

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, APRIL 27, 2017
10:00 AM – 2:00 PM
GAIA HOTEL AND SPA
ANDERSON, CA

Our Vision

Partners combining their diverse strengths to support healthy and thriving communities.

Our Mission

To develop strategic partnerships that meet the workforce needs of businesses and job seekers, promoting the economic growth of our region.

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 (ACTION)

In December 2016, Cathi Grams retired from county service and an At-Large CalWORKs/TANF seat is now open on the NoRTEC Workforce Development Board.

An application from Mike Dent, Director of Social Services in Nevada County, has been received. A nomination letter has also been received from the Nevada County CEO.

[Application](#)

[Nomination Letter](#)

Recommended Action:

Governing Board appointment of Mike Dent to fill the vacant At-Large CalWORKs/TANF seat on the NoRTEC Workforce Development Board.

VII. CONSENT AGENDA (ACTION)

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

A. [WDB/Governing Board Meeting Minutes, January 27, 2017](#)

Click on the link above for access to the minutes from the January 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 rescheduled a program review of NoRTEC the week of May 30, 2017. This review has been rescheduled twice due to inclement weather.

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 third 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.

VIII. EXECUTIVE COMMITTEE REPORT (INFORMATION)

The Executive Committee met on April 14, 2017. The Chair of the Executive Committee will provide an overview of this meeting for the full WDB and Governing Board.

Topics of discussion included:

- Resolution of the Butte PIC Issue
- \$8,000,000 of Flood Clean-up Funding
- Grow Manufacturing Staffing Changes
- Executive Director Performance Review

IX. NORTEC ANNUAL ACTION PLAN (ACTION)

The NoRTEC Strategic Plan was approved by both boards on January 27, 2017. One of the important strategies from the Strategic Plan is the development of annual action plans.

Staff prepared a draft annual action plan for the 2017/2018 program year. This plan was reviewed, discussed, and recommended for approval by the Executive Committee at its April 14, 2017, meeting: [Draft PY 2017/2018 Annual Action Plan](#)

Staff will provide a brief overview of the Draft Annual Action Plan.

Recommended Action:

WDB approval of PY 2017/2018 Annual Action Plan.

Governing Board approval of the PY 2017/2018 Annual Action Plan.

X. **CWA DAY AT THE CAPITOL (INFORMATION)**

On March 8, 2017, Gil Mathew, Bill Gaines, and Michael Cross participated in the California Workforce Association's annual *Day at the Capitol*. The NoRTEC team spoke with several North State legislators about NoRTEC and the Grow Manufacturing Initiative. This was a great opportunity to highlight NoRTEC and increase awareness of our programs and initiatives.

XI. **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 the required 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 September 1, 2017.

XII. **NORTEC POLICIES (ACTION)**

With the transition from WIA to WIOA, staff continue to write new policies and update those created under WIA.

Staff recently developed a policy statement to define what is considered a "self-sufficient" annual earnings level for employed workers who seek training services under the WIOA program. Employed participants may seek career services through the AJCCs regardless of their employment status. In order to access training services, however, an employed worker must have an annualized family income level below the NoRTEC approved self-sufficiency level. If they have an annualized family income above the self-sufficiency level, they can only access training services paid for with WIOA funding if the training has a possibility of leading to a job with earnings comparable to or higher than wages from previous employment.

After extensive research, staff are recommending that self-sufficient earnings be defined as annualized wages for the family that are 175% of the Lower Living Standard of Income Level (LLSIL) as defined by the Secretary of Labor. This level of income is updated annually, and varies based upon the number of individuals in a family.

[Self-Sufficiency Standards and the Provision of Training to Employed Workers Policy](#)

The Program Committee has reviewed the policy and is recommending approval by the Workforce Development Board and the Governing Board.

Recommended Action:

WDB approval of the “Self-Sufficiency Standards and the Provision of Training Services to Employed Workers Policy” statement, as posted.

Governing Board approval of the “Self-Sufficiency Standards and the Provision of Training Services to Employed Workers Policy” statement, as posted.

XIII. **PY 2017/2018 BUDGETS (ACTION)**

A. **NoRTEC Administrative Entity Budget**

The Finance Committee has reviewed the budget and is recommending the PY 2017/2018 Administrative Entity Operating Budget be approved at \$1,389,166, and the Administrative Other Projects Budget be approved at \$605,000. This is an increase of \$177,278 for the Operating Budget and an increase of \$100,000 for the Other Projects Budget.

Operating Budget changes reflect an increase to rent based on the lease agreement. The increases to salaries, benefits, supplies and travel are to accommodate new staff positions: two Grow Manufacturing Initiative (GMI) staff members and one NoRTEC staff position. All three positions are funded with new grant funding received specifically to fund those positions. The increase to the Other Projects Budget is to fund NoRTEC Business Services as described in the 2017/2018 NoRTEC Annual Action Plan.

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

See attached for details:

[Proposed PY 2017/2018 Administrative Entity Budget](#)

[Narrative for Proposed PY 2017/2018 Administrative Entity Budget](#)

Recommended Action:

WDB approval of the PY 2017/2018 NoRTEC Administrative Entity Operating Budget at \$1,389,166 and the PY 2017/2018 Administrative Entity Other Projects Budget at \$605,000 subject to availability of funding.

