

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, JULY 24, 2014
CHICO, CA

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

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

IV. APPROVAL OF MINUTES, APRIL 24, 2014

A motion made by M. Piller, and seconded by T. Cochran, for WIB approval of the April 24, 2014, minutes passed the WIB unanimously.

A motion made by P. Huebner, and seconded by S. Thrall, for Governing Board approval of the April 24, 2014, minutes passed the Governing Board unanimously.

V. APPROVAL OF AGENDA

A motion made by T. Cochran, and seconded by L. Osborne, for WIB approval of the July 24, 2014, agenda passed the WIB unanimously.

A motion made by S. Thrall, and seconded by P. Huebner, for Governing Board approval of the July 24, 2014, agenda passed the Governing Board unanimously.

VI. PUBLIC COMMENT

There was no public comment.

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS

A. Vacant Seats

T. Brown reported there were five vacancies on the NoRTEC WIB and nominations had been received for two of the seats: Rick Stewart for the Private Industry seat in Lassen County, and Shane Mortensen for an At-Large Organized Labor seat.

A motion made by J. Williams, and seconded by J. Wills, to appoint Rick Stewart to fill the private industry seat in Lassen County passed the Governing Board unanimously.

A motion made by S. Thrall, and seconded by P. Huebner, to appoint Shane Mortensen to fill the At-Large Organized Labor seat passé the Governing Board unanimously.

B. Expired Seats Seeking Reappointment

T. Brown reported about half of the WIB terms expired on June 30, 2014, and almost all members were requesting to be considered for reappointment by the Governing Board.

Brown reported nomination letters had been received from the following WIB members:

Dwight Beeson (Private Industry, Modoc County)
Tom Cochran (Economic Development, At-Large)
Jesse Cox (Private Industry, Trinity County)
Steve Drageset (Private Industry, Siskiyou County)
Cathi Grams (One Stop Partner, At-Large)
Claudia Martin (Private Industry, Tehama County)
Lee Osborne (Private Industry, Nevada County)
Michele Piller (Community-Based Organization, At-Large)
Larry Russell (Organized Labor, At-Large)
John Wilson (Organized Labor, At-Large)

A motion made by B. Williams, and seconded by P. Huebner, to reappoint the above slate of WIB members passed the Governing Board unanimously.

VIII. PROGRAM COMMITTEE REPORT

M. Piller gave the Program Committee Report.

A. Program Monitoring

The members noted the spring program monitoring of the service providers had been completed. There were no findings.

B. State/Federal Monitoring

M. Piller reported there had been no state or federal monitoring of NoRTEC since the April meeting. She said the State had scheduled a review of the youth program during the week of September 29. The monitor would visit NoRTEC and at least two service provider offices.

C. 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)

T. Brown reported performance was preliminary, and could be revised by the October meeting. The members noted NoRTEC and the programs were meeting all standards based on preliminary numbers, except for Rural Human Services who missed the Adult Entered Employment Rate performance standard.

Several members requested staff begin providing raw numbers with the performance reports instead of just percentages.

D. Plant Closure Updates

The members reviewed the plant closure update as presented in the agenda, noting there were 36 businesses who had laid-off almost 450 workers since the last meeting in January.

E. Business Services Report

The members reviewed the business services report as presented in the agenda.

F. Headline Program Reports

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

G. Staff Training

The members reviewed the information as presented in the agenda.

H. Youth Council Report

The members reviewed the information as presented in the agenda.

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

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

IX. FINANCE COMMITTEE REPORT

C. Martin gave the Finance Committee report.

A. PY 2014/2015 Funding

C. Martin reported there was \$12,256,323 in available funding for PY 2014/2015.

B. PY 2013/2014 Funding

C. Martin reported there was \$15,024,668 in available funding for PY 2013/2014.

C. Approval of the PY 2013/2014 Fourth 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

C. Martin reported these reports were preliminary and the final reports for the end of the program year would be presented in the October meeting, although there would not be much (if any) change in the figures.

A motion made by L. Osborne, and seconded by S. Drageset to approve the Fourth Quarter Finance Reports passed the WIB unanimously.

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

D. NoRTEC Fiscal Monitoring

C. Martin reported fiscal and procurement monitoring reviews of the service providers had been completed and there were no findings.

E. State and Fiscal Procurement Monitoring of NoRTEC

C. Martin reported there had been no state or federal monitoring visits since the last meeting and none had been scheduled.

A motion made by T. Cochran, and seconded by M. Piller, for approval of the Fourth Quarter Finance Committee report, passed the WIB unanimously.

A motion made by P. Huebner, and seconded by E. Valenzuela, for approval of the Fourth Quarter Finance Committee Report, passed the Governing Board unanimously.

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported there were three pending applications: YouthBuild 2014 (\$1,100,000), H-1B Ready to Work Partnerships (\$3,000,000), and Drought Assistance (\$550,000). Cross said NoRTEC should know in the next few weeks if any of these projects were funded.

B. New Applications

M. Cross said staff was seeking retroactive approval to submit an application to the California Workforce Investment Board (CWIB) for \$150,000 for a Workforce Accelerator project. He said this opportunity came up after the April meeting with a due date prior to the July meeting, so staff acted and submitted the application. Cross said the project had been selected for funding at the reduced amount of \$125,000.

A motion made by L. Osborne, and seconded by W. Hagge, approving staff to submit an application to the CWIB for \$125,000 passed the WIB unanimously.

A motion made by S. Thrall, and seconded by J. Wills, approving staff to submit an application to the CWIB for \$125,000 passed the Governing Board unanimously.

XI. WIB/LEO AGREEMENT

H. Oilar reported the Ad Hoc Governance Committee had revised the WIB/LEO Agreement, and the suggested changes had been sent out to the full WIB and Governing Board a few weeks before the meeting. M. Cross said elections for officers and committees would take place at the January 2015, meeting.

A motion made by L. Osborne, and seconded by T. Cochran, to approve the WIB/LEO Operating Agreement developed by the Joint WIB and Governing Board Ad Hoc Governance Committee passed the WIB unanimously.

A motion made by S. Thrall, and seconded by P. Huebner, to approve the WIB/LEO Operating Agreement developed by the Joint WIB and Governing Board Ad Hoc Governance Committee passed the Governing Board unanimously.

XII. NRCD UPDATE

M. Cross reported NRCD, as a 501(c)(3) had responded to two federal solicitations to serve ex-offenders. The first was to serve returning citizens enrolled in work release programs in Oroville, and the second was to help court-involved youth in Oroville develop employment skills and find jobs. Neither project was funded. Cross said NoRTEC as a WIB could not apply—only private non-profit entities were eligible.

XIII. WORK-BASED LEARNING PRESENTATION

M. Cross introduced Bill Gains of Transfer Flow and Jonathan Andrew of the Butte County Office of Education. Gains and Andrew presented their “train the trainer” program for the advanced manufacturing industry. Following is a link to the presentation: Train the Trainer

XIV. OLD BUSINESS

There was no Old Business.

XV. NEW BUSINESS

It was announced the next WIB and Governing Board meeting would be held on October 23-24, 2014, at the Holiday Inn in Redding, California.

XVI. ADJOURNMENT

The meeting was adjourned at 12:15 p.m.