

NORTEC
JOINT GOVERNING BOARD AND WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE AGENDA
WEDNESDAY, JANUARY 27, 2016
3:00 – 5:00 PM
GAIA HOTEL AND SPA
4125 RIVERSIDE PLACE
ANDERSON, CA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, OCTOBER 21, 2015 (ACTION)

The minutes from the October 21, 2015, Executive Committee meeting are attached:
[Minutes](#)

Recommended Action:

Executive Committee approval of the October 21, 2015, minutes, with revisions if needed, as posted.

IV. APPROVAL OF AGENDA (ACTION)

Recommended Action:

Executive Committee approval of the agenda, with revisions if needed, as posted.

V. PUBLIC COMMENT

Members of the public will be invited to make brief comments to the NoRTEC Executive Committee on a specific matter under its jurisdiction.

VI. APPOINTING AND SEATING OF WORKFORCE DEVELOPMENT BOARD (DISCUSSION)

As of January 22, one qualified candidate has been nominated for 30 of the 33 seats on the NoRTEC Workforce Development Board. There are 21 existing WIB members applying and 9 new applicants. There is one open private sector seat from Lassen County, one open at-large private sector seat, and one open Organized Labor seat. Staff is currently working to fill the last three seats and will provide an update at the meeting.

VII. WDB OFFICER AND EXECUTIVE COMMITTEE REPRESENTATIVE ELECTIONS (DISCUSSION)

NoRTEC WIB and Governing Board members held elections for the Joint Executive Committee in January 2015 for a two year term that ends in January 2017. Since the Workforce Investment Board has been dissolved, staff is recommending that the new Workforce Development Board continue with the current slate of WIB officers and

Executive Committee members until January 2017, at which time a normal cycle of elections for Governing Board and Workforce Development Board officers would be held. Staff believes this would provide continuity of leadership for the new board during the transition.

VIII. WDB COMMITTEES (DISCUSSION)

The WIB had three standing committees: Finance, Program, and Business Services. The Finance Committee primarily reviewed the quarterly financial reports and approved the annual audit. The other two committees were not active. The new Workforce Development Board will need to determine its own committee structure. The Executive Committee can discuss a recommendation for committee structure to the full board. Staff is recommending a Finance Committee, with other committees to be determined by the board.

IX. MONITORING OF NORTEC BY THE STATE (INFORMATION)

NoRTEC was monitored by the State during the week of January 19, 2016, to determine "WIOA readiness." The team of monitors visited the NoRTEC office, and the AJCCs (American's Job Centers of California) in Chico, Oroville, Red Bluff, Redding, and Weed. Results of this review were not available by the posting of this agenda. An update will be given at the Executive Committee meeting.

X. MONITORING OF SERVICE PROVIDERS BY NORTEC (INFORMATION)

As reported at the last meeting, two findings were identified at Rural Human Services during the last review. Rural Human Services has responded to the findings and staff have reviewed the documentation.

The first finding was related to procurement and selection of a vendor for audit services. Rural Human Services has provided the requested documentation which has been reviewed. This finding is closed.

The second finding was related to ownership of the building Rural Human Services occupies. Rural Human Services has provided the requested documentation which has been reviewed. It appears that the issue has been addressed; however, this item will remain open pending review of Rural Human Services June 30, 2015, Single Audit Report to assure that the outside auditor concurs with NoRTEC staff determination.

Staff has developed an on-site monitoring process and requests for documentation have been sent to Service Provider fiscal staff. Documentation, which is due to NoRTEC in February 2016, will be reviewed for compliance. On-site monitoring will be conducted in the spring.

XI. NORTEC GOALS 2016 (DISCUSSION)

NoRTEC and Service Provider staff have set three major goals for 2016:

1. Develop and Implement Comprehensive Regional WIOA Plan
 - a. Regional Workforce and Industry Sector Analysis
 - b. NoRTEC Board Planning
 - c. Regional WIOA Plan
 - d. Regional Partner MOUs
2. Provide Highest Quality WIOA Jobseeker and Employer Services
 - a. Revise and Update all NoRTEC policies to reflect WIOA
 - b. Prepare technical assistance guides for Adult/DW, Youth, and Business Services
 - c. Increase number of onsite monitoring and technical assistance Service Provider on site visits per year
 - d. Proposed New NoRTEC Position: *Program Services Manager*
 - e. Implement Customer Satisfaction Survey
3. Expand Funding that Fits with NoRTEC Mission
 - a. Pursue available WIOA special project funding
 - b. Increase support for Grow Manufacturing Initiative
 - c. Expand NRCD funding

Staff will discuss the goals and the plans to achieve them.

XII. NoRTEC BOARD PLANNING – GOAL #1 (DISCUSSION)

As noted above, NoRTEC staff recently conducted an RFP for a Regional Workforce and Industry Sector Analysis. The reports and products from this effort will be used to help develop the NoRTEC Local and Regional WIOA plan.

After discussions with the winning proposer, Thomas P. Miller & Associates (TPMA), staff has decided that it makes sense to more fully integrate this project with our NoRTEC board planning process. As a result, TPMA will be assisting with our board WIOA planning process over the course of three WDB/Governing Board meetings, including a two day planning retreat/meeting in April.

Staff will provide further information on this revised planning process.

Click here to view: [Revised Planning Timeline](#)

XIII. BUTTE PIC QUESTIONED COSTS UPDATE (INFORMATION)

Background: NoRTEC recently received a Notice of Initial Determination from EDD relating to \$144,000 of WIA expenditures of the former Butte PIC. Butte PIC was a NoRTEC Service Provider in Butte and Nevada Counties prior to declaring bankruptcy in February 2011.

NoRTEC staff have been researching these issues and will provide an update on this issue for the committee.

XIV. NRCD UPDATE (INFORMATION)

- A. North Valley Energy Watch (NVEW): NRCD recently signed a two year contract for \$431,400 to operate NVEW for the 2016 and 2017.
- B. Grow Manufacturing Initiative (GMI): Grow Manufacturing recently received a \$20,000 PG&E Economic Vitality Grant, and another \$10,000 in local support for the Initiative from PG&E. GMI is seating an Advisory Council in February to develop an action plan. The focus will be on the sustainability of the Initiative through expanding revenue sources.

XV. OLD BUSINESS (INFORMATION)

Old Business items may be brought up for discussion by the Executive Committee.

XVI. NEW BUSINESS (INFORMATION)

New Business items may be brought up for discussion by the Executive Committee.

XVII. ADJOURNMENT