

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, OCTOBER 23, 2014
REDDING, CA

I. CALL TO ORDER

The meeting was called to order by T. Cochran, WIB Vice Chair, and L. Baugh, Governing Board Chair, at 9:08 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, JULY 24, 2014

A motion made by J. Cook, and seconded by D. Beeson, for WIB approval of the July 24, 2014, minutes passed the WIB unanimously.

A motion made by P. Huebner, and seconded by S. Thrall, for Governing Board approval of the July 24, 2014, minutes passed the Governing Board, with J. Fenley and J. Chapman abstaining.

V. APPROVAL OF AGENDA

A motion made by S. Drageset, and seconded by R. Sandler, for WIB approval of the October 23, 2014, agenda passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by J. Chapman, for Governing Board approval of the October 23, 2014, agenda passed the Governing Board unanimously.

VI. PUBLIC COMMENT

There was no public comment.

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS

T. Brown reported there were three vacancies on the NoRTEC WIB: Economic Development (At-Large), Organized Labor (At-Large), and Private Industry (Sierra County). Brown reported a nomination had been received for Tom Dines, owner of Tom's Snowmobile & Service, to be considered for the Private Industry seat in Sierra County. M. Cross explained that we would likely not seek replacements for the remaining two seats until we determined what the board requirements would be under the new WIOA legislation.

A motion made by P Huebner, and seconded by S. Thrall, to appoint Tom Dines to fill the private industry seat in Sierra County passed the Governing Board unanimously.

VIII. PROGRAM COMMITTEE REPORT

T. Brown gave the Program Committee Report.

A. Program Presentation

Kent Cunningham, a Captain with CAL FIRE, provided the members with information on the recent Boles Fire that took place in Weed on September 14, 2014.

Josephine Toms, with the STEP office, gave an update on the employment situation at Roseburg, a major employer in Siskiyou County, and discussed the community effort to help those families who lost their homes.

B. Program Monitoring

The members noted fall program monitoring of the service providers had been scheduled. Brown reported the results of the monitoring would be presented at the January 2015 meeting.

C. State/Federal Monitoring

T. Brown reported a program monitoring of the Youth program was conducted by the Compliance Review Division (State) the week of September 29-October 3. She said the NoRTEC Administrative office, AFWD (Chico and Oroville), Smart (Redding), and the Job Training Center (Red Bluff), had been visited. Brown said she would share the official results of the review when they were received.

D. Client Enrollment and Contract Performance

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

- Universal Services Tracking (Career Center Visits)
- Job Seekers Enrolled in the WIA Program
- WIA Service Provider Contract Performance (Adults/Dislocated Workers)
- WIA Service Provider Contract Performance (Youth)

T. Brown reported the information in the agenda was for the first quarter of the program year, and there were no areas of immediate concern. She said performance for the second quarter would be reviewed at the January meeting.

E. Plant Closure Updates

The members reviewed the plant closure update as presented in the agenda, noting there were 15 businesses who had laid-off over 150 workers since the last meeting in July.

F. Business Services Report

The members reviewed the business services report as presented in the agenda, noting that over 2,300 businesses had received more than 5,300 discrete business services since July 1, 2014.

G. Headline Program Reports

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

H. Staff Training

The members reviewed the information as presented in the agenda.

I. Youth Council Report

The members reviewed the information as presented in the agenda.

A motion made by M. Piller, and seconded by J. Wilson, for approval of the First Quarter Program Committee Report passed the WIB unanimously.

A motion made by P. Huebner, and seconded by E. Scofield, for approval of the First 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 \$12,234,399 in available funding for PY 2014/2015, down 5.5% from PY 2013/2014.

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

The members reviewed the following final reports as presented in the agenda, noting there were only minor changes in reported figures from the July 24, 2014, meeting.

- 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 L. Russell, and seconded by J. Cook 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 2014/2015 First Quarter Financial Reports

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

- PY 2014/2015 Contracts Summary
- PY 2014/2015 Service Provider Contract Modifications
- PY 2014/2015 Program Expenditure Report
- PY 2014/2015 NoRTEC Administrative Entity Expenditure Report
- PY 2014/2015 WIB/Governing Board Expenditure Report

A motion made by M Piller, and seconded by S. Drageset to approve the First Quarter Finance Reports passed the WIB unanimously.

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

D. NoRTEC Fiscal Monitoring

C. Martin reported the schedule for the fall on-site monitoring visits had been scheduled and results of the reviews would be presented at the January 2015, meeting.

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 W. Hagge, and seconded by J. Cook, for approval of the First Quarter Finance Committee report, passed the WIB unanimously.

A motion made by E. Scofield, and seconded by P. Huebner, for approval of the First 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 reported the YouthBuild and H-1B grants had not been funded. He also reported the Drought application had been put on hold as the economic issues that were expected to result from the drought had not really materialized.

B. New Applications

M. Cross reported staff were working on a regional application under the Governor's Slingshot initiative. Cross said additional information would be shared as it developed.

XI. WIB/GOVERNING BOARD CHAIRS AND COMMITTEE ASSIGNMENTS

WIB Committees to be formed were discussed and handouts were submitted to the WIB members with respect to interest for committee participation. WIB members were also notified they would be electing a WIB Chair and Vice Chair at the January 2015, meeting.

The Governing Board members were informed they would need to nominate and select a Chair and Vice Chair at the January 2015, meeting.

XII. MANUFACTURER'S EXPO

M. Cross reported on the Grow Manufacturing Roundtable and Expo held at Chico State on October 2, 2014. He said 125 businesses participated and more than 1,000 students were in attendance.

XIII. OLD BUSINESS

There was no Old Business.

XIV. NEW BUSINESS

It was announced the next WIB and Governing Board meeting would be held on Thursday, January 22, 2015, at a still to be determined location.

XV. ADJOURNMENT

The meeting was adjourned at 11:05 a.m.