

NORTEC  
JOINT GOVERNING BOARD AND WORKFORCE DEVELOPMENT BOARD AGENDA  
THURSDAY, APRIL 28, 2016  
9:00 AM – 1:00 PM  
GAIA HOTEL AND SPA  
4125 RIVERSIDE PLACE  
ANDERSON, CA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA (ACTION)

***Recommended Action:***

***WDB approval of the agenda, with revisions if needed, as posted.***

***Governing Board approval of the agenda, with revisions if needed, as posted.***

V. PUBLIC COMMENT

Members of the public will be invited to make brief comments regarding any aspect of NoRTEC business.

VI. PLANNING SESSION (DISCUSSION)

The Board will participate in a facilitated discussion as we begin to develop NoRTEC's strategic plan. The discussion will include (1) the Vision of WIOA, (2) the functions and characteristics of a high impact Workforce Development Board, (3) the Board's role in the WIOA strategic planning process, (4) the purpose of the Local Plan in context to the State of California's identified vision and goals, (5) NoRTEC's mission and vision, and (6) strategic priorities and focus areas.

VII. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (ACTION)

As noted at the January meeting, the Workforce Development Board has four vacancies: two private industry seats (one At-Large and one designated for Lassen County), an organized labor seat, and a community representative seat.

Nominations have been received for two of the seats:

- Patricia Hagata, Executive Director of the Lassen County Chamber of Commerce, has applied for the Private Industry seat designated for Lassen County:

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

- Jeremiah LaRue, Coordinator for the Administration of Justice program at College of the Siskiyous and employee of the Siskiyou County Sheriff's Department, has applied for the At-Large Community Representative seat.

[Application – Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of the two individuals above to represent private industry and community representatives on the NoRTEC Workforce Development Board.***

Staff are continuing to solicit appropriate applicants for the remaining two open organized labor and private industry seats.

VIII. **CONSENT AGENDA (ACTION)**

Click on the link for each item below to view the full documents/reports:

- A. [WIB/Governing Board Meeting Minutes, January 28, 2016](#)
- B. [Program Report](#)
- C. [Financial Report](#)

**Recommended Action:**

***WIB approval of the consent agenda reports.***

***Governing Board approval of the consent agenda reports.***

IX. **CUSTOMER SATISFACTION SURVEYS (INFORMATION)**

As part of NoRTEC's *Continuous Improvement Plan*, NoRTEC staff have developed a customer satisfaction survey for job seeker and business customers. Local programs have recently begun implementing the survey. This information will be provided as an ongoing report to the WDB/GB. The first data will be presented at the next meeting scheduled for August 25, 2016.

X. **PY 2015/2016 ADMINISTRATIVE ENTITY BUDGET MODIFICATION (ACTION)**

Staff is requesting a modification to the PY 2015/2016 Administrative Entity Budget. This modification will increase the amount budgeted under the Grant-Funded Projects line item from \$150,000 to \$250,000. This increase is necessary because expenditures at the NoRTEC level for the Slingshot project have been higher than anticipated.

Please see the attached modified budget and narrative for details:

[Proposed PY 2015/2016 Administrative Entity Budget Modification](#)  
[Narrative for Modified PY 2015/2016 Administrative Entity Budget](#)

**Recommended Action:**

***WDB approval of the PY 2015/2016 NoRTEC Administrative Entity Budget modification to increase the budget by \$100,000, resulting in a revised total budget of \$1,665,052.***

***Governing Board approval of the PY 2015/2016 NoRTEC Administrative Entity Budget modification to increase the budget by \$100,000, resulting in a revised total budget of \$1,665,052.***

XI. PY 2016/2017 BUDGETS (ACTION)

A. NoRTEC Administrative Entity Budget

The Finance Committee has reviewed the budget and is recommending the PY 2016/2017 Administrative Entity Operating Budget be approved at \$1,211,888, and the Administrative Other Projects Budget be approved at \$505,000. This is an increase of \$1,836 for the Operating Budget and an increase of \$150,000 for the Other Projects Budget. Pending approval of the proposed modification of the 2015/2016 NoRTEC Administrative Entity Budget in the previous action item, the increase would be reduced to \$51,836.

