

NORTEC
WDB AND GOVERNING BOARD MINUTES
THURSDAY, JANUARY 26, 2017
CHICO, CA

I. CALL TO ORDER

The meeting was called to order by J. Cook, WDB Chair, and S. Thrall, Governing Board Chair, at 10:03 a.m.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

There was a quorum of both the WDB and Governing Board: [Roster](#)

IV. APPROVAL OF AGENDA

A motion made by T. Cochran, and seconded by D. Beeson, for WDB approval of the January 26, 2017, agenda passed the WDB unanimously.

A motion made by L. Baugh, and seconded by J. Fenley, for Governing Board approval of the January 26, 2017, agenda passed the Governing Board unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

M. Cross stated there was an At-Large CalWORKs/TANF seat vacancy on the Workforce Development Board due to the retirement of Cathi Grams. Cross reported staff is working on finding appropriate candidates to fill the vacant seat.

VII. SLINGSHOT – INDUSTRY SECTOR PARTNERSHIP

M. Cross discussed the Strategic Plan and NoRTEC's attempts to increase connections with employers through Industry Sector Partnerships. Cross said connections with industry leaders are important economic development tools, and projects delivered through the SlingShot project helped establish both awareness and highlighted the benefits of sector partnerships.

Representatives from the projects NoRTEC funded under the SlingShot initiative provided the following overview of their projects:

1. ***Rural Healthcare Industry Partnership, Alliance for Workforce Development, Inc.***

Traci Holt, Executive Director for Alliance for Workforce Development (AFWD), Inc. presented on the Rural Healthcare Initiative. The initiative focuses on meeting the needs of rural healthcare employers in Modoc and Nevada County. T. Holt stated there are many medical employers and educational partners at the table.

T. Holt also shared that Labor Market Information (LMI) has been made available locally, and it has been extremely helpful. Holt reported next steps include forming small nonprofit employer groups to help provide a forum for employer input and address their education and training needs. Holt also reported AFWD was hoping to expand sector partnership work into Plumas and Sierra Counties.

The AFWD Rural Healthcare Industry PowerPoint presentation can be accessed here: (http://ncen.org/images/documents/meetings/2016_2017/Rural-Healthcare-Industry-Partnership.pdf)

2. ***Entrepreneur/Technology Industry Partnership, Chicostart***

Wendy Porter, Managing Director for Chicostart presented on Technology and Entrepreneur Industry Partnerships. She discussed the two main services Chicostart provides: (1) a mentor program to assist startup companies, and (2) the provision of office rental space for the startups. Porter said the SlingShot funding has provided Chicostart with the development of Industry Sector Partnerships with an emphasis on the technology sector.

Porter reported she was working with 25 businesses in Butte Count--both existing and startups. Porter reported she coordinated and facilitated discussions with CEOs and CTOs of the 25 businesses and she would continue conversations to identify their needs.

The Chicostart, Entrepreneur/Technology Industry PowerPoint presentation can be access here:

(http://ncen.org/images/documents/meetings/2016_2017/Entrepreneur-Technology-Industry-Partnership.pdf)

J. Cook asked if any of this could be packaged and expanded into other rural areas (Dunsmuir and Hayfork). W. Porter said she was working on aligning with other areas.

3. ***Digital Media Industry Partnership, Nevada County Economic Resource Council***

Shavati Karki-Pearl, Consultant for the Strategic Alliance, Community Partnership and Workforce Training and Development for Nevada County Technology Connection presented on Digital Media Industry Partnerships. S. Pearl reported the organization is looking at how High Tech meets High Art in the High Country. Karki-Pearl reported that after meeting with a group of community and tech partners, the businesses shared they were having talent recruitment difficulties, and they believe the major reason was due to fact the technology sector in Nevada County is relatively unknown to the outside world. Focus groups were then held that led to a

determination that a website should be developed to help information both the public and community partners, as well as those outside Nevada County. The website was meant to answer the following questions:

1. Who is here: A business, talent and education directory
2. What are they doing?: Tech Community: a repository of tech news and events
3. Why are they in Nevada County?: Resources that highlight local support for businesses as well as Lifestyle “Perks” for living in Nevada County

S. Pearl said the next steps are to get the content for the website and have it attract people from outside the area for a lifestyle different from Silicon Valley.

