

NORTEC  
WDB AND GOVERNING BOARD AGENDA  
THURSDAY, JANUARY 26, 2017  
10:00 AM – 2:00 PM  
BUTTE CREEK COUNTRY CLUB  
175 ESTATES DRIVE  
CHICO, 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. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (INFORMATION)

Currently, there is one vacancy on the Workforce Development Board: CalWORKs/TANF seat (At-Large). Cathi Grams, the Employment and Social Services Director at Butte County, retired in December 2016. Staff are working to secure a nomination for the At-Large seat for the April 2017 quarterly meeting.

VII. SLINGSHOT – INDUSTRY SECTOR PARTNERSHIP (INFORMATION)

The first goal of the newly developed NoRTEC Strategic Plan is to “Increase connections with employers to understand current and emerging business needs.” As a part of this effort, NoRTEC is currently working to support Industry Sector Partnerships like the Grow Manufacturing Initiative. NoRTEC has funded five Industry Sector Partnership projects through the Governor’s Slingshot Grant.

Representatives of each Sector Partnership, listed below, will provide an overview of their partnerships, followed by a discussion:

1. Rural Healthcare Industry Partnership, Alliance for Workforce Development
2. Entrepreneur/Technology Industry Partnership, Chicostart
3. Digital Media Industry Partnership, Nevada County Economic Resource Council
4. Agricultural Industry Partnership, Job Training Center of Tehama County
5. Grow Manufacturing Initiative Industry Partnership (GMI)

VIII. NORTEC STRATEGIC PLAN (ACTION)

The NoRTEC Strategic Plan was developed by the NoRTEC Workforce Development Board and Governing Board over the last three meetings utilizing findings from business surveys, county input session, and a high-level report of industry data analysis. The Boards developed Vision and Mission statements, as well as four goals and accompanying strategies for implementation.

A draft of NoRTEC's Strategic Plan was posted and available for WDB and Governing Board review on January 11, 2017. A direct link to the document appears below:

[Draft Strategic Plan](#)

**Recommended Action:**

***WDB approval of the draft NoRTEC Strategic Plan.***

***Governing Board approval of the draft NoRTEC Strategic Plan.***

IX. NORTEC UNIFIED WIOA REGIONAL AND LOCAL PLAN (ACTION)

In conjunction with the NoRTEC Strategic Plan, the board has also developed the draft NoRTEC Unified WIOA Regional and Local Plan. This plan, which is required under the Workforce Innovation and Opportunity Act, lays the groundwork for NoRTEC WIOA services over the next four years.

The draft NoRTEC Unified WIOA Regional and Local Plan was posted and available for WDB and Governing Board review on January 18, 2017. A direct link to the document appears below:

[Draft Unified WIOA Regional and Local Plan](#)

The first step is approval Workforce Development Board and the Governing Board. After approval of both of these bodies, the plan will be available for a 30 day public comment period. The plan (and any comments) will then be submitted to the California Workforce Development Board by March 15, 2017, for approval.

**Recommended Action:**

***WDB approval of the Draft Unified WIOA Regional and Local Plan.***

***Governing Board approval of the Draft Unified WIOA Regional and Local Plan.***

X. CONSENT AGENDA (ACTION)

Click on the link for each item below to view the full document:

A. [WDB/Governing Board Meeting Minutes, October 27, 2016](#)

Click on the link above for access to the minutes from the October meeting.

B. [Program Report](#)

This quarter's report provides information on the performance measures under WIOA, and routine quarterly program reports. There are no areas of concern at this time.

The Compliance Review Division of the Employment Development Department has scheduled a program review of NoRTEC the week of February 13, 2017. An update will be given at the April 2017 quarterly meeting.

The Program Committee has reviewed the information and recommends approval of the Program Report to the WDB and Governing Board.

C. Financial Report

This quarter's report provides routine financial information for the second quarter of this program year. There are no areas of concern at this time.

The Finance Committee has reviewed the information and recommends approval of the Finance Report to the WDB and Governing Board.

**Recommended Action:**

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

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

XI. HIGH PERFORMING LOCAL BOARD (INFORMATION)

In PY 2012/13, the California Workforce Development Board certified 31 of the 48 local workforce investment boards as "high-performing local boards." NoRTEC was one of the 31. PY 2016/17 will be the first year these high performing boards will receive a monetary award (\$54,839).

Click on the following link to see the list of local boards who made the list:

[http://edd.ca.gov/Jobs\\_and\\_Training/pubs/wsin16-27.pdf](http://edd.ca.gov/Jobs_and_Training/pubs/wsin16-27.pdf)

XII. SERVICE DELIVERY STRATEGIES (INFORMATION)

Now that the WDB has developed its Strategic and WIOA Plans, staff will be working to develop program and service strategies to achieve goals outlined in the plans. On February 28 and March 1, 2017, NoRTEC and Service Provider staff will be meeting with a consultant to develop an operational implementation plan.

XIII. MEMORANDUM OF UNDERSTANDING, PHASE II (INFORMATION)

NoRTEC staff, with the assistance from the local programs, are busy developing the Phase II of the Memorandum of Understanding (MOU) document with all workforce partners in the eleven county region. This document will build upon the agreements established in Phase I and determine how to best support the established service delivery model through the sharing of resources and costs.

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, 2017.

