

Agenda - January 28, 2010

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, JANUARY 28, 2010
10:00 A.M. - 2:00 P.M.
HOLIDAY INN
REDDING, CA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES, OCTOBER 29, 2009 (ACTION)

The minutes from the October 29, 2009, meeting are attached: [Minutes](#)

Recommended Action:

WIB approval of the October 29, 2009, minutes, with revisions if needed, as posted.

Governing Board approval of the October 29, 2009, minutes, with revisions if needed, as posted.

4. APPROVAL OF AGENDA (ACTION)

Recommended Action:

WIB approval of the agenda, with revisions if needed, as mailed.

Governing Board approval of the agenda, with revisions if needed, as mailed.

5. EXECUTIVE DIRECTOR (INFORMATION)

It is with heavy hearts that we note the passing of NoRTEC's Executive Director, Charles Brown. Charles passed away on January 15, 2010, after 25 years of service to NoRTEC.

Per WIB and Governing Board action at the April 23, 2009, meeting, Stewart Knox assumed the position of NoRTEC Executive Director.

6. WIB APPOINTMENTS (ACTION)

There are no vacancies on the NoRTEC Workforce Investment Board.

7. PUBLIC COMMENT (INFORMATION)

Members of the public will be invited to make brief comments regarding any aspect of NoRTEC business.

8. PROGRAM COMMITTEE REPORT (ACTION)

M. Piller will present the Program Committee Report.

1. Program Monitoring

There have been no on-site monitoring visits of the programs by NoRTEC since the last WIB/Governing Board meeting.

2. State Monitoring

1. The State reviewed NoRTEC's ARRA summer youth program the week of August 17, 2009. The monitor visited several of NoRTEC's programs and interviewed worksite supervisors and participants. As of the posting of this agenda, a final report had not been issued.

A copy of the draft report can be reviewed here: [Draft Monitoring Report](#)

A copy of NoRTEC's response can be reviewed here: [NoRTEC Response](#)

The Butte PIC's revision to their timecard procedure should satisfactorily resolve this finding.

2. A data validation review was scheduled by the State for January 19-21 and 25. An update will be given at the meeting.
3. A review of ARRA programs has been scheduled for the week of March 8, 2010. The monitor plans to visit the NoRTEC administrative office, the Butte PIC, the Job Training Center of Tehama County, and the SMART Center.

3. Client Numbers

1. One Stop Centers - [Job Seekers Accessing One-Stop Centers](#)
2. WIA Enrollments - [Job Seekers Enrolled in the WIA Program](#)

4. Contract Performance [WIA Service Provider Contract Performance - Adult Programs](#) [WIA Service Provider Contract Performance - Youth Programs](#)

Staff monitor service provider performance against objectives written into the contracts (on a quarterly basis), including cost per enrollment, placement rates, and a variety of program quality measures including average wage at placement. Generally, if a service provider is not meeting contract objectives at the end of a quarter, they are required to submit a corrective action plan. NoRTEC does not, however, require corrective action plans at the end of the first two quarters. Performance after only six months of operation is not generally a reliable indicator of how the remainder of the year will progress. There are no areas of concern at this time.

The performance report also includes information on MCLAUS VII (Multiple Closures, Layoffs and Unemployment Services).

5. Plant Closure Update

There have been 67 closures/layoffs since July 1, 2009, and more than 630 workers have been laid off in the eleven county area of NoRTEC. The plant closure web site address is updated as additional closures occur. To view the report, click on the link below, and enter ">= " and "07/01/2009" in the "Date Closed" field.

[Plant Closure Update](#)

6. "Headline" Program Reports

Following are direct links to the Community Coordinator reports received for the quarter ending September 30, 2009:

(Note: If the link does not take you directly to the report for the October-December quarter, look for a menu selection on the web page entitled Community Coordinator or Community Coordinator Reports.)