The Nevada County Tech Connection, *Digital Media Industry* PowerPoint presentation can be access here:

http://ncen.org/images/documents/meetings/2016_2017/Digital-Media-Industry-Partnership.pdf

4. ***Agriculture Industry Partnership, Job Training Center of Tehama County***

Kathy Sarmiento, Chief Executive Officer for Job Training Center, presented on the Agriculture Industry Partnerships. She reported input sessions were scheduled for February.

K. Sarmiento discussed the critical workforce issues around agriculture: worker shortage, minimum wage increase, new overtime law for agriculture, immigration policies and the Trump Administration, and new investments in automation. She said the new investments in automation are being discussed as labor costs increase.

K. Sarmiento stated she is working on building a partnership with industry leaders. There would be individual conversations with enthusiastic leaders narrowing the focus and identifying key stakeholders. She also discussed the formation of a strategy team to lead the initiative with business, industry and community partners. The Launch Meeting is scheduled for February 23rd.

The Job Training Center of Tehama County, *Agriculture Industry Partnership*, PowerPoint presentation can be access here:

http://ncen.org/images/documents/meetings/2016_2017/Agriculture-Industry-Partnership.pdf

4. ***Grow Manufacturing Initiative Industry Partnership (GMI)***

Maya Grunder, CMfgT GMI Project Coordinator presented on the Grow Manufacturing Initiative Industry Partnership. She discussed the Manufacturing Industry Champion – Bill Gaines. M. Grunder said the North State GMI launched a directory to match manufacturers and suppliers and the directory is made up of 40+ manufacturers. M. Grunder discussed the three key GMI initiatives:

1. Inspire 21st Century Workforce – building student awareness, train the trainer program, support schools and increase work-based learning

2. Build Government Relations – partner with CMTA and local Government agenda
3. Create Strong Manufacturing Network – be a VOICE of manufacturing

M. Grunder said one of the major goals for GMI is to expose students to manufacturing. She discussed the annual Manufacturing Expo held on the Chico State campus. M. Grunder said there were approximately 3,000 students in attendance. The Expo included lab tours, intro classes and exhibits from manufacturing employers.

M. Grunder discussed Train-The-Trainer and Mobile Makerspace projects and how they are coordinating efforts to achieve their goals. She said there are Computer Numerical Control (CNC) equipment now available in all Red Bluff High Schools, and work is being done to obtain a Mobile Makerspace trailer. She said the state of Wisconsin has already been using a Makerspace for 10 years. M. Grunder said if GMI can obtain a trailer, the group will look at contacting local manufacturers to assist with keeping the technology up-to-date. She said the approximate cost of the trailer in the first year would cost \$1.2 million and \$94,000 annually to operate.

The Grown Manufacturing, *GMI Industry Partnership*, PowerPoint presentation can be access here: (http://ncen.org/images/documents/meetings/2016_2017/Grow-Manufacturing-Initiative-Partnership.pdf)

J. Cook addressed the board and said he was impressed with the Slingshot projects presented. He said he was a huge fan and thanked the presenters.

VIII. NORTEC STRATEGIC PLAN

M. Cross reported on the NoRTEC Workforce Development Boards Strategic Plan. He said the board held three strategic planning sessions to discuss its goals and priorities for the process and final plan. He discussed each element of the strategic planning process: Data Analysis, Asset Inventory, Business Survey, Input Sessions, and Board Strategic Planning Sessions.

Cross shared a data-driven picture of the region’s economy and said the labor market is essential to creating effective strategies. He said an industry sector analysis was conducted and regional and county labor market profiles were developed.

Cross also shared the Vision, Mission, and Goals of the board:

- **Vision** – Partners combining their diverse strengths to support healthy and thriving communities.
- **Mission** – To develop strategic partnerships and solutions that meeting the workforce needs of businesses and jobseekers, promoting the economic growth of our region.
- **Goals:**
 1. Increase connections with employers to understand current and emerging business needs and increase awareness of the services that are available to businesses

2. Implement career pathway strategies to fulfill the employment needs of the region
3. Promote open communication among local and regional workforce partners to create a shared vision and regional strategy
4. Increase awareness of NoRTEC activities, fostering regional awareness and partnerships

M. Cross stated implementation is a critical component of the plan. He pointed out that in addition to the information being available on the NoRTEC website, that there were also thumb drives available with the documents on them for the board staff.

