

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, OCTOBER 23, 2014
9:00 AM – 12:00 PM
HOLIDAY INN
1900 HILLTOP DRIVE
REDDING, CA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF MINUTES, JULY 24, 2014 (ACTION)

The minutes from the July 24, 2014, meeting are attached: [Minutes](#)

Recommended Action:

WIB approval of the July 24, 2014, minutes, with revisions if needed, as posted.

Governing Board approval of the July 24, 2014, 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 currently three vacancies on the NoRTEC WIB: Economic Development (At-Large), Organized Labor (At-Large), and Private Industry (Sierra County).

A nomination has been received for the Private Industry seat in Sierra County. Tom Dines, owner of Tom's Snowmobile & Service has been nominated by the Sierra County Chamber of Commerce to serve on NORTEC's Workforce Investment Board. Pending potential WIB reorganization under WIOA, staff have put recruitment for these vacant seats on hold.

- [Application](#)
- [Nomination Letter](#)

Recommended Action: Governing Board appointment of Tom Dines to fill the Sierra County Private Industry Seat on the NoRTEC Workforce Investment Board.

VIII. PROGRAM COMMITTEE REPORT (ACTION)

A. Program Presentation

Kent Cunningham, Captain with Cal Fire, and Josephine Toms from the STEP program will present information on the devastating Boles Fire that roared through the city of Weed in September.

B. Program Monitoring (Information)

Fall program reviews have been scheduled on the following dates:

Rural Human Services – November 4-5, 2014

Alliance for Workforce Development (AFWD) – November 13-14, 2014

Siskiyou Training and Employment Program (STEP) – November 18-19, 2014

Job Training Center – December 2-3, 2014

Smart Center – December 17-18, 2014

C. State/Federal Monitoring (Information)

The State conducted a program monitoring of the Youth program the week of September 29 – October 3. The monitor visited the NoRTEC Administrative Office, and three of programs: AFWD (Oroville and Chico), SMART (Redding), and Job Training Center (Red Bluff). The draft report has not been issued, but the monitor said everything looked great. He is suggesting the documentation to justify the need for supportive services be “beefed up,” but it is unclear if this will be an “observation” or a “finding.” The report will be shared with the members when it issued.

D. Universal Services, Client Enrollment, and Contract Performance (Information)

1. Universal Services Tracking: [Career Center Visits](#)

The Workforce Investment Act provides for “universal services” which means anyone who walks in the door may access basic services without enrolling in the WIA program. This would include “self-services” such as job postings, labor market information, computer access, etc. that do not require much staff attention. NoRTEC’s service providers “track” the number of people that come in the door, and report the total number of visits, as well as the number of “unique” visitors that come in the door. The report contained in the link above shows the number of visits for last program year (PY 2013/2014) and the first quarter of this program year (PY 2014/2015).

From July-September of this program year, over 24,000 people accessed our Career Centers at least once.

2. Job Seekers Enrolled in the WIA Program: [Enrollments](#)

The number of individuals enrolled in each program in each county in the consortium can be accessed by clicking on the above link. As of September 30, 2014, over 2,000 individuals have been enrolled in the program.

3. WIA Service Provider Contract Performance: [Adults/Dislocated Workers](#)

At the end of the first quarter of PY 2014/2015, all of the programs were meeting all contract performance objectives in the Adult program, except for RHS (Del Norte County) that is missing the *Average Wage at Placement* (Goal \$13.00 per hour, Actual \$9.47 per hour) and the *Employed in the Quarter After Exit* (Goal 75%, Actual 50%).

In the Dislocated Worker program, RHS (Del Norte County) is missing the *Average Wage At Placement* (Goal \$13.50 per hour, Actual \$11.95 per hour), and the *Employed in the Quarter After Exit* (Goal 78%, Actual 67%). Smart (Shasta/Trinity Counties) is missing the *Average Wage At Placement* (Goal \$13.50 per hour, Actual \$13.28 per hour).

As is normal practice, performance after the first quarter does not require a corrective action plan because the raw numbers are sometimes statistically insignificant. Since NoRTEC, as a Local Workforce Investment Area (LWIA), is exceeding all goals, there is no cause for concern.

4. WIA Service Provider Contract Performance: [Youth](#)

At the time the agenda was posted, staff were having difficulty compiling youth data. The report will be available via the link above as soon as the report is available.

E. Plant Closure Update: [Closures/Layoffs](#)

Since July 1, 2014, there have been 15 businesses within NoRTEC that have closed or reported layoffs. Over 140 workers have been affected.

