

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, OCTOBER 24, 2013
REDDING, CA

I. CALL TO ORDER

The meeting was called to order by H. Oilar, WIB Chair, and S. Thrall, Governing Board Vice Chair, at 9:05 a.m.

II. ROLL CALL

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

III. APPROVAL OF MINUTES, JULY 25, 2013

A motion made by T. Cochran, and seconded by S. Drageset, for WIB approval of the July 25, 2013, minutes passed the WIB unanimously.

A motion made by B. Williams, and seconded by J. Fenley, for Governing Board approval of the April 25, 2013, minutes passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

A motion made by T. Cochran, and seconded by S. Drageset, for WIB approval of the July 25, 2013, minutes passed the WIB unanimously.

A motion made by B. Williams, and seconded by J. Fenley, for Governing Board approval of the April 25, 2013, minutes passed the Governing Board unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. WORKFORCE INVESTMENT BOARD APPOINTMENTS

No nominations were submitted.

VII. PLANNING SESSION

The consensus of the members was to address all NORTEC business items in the agenda, adjourn the meeting, and then participate in the planning session.

VIII. PROGRAM COMMITTEE REPORT

M. Piller gave the Program Committee Report.

A. Program Monitoring

The members reviewed the monitoring summary as presented in the agenda.

B. State/Federal Monitoring

The members noted there had been no findings from the State's compliance monitoring in late September 2013.

C. NoRTEC Performance

The members noted NoRTEC had met all performance standards with the State by achieving more than the minimum 80% success rate on all nine performance measures.

The members also noted NoRTEC's negotiated performance measures for PY 2013/2014.

D. Client Enrollment and Contract Performance

The members reviewed the following reports as presented in the agenda:

- Job Seekers Enrolled in the WIA Program
- WIA Service Provider Contract Performance (Adults/Dislocated Workers)
- WIA Service Provider Contract Performance (Youth)

E. Plant Closure Updates

The members reviewed the plant closure update as presented in the agenda.

F. Business Services Report

The members reviewed the business services report as presented in the agenda. The efforts of AFWD for Milestone, a large call center operation that just opened in Chico, were also discussed.

G. Headline Program Reports

The members reviewed the program reports as presented in the agenda. Kathy Sarmiento reported to the member there was currently more than 700 openings for seasonal agriculture workers in Glenn and Tehama Counties.

H. Staff Training

The members reviewed the information as presented in the agenda.

I. Youth Council Report

The members reviewed the Tehama County Youth Council report. L. Champion reported he was working with Rotary and the community to put together lending libraries to address literacy issues and help children become "good readers." Champion reported studies have shown the chance of incarceration later in life is reduced when children become good readers by the third grade.

A motion made by L. Osborne, and seconded by G. Mathew, for approval of the First Quarter Program Committee Report passed the WIB unanimously.

A motion made by J. Chapman, and seconded by B. Williams, for approval of the First Quarter Program Committee Report passed the Governing Board unanimously.

IX. FINANCE COMMITTEE REPORT

C. Martin, Finance Committee Chair, presented the Finance Committee report.

A. PY 2013/2014 Funding

C. Martin noted there was \$14,907,650 in available funding for PY 2013/2014.

B. Approval of the Final PY 2012/2013 Fourth Quarter Financial Reports

The members reviewed the following reports as presented in the agenda.

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

A motion made by T. Cochran, and seconded by M. Piller, to approve the final Fourth Quarter Finance Reports passed the WIB unanimously.

A motion made by B. Williams, and seconded by P. Huebner, to approve the final Fourth Quarter Finance Reports passed the Governing Board unanimously.

C. Approval of the PY 2013/2014 First Quarter Financial Reports

The members reviewed the following reports as presented in the agenda.

- PY 2013/2014 Contracts Summary
- PY 2013/2014 Service Provider Contract Modifications
- PY 2013/2014 Program Expenditure Report
- PY 2013/2014 NoRTEC Administrative Entity Expenditure Report
- PY 2013/2014 WIB/Governing Board Expenditure Report

A motion made by W. Hagge, and seconded by J. Wilson, to approve the First Quarter Finance Reports passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by J. Fenley, to approve the First Quarter Finance Reports passed the Governing Board unanimously.

D. NoRTEC Fiscal Monitoring

C. Martin reported fiscal reviews of the Service Providers for the fall of 2013 were in progress and the results of the reviews would be presented to the members at the January 23, 2014, meeting.

E. State and Fiscal Procurement Monitoring of NoRTEC

C. Martin noted there had been federal or state monitoring reviews since the last meeting and there were none currently scheduled.

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

A motion made by P. Huebner, and seconded by J. Fenley, for approval of the First Quarter Finance Committee Report, passed the Governing Board unanimously.

X. NORTEC INSURANCE PROVIDER CHANGES

M. Cross discussed SDRMA, the current insurance provider for NORTEC. He explained that NORTEC had to “join” to access the insurance programs offered, and that the cost and value of the available policies was better than NORTEC had been able to find elsewhere. Cross reported that staff’s health insurance was currently run through SDRMA, and he wanted to run property/liability and workers compensation insurance through them, as well.

A. Property/Liability and Worker’s Compensation

M. Cross asked the members to approve the resolution that would allow NORTEC to participate in SDRMA’s property/liability and worker’s compensation programs.

A motion made by L. Russell, and seconded by J. Cook, for approval of the attached resolution which approves the form of and authorizes the execution of a sixth amended joint powers agreement and authorizes participation in the Special District Risk Management Authority Property/Liability Program and Workers’ compensation programs, passed the WIB unanimously.