A motion made by M. Piller, and seconded by T. Cochran for WDB approval of the NoRTEC Strategic Plan, passed unanimously.

A motion made by J. Fenley, and seconded by L. Baugh for Governing Board approval of the NoRTEC Strategic Plan, passed unanimously.

IX. NORTEC UNIFIED WIOA REGIONAL AND LOCAL PLAN

M. Cross reported on the proposed NoRTEC Unified WIOA Regional and Local Plans. He said the Regional Plan is a companion to the Strategic Plan and it lays the groundwork for NoRTEC WIOA services over the next four years. Cross said the proposed NoRTEC Unified WIOA Regional and Local Plan was posted and available for WDB and Governing Board review on January 18, 2017.

A motion made by D. Beeson, and seconded by J. Wyse for WDB approval of the Unified WIOA Regional and Local Plan, passed unanimously.

A motion made by E. Valenzuela, and seconded by E. Cavasso for Governing Board approval of the Unified WIOA Regional and Local Plan, passed unanimously.

X. CONSENT AGENDA

J. Cook discussed the consent agenda items. He asked M. Piller to report on the WIOA Service Provider Contract Performance. M. Piller stated that NoRTEC as a consortium is doing okay, but some of the Service Provider programs are not meeting their performance standards. She said this program year is a transitional year and that no sanctions would apply for this program year. M. Piller asked staff to add detailed items for the Consent Agenda topics. She said it might spark interest for members to thoroughly read the reports.

J. Cook asked T. Brown to report on the Program Report. T. Brown discussed some of the Service Providers not meeting performance. Brown said NoRTEC would not be held to performance under WIOA, as the group of individuals the reports were based on were served under WIA, not WIOA. Brown said setting their goals for Service Providers this year was to call attention to the new performance objectives throughout the program year so the programs would be continually reminded of the changes that needed to be made to program design under WIOA.

J. Cook asked board members to thoroughly read the reports under the Consent Agenda. M. Piller encouraged the members to view the links within the agenda and read the information to be well informed. J. Cook asked if there were any questions on the financial report and if any members wanted items pulled from the consent agenda for further discussion. There were no requests.

A motion made by T. Cochran, and seconded by D. Beeson for WDB approval of the consent agenda reports, passed unanimously.

A motion made by E. Cavasso, and seconded by L. Baugh for Governing Board approval of the consent agenda reports, passed unanimously.

XI. HIGH PERFORMING LOCAL BOARD

M. Cross discussed the California Workforce Development Board certifying NoRTEC as a “High-Performing Local Board”. He said there were only 31 out of 48 Local Workforce Development Boards selected and NoRTEC was one of the 31. M. Cross stated the board would receive a monetary award of \$54,839.

XII. SERVICE DELIVERY STRATEGIES

M. Cross stated NoRTEC and Service Provider staff will be meeting with a consultant to develop an operational implementation plan on February 28 and March 1, 2017.

XIII. MEMORANDUM OF UNDERSTANDING, PHASE II

M. Cross discussed the Memorandum of Understanding, Phase II. He stated all partners are supposed to contribute to the provision of career services whether they are co-located with our programs or not. He said only co-located partners are supposed to contribute to the infrastructure costs at this time, with an assurance from all non-located partners that they will agree to pay their proportionate share of infrastructure costs as soon as sufficient data is available to make such a determination.

M. Cross reported NoRTEC has great local partners, especially CalWORKs/TANF. He shared that information will come before the local Board of Supervisors to quantify the dollar amount and to make sure services are aligned.

XIV. NORTEC POLICIES

M. Cross reported policies were submitted to the committees for review before being brought to the full membership.

A. Program Policies

W. Meith requested a red line be added in the future for updated policies. M. Cross said staff would red line changes with future policy updates.