Operating Budget changes reflect increases to rent and miscellaneous occupancy costs. Additionally, the increase to the Other Projects Budget is necessary to accommodate anticipated expenditures on the Slingshot Project at the NoRTEC level.

All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

[Proposed PY 2016/2017 Administrative Entity Budget](#)

[Narrative for Proposed PY 2016/2017 Administrative Entity Budget](#)

***Recommended Action:***

***WDB approval of the PY 2016/2017 NoRTEC Administrative Entity Operating Budget at \$1,211,888 and the PY 2016/2017 Administrative Entity Other Projects Budget at \$505,000, subject to availability of funding.***

***Governing Board approval of the PY 2016/2017 NoRTEC Administrative Entity Budget at \$1,211,888 and the PY 2016/2017 Administrative Entity Other Projects Budget at \$505,000, subject to availability of funding.***

B. NoRTEC WDB/Governing Board Budget

The Finance Committee reviewed the budget and is recommending the PY 2016/2017 WDB/Governing Board Budget be approved at \$90,000. This is the same amount budgeted in PY 2015/2016.

All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

[Proposed PY 2016/2017 WDB/Governing Board Budget](#)

[Narrative for Proposed PY 2016/2017 WDB/Governing Board Budget](#)

**Recommended Action:**

***WDB approval of the PY 2016/2017 WDB/Governing Board Budget at \$90,000, subject to availability of funding.***

***Governing Board approval of the PY 2016/2017 WDB/Governing Board Budget at \$90,000, subject to availability of funding.***

XII. **ACCEPTANCE OF THE JUNE 30, 2015, SINGLE AUDIT REPORT (ACTION)**

NoRTEC has received its June 30, 2015, Single Audit Report for the administrative entity. The audit was “clean,” meaning there were no findings, questioned costs, or recommendations resulting from the audit.

The Finance Committee reviewed the audit. A copy of the audit report may be accessed here: [NoRTEC Single Audit Report](#)

**Recommended Action:**

***WDB acceptance of the June 30, 2015, Single Audit report.***

***Governing Board acceptance of the June 30, 2015, Single Audit report.***

XIII. **REPORT ON PREVIOUS MONITORING FINDINGS (INFORMATION)**

As reported at the last meeting, Rural Human Services’ open monitoring finding related to ownership of the building Rural Human Services occupies was to remain open pending review of their Single Audit Report for June 30, 2015. NoRTEC has received the audit report and it has been noted in the report that Rural Human Services did not properly document their process for determining the cost effectiveness of purchasing the building versus continuing to lease. The auditor did note there were no questioned costs arising from this situation, however, the auditor also recommended Rural Human Services staff attend training related to OMB cost principals and consult with NoRTEC on unusual items.

Rural Human Services staff responded to the audit finding with the documentation showing it was more cost effective to purchase the building rather than continuing to lease. Additionally, policies and procedures for staff training and consultation with NoRTEC or an auditing firm on unusual and/or complex transactions will be implemented.

NoRTEC has requested a copy of the policies mentioned above in order to close this monitoring finding. NoRTEC is also requiring that Rural Human Services conduct an in-depth lease/purchase analysis each program year and provide the results to NoRTEC as part of their fiscal closeout which is due each year in August.

XIV. **EXECUTIVE COMMITTEE REPORT (INFORMATION)**

The Executive Committee will meet on Wednesday, April 27, 2016. The Chair of the Executive Committee will provide an overview of this meeting for the full WIB and Governing Board.

Topics of discussion include:

- Board of Supervisor Presentation Policy
- WIOA Board Planning Process
- WDB/LEO Operating Agreement
- Butte PIC Issue Update
- Proposed Calendar Change for WDB/Governing Board Meetings
- NRCDC Update
- Executive Director Performance Review

A copy of the agenda may be accessed here: [Executive Committee Agenda](#)

XV. MEMORANDUM OF UNDERSTANDING (ACTION)

NoRTEC staff, with assistance from the local programs, are busy developing a Memorandum of Understanding (MOU) document with all partners in the eleven county region. This document will outline services offered, who offers them, and how they will be delivered through the One-Stop system.