[Butte PIC \(Butte County\)](#)

[Rural Human Services \(Del Norte\)](#)

[Alliance for Workforce Development \(Lassen\)](#)

[Alliance for Workforce Development \(Modoc\)](#)

[Butte PIC \(Nevada County\)](#)

[Alliance for Workforce Development \(Plumas\)](#)

[Alliance for Workforce Development \(Sierra\)](#)

[Smart Business Resource Center \(Shasta\)](#)

[STEP \(Siskiyou\)](#)

[Job Training Center of Tehama County](#)

[Smart Business Resource Center \(Trinity\)](#)

A few highlights from this quarter's reports are:

- [Butte County](#) - The Cleantech Innovation Center (CIC) in Oroville had its Grand Opening in October with about 150 people in attendance. The CIC is a 42,000 square foot building remodeled to house a variety of classrooms, trainings centers and businesses connected to green construction, alternative energy and reusing and recycling many types of materials.
- [Del Norte County](#) - The Workforce Center (WFC) had another satisfied, repeat customer last quarter. A local employer who used their services previously to find a Sales/Delivery Truck Driver came back to ask for assistance with finding the right person to fill their new Office Assistant position. The WFC jumped right in and helped write the job description as well as the advertisement for the local media. After receiving 35 applications for the position, the eager applicants were pre-screened and WFC staff selected the top six to be interviewed by the employer. One was hired and the local employer has promised to share their positive experience with others in the business community.
- [Lassen County](#) - AFWD in Lassen County is doing their part to stimulate their local economy by finding paid internship positions for young adults with public and private businesses throughout the county. There are six short stories about internships at the following six entities: Westwood Family Resource Center, City of Susanville Public Works, Plumas Bank, Brian Wilson State Farm Insurance, Lassen True Value Hardware, and Customer Talk. Participants gain job experience through paid positions (funded by ARRA funding) and local businesses provide the needed training and get a little extra help for their efforts.
- [Modoc County](#) - On October 6, 2009, the Sierra College Small Business Development Center, the Small Business Administration, and AFWD sponsored a workshop on *Financing Options for Your Small Business*. The workshop answered questions such as, "How does a small get money? Are bank loans impossible?" The workshop also offered tips for dealing with lenders.
- [Nevada County](#) - The program in Nevada County received a Vocational Service award from Grass Valley Rotary Club at the annual Rotary fairgrounds event, honoring a new business to assist other businesses and citizens of the county."

- Plumas County - On November 20, 2009, a meeting was held at AFWD's office in Quincy to investigate the current and future training needs of the three hospitals in Plumas County: Eastern Plumas Hospital in Portola, Plumas District Hospital in Quincy, and Seneca Hospital in Chester. Training needs include staff training on electronic medical records, life support and respiratory therapy training, X-Ray certification training, and upgrade training for CNAs (to become LVNs), LVNs (to become RNs), and EMTs (to become paramedics).
- Sierra County - Report not submitted.
- Shasta County - SMART had an article published in the Record Searchlight newspaper in early November 2009 highlighting their "Workforce Training" program, one of the numerous programs SMART has in place for small business assistance. The goal of these programs are to act as a catalyst to assist the private sector with job creation.
- Siskiyou County - College of the Siskiyous has developed three major degree and certificate options in their Environmental Resource Program: Power Generation Technology, Environmental Resources Technology, and Sustainable Communities. The Power Generation program prepares students for entry level jobs in the steam and electrical power generation industry, which includes bio-mass cogeneration plants. The Environmental Resources program prepares students for entry level jobs as natural resource technicians, which could include jobs doing survey work for government agencies or private industry. The Sustainable Communities program is intended to allow students to identify green job opportunities that could include small business development or some other entrepreneurial niches.

The first semester of this new program was just completed in December, and it is generating interest across the country. The College is continually looking to partner with other entities (including STEP) to meet the new demands of "green jobs" and help provide the skill sets necessary for individuals to stay and work in Siskiyou County.

- Tehama County - There are now three (yes, count 'em three) certified entrepreneurship trainers in Tehama County. Janet Blackketter and Tim Morehouse of the Job Training Center and Jeff Tollison of the Corning High School ROP program participated in an intense three day training session with Juan Casimiro of InSight and became certified to teach entrepreneurship to students. This is the same Juan Casimiro who founded the Magic Wand Foundation which sponsors the national youth entrepreneurial camp at Disneyworld each year (this past year, a Modoc County teenager won the national competition).
- Trinity County - As reported at the last WIB and Governing Board meeting, one of the major employers in Weaverville, Trinity River Lumber Company, experienced a devastating fire in September, resulting in 130 employees losing their customary jobs. Some of the employees began working on dismantling the mill in November while others were working at a temporary site in Anderson. Not all of the 130, however, were able to find work and their families were facing a very bleak holiday. In addition to assisting the employees with WIA services, the SMART Board of Directors approved a substantial contribution to the "Golden Rule Club" (the Trinity River Lumber Company's Employee Relief Fund) to help provide a better Christmas for the families of the displaced workers.

