

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, JULY 23, 2015
CHICO, CA

I. CALL TO ORDER

The meeting was called to order by J. Cook, WIB Chair, and P. Huebner, Governing Board Vice Chair, at 10:02 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 23, 2015

A motion made by L. Russell, and seconded by S. Mortensen, for WIB approval of the April 23, 2015, minutes passed the WIB unanimously.

A motion made by J. Fenley, and seconded by E. Valenzuela, for Governing Board approval of the April 23, 2015, minutes passed the Governing Board unanimously.

V. APPROVAL OF AGENDA

A motion made by M. Piller, and seconded by S. Mortensen, for WIB approval of the July 23, 2015, agenda passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by G. Hemmingsen, for Governing Board approval of the July 23, 2015, agenda passed the Governing Board unanimously.

VI. PUBLIC COMMENT

There was no public comment.

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS

T. Brown reported there were five vacancies on the NoRTEC WIB: Private Sector (Lassen County), Economic Development (At-Large), Organized Labor (At-Large), and two Education (At-Large). Brown explained these seats would not be filled until the Workforce Investment Board was transitioned to the Workforce Development Board under the new legislation.

VIII. PROGRAM COMMITTEE REPORT

T. Brown gave the Program Committee Report.

A. Program Presentations

1. Traci Holt, AFWD's Executive Director, presented information to the members on recent changes to labor laws.
2. Terrienne Brown, NoRTEC's Assistant Director, presented information on the National Emergency Grant Drought Project.
3. Heather Alexander, AFWD's Youth Program Manager, presented information on AFWD's PY 2014/2015 Youth program.

B. Program Monitoring

T. Brown reported on-site program monitoring conducted in the spring of 2015. Brown said there were no findings at AFWD, STEP, or the Job Training Center. She reported there were findings at Smart and RHS with respect to documentation of participant's progress while enrolled in occupational training. Brown said both programs modified their internal procedures to obtain the proper documentation.

Brown also reported that RHS was not appropriately documenting income for youth participants. This was discussed with staff, and they quickly modified their internal procedures and over the course of a few weeks, they were able to obtain appropriate documentation for all of their youth participants.

C. State/Federal Monitoring

T. Brown reported there were no reviews of NoRTEC scheduled.

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 fourth quarter of the program year, and requests for corrective action had been requested from the programs who were missing standards. Brown also said she would be sending out a letter to the Board of Directors of each of the programs that missed one or more standards at the end of the program, if the policy in Item VIII.E. of the agenda was adopted by the WIB and Governing Board.

E. Contract Compliance Policy

The member reviewed the proposed policy as presented in the agenda.

A motion made by M. Piller, and seconded by J. Madden, for approval of the proposed Contract Compliance Policy passed the WIB unanimously.

A motion made by E. Scofield, and seconded by J. Finley, for approval of the proposed Contract Compliance Policy passed the Governing Board unanimously.

F. Plant Closure Updates

The members reviewed the plant closure update as presented in the agenda, noting there were almost 100 businesses who had laid-off 1,385 workers since July 1, 2014.

G. Business Services Report

The members reviewed the business services report as presented in the agenda, noting that over 3,900 businesses had received more than 16,000 discrete business services since July 1, 2014.

H. Headline Program Reports

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

I. Staff Training

The members reviewed the information as presented in the agenda.

J. Youth Council Report

The members reviewed the information as presented in the agenda.

A motion made by H. Oilar, and seconded by D. Beeson, for approval of the Fourth Quarter Program Committee Report passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by J. Fenley, for approval of the Fourth Quarter Program Committee Report passed the Governing Board unanimously.

IX. FINANCE COMMITTEE REPORT

J. Madden gave the Finance Committee report.

A. PY 2015/2016 Funding

J. Madden reported there was \$12,976,440 in available funding for PY 2015/2016.

B. PY 2014/2015 Funding

J. Madden reported there was \$14,188,399 in available funding for PY 2014/2015.

C. Approval of the PY 2014/2015 Fourth 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 W. Hagge, and seconded by M. Piller, to approve the Fourth Quarter Finance Reports passed the WIB unanimously.

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

D. NoRTEC Fiscal Monitoring

Jeanne Hough, NoRTEC Fiscal Officer, explained the fiscal findings at Rural Human Services as presented in the agenda. She said a corrective action plan had been requested and she would update the members at the next meeting.

E. State and Fiscal Procurement Monitoring of NoRTEC

C. Martin reported a fiscal and procurement review of NoRTEC by the State had been conducted during the week of June 15-19, 2015, and there were no findings.

A motion made by D. Beeson, and seconded by J. Madden, for approval of the Fourth Quarter Finance Committee report, passed the WIB unanimously.