A motion made by L. Russell, and seconded by J. Cook, for approval of the attached resolution which approves the form of and authorizes the execution of a sixth amended joint powers agreement and authorizes participation in the Special District Risk Management Authority Property/Liability Program and Workers’ compensation programs, passed the Governing Board unanimously.

B. Additional Resolution for Workers’ Compensation

M. Cross reported that in addition to the agreements outlined in Item A. above, NORTEC must also seek permission from the State to allow our worker’s compensation liability to flow through the joint powers authority. Cross stated the WIB and Governing Board would also have to authorize him, as the Interim Executive Director, to request permission from the State.

A motion made by R. Sandler, and seconded by T. Cochran, for approval of the following resolution passed the WIB unanimously:

RESOLVED, that the Interim Executive Director be and is hereby authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers’ compensation liability on behalf of the Northern Rural Training and Employment Consortium and to execute any and all documents required for such application.

A motion made by P. Huebner, and seconded by J. Fenley, for approval of the following resolution passed the Governing Board unanimously:

RESOLVED, that the Interim Executive Director be and is hereby authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liability on behalf of the Northern Rural Training and Employment Consortium and to execute any and all documents required for such application.

C. Staff Benefits

M. Cross reported that in addition to NoRTEC's health insurance that is run through SDRMA, staff obtained quotes for dental, vision, and life insurance at significantly lower rates than NoRTEC's current carriers. Cross reported a resolution passed by both boards was required before NoRTEC could participate in these SDRMA programs.

A motion made by J. Wilson, and seconded by M. Piller to approve the attached resolution which approves the form of and authorizes the execution of a memorandum of understanding authorizing participation in the Special District Risk Management Authority's Health Benefits program, passed the WIB unanimously.

A motion made by J. Wilson, and seconded by M. Piller to approve the attached resolution which approves the form of and authorizes the execution of a memorandum of understanding authorizing participation in the Special District Risk Management Authority's Health Benefits program, passed the WIB unanimously.

XI. STATUS OF FUNDING APPLICATIONS

D. Prior Approval

M. Cross reported there were no pending applications.

E. New Applications

M. Cross reported was planning to submit an application to the State of California for \$500,000 to train workers in the healthcare industry and was seeking board approval.

A motion made by L. Osborne, and seconded by T. Cochran, for approval to submit an application for \$500,000 to train workers in the healthcare industry passed the WIB unanimously.

A motion made by L. Osborne, and seconded by T. Cochran, for approval to submit an application for \$500,000 to train workers in the healthcare industry passed the WIB unanimously.

XII. PLAN APPROVAL

M. Cross reported NoRTEC's plan, approved by the members at the July 25, 2013, meeting, had been accepted and approved by the California Workforce Investment Board.

XIII. NORTEC EXECUTIVE DIRECTOR

S. Thrall reported on the process the Hiring Committee went through to select a candidate for the NoRTEC Executive Director position.

Thrall said a selection committee was formed on July 25, 2013, made up of the following individuals:

Sherrie Thrall (Governing Board)	Steve Lambert (Governing Board)
Peter Huebner (Governing Board)	Ed Scofield (Governing Board)
Jesse Cox (WIB)	Dwight Beeson (WIB)
John Wilson (WIB)	Judi Madden (WIB)
Connie Barton (WIB/Non-voting)	Joe Wilson (WIB/Non-voting)

Thrall reported 29 applications were received, and four were selected for an interview. Upon completion of the interviews, Thrall said the committee selected Michael Cross as the top candidate and recommended the WIB and Governing Board offer him the position.

M. Piller said the committee had already done the hard work and she was ready to accept their recommendation.

J. Chapman said he appreciated the communication from the committee members throughout the process and was willing to accept the recommendation.

J. Wilson thanked C. Barton for her work as the Recording Secretary for the committee.

A motion made by M. Piller, and seconded by L. Russell, to confirm the Hiring Committee's selection of Michael Cross for the NoRTEC Executive Director position and approve the negotiated employment contract, effective November 1, 2013, passed the WIB unanimously.

A motion made by J. Chapman, and seconded by P. Huebner, to confirm the Hiring Committee's selection of Michael Cross for the NoRTEC Executive Director position and approve the negotiated employment contract, effective November 1, 2013, passed the Governing Board unanimously.

XIV. NORTEC INTERIM EXECUTIVE DIRECTOR COMPENSATION

C. Barton stated the committee was recommending M. Cross be compensated for the time he served as Interim Executive Director (July 22, 2013, through October 31, 2013) at the same level of compensation that was negotiated in the new employment contract.

A motion made by R. Sandler, and seconded by M. Piller, to approve the compensation for the Interim Executive Director at the same salary level negotiated in the Executive Director's employment contract for the period July 22, 2013, through October 31, 2013, passed the WIB unanimously.

A motion made by P. Huebner, and seconded by J. Chapman, to approve the compensation for the Interim Executive Director at the same salary level negotiated in

the Executive Director's employment contract for the period July 22, 2013, through October 31, 2013, passed the Governing Board unanimously.

XV. OLD BUSINESS

There was no Old Business.

XVI. NEW BUSINESS

It was announced the next WIB and Governing Board meeting would be held on January 23, 2014, in Chico.

XVII. ADJOURNMENT

The meeting was adjourned at 10:45 a.m.