Please take a few minutes to read the reports from all eleven counties. They are informative and fun. Our Community Coordinators are putting a lot of work into keeping you informed.

We like to let them know how much we appreciate their efforts.

7. WIRED Update (Information)

Stewart Knox, NoRTEC WIRED Project Director, will provide a wrap-up on WIRED activities in the region. This program officially ended on December 31, 2009.

8. Staff Training (Information)

1. Service Provider Staff Training and Development

There has been no Service Provider Staff Training conducted since the last meeting. The next scheduled training will be in late January and will be reported at the next WIB/Governing Board meeting.

2. NoRTEC Staff Development

Betti Austin attended a Local Workforce Investment Area Equal Opportunity Officer's meeting in San Diego on 12/14/09, sponsored by the Employment Development Department (EDD) Equal Employment Opportunity Office. The intent of this meeting was to discuss DOL's Civil Rights Center (CRC) initiatives for the 2010 year, including a CRC focus on improving efficiencies and enforcement, and to discuss EDD's Equal Employment Opportunity office's next steps to address these and future changes. Attendance at this meeting was another effort on NoRTEC's part to stay informed on the latest CRC and EDD information available, and to assure compliance with relevant laws and regulations.

9. Youth Council Report (Information)

The Youth Council continues to foster youth activities in Tehama County. Kathy Schmitz will give a brief update at the meeting.

Recommended Action:

The Program Committee recommends approval of the Second Quarter Program Committee Report

WIB approval of the Second Quarter Program Committee Report.

Governing Board approval of the Second Quarter Program Committee Report.

• **FINANCE COMMITTEE REPORT (ACTION)**

B. Hamby, Finance Committee Chair, will present the Finance Committee report.

1. PY 2009/2010 Funding (Information)

NoRTEC currently has \$28,354,716 in available funds for the PY 2009/2010 Program Year. An additional \$25,519,251 in funding has been requested. If this funding is received, NoRTEC will have \$53,873,967 in available funding for the 2009/2010 Program Year. If all the requested funds are received, NoRTEC would have \$26,430,943 more than we had in the 2008/2009 Program Year.

Project	PY 2009/2010 Funds Available	Additional Funds Requested	Total
Adult	\$3,491,771	\$0	\$3,491,771
Youth	\$3,696,404	\$0	\$3,696,404
Dislocated Worker	\$3,535,192	\$0	\$3,535,192
Rapid Response	\$752,268	\$0	\$752,268
Adult ARRA Stimulus	\$1,433,511	\$0	\$1,433,511
Youth ARRA Stimulus	\$3,183,123	\$0	\$3,183,123
Dislocated Worker ARRA Stimulus	\$2,960,637	\$0	\$2,960,637
Rapid Response ARRA Stimulus	\$1,206,769	\$0	\$1,206,769
DW State Stimulus	\$81,096	\$0	\$81,096
MCLAUS VII	\$1,919,739	\$0	\$1,919,739
Federal WIRED	\$1,918,259	\$0	\$1,918,259
Green Job Corps	\$919,132	\$0	\$919,132
CWA Health Care Collaboration	\$44,000	\$0	\$44,000
Green Building Partnerships	\$1,000,000	\$0	\$1,000,000
Green Building Pre- Apprenticeships	\$1,000,000	\$0	\$1,000,000