A motion made by J. Fenley, and seconded by E. Scofield, 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 NoRTEC was awarded a \$1,401,225 MCLAUS XI grant, and a \$1,020,000 Slingshot grant.

B. New Applications

1. M. Cross requested approval for NoRTEC to submit a \$100,000 application to the State of California for a Workforce Accelerator grant.

A motion made by D. Beeson, and seconded by J. Wilson, to submit an application to the State of California for a \$100,000 grant to continue the Workforce Accelerator Grant in Butte County, a project that focuses on assisting court involved youth, passed the WIB unanimously.

A motion made by S. Lambert, and seconded by E. Scofield, to submit an application to the State of California for a \$100,000 grant to continue the Workforce Accelerator Grant in Butte County, a project that focuses on assisting court involved youth, passed the Governing Board unanimously.

2. M. Cross requested approval for NoRTEC to submit a \$1,000,000 application to the State of California to work with employers in the industry sectors of health care, agriculture, and manufacturing to provide work-based training for dislocated workers.

A motion made by D. Beeson, and seconded by W. Hagge, to submit an application to the State of California for \$1,000,000 to work with employers in the industry sectors of health care, agriculture, and manufacturing to provide work-based training for dislocated workers passed the WIB unanimously.

A motion made by B. Williams, and seconded by E. Valenzuela, to submit an application to the State of California for \$1,000,000 to work with employers in the industry sectors of health care, agriculture, and manufacturing to provide work-based training for dislocated workers passed the Governing Board unanimously.

3. M. Cross requested approval for NoRTEC to submit an application for up to \$4,400,000 to the State of California to run a temporary job creation project to serve individuals who lost their jobs due to the drought or are long-term unemployed.

A motion made by J. Wilson, and seconded by D. Beeson, to submit an application to the State of California for up to \$4,400,000 to implement a temporary job creation project in the NoRTEC region passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by J. Fenley, to submit an application to the State of California for up to \$4,400,000 to implement a temporary job creation project in the NoRTEC region passed the Governing Board unanimously.

XI. WORKFORCE INNOVATION AND OPPORTUNITIES ACT IMPLEMENTATION

M. Cross provided an update to the members on the following items:

A. Initial Designation of Workforce Development Areas

M. Cross reported NoRTEC's application for initial designation as a Local Workforce Development Area was approved by the CWIB at its June 23, 2015, meeting.

B. Planning Regions

M. Cross reported the CWIB had not yet designated local planning regions, but he said it was likely NoRTEC would be designated as a stand-alone planning region under WIOA.

C. Joint Powers Agreement

M. Cross reported the new WIOA legislation might require a new Joint Powers Agreement, and Staff would be consulting with legal counsel to determine if it was necessary.

D. Local Board Certification

M. Cross reported NoRTEC must have a WIOA compliant Workforce Development Board in place by March of 2016. Cross said this discussion would continue under the next agenda item.

XII. WORKFORCE DEVELOPMENT BOARD APPOINTMENT TIMELINE

J. Cook explained NoRTEC must have a WIOA compliant Workforce Development Board in place by March 31, 2016. He said in order to meet the deadline, the Governing Board

would have to appoint the new board at the January 28, 2016, quarterly meeting. Cook said staff were recommending the entire WIB and Governing Board discuss the size and composition of the new Workforce Development Board (WDB) at the October 22, 2015, meeting and make a decision on how it will be structured.

M. Cross explained that after the size and composition of the WDB were approved, staff would work with current WIB members and other candidates to complete applications and present the full slate of interested individuals to the Governing Board on January 28, 2016, for consideration for appointment.

A motion made by G. Mathew, and seconded by L. Russell, for approval of working with the Governing Board to develop a recommendation on the size and composition of the required WIOA compliant Workforce Development Board at the October 22, 2015, meeting passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by J. Fenley, for approval of working with the WIB to develop a recommendation on the size and composition of the required WIOA compliant Workforce Development Board at the October 22, 2015, meeting passed the Governing Board unanimously.

XIII. WORKFORCE DEVELOPMENT BOARD/GOVERNING BOARD RETREAT

M. Cross reported NoRTEC normally holds a board planning retreat in conjunction with our October quarterly meeting. But, because the Governing Board would be appointing a new Workforce Development Board in January, staff were planning to change the planning session to the spring after the new board is appointed. The consensus of the members was to agree with this plan.

XIV. OLD BUSINESS

There was no Old Business.

XV. NEW BUSINESS

A. Michael Cross presented Lee Osborne with an award, recognizing his years of service to NoRTEC. Osborne resigned from the WIB, effective July 30, 2015.

B. It was announced the next WIB and Governing Board meeting would be held on Thursday, October 22, 2015, at the Gaia Hotel and Spa in Anderson.

XVI. ADJOURNMENT

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