XIV. NORTEC POLICIES (ACTION)

With the transition from WIA into WIOA, several policies must be created and/or updated. Following is the list of program and fiscal/administrative policies:

A. Program Policies

The following policies were provided to the Program Committee for review and modification prior to the posting of this agenda:

1. [Rapid Response Reporting Policy Statement](#)
2. [Adult/Dislocated Worker Policy Statement](#)

***Recommended Action:***

***WDB approval of the Rapid Response Reporting and the Adult/Dislocated Worker Policy Statement, as posted.***

***Governing Board approval of the Rapid Response Reporting and the Adult/Dislocated Worker Policy Statement, as posted.***

B. Fiscal/Administrative Policies

The following policies were provided to the Finance Committee for review and modification prior to the posting of this agenda:

1. [Debt Collection Policy](#)
2. [Incident Reporting Policy](#)
3. [Audit Resolution Policy](#)
4. [Procurement Policy](#)
5. [Property – Purchasing, Inventory, and Disposal](#)

***Recommended Action:***

***WDB approval of the Debt Collection Policy, the Incident Reporting Policy, the Audit Resolution Policy, the Procurement Policy, and the Property – Purchasing, Inventory, and Disposal Policy, as posted.***

***Governing Board approval of the Debt Collection Policy, the Incident Reporting Policy, the Audit Resolution Policy, the Procurement Policy, and the Property – Purchasing, Inventory, and Disposal Policy, as posted.***

XV. EXECUTIVE COMMITTEE REPORT (INFORMATION)

The Executive Committee did not meet this past quarter.

XVI. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. Prior Approval

1. Workforce Accelerator Fund 4.0
  - a. Lanza – Staff submitted a proposal to assist with the development and implementation of an education program to address the needs of local employers in the healthcare industry. Local employers state many positions

that require the worker be “certified” as bilingual go unfilled. To address this issue, adult education and career technical programs are looking to work cooperatively with the Job Training Center of Tehama County to put together curriculum and provide training opportunities to increase the availability of certified bilingual individuals in the local labor pool. This project was not funded.

- b. Young Adults – Deferred Entry of Judgement Pilot Program – Staff submitted a proposal to target first time offenders in Butte and Nevada Counties, aged 18-21, with the intent of keeping them out of the county jail and provide a comprehensive array of services including career counseling, education and training services, and an opportunity to have felony charges dismissed upon successful completion of the program. This project is authorized by SB 1004, and it will be operated in five counties in the State of California. Butte and Nevada are two of the five counties authorized to operate this pilot program, and AFDW was asked by Juvenile Hall and Probation Departments in both counties to work collaboratively on the project. This project was funded for \$150,000.
- 2. MCLAUS XII – Staff are working with NoRTEC’s State assigned Regional Advisor to rework and submit the MCLAUS XII application. Requirements and paperwork have changed between now and the November submittal, so the application needs to be reworked and resubmitted later in the program year.

B. New Applications

There are no new applications.

XVII. WORKFORCE DEVELOPMENT BOARD/GOVERNING BOARD ELECTIONS (ACTION)

In January of each odd numbered year, elections for the following offices are held:

- 1. Governing Board Chair
- 2. Governing Board Vice Chair
- 3. Workforce Development Board Chair
- 4. Workforce Development Board Chair

These four individuals also serve on NoRTEC’s Executive Committee, along with three additional Workforce Development Board members, who are elected by the Workforce Development Board.

A. Governing Board Chair and Vice Chair Elections

- 1. Chair – After serving as Vice-Chair for the past two years, Ed Scofield has been nominated for Governing Board Chair. The Chair also serves on the Joint WDB/Governing Board Executive Committee. Nominations for the seat may also be taken from the floor.

**Recommended Action:**

***Governing Board nomination and selection of a Governing Board Chair.***

2. Vice-Chair – John Fenley has been nominated for Governing Board Vice-Chair. The Vice-Chair also serves on the Joint WDB/Governing Board Executive Committee. Nominations for the seat may also be taken from the floor.

**Recommended Action:**

***Governing Board nomination and selection of a Governing Board Vice-Chair.***

B. Workforce Development Board (WDB) Chair and Vice -Chair Elections

1. Chair – After serving as Vice-Chair for the past two years, Gil Mathew has been nominated for WDB Chair. The Chair also serves on the Joint WDB/Governing Board Executive Committee. Nominations for the seat may also be taken from the floor. *Note: Chair and Vice-Chair positions on the WDB may only be filled by representatives of private industry.*

**Recommended Action:**

***WDB nomination and selection of a WDB Chair.***

2. Vice-Chair – Wade Meith has been nominated for WDB Vice-Chair. The Vice-Chair also serves on the Joint WDB/Governing Board Executive Committee. Nominations for the seat may also be taken from the floor.

**Recommended Action:**

***WDB nomination and selection of a Governing Board Vice-Chair.***

C. Additional WDB Members to Serve on the Executive Committee

In addition to the Chairs and Vice-Chairs of the WDB and Governing Board, the Joint WDB/Governing Board Executive Committee, per the WDB/LEO Agreement shall contain three additional WDB members, elected by the WDB membership.

The current members of this committee, Dwight Beeson, Jesse Cox, and Michele Piller have been nominated for the Executive Committee. Nominations for these three seats may also be taken from the floor.

**Recommended Action:**

***WDB nomination and selection of three Executive Committee members.***

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

1. The April 27, 2017, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 pm at the Gaia Hotel and Spa in Anderson.
2. The August 24, 2017, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 pm at the Canyon Oaks Country Club in Chico.
3. The October 26, 2017, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Gaia Hotel and Spa in Anderson.

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