

NORTEC  
WDB AND GOVERNING BOARD MINUTES  
THURSDAY, AUGUST 24, 2017  
CHICO, 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 D. Beeson, for WDB approval of the August 24, 2017, agenda passed unanimously.***

***A motion made by L. Baugh, and seconded by J. Fenley, for Governing Board approval of the August 24, 2017, agenda passed unanimously.***

V. PUBLIC COMMENT

G. Mathew presented Melody Brawley, TANF representative from Lassen County on the NoRTEC Workforce Development Board, with a plaque thanking her for her service to NoRTEC. Mathew said Brawley was retiring from Lassen County on August 25, and he said the board wished her well in her retirement.

B. Mathew also reported to the members that Traci Holt, Executive Director of the Alliance for Workforce Development, had been nominated and appointed to the Executive Committee of the California Workforce Association (CWA). Mathew said Holt would be advising CWA on how issues might affect local AJCCs (One Stops) with program operation. Mathew said Michael Cross was also a member of CWA's Executive Committee.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

E. Scofield stated there was a vacancy on the Workforce Development Board due to Tammy Gildea's retirement from the Employment Development Department (EDD) in June 2017. Scofield reported a nomination had been received for Amber Yearton to fill the EDD seat in the One Stop partner sector on the Workforce Development Board.

Scofield introduced Amber Yearton, Employment Program Manager at the EDD office in Redding.

***A motion made by L. Baugh, and seconded by S. Thrall, for Governing Board appointment of Amber Yearton to fill the EDD/One Stop Partner seat on the NoRTEC Workforce Development Board passed unanimously.***

VII. NORTEC STRATEGIC GOALS

A. Strategic Goal #2 – Implement Career Pathways Strategies

Christy Hernandez of the Del Norte Workforce Center (STEP, Inc.), provided an overview of the E3 (Experience, Education, Employment) Summer Youth Program that took place in Crescent City this summer. This program was the result of a strong collaborative local partnership of workforce development, education, community-based organizations, and local employers. In addition to exploring career pathways and learning about work maturity and life skills, sixteen youth also worked and earned wages. Five of the sixteen youth in the program were hired by the local employers after the program ended.

The E3 PowerPoint may be accessed [here](#).

B. Strategic Goal #4 – Foster Regional Awareness and Partnerships

Jason Schwenkler, the Director of the Geographical Information Center (GIC) at Chico State University provided an update of GIC's activities in support of broadband expansion throughout the region. He also asked the members to become part of the group that would provide feedback to GIC with respect to their experience with broadband in the areas in which they live and work in the north state.

A link to Schwenkler's Broadband presentation can be accessed [here](#).

VIII. CONSENT AGENDA

G. Mathew stated there was a lot of information contained in the reports within the Consent Agenda, and asked if any of the members wished to pull any item out for full discussion by both boards. There were no requests to do so.

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

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

IX. MEMORANDUM OF UNDERSTANDING, PHASE II

The members discussed this item as presented in the agenda.

***A motion made by J. Cook, and seconded by L. Zorn, for WDB approval of Phase II of the MOUs noted in the agenda passed unanimously.***

***A motion by L. Baugh, and seconded by B. Williams, for Governing Board approval of Phase II of the MOUs noted in the agenda passed unanimously.***

X. AJCC CERTIFICATION

M. Cross led a discussion of the process staff would be taking to certify the AJCCs within the NoRTEC region. He explained that under WIOA, all 13 of our AJCCs would have to be “certified” to assure they were meeting the needs of local job seekers and employers in the area. Cross stated the process was broken into two parts—Baseline Certification and Hallmarks of Excellence Certification. Cross noted the Program Committee would be working with staff to review the process and outcomes of the AJCC on-site visits.

XI. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported NoRTEC received an additional \$230,000 of additional Slingshot funding. Cross also reported NoRTEC was not funded for the Workforce Navigator Pilot program or MCLAUS XII.

B. New Applications

M. Cross reported there had been three business closures recently in NoRTEC (Milestone, Sears, and Rideout) that would affect 185 workers in Butte and Nevada Counties. Cross reported staff had submitted an application for \$275,000 to serve 50 workers from these closures. Cross stated the application had been recommended for funding, but had not yet cleared the approval process at the State. Cross said staff were requesting approval to submit the application.

***A motion made by M. Piller, and seconded by W. Hagge, for WDB approval to submit an application to the State for \$275,000 to serve 50 workers dislocated due to the above mentioned closures passed unanimously.***

***A motion made by G. Hemmingsen, and seconded by E. Valenzuela, for Governing Board approval to submit an application to the State for \$275,000 to serve 50 workers dislocated due to the above mentioned closures passed unanimously.***

L. Zorn shared with the members that California legislation that would go into effect in June 2018 would result in a dramatic increase in demand for Certified Nurse Assistants (CNAs). She said there were not currently enough certified CNAs to meet the demand. Zorn also said existing funding for training was not sufficient to meet increased demand, and asked staff consider this need and work to secure funding to assist with training.

XII. EXECUTIVE DIRECTOR BONUS

The members reviewed this item as presented in the agenda.

XIII. JOINT EXECUTIVE COMMITTEE REPORT

G. Mathew gave the report. Mathew said the previous employment contract with the Executive Director had some unrealistic terms and was open ended, and the committee members met three times over the course of a few months to develop a new contract.

E. Scofield said the committee had spent quite some time on the effort and were happy with the results.

B. Williams asked about the liability for accrued vacation time, and M. Cross said it was funded during the year in which it was earned, and the dollars were banked if they carried over into the next program year.

***A motion made by D. Beeson, and seconded by T. Cochran, for WDB approval of the Executive Director's Employment Contract, developed by the Joint Executive Committee, passed unanimously.***

***A motion made by B. Williams, and seconded by S. Thrall, for Governing Board approval of the Executive Director's Employment Contract, developed by the Joint Executive Committee, passed unanimously.***

XIV. OLD BUSINESS

There was no Old Business.

XV. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

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

- Thursday, October 26, 2017, 10:00 am – 2:00 pm, Gaia Hotel and Spa, in Anderson
- Thursday, January 25, 2018, 10:00 am – 2:00 pm, Canyon Oaks Country Club, in Chico

B. Other New Business

There was no other New Business.

XVI. ADJOURNMENT

The meeting adjourned at 11:35 a.m.