

NORTEC  
WDB AND GOVERNING BOARD MINUTES  
THURSDAY, OCTOBER 26, 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 October 26, 2017, agenda passed unanimously.***

***A motion made by E. Cavasso, and seconded by J. Fenley, for Governing Board approval of the October 26, 2017, agenda passed 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 (TANF/CalWORKS seat) due to Melody Brawley's retirement from Lassen County at the end of August. Scofield reported a nomination had been received for Linda Hoag to fill the TANF/CalWORKS seat in the Governmental/Community Development sector on the Workforce Development Board. Scofield introduced Linda Hoag, Health and Human Services Deputy Branch Director in Shasta County.

***A motion made by L. Baugh, and seconded by S. Thrall, for Governing Board appointment of Linda Hoag to fill the TANF/CalWORKS seat on the NoRTEC Workforce Development Board passed unanimously.***

VII. NORTEC STRATEGIC GOALS

A. Strategic Goal #2 – Increase Connections with Employers to Understand Current and Emerging Business Needs and Increase Awareness of the Services that are Available to Businesses

Traci Holt, Executive Director of AFWD, provided an update on the Rural Health Care Industry Sector Partnership's activities.

Holt said the purpose of the partnership was to address the needs of rural healthcare employers within the NoRTEC region. She reported the partnership started in Lassen and Modoc Counties, and has since expanded to Plumas and Sierra Counties.

The combined efforts of the partners led to the development and delivery of both occupational skills classroom training for a variety of healthcare professions along with employer requested soft skills and leadership training. Employers, the Health Workforce Initiative, and workforce development (NoRTEC and AFWD) leveraged funding to provide training to more than 60 individuals. This industry sector partnership will continue to expand to provide needed training throughout the NoRTEC region.

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

**B. Strategic Goal #2 – Increase Connections with Employers to Understand Current and Emerging Business Needs and Increase Awareness of the Services that are Available to Businesses**

Michael Cross provided an overview of NoRTEC's strategic goals for the year. A link to Cross' presentation can be accessed [here](#).

After Cross' presentation, Audrey Taylor facilitated a board discussion on which specific strategies would be the most effective for NoRTEC and local AJCC staff to focus on to improve our regional and local economies.

Taylor presented two questions for the members to discuss:

1. What can NoRTEC and AJCC staff do to support local businesses and economic development to retain and grow jobs in our local areas?
2. How should we measure success?

The main points that came out of the discussion were:

1. There is a need for a local talent pool that possesses the qualifications local employers are looking for, especially in the healthcare field.
2. A discussion needs to take place with local employers and make it clear that if they want to attract local talent, they will likely have to pay better wages. Many young people leave the area to get better paying jobs.
3. Several members thought there should be more activities around business attraction (which would include work on securing better broadband in our rural areas), but others thought efforts should instead be focused on what we already have and make it better.

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.

J. Cook asked for additional information on the performance standards. T. Brown responded that the standard that was causing concern was the Youth Median Earnings because NoRTEC was not meeting the standard. Brown reported to the members that while this is a concern and staff and the programs are focusing on this issue, this is a “baseline” year in which data is being collected so the Department of Labor has information with which to set minimum performance levels in future years. Brown said there would be no sanctions if NoRTEC did not meet the standard this program year.

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

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

IX. FINANCIAL REPORT

J. Hough, NoRTEC’s Finance Director, gave the report.

A. PY 2017/2018 Funding

J. Hough reported NoRTEC currently has \$15,112,195 of available funding. She noted this includes an additional \$1,000,000 of funding for the project to clean up damage to public lands and infrastructure from the Storms of early 2017.

L. Zorn asked for clarification on the difference between the Regional Training Coordinator and Regional Organizer funding. M. Cross explained the Regional Training Coordinator funding would mostly be utilized to pay for training opportunities for NoRTEC and Service Provider staff to assure the WIOA program would be implemented properly. Cross said the Regional Organizer funding would be utilized for staffing associated with implementing strategies outlined in NoRTEC’s regional and local plan documents.

B. Approval of the 2017/2018 First Quarter Financial Reports

1. PY 2017/2018 Contracts Summary – This information was presented as outlined in the agenda. There were no questions.
2. PY 2017/2018 Service Provider Contract Modifications Report – This information was presented as outlined in the agenda. There were no questions.
3. PY 2017/2018 Program Expenditure Report – This information was presented as outlined in the agenda. Hough noted all programs were meeting expenditure rate requirements. There were no questions.
4. PY 2017/2018 NoRTEC Administrative Entity Expenditure Report – This information was presented as outlined in the agenda. There were no questions.