This document must eventually be signed by NoRTEC (Governing Board and WDB Chairs), our local WIOA programs, California State Rehabilitation programs, Adult Education and Literacy providers, WIOA Title I Native American Program providers, WIOA Title I Migrant and Seasonal Farmworker Program providers, TANF/CalWORKs programs, Older Americans Act programs, and a variety of programs provided by the Employment Development Department (Wagner-Peyser, Trade Adjustment Assistance, Veterans, and Unemployment Insurance programs).

The document will be quite lengthy and is currently under development. The completed, signed document must be submitted to the California Workforce Development Board by June 30, 2016. Due to the fact NoRTEC will not meet again until August, staff are requesting approval for the WDB and Governing Board Chair to sign the document when it is completed. [NoRTEC Draft MOU](#)

**Recommended Action:**

***WDB approval for Jim Cook, WDB Chair, to sign the MOU on behalf of the NoRTEC WDB.***

***Governing Board approval for Sherrie Thrall, Governing Board Chair, to sign the MOU on behalf of the NoRTEC Governing Board.***

XVI. WDB COMMITTEE ASSIGNMENTS (INFORMATION/DISCUSSION)

NoRTEC has four committees: [Committee Membership List](#)

Executive Committee – This committee is comprised of the Chair and Vice-Chairs of the Governing Board and Workforce Development Board (WDB), and three additional WDB members elected by the WDB.

Business Services Plan Committee – While not currently active, this committee was required under WIA. It is made up of all WDB private industry members and may be activated under WIOA.

Finance Committee – This committee, comprised of WDB members, shall oversee the NoRTEC financial systems and procedures and function as an advisory committee to the NoRTEC WDB and Governing Board.

Program Committee – This committee, comprised of WDB members, shall oversee the NoRTEC One Stop system and youth activities and functions as an advisory committee to the NoRTEC WDB and Governing Board.

Staff would like to encourage additional participation on subcommittees, especially the Program Committee where we currently have just two members. WDB members (not already included on the above list) interested in serving on the Program or Finance Committees should notify the WDB Chair, Jim Cook, or NoRTEC's Assistant Director, Terriane Brown.

XVII. STATUS OF FUNDING APPLICATION (ACTION/INFORMATION)

A. Prior Approval

There are no outstanding applications awaiting approval.

B. New Applications

1. Workforce Accelerator Grant 3.0 – The California Workforce Development Board has released an RFP for up to \$150,000 to improve skills outcomes for targeted groups. NoRTEC has received two previous rounds of Accelerator funding that concentrates on court involved youth in Butte County with a goal of assuring a high school diploma or equivalent is earned along with career exploration and the development of plan to either further their education/ training or go directly into a work-based learning opportunity such as an internship or OJT. Round three of this funding, if received, would continue to experiment with new avenues to engage this barrierred population, as well as expand this project to Lassen and Nevada Counties where connections have already been made with the juvenile justice system. This grant requires a 100% match of funding that will be provided through staffing and other in-kind contributions from the juvenile justice system in all three counties.

**Recommended Action:**

***WDB approval to submit a \$150,000 application to the California Workforce Development Board to provide services to youth involved in the justice system.***

***Governing Board approval to submit a \$150,000 application to the California Workforce Development Board to provide services to youth involved in the justice system.***

2. Regional Implementation and Innovation Grant - The California Workforce Development Board (CWDB) has released an RFP for Regional Implementation and Innovation grants. Staff would like to apply for \$250,000 to explore the possibility of developing apprenticeship programs in our construction, manufacturing, and agriculture industry sectors.

**Recommended Action:**

***WDB approval to submit an application to the California Workforce Development Board for \$250,000 to explore the possibility of developing apprenticeships in the construction, manufacturing, and agriculture industry sectors.***

***Governing Board approval to submit an application to the California Workforce Development Board for \$250,000 to explore the possibility of developing apprenticeships in the construction, manufacturing, and agriculture industry sectors.***

XVIII. OLD BUSINESS (INFORMATION)

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

XIX. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

The next WDB/Governing Board meeting will be held on August 25, 2016, at Canyon Oaks Country Club in Chico, from 10:00 am – 2:00 pm.

B. Other New Business

Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WDB and Governing Board members.

XX. ADJOURNMENT