F. Business Services Report (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, 2014, over 2,300 businesses have received more than 5,300 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:

- [Alliance for Workforce Development \(Butte, Lassen, Modoc, Plumas, and Sierra Counties\)](#)
- [Rural Human Services \(Del Norte County\)](#)
- [Smart \(Shasta and Trinity Counties\)](#)
- [Siskiyou Training and Employment Program \(Siskiyou County\)](#)
- [Job Training Center \(Nevada and Tehama Counties\)](#)

G. 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 September 30, 2014:

- [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 coordinated effort between the Alliance for Workforce Development, the City of Chico, the Chico Chamber of Commerce, the Downtown Chico Business Association, and 3CORE, received the *Helen Putnam Award for Excellence* that recognizes outstanding cities that deliver the highest quality and level of service in the most effective manner possible. Team Chico reached out to over 500 businesses, resulting in ten expansions, three new locations, 1,35 new jobs, four seed-funded projects, \$2.35 million in grants/loans, and an economic impact of \$31.3 million.
- Del Norte County – The Workforce Center hosted a Job Social at the Del Norte County Fairgrounds. Participating employers include Home Depot, County of Del Norte, Redwood Hotel & Casino, Walmart, Child Care Council, and others. More than 130 job seekers came through the door, mostly in the 25-54 age group. The

employers were happy with the event and asked that another be held later in the year.

- Lassen County – In August, AFWD participated in Lassen College’s New Student Orientation. AFWD’s Career Center Advisors gave a presentation on the Youth program and job seeker services offered by AFWD. Several of the students were new not only to Lassen College, but to the area, as well. They were appreciative of learning about all the services available to them as they begin their college experience.
- Modoc County – The city of Alturas gets to experience the success of a former WIA job seeker firsthand. Corinna Rose, the owner of *Corinna’s Spa & Boutique*, accessed training services through AFWD while enrolled at Citrus Heights Beauty College. Corinna graduated early and at the top of her class and took a job with a day spa upon completion of her training. She decided, however, to move back to Alturas and open a shop of her own. In addition to a variety of spa services, Corinna’s shop also sells boutique items (jewelry, antique furniture, and home accessories).

Nevada County – The Nevada County office of the Job Training Center has developed and introduced the Acceleration Series for clients who have experienced job loss due to a business closure and have been employed in the same manufacturing industry for at least ten years. This program encompasses a series of eight workshops focusing on career direction, job search, creating a job search action plan, resume development, self-assessment, building self-confidence, traditional skill building for the workplace, and a four day basic computer class to update skills. The series also included eight financial planning seminars including information presented from community professionals to guide attendees through areas such as budgeting, mortgage management, social security planning, and retirement. Internship opportunities are also being developed for participants, focusing on opportunities for clients to develop needed skills within the manufacturing industry.

- Plumas County – The Plumas County office of AFWD helped a local job seeker realize her dream of opening an “enriched” daycare program. Susan, a 29 year old Plumas County resident, worked with AFWD staff to develop a business plan and complete all the necessary steps to create her program. After almost a full year of planning and preparation, the new business C.A.N.D.L.E.S. (Children’s Art and Nurture Daily Learning Enrichment Services), opened in July 2014. AFWD will continue to “be there” for Susan as her business continues to grow.
- Shasta County – On August 14, Smart business services staff “hit the pavement” for the annual marketing blitz. The goal of this blitz is to market Smart’s business services to new and existing businesses in Shasta County. Over 720 business contacts were made, and they were informed about Smart’s array of available services, including hiring assistance, pre-screening, recruitment, interviewing, on-the-job training, and work preparedness and skills testing.

- Sierra County – The Sierra County office of AFWD continues to build relationships with local high schools. In early October, staff presented to a group of seniors at a local continuation high school, outlining the type of services that are available.
- Siskiyou County – The Boles fire created devastation throughout the town of Weed. This quarter's report from STEP has pictures of the fire and information on the job loss at Roseburg Forest Products, one of the biggest employers in Siskiyou County. It also contains information on how the community-based and government organizations in the area pulled together to provide services to those in need through a LAC (Local Access Center).
- Tehama County – Katelyn, a recent graduate of CSU, Chico, recently completed an internship with the Job Training Center. She attained her BA in Criminal Justice in December 2013, but was having difficulty securing employment in a relevant field. After attending some intensive job search workshops, she applied for a Career Center Advisor internship at the Job Training Center and was selected. The internship provided her with the practical skills to complement her recent studies, and provided her with valuable experience with her future career goal of working as a case manager with a children services agency, probation department, or public social service agency. Shortly after completing her six month internship, she secured full-time employment with the Community Action Agency in Red Bluff as a community services aide.
- Trinity County – Smart's community focus this last quarter was to increase outreach efforts to the local youth population and help them prepare for the workforce through job shadowing and career exploration. In addition, they are working with local high schools to promote a career fair, planned for early November. More than 25 individuals have committed to sharing their stories and successes with local youth during this event. Mike Mangus, a newscaster from KRCR News in Redding, has agreed to start the day as keynote speaker for the event.