Governing Board approval of the PY 2017/2018 NoRTEC Administrative Entity Operating Budget at \$1,389,166 and the PY 2017/2018 Administrative Entity Other Projects Budget at \$605,000 subject to availability of funding.

B. **NoRTEC WDB/Governing Board Budget**

The Finance Committee reviewed the budget and is recommending the PY 2017/2018 WDB/Governing Board Budget be approved at \$90,000. This is the same amount budgeted in PY 2016/2017.

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

See attached for details:

[Proposed PY 2017/2018 WDB/Governing Board Budget](#)

[Narrative for Proposed PY 2017/2018 WDB/Governing Board Budget](#)

Recommended Action:

WDB approval of the PY 2017/2018 WDB/Governing Board Budget at \$90,000, subject to availability of funding.

Governing Board approval of the PY 2017/2018 WDB/Governing Board Budget at \$90,000, subject to availability of funding.

XIV. **ACCEPTANCE OF THE JUNE 30, 2016, SINGLE AUDIT REPORT (ACTION)**

NoRTEC has received its June 30, 2016, 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 has 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, 2016, Single Audit report.

Governing Board acceptance of the June 30, 2016, Single Audit report.

XV. **STATUS OF FUNDING APPLICATIONS (INFORMATION)**

A. **Prior Approval**

As reported at the January meeting, staff were working with NoRTEC’s Regional Advisor to rework and submit the MCLAUS XII application. This work was completed in early March and the project was submitted. NoRTEC is requesting \$1,375,000 to serve 250 dislocated workers who lost their jobs on or after October 1, 2016.

B. **New Applications**

1. **Workforce Navigator Pilot Program Targeting Limited English Language Learners and Immigrant Workforce** - In early March, the California Workforce Development Board in conjunction with the Employment Development Department and the California Labor and Workforce Development Agency put out funds for competitive proposals to develop and implement a Workforce Navigator Pilot Program targeting English Language Learners and immigrant workers. The goal of this initiative is to promote increased access, create and enhance program structure and availability, and provide supportive services within the workforce system to California’s English Language Learner population. NoRTEC staff are requesting permission to submit an application for \$500,000 to develop a pilot program in Tehama County with the assistance of the Job Training Center.

2. Flood Project – NoRTEC was contacted by the Workforce Services Division of the Employment Development Department in late February to ask whether NoRTEC was interested in participating in a National Dislocated Worker Project to provide labor to public and private nonprofit agencies to mitigate damage due to the storms/floods in January and February 2017. NoRTEC requested \$9.6 million and was awarded \$8 million for cleanup work in our eleven county region to begin immediately. Staff are requesting approval for submitting this application.
3. Slingshot Funding – The California Workforce Development Board is awarding NoRTEC \$350,000 of additional Slingshot funding to continue our projects. Staff are requesting approval to accept this funding.
4. Statewide Capacity Building Funding – The California Workforce Development Board is awarding NoRTEC \$50,000 of statewide capacity building funding to provide training to both NoRTEC and Service Provider staff on the various aspects of the WIOA program. Staff are requesting approval to accept this funding.
5. Regional Capacity Building Funding - The California Workforce Development Board is awarding NoRTEC, as a Regional Planning Unit, \$200,000 of regional capacity building funding to provide training to both NoRTEC and Service Providers staff on various aspects of the WIOA program. Staff are requesting approval to accept this funding.
6. Regional Initiatives Manager – The California Workforce Development Board is awarding NoRTEC, as a Regional Planning Unit, \$87,714 to cover staff costs associated with a Regional Initiatives Manager. Staff are requesting approval to accept this funding.
7. Hollings Manufacturing Extension Partnership Funding – California Manufacturing Technology Consulting, Inc. awarded NoRTEC \$60,000 of funding to support our industry sector work in the Manufacturing sector. This funding is being utilized to support staffing for the Grow Manufacturing Initiative. Staff are requesting approval to accept this funding.

Recommended Action:

WDB approval to submit an application/accept the following funding:
(1) \$500,000 application to the California Workforce Development Board to fund a pilot project targeting English Language Learners in the Tehama County area;
(2) \$8,000,000 of funding to be utilized for a temporary job creation project to mitigate damage from the storms in early 2017;
(3) \$350,000 of additional Slingshot funding;
(4) \$50,000 of statewide capacity building funds;
(5) \$200,000 of regional capacity building funds;
(6) \$87,714 of regional initiatives manager funds; and
(7) \$60,000 of Hollings Manufacturing Extension Partnership funds.

Governing Board approval to submit an application/accept the following funding:

(1) \$500,000 application to the California Workforce Development Board to fund a pilot project targeting English Language Learners in the Tehama County area;

(2) \$8,000,000 of funding to be utilized for a temporary job creation project to mitigate damage from the storms in early 2017;

(3) \$350,000 of additional Slingshot funding;

(4) \$50,000 of statewide capacity building funds;

(5) \$200,000 of regional capacity building funds;

(6) \$87,714 of regional initiatives manager funds; and

(7) \$60,000 of Hollings Manufacturing Extension Partnership funds.

XVI. FLOOD PROJECT

T. Brown will provide an overview of proposed project that is to provide labor to assist with clean-up efforts to public land and facilities that were damaged due to floods and storms during January-February 2017.

XVII. OLD BUSINESS (INFORMATION)

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

XVIII. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. 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.

2. 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.

XIX. ADJOURNMENT