5. PY 2017/2018 NoRTEC WDB/Governing Board Expenditure Report – This information was presented as outlined in the agenda. There were no questions.

C. NoRTEC Fiscal Monitoring

J. Hough reported monitoring visits were underway. She reported that only STEP had been monitored (October 13) thus far, and there were no findings. She said the remaining three Service Providers would be monitored in November and an update would be given at the January 2018 quarterly meeting.

D. Statement Fiscal Procurement Monitoring of NoRTEC

J. Hough reported the State (Employment Development Department, Compliance Review Division) conducted their annual fiscal and procurement review of NoRTEC during the week of June 5, 2017, and there were no findings.

W. Hagge thanked staff and the WDB and Governing Board Chairs for pulling the Financial Report from the consent agenda for discussion.

***A motion made by L. Russell, and seconded by L. Zorn, for WDB approval of the Financial Report passed unanimously.***

***A motion made by S. Thrall, and seconded by E. Cavasso, for Governing Board approval of the Financial Report passed unanimously.***

X. MEMORANDUM OF UNDERSTANDING – NORTEC/NRCD

M. Cross explained why was NRCD was established. He said NRCD allowed access to an entity where tax deductible donations could be made and the creation of a non-profit entity allowed NoRTEC to house the PG&E Energy Watch program.

Cross said he had worked with legal counsel to draw up an MOU to spell out the terms of the relationship between NRCD and NoRTEC and he was seeking board approval of the MOU.

G. Mathew asked if NoRTEC had been paid for anything from NRCD. Cross reported there had been reimbursement for staffing charges.

John Wilson asked who was on the NRCD Board of Directors. Cross reported the members were:

Tom Cochran	Scott Chandler	Bill Gaines
Stewart Knox	Bob Darling	Heather Croom

John Wilson asked if there was any future funding coming to NRCD. Cross said funding was coming from both PG&E and the Grow Manufacturing Initiative.

E. Cavasso asked what percentage of NRCD's funding NoRTEC was taking for staffing charges. Cross reported between 6-7%, similar to what NoRTEC Administration takes from WIOA funding.

***A motion made by J. Fenley, and seconded by L. Baugh, to approve the proposed MOU between NoRTEC and NRCD passed the Governing Board unanimously.***

XI. AJCC CERTIFICATION

T. Brown explained the AJCC Certification process as presented in the agenda. Brown reported Baseline Certifications had been completed for all 13 AJCCs. She said all were certifiable, with the exception of the certification for the AJCC located in Lassen County. Brown said all that was missing was the signature from Lassen County for Phase II of the MOU. Brown said if that was received prior to the December 31 deadline, then all requirements would be met.

D. Teeter, Lassen County Governing Board representative, said he would follow-up to assure Phase II of the MOU was signed so the submission deadline could be met.

***A motion made by C. Martin, and seconded by M. Piller, to approve the Baseline Certifications, contingent upon receipt of a signature from the TANF/CalWORKS program in Lassen County, passed the WDB unanimously.***

XII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported NoRTEC submitted an application in early July for \$275,000 to serve 50 workers laid off due to the closure of Milestone, Sears, and Rideout Health Group in Butte and Nevada Counties. Cross said he was notified on October 13, 2017, that this project would likely be funded.

B. New Applications

NoRTEC staff asked for approval to submit applications for (1) \$250,000 of Workforce Accelerator 6.0 funding to serve youth in Butte County subject to the criminal justice system, (2) \$1,000,000 of Regional Plan Implementation funding to support Regional Organizer activities and the implementation of a summer youth program, and (3) \$800,000 of National Dislocated Worker Emergency Grant funding to clean up damage in Butte and Nevada Counties from the fires in 2017.

***A motion made by L. Russell, and seconded by R. Sandler, for WDB approval to submit a \$250,000 WAF application, a \$1,000,000 Regional Plan Implementation application, and an \$800,000 National Dislocated Worker Emergency Grant application to the State passed unanimously.***

***A motion made by E. Cavasso, and seconded by D. Teeter, for Governing Board approval to submit a \$250,000 WAF application, a \$1,000,000 Regional Plan Implementation application, and an \$800,000 National Dislocated Worker Emergency Grant application to the State passed unanimously.***

XIII. OLD BUSINESS

There was no Old Business.

XIV. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

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

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

B. Other New Business

There was no other New Business.

XV. ADJOURNMENT

The meeting adjourned at 12:15 p.m.