H. Staff Training (Information)

5. Service Provider Staff Development – NoRTEC is sponsoring training with CAMEO (California Association for Micro Enterprise Opportunity) for service provider staff on October 29, 2014, in Redding. Fifty service provider staff will attend this training session that will provide information that will help them assist participants who are interested in starting a business.
6. NoRTEC Staff Development - Michael Cross and Terrianne Brown attended the "Meeting of the Minds" conference in Monterey in September, organized by the California Workforce Association. The focus of this conference was upcoming WIOA legislation and workshops on "best practices" for activities that can be carried over from WIA to WIOA.

I. Youth Council Report (Information)

All of the Service Providers in NoRTEC are working on establishing local Youth Councils. Reports on activities conducted over the last quarter are listed below.

[Butte County Youth Council Report](#)

[Nevada County Youth Council Report](#)

[Shasta County Youth Council Report](#)

Siskiyou County Youth Council Report (meeting cancelled due to fire)

[Tehama County Youth Council Report](#)

Recommended Action:

WIB approval of the First Quarter Program Committee Report.

Governing Board approval of the First Quarter Program Committee Report.

IX. FINANCE COMMITTEE REPORT (ACTION)

Claudia Martin will present the Finance Committee report.

A. PY 2014/2015 Funding (Information)

NoRTEC currently has \$12,234,399 in available funds for the 2014/2015 Program Year. This is a decrease of \$2,790,269 from the 2013/2014 Program Year funding.

The reduction in available funding for the 2014/2015 Program Year is primarily due to the dwindling availability of special project funding. Additionally, NoRTEC's allocated funding dropped 5.57% this year.

Project	PY 2014/2015 Funds Available	Additional Funds Requested	Total
Adult	\$3,295,706	\$0	\$3,295,706
Youth	\$3,483,882	\$0	\$3,483,882
Dislocated Worker	\$3,103,662	\$0	\$3,103,662
Rapid Response	\$1,051,648	\$0	\$1,051,648
Rapid Response – Layoff Aversion	\$210,736	\$0	\$210,736
MCLAUS X	\$943,150	\$0	\$943,150
Workforce Accelerator	\$125,000	\$0	\$125,000
USDA RCDI	\$20,615	\$0	\$20,615
TOTAL	\$12,234,399	\$0	\$12,234,399

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

Preliminary fourth quarter financial reports for PY 2013/2014 were presented at the July 24, 2014, meeting. The final reports presented below have some minor

changes, but are not substantively different from the preliminary reports presented in July.

1. [PY 2013/2014 Contracts Summary](#)

There were no changes.

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

There were no changes.

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

Service Provider expenditures were adjusted to reflect final closeout expenditure reporting to NoRTEC. There were no significant changes.

4. [PY 2013/2014 NoRTEC Administrative Entity Expenditure Report](#)

Some adjustments were made to reflect final expenditures. There were no significant changes.

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

There were no changes.

Recommended Action:

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

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

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

C. [Approval of the PY 2014/2015 First Quarter Financial Reports \(Action\)](#)

1. [PY 2014/2015 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 2014/2015 program year. As of September 30, 2014, NoRTEC had a total of \$12,234,399 available in State contracts for the 2014/2015 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 2014/2015 Service Provider Contract Modifications Report](#)

This report shows the changes between July 1, 2014, and September 30, 2014, 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.

The contract modifications for this period consisted entirely of the addition of new 2014/2015 program year funding. These amounts include any unspent funds carried forward from the prior year.

The contract modifications are detailed in the attached report. There are no items of concern.

3. [PY 2014/2015 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2014, to June 30, 2015), the cumulative expenditures for the quarter ended September 30, 2014, and the remaining balance at September 30, 2014, 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 NoRTEC's expenditure requirements. 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 2014/2015 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the three months ended September 30, 2014. At September 30, 2014, the NoRTEC Administrative Entity had expended 22% of its Operating budget and 18% of its Other Projects budget. Overall, the Administrative Entity spent 21% of its budget.

There are no items of concern.

5. PY 2014/2015 NoRTEC WIB/Governing Board Expenditure Report

This report shows the WIB and Governing Board expenditures against the annual line item budget for the three months ended September 30, 2014. At September 30, 2014, the WIB/Governing Board had expended 22% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2014/2015 First Quarter Finance Reports.