A motion made by G. Mathew, and seconded by J. Wilson for WDB approval of the Rapid Response Reporting and the Adult/Dislocated Worker Policy Statement, as posted, passed unanimously.

A motion made by G. Hemmingsen, and seconded by L. Baugh for Governing Board approval of the Rapid Response Reporting and the Adult/Dislocated Worker Policy Statement, as posted, passed unanimously.

B. Fiscal/Administrative Policies

G. Mathew asked that the NoRTEC staff member name be taken out under the 'Incident Reporting Policy' and changed to the organizations name. M. Piller suggested using an 'and/or' for the name.

A motion made by G. Mathew, and seconded by M. Piller for 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, passed unanimously.

A motion made by G. Hemmingsen, and seconded by L. Baugh for 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, passed unanimously.

XV. EXECUTIVE COMMITTEE REPORT

The Executive Committee did not meet this past quarter. S. Thrall said she was pleased with the way the Executive Committee is structured and how it functioned this past year.

XVI. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

1. Workforce Accelerator Fund 4.0

a. Lanza – The Lanza project was not funded.

b. Young Adults – Deferred Entry of Judgement Pilot Program – M. Cross discussed the Workforce Accelerator Fund 4.0. He said the grant targets 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. M. Cross said NoRTEC received \$150,000 for the Deferred Entry of Judgement Program and that the project would begin February 1.

2. MCLAUS XII – M. Cross stated the MCLAUS XII application was submitted, but will need to be reworked and revised, due to a change in application submission requirements.

B. New Applications

There are no new applications.

XVII. WORKFORCE DEVELOPMENT BOARD/GOVERNING BOARD ELECTIONS

A. Governing Board Chair and Vice Chair Elections

1. Chair – After serving as Vice-Chair for the past two years, Ed Scofield was nominated for Governing Board Chair. The Chair also serves on the Joint WDB/Governing Board Executive Committee. There were no additional nominations from the floor.

G. Hemmingsen thanked Sherrie Thrall for her leadership as the Chair of the Governing Board.

A motion made by E. Valenzuela, and seconded by G. Hemmingsen for selection of Ed Scofield to serve as Governing Board Chair passed unanimously.

2. Vice-Chair – John Fenley was nominated for Governing Board Vice-Chair. The Vice-Chair also serves on the Joint WDB/Governing Board Executive Committee. There were no additional nominations from the floor.

A motion made by L. Baugh, and seconded by E. Valenzuela for selection of John Fenley as Governing Board Vice-Chair passed unanimously.

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

1. Chair – After serving as Vice-Chair for the past two years, Gil Mathew was nominated for Workforce Development Board Chair. The Chair also serves on the Joint WDB/Governing Board Executive Committee. There were no additional nominations from the floor.

A voice vote for the selection of Gil Mathew as WDB Chair passed unanimously.

2. Vice-Chair – Wade Meith was nominated for WDB Vice-Chair. The Vice-Chair also serves on the Joint WDB/Governing Board Executive Committee. There were no additional nominations from the floor.

A voice vote for selection of Wade Meith as WDB Vice-Chair passed unanimously.

C. Additional WDB Members to Serve on the Executive Committee

The current members of this committee, Dwight Beeson, Jesse Cox, and Michele Piller were nominated for the Executive Committee. There were no additional nominations from the floor.

A voice vote for the selection of Dwight Beeson, Jesse Cox, and Michele Piller for Executive Committee members passed unanimously.

XVIII. OLD BUSINESS

There was no Old Business.

XIX. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

M. Cross shared the upcoming meetings schedule with the board. He reported the next WDB/Governing Board meeting will be held April 27, 2017, at the Gaia Hotel and Spa in Anderson from 10:00 am – 2:00 pm

B. Other New Business

M. Cross acknowledged Governing Board members Jim Wills from Modoc County and Peter Huebner from Sierra County for their service on the NoRTEC Governing Board. There are two new Governing Board members that have been elected from Modoc and Sierra County. M. Cross welcomed the new Governing Board members: Elizabeth Cavasso, District IV, County of Modoc and Paul Roen, District III, County of Sierra to the NoRTEC Governing Board.

XX. ADJOURNMENT

The meeting adjourned at 12:54 p.m.