

NORTEC  
WDB AND GOVERNING BOARD MINUTES  
THURSDAY, APRIL 27, 2017  
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by G. Mathew, WDB Chair, and E. Scofield, Governing Board Chair, at 10:00 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 R. Sandler, for WDB approval of the April 27, 2017, agenda passed the WDB unanimously.***

***A motion made by J. Fenley, and seconded by L. Baugh, for Governing Board approval of the April 27, 2017, agenda passed the Governing Board unanimously.***

V. PUBLIC COMMENT

There was no public comment.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

E. Scofield stated there was a vacancy on the Workforce Development Board and that a nomination had been received for Mike Dent to fill the CalWORKS TANF seat. Scofield introduced Mike Dent, Director of Social Services in Nevada County, and stated he was in favor of Mr. Dent being appointed to the NorTEC Workforce Development Board.

***A motion made by S. Thrall, and seconded by J. Fenley, for appointment of Mike Dent to fill the CalWORKS/TANF seat on the NorTEC Workforce Development Board passed unanimously.***

VII. CONSENT AGENDA

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

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

## VIII. EXECUTIVE COMMITTEE REPORT

The Executive Committee met on April 14, 2017, to discuss several issues. E. Scofield gave the report.

Scofield reported the Butte PIC issue, with the \$144,000 of questioned costs, had been resolved, and asked M. Cross to elaborate. Cross reported that after nine long years and a painful bureaucratic process, resolution with the State had been reached and there were no longer any questioned costs.

Scofield reported NoRTEC had received \$8 million of funding to provide clean-up in the eleven county region damaged due to the recent storms in early 2017. M. Cross noted T. Brown would be giving a brief presentation later in the meeting.

Scofield reported the Executive Committee discussed NoRTEC's proposed annual action plan and recommended it be approved by both the Workforce Development Board and the Governing Board. Scofield noted the plan would be discussed under the next agenda item.

## IX. NORTEC ANNUAL ACTION PLAN

M. Cross led a discussion of the four goals, and proposed strategies for meeting those goals, in the draft annual action plan as presented in the agenda.

The first goal, "Increase connections with employers to understand current and emerging business needs and increase awareness of the services that are available to businesses" generated a lengthy discussion around partner roles, sector strategies, how some of these strategies might work in rural areas, and the involvement of our WIOA service providers in these activities. Cross reported the California Workforce Development Board had provided additional funding to help regional planning units cover staffing and other charges associated with these activities, along with layoff aversion funding. Cross also discussed activities around expanding regional labor market information to assure the data is current and appropriately detailed. He also discussed the new requirement under WIOA with respect to determining "customer satisfaction" and NoRTEC's efforts with conducting both job seeker and employer surveys to gather information on the quality of services provided.

Cross also discussed goals 2, 3, and 4, and the proposed strategies to meet those goals, noting preliminary work was already underway.

***A motion made by D. Beeson, and seconded by R. Sandler for WDB approval of the draft annual action plan, passed unanimously.***

***A motion made by S. Thrall, and seconded by E. Valenzuela for Governing Board approval of the draft annual action plan, passed unanimously.***

X. CWA DAY AT THE CAPITOL

G. Mathew reported on the California Workforce Association's Day at the Capitol. Mathew reported he attended, along with M. Cross, and Bill Gains (member of the Grow Manufacturing Initiative). Cross stated it was the first time he had attended and thought it was a positive experience. Mathew added it would be a good idea to develop an "elevator speech" for gatherings such as these in the future.

XI. MEMORANDUM OF UNDERSTANDING (MOU), PHASE II

M. Cross reported the Phase II MOU documents were completed and staff were currently gathering signatures from all partners. Cross reported the signed documents were due to the State by September 1, 2017.

XII. NORTEC POLICIES

T. Brown reported the Program Committee had reviewed the "Self-Sufficiency Standards and the Provision of Training Services to Employed Workers Policy" and recommended approval by the Workforce Development Board and the Governing Board.

