2014 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 2013/2014 program year. As of December 31, 2013, NoRTEC had a total of \$14,899,668 available in State contracts for the 2013/2014 program year. This report

includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 2013/2014 Service Provider Contract Modifications Report](#)

This report shows the changes between July 1, 2013, and December 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 modifications during the current quarter. There are no items of concern.

3. [PY 2013/2014 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2013, to June 30, 2014), the cumulative expenditures for the quarter ended December 31, 2013, and the remaining balance at December 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.

All Service Provider expenditures were within the required parameters. 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 2013/2014 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the six months ended December 31, 2013. At December 31, 2013, the NoRTEC Administrative Entity had expended 43% of its Operating budget and 3% of its Other Projects budget. Overall, the Administrative Entity spent 15% of its budget.

There are no items of concern.

5. [PY 2013/2014 NoRTEC WIB/Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the six months ended December 31, 2013. At December 31, 2013, the WIB/Governing Board had expended 48% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2013/2014 Second Quarter Finance Reports.

WIB approval of the PY 2013/2014 Second Quarter Finance Reports.

Governing Board approval of the PY 2013/2014 Second Quarter Finance Reports.

C. [NoRTEC Fiscal Monitoring \(Information\)](#)

On-site fiscal and procurement monitoring of the five NoRTEC Service Providers was conducted during the months of October through December 2013. There were no findings at the Alliance for Workforce Development, Smart, Siskiyou Training and Employment Program, and the Job Training Center.

There were no new findings identified during the fall review of Rural Human Services, but a finding identified during a previous monitoring will remain open. The finding relates to RHS' OJT policies and procedures. RHS has modified its policies and procedures to address the issue but has not written any new OJT contracts to verify the implementation of the new process. The finding will be reviewed once RHS has written OJT contracts utilizing the new procedures.

The schedule for the spring 2014 is currently being developed and will be reported at the next WIB/Governing Board meeting.

D. [State and Fiscal Procurement Monitoring of NoRTEC \(Information\)](#)

There are no federal or state fiscal monitoring reviews scheduled at this time.

E. [PY 2013/2014 NoRTEC Administrative Entity Budget Modification \(Action\)](#)

The Finance Committee is recommending a modification to the PY 2013/2014 Administrative Entity Budget. This modification reduces the overall budget by \$2,316,000, resulting in a revised total budget of \$1,618,866.

The primary reason for this modification is a reduction in the amount budgeted for NoRTEC's Nevada County Housing contract. When the budget for this contract was originally determined in PY 2012/2013, the contract scope and amount had not been finalized.

The final contract amount was \$491,304, most of which was expended in PY 2012/2013. This contract has now ended.

Please see the attached modified budget and narrative for details:

[PY 2013/2014 Modified Budget](#)

[Narrative for Modified PY 2013/2014 Budget](#)

Recommended Action:

The Finance Committee is recommending:

WIB approval of a modification to the PY 2013/2014 Administrative Entity Budget that reduces the overall budget by \$2,134,000, resulting in a revised total budget of \$1,618,866.

Governing Board approval of a modification to the PY 2013/2014 Administrative Entity Budget that reduces the overall budget by \$2,134,000, resulting in a revised total budget of \$1,618,866.

Recommended Action:

WIB approval of the Second Quarter Finance Committee Report.

Governing Board approval of the Second Quarter Finance Committee Report.

XI. **STATUS OF FUNDING APPLICATIONS (INFORMATION)**

A. **Prior Approval**

There are no pending applications.

B. **New Applications**

There are no new applications.

XII. **NORTEC PLANNING SESSION (ACTION)**

The NoRTEC WIB and Governing Board participated in a planning session at the October 23, 2013, retreat. There were several points of consensus identified during the session. The members agreed that joint meetings of the WIB and the Governing Board were practical and efficient, the public/private partnership was beneficial and valuable to the region, and the current operating agreement while effective, needs to be reviewed and possibly updated with input from both boards.

The WIB/LEO Operating Agreement outlines the duties and responsibilities of the WIB and the Governing Board and describes how the boards will work jointly to conduct NoRTEC business. Several operating procedures contained in the agreement were identified that the members wanted to review and possibly modify. These included committee membership and appointment processes, the duties, powers, and membership of the Executive Committee, and the committee structure currently in place for hiring, compensating, evaluating, and discharging the NoRTEC Executive Director.

The members discussed forming an ad hoc Governance Committee to review the current agreement and make recommendations to the full WIB and Governing Board for any needed modifications.

In order to start the process, staff is recommending that each board select four individuals from their membership to serve on an ad hoc Governance Committee. This joint committee will review the current operating agreement and, if necessary, make recommendations for modification to the full WIB and Governing Board at a future meeting.

Recommended Action:

WIB approval of an eight (8) member ad hoc Governance Committee to be comprised of four (4) WIB members selected by the WIB, and four (4) Governing Board members selected by the Governing Board, to review the current WIB/LEO Operating Agreement and recommend necessary modifications to the agreement to the full WIB and Governing Board at a future meeting.

Governing Board approval of an eight (8) member ad hoc Governance Committee to be comprised of four (4) WIB members selected by the WIB, and four (4) Governing Board members selected by the Governing Board, to review the current WIB/LEO Operating Agreement and recommend necessary modifications to the agreement to the full WIB and Governing Board at a future meeting.

XIII. **ETHICS TRAINING (INFORMATION)**

On October 7, 2005, the Governor signed Assembly Bill No. 1234. This bill requires all members of a “legislative body” of a local agency to receive ethics training every two years if the members receive any type of compensation, salary, stipend, or if he/she is reimbursed for expenses.

There are numerous training options, including training conducted by commercial organizations, nonprofits, or an agency’s legal counsel. On-line training has also been developed that will allow local officials to satisfy the requirements of AB 1234 on a cost-free basis.

Governing Board members have likely already participated in some type of ethics training to satisfy this requirement for their service as a Board of Supervisors member. WIB members, unless they sit on other boards that require this training, likely have not.

The Fair Political Practices Commission offers a free on-line training course that takes about two hours to complete. A certificate can be printed upon satisfactory completion of the program that meets the documentation requirements. The website address for this training is: <http://localethics.fppc.ca.gov/login.aspx>

Staff is requesting all WIB and Governing Board members provide documentation of completion of an appropriate ethics training program by April 1, 2014. Documentation can be mailed, e-mailed, or faxed to NoRTEC. An e-mail reminder will be sent to all WIB and Governing Board members in early February with address, e-mail, and fax information.

XIV. LMID PLANNING PROFILES (INFORMATION)

Each year, the Labor Management Information Division (LMID) of the Employment Development Department (EDD), issues “county profiles” that provide about two pages of summary information about each county in the State. The information is very general, but may be of interest to WIB and Governing Board members. Hard copies will be distributed to members at the meeting, and electronic copies will be available in the “News & Events” section of NoRTEC’s website: <http://ncen.org>

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 Meetings

The next WIB/Governing Board meeting is scheduled for Thursday, April 24, 2014, at the Canyon Oaks Country Club in Chico, California.

Quarterly meetings for the remainder of the calendar year will be held on Thursday, July 24, 2014, and the two day board retreat on Wednesday-Thursday, October 22-23, 2014. Locations will be announced at a later date.

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