Disability Navigator	\$38,516	\$0	\$38,516
Prisoner Re-Entry	\$370,438	\$0	\$370,438
ARRA Additional Assistance	\$684,860	\$0	\$684,860
Pathways Out of Poverty	\$0	\$4,000,000	\$4,000,000
Health Information Technology	\$0	\$5,000,000	\$5,000,000
MCLAUS VIII	\$0	\$2,750,000	\$2,750,000
SEP Residential Weatherization	\$0	\$8,669,473	\$8,669,473
SEP Commercial Weatherization	\$0	\$6,328,936	\$6,328,936
Energy Efficiency Block Grant	\$0	\$270,842	\$270,842
Regional Industry Clusters	\$0	\$250,000	\$250,000
USDA Green Collar Jobs	\$99,000	\$0	\$99,000
City of Chico Green Collar Jobs	\$20,000	\$0	\$20,000
TOTAL	\$28,354,716	\$27,269,251	\$55,623,967

2. Approval of PY 2009/2010 Second Quarter Financial Reports (Action)

1. PY 2009/2010 Contracts Summary (Information)

This report shows the total amount of funding in contracts with the State, the source of that funding and its allocation within NoRTEC for the 2009/2010 program year. As of December 31, 2009, NoRTEC had a total of \$28,354,716 available in State contracts for the 2009/2010 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. PY 2009/2010 Service Provider Contract Modifications

This report shows the changes between September 30, 2009, and December 31, 2009, in the service provider contract amounts available for expenditure in the current

program year. This report shows only contract amounts available in the current year. Contract amounts expended in prior years are not included.

The contract modifications during this period were (1) the allocation of ARRA Additional Assistance funding to Service Providers using the Dislocated Worker allocation formula, (2) The allocation of Green Job Corp Project funding based upon Service Provider application, and (3) the voluntary shift of \$25,000 in WIRED funding by Lassen, Modoc, Plumas and Sierra in order to maximize funds utilization. See report for detail.

The contract modifications are detailed in the attached report. There are no items of concern.

3. [PY 2009/2010 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2009, to June 30, 2010), the cumulative expenditures for the year ended December 31, 2009, and the remaining balance at December 31, 2009, for each specific funding title and program type. This report shows only contract amounts available in the current year. Contract amounts expended in a prior year are not included.

Currently, Shasta/Trinity is underspent in the Youth program Because we are only at the end of the second quarter, the expenditure variance does not appear to pose a problem at this time. However, NoRTEC staff will continue to monitor the situation. All other programs are in compliance with the required expenditure rates.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocation by the end of the program year. For the convenience of monitoring, NoRTEC uses a 20% per quarter expenditure rate as a guide for assessing expenditures throughout the fiscal year (20% first quarter, 40% second quarter, 60% third quarter and 80% final quarter). A corrective action plan (an explanation from the service provider of how they intend to utilize the funds by the end of the funding period) is automatically required from a service provider if quarterly expenditures vary by more than 10% from the quarterly target rate. The required expenditure rates apply to regular funding titles only and do not apply to special projects.

"Excess" funds may be voluntarily returned by a service provider or recaptured by NoRTEC if it appears that a service provider will not be able to effectively utilize them by the end of the funding period. These funds are then redistributed to other NoRTEC service providers demonstrating a greater need, or returned to the State if they cannot be effectively utilized within the consortium. Early detection and correction of expenditure problems is important because it allows time for the funds to be put to good use by service providers in other consortium counties. In addition, the effective use of funds directly affects NoRTEC's ability to secure additional funding in future years.

4. [PY 2009/2010 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the quarter ended December 31, 2009. At December 31, 2009, the

NoRTEC Administrative Entity had expended 42% of its Operating Budget, and 39% of its Other Projects Budget.

The budget expenditures are detailed in the attached line item report.

There are no items of concern at this time.

5. [PY 2009/2010 NoRTEC WIB and Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the quarter ended December 31, 2009. At December 31, 2009, the WIB/Governing Board expended 44% of its total budget.

There are no items of concern at this time.

Recommended Action:

The Finance Committee recommends approval of the PY 2009/2010 Second Quarter Finance Reports.

WIB approval of the PY 2009/2010 Second Quarter Finance Reports.

Governing Board approval of the PY 2009/2010 Second Quarter Finance Reports.

3. NoRTEC Fiscal Monitoring (Information)

There has been no fiscal monitoring since the last meeting.

4. State/Federal Fiscal and Procurement Monitoring of NoRTEC (Information)

There has been no fiscal monitoring since the last meeting.