***A motion made by J. Cook, and seconded by T. Cochran, for WDB approval of the Self-Sufficiency Standards and Provision of Training Services to Employed Workers Policy, as posted, passed unanimously.***

***A motion made by L. Baugh, and seconded by E. Valenzuela, for Governing Board approval of the Self-Sufficiency Standards and Provision of Training Services to Employed Workers Policy, as posted, passed unanimously.***

XIII. PY 2017/2018 BUDGETS

A. NoRTEC Administrative Entity Budget

The members noted the Finance Committee had reviewed the proposed Administrative Entity budget and was recommending approval.

***A motion made by L. Russell, and seconded by R. Sandler, for 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, passed unanimously.***

***A motion made by E. Valenzuela, and seconded by P. Roen, for 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, passed unanimously.***

B. NoRTEC WDB/Governing Board Budget

The members discussed the proposed WDB/Governing Board budget. E. Scofield asked about the increase to the meeting line item and wanted to know why it had

increased from PY 2016/2017. M. Cross responded it was due to the increased cost of meeting facilities and travel expenses.

***A motion made by R. Sandler, and seconded by D. Beeson, for WDB approval of the PY 2017/2018 WDB/Governing Board Operating Budget at \$90,000, subject to availability of funding, passed unanimously.***

***A motion made by E. Valenzuela, and seconded by P. Roen, for Governing Board approval of the PY 2017/2018 WDB/Governing Board Operating Budget at \$90,000, subject to availability of funding, passed unanimously.***

XIV. ACCEPTANCE OF THE JUNE 30, 2016, SINGLE AUDIT REPORT

G. Mathew stated he had read the audit report and noted it was a “clean audit.” C. Martin said it was a testament to the quality job being done by staff.

***A motion made by D. Beeson, and seconded by T. Cochran, for WDB acceptance of the June 30, 2016, Single Audit Report, passed unanimously.***

***A motion made by L. Baugh, and seconded by S. Thrall, for Governing Board acceptance of the June 30, 2016, Single Audit Report, passed unanimously.***

XV. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported staff were working with NoRTEC’s Regional Advisor to rework and re-submit the MCLAUS XII application.

B. New Applications

M. Cross reported there had been several opportunities to apply for and/or accept funding since the January 26, 2017, meeting, and provided a brief overview of each of the following projects, as presented in the agenda:

1. Workforce Navigator Pilot Program Targeting Limited English Language Learners and Immigrant Workforce (\$500,000);
2. Flood Project (\$8,000,000);
3. Slingshot Funding (\$350,000);
4. Statewide Capacity Building (\$50,000);
5. Regional Capacity Building (\$200,000);
6. Regional Initiatives Manager (\$87,714); and
7. Hollings Manufacturing Extension Partnership Funding (\$60,000).

***A motion made by T. Cochran, and seconded by A. Meredith, for WDB approval to submit an application/accept the funding listed in items 1-7 above, passed unanimously.***

***A motion made by P. Teeter, and seconded by P. Roen, for Governing Board approval to submit an application/accept the funding listed in items 1-7 above, passed unanimously.***

XVI. FLOOD PROJECT

T. Brown provided a brief presentation on the proposed project to provide labor to assist with clean-up efforts to public lands and facilities that were damaged due to floods and storms during January-February 2017. The presentation maybe accessed here: [http://ncen.org/images/documents/meetings/2016\\_2017/Flood-2017-Powerpoint.pdf](http://ncen.org/images/documents/meetings/2016_2017/Flood-2017-Powerpoint.pdf).

XVII. OLD BUSINESS

M. Cross said there was plenty of room on both the Program and Finance Committees if any members were interested. He said to contact him or Terrienne Brown to express interest.

XVIII. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

M. Cross shared the upcoming meetings schedule with the members:

- Thursday, August 24, 2017, 10:00 am–2:00 pm, Canyon Oaks Country Club, in Chico.
- Thursday, October 26, 2017, 10:00 am–2:00 pm, Gaia Hotel and Spa, in Anderson.

B. Other New Business

P. Roen, Governing Board member from Sierra County, reported to the members about a biomass facility that was going to be opened in Loyaltan. He said he wanted to publically acknowledge the assistance the Alliance for Workforce Development (AFWD) provided during the process.

XIX. ADJOURNMENT

The meeting adjourned at 11:55 a.m.