WIB approval of the PY 2014/2015 First Quarter Finance Reports.

Governing Board approval of the PY 2014/2015 First Quarter Finance Reports.

D. NoRTEC Fiscal Monitoring (Information)

Fall fiscal monitoring reviews are scheduled for the following dates:

Rural Human Services – November 4-5, 2014

Alliance for Workforce Development (AFWD) – November 13-14, 2014

Siskiyou Training and Employment Program (STEP) – November 18-19, 2014

Job Training Center – December 2-3, 2014

Smart Center – December 17-18, 2014

A report on the fall on-site reviews will be given at the January 22, 2015, WIB and Governing Board meeting.

E. State and Fiscal Procurement Monitoring of NoRTEC (Information)

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

Recommended Action:

WIB approval of the First Quarter Finance Committee Report.

Governing Board approval of the First Quarter Finance Committee Report.

X. STATUS OF FUNDING APPLICATION (INFORMATION)

A. Prior Approval (Information)

1. YouthBuild 2014 – Staff submitted an application to the Department of Labor (DOL) in April for \$1,100,000 to develop and implement a YouthBuild program which will provide education, occupational skills training, and employment services to disadvantaged youth who will be performing meaningful work and services to their communities. This application was not funded.

2. H-1B Ready to Work Partnerships – Staff submitted an application in June for \$3,000,000 to the Department of Labor to provide long-term unemployed workers with individualized counseling, training and supportive and specialized services leading to employment in occupations and industries for which employers use H-1B visas to hire foreign workers. This application is still pending.
3. Drought Assistance – Staff submitted an application to the State of California for \$550,000 to reach out to businesses and workers affected by the drought, collect data on the effects of the drought, and provide services to those who have lost their jobs due to the drought. This project was not funded.

B. New Applications (Action)

NoRTEC is working on a regional application under the Governor's "Slingshot" initiative. This project was discussed during the October 22 NoRTEC WIB and Governing Board Planning Session.

XI. WIB/GOVERNING BOARD CHAIRS AND COMMITTEE ASSIGNMENTS

Per the recently adopted NoRTEC WIB and Governing Board Operating Agreement, four standing committees will be formed:

- Joint WIB/Governing Board Executive Committee, comprised of seven members—the Chair and Vice-Chair of the Governing Board, the Chair and Vice Chair of the WIB, and three additional WIB members, selected by a vote of the WIB members.
This committee is responsible for: (1) making recommendations to the WIB and Governing Board regarding the hiring, compensation, evaluation, and discharge of the Executive Director; and (2) acting on decisions that need to be made between meetings of the WIB and Governing Board.
- WIB Business Service Plan Committee, a subcommittee of the WIB, comprised of the private sector members.
This committee is responsible for: (1) providing oversight for NoRTEC's Business Services, and developing the NoRTEC Business Services Plan; and (2) taking the lead on strategic planning for the WIB.
- WIB Finance Committee, a subcommittee of the WIB, comprised of interested members appointed by the WIB Chair.
This committee is responsible for oversight of the NoRTEC financial system and procedures, and assists staff with the provision of routine financial reports to the WIB and Governing Board.
- WIB Program Committee, a subcommittee of the WIB, comprised of interested members appointed by the WIB Chair.

This committee is responsible for oversight of the NoRTEC One Stop system and youth activities, including policy development, and assists staff with the provision of routine program reports to the WIB and Governing Board.

At the January 22, 2015, WIB and Governing Board meeting, the Governing Board will elect a Chair and Vice Chair from its membership. The WIB will also elect a Chair and Vice-Chair, both of which must be representatives of private industry. The WIB will also elect three additional WIB members to sit on the Joint WIB/Governing Board Executive Committee. Membership in the other committees will be open to interested members.

Staff will provide forms to each board member at the meeting so he/she can indicate interest in serving as Chair or Vice Chair and committee membership preference.

XII. MANUFACTURER'S EXPO (INFORMATION)

The Grow Manufacturing Roundtable & Expo that NoRTEC sponsored on October 2, 2014, was a big success with over 25 North State Manufacturers and 1,000 students in attendance. A report will be provided at the meeting.

XIII. OLD BUSINESS (INFORMATION)

Old Business items may be brought up for discussion at the pleasure of the NoRTEC WIB/Governing Board members.

XIV. NEW BUSINESS (INFORMATION)

A. Upcoming WIB/Governing Board Meetings

The next WIB/Governing Board meeting is scheduled for January 22, 2015, at a still to be determined location.

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.

XV. ADJOURNMENT