Recommended Action:

The Finance Committee recommends approval of the Second Quarter Finance Committee Report.

WIB approval of the Second Quarter Finance Committee Report.

Governing Board approval of the Second Quarter Finance Committee Report.

• X. STATUS OF FUNDING APPLICATIONS (UPDATE/ACTION)

1. Prior Approval

1. Pathways out of Poverty - The Department of Labor awarded NoRTEC \$4,000,000 to provide training and placement services to 615 people to provide "pathways out of poverty" and into employment within green industries.
2. Green Building and Energy Retraining Partnerships -The State of California awarded NoRTEC \$1,000,000 to develop a sequenced pathway from ROP/high schools to community colleges to universities to provide training to 117 individuals on green building and energy. Butte College currently has a clean energy workforce training program which will be available for other community colleges in the NoRTEC region to adopt.
3. Green Building and Clean Energy Pre-Apprenticeship Training Partnerships - The

State of California awarded NoRTEC \$1,000,000 to implement and run a program similar to item 2 above. This project will allow the addition of green building apprenticeships, an on-line training component, and field lab work for remote rural areas for 117 individuals.

4. Health Information Technology - An application to the Department of Labor for \$5,000,000 to work with other Workforce Investment Boards, employers, educational institutions, and the State of California to assist 1,500 individuals to receive training in the HIT field. No word has been received on this application.

2. New Applications

1. State Energy Program (SEP) - An application to the California Energy Commission for \$14,998,409 to provide weatherization and energy efficient retrofits to residential and commercial property in various areas of the NoRTEC region.

Residential - \$8,669,473

Commercial - \$6,328,936

Recommended Action:

WIB approval of NoRTEC staff submitting an application for \$14,998,409 to the California Energy Commission to fund a residential and commercial SEP program in various areas throughout the NoRTEC region.

Governing Board approval of NoRTEC staff submitting an application for \$14,998,409 to the California Energy Commission to fund a residential and commercial SEP program in various areas throughout the NoRTEC region.

2. Regional Industry Clusters of Opportunity Grant (RICOG)- An application to the California Workforce Investment Board (CWIB) for \$250,000 to update labor market information throughout the NoRTEC region.

Recommended Action:

WIB approval of NoRTEC staff submitting an application to the CWIB for \$5 million to fund an update of labor market information data throughout the NoRTEC region.

Governing Board approval of NoRTEC staff submitting an application to the CWIB for \$5 million to fund an update of labor market information data throughout the NoRTEC region.

3. Energy Efficiency Community Block Grant (EECBG) - An application to the California Energy Commission for a "direct purchase grant" of \$270,842 to purchase energy efficient equipment such as well pump motors, instant start electronic ballasts, programmable thermostats, and street light fixtures, to complement work proposed under the residential and commercial SEP programs in item 1 above.

Recommended Action:

WIB approval of NoRTEC staff submitting an application to the California Energy Commission for \$270,842 to fund a direct purchase grant to purchase energy efficient equipment.

Governing Board approval of NoRTEC staff submitting an application to the California Energy Commission for \$270,842 to fund a direct purchase grant to purchase energy efficient equipment.

• **XI. WIB AND GOVERNING BOARD JOINT RESOLUTIONS**

Joint Board resolutions must be submitted with applications to the California Energy Commission. Following are the three resolutions for each of the grants:

State Energy Program (SEP) Residential - [Resolution](#)

State Energy Program (SEP) Commercial - [Resolution](#)

Energy Efficiency Community Block Grant (EECBG) - [Resolution](#)

Recommended Action:

WIB approval of the SEP Residential, SEP Commercial, and EECBG joint resolutions.

Governing Board approval of the SEP Residential, SEP Commercial, and EECBG joint resolutions.

• **XII. OLD BUSINESS (INFORMATION)**

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

• **XIII. NEW BUSINESS (DISCUSSION)**

1. The next WIB and Governing Board meeting will be held on Thursday, April 22, 2010, in Oroville.
2. Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB/Governing Board members.

• **XIV. ADJOURNMENT**

NoRTEC is an [equal opportunity employer/program](#). Auxiliary aids and services are available upon request to individuals with disabilities.

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