

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, APRIL 28, 2011
10:00 AM – 2:00 PM
HOLIDAY INN
1900 HILLTOP DRIVE
REDDING, CA 96002

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, JANUARY 27, 2011 (ACTION)

The minutes from the January 27, 2011, meeting are attached: ➡ [Minutes](#)

Recommended Action:

WIB approval of the January 27, 2011, minutes, with revisions if needed, as posted.

Governing Board approval of the January 27, 2011, minutes, with revisions if needed, as posted.

IV. APPROVAL OF AGENDA (ACTION)

Recommended Action:

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

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

V. WIB APPOINTMENTS (ACTION)

There are no vacancies on the NoRTEC WIB.

VI. PUBLIC COMMENT

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

VII. EXECUTIVE COMMITTEE REPORT

The Executive Committee met on April 13, 2011. T. Cochran, Executive Committee Chair, will give the report.

➡ [Executive Committee Meeting Minutes](#)

A. Butte PIC Dissolution (Discussion)

S. Knox will provide a summary of the Executive Committee's discussion of the Butte PIC's dissolution.

B. Current WIA Services in Butte and Nevada Counties (Discussion)

Traci Holt and Kathy Schmitz will provide a brief update on the current WIA services in Butte and Nevada Counties.

C. Proposed PY 2011/2012 Service Provider Contract Additions (Action)

➡ [Proposed Contract Language](#)

Staff proposed new contract language as a result of the Butte PIC's dissolution. The new language codifies current NoRTEC policy regarding expenditure requirements and clarifies NoRTEC's legal rights when Service Providers are out of compliance with those requirements. The WIB Executive Committee reviewed the proposed language and is recommending approval.

Recommended Action:

WIB approval of the proposed changes to Service Provider contract language, effective July 1, 2011.

Governing Board approval of the proposed changes to Service Provider contract language, effective July 1, 2011.

D. Formation of Non-Profit Organization (Action/Discussion)

The formation of a non-profit organization was discussed at the April 13, 2011, meeting. The Executive Committee is recommending the WIB direct staff to proceed with the formation of a non-profit to complement the goals of NoRTEC.

There is no recommended action for the Governing Board. If the Governing Board wishes to discuss this issue, NoRTEC's attorney will be available to answer questions.

Recommended Action:

WIB approval of staff proceeding with the formation of a non-profit entity to complement the goals of NoRTEC.

Recommended Action:

WIB approval of the Executive Committee Report.

Governing Board approval of the Executive Committee Report.

VIII. PROGRAM COMMITTEE REPORT

A. Program Monitoring (Information)

NoRTEC staff conducted monitoring visits of special projects in late January and early February. Projects monitored included MCLAUS VIII, Pathways Out of Poverty, SESP, and Clean Tech programs.

There were no findings at Smart (Shasta and Trinity Counties) or the Job Training Center (Tehama County).

The files at the Butte PIC (Butte and Nevada Counties) were not in order. Eligibility documentation was missing or incorrect in many of the files, and documentation of participant training plans and progress through the program was inadequate. Shortly after the on-site review, the Butte PIC closed its doors. Since then, staff from AFWD (Butte County) and the Job Training Center (Nevada County) have been gathering missing documentation and are attempting, when possible and appropriate, to reconstruct what services were provided and the outcome of each participant's experience.

Special project monitoring for RHS (Del Norte County), STEP (Siskiyou County), and AFWD (Lassen, Modoc, Plumas, Sierra Counties) will be combined with spring program monitoring on-site reviews tentatively scheduled for:

May 24-25	Smart (Shasta and Trinity Counties)
May 26-27	Job Training Center (Nevada and Tehama Counties)
June 14-15	RHS (Del Norte County)
June 16-17	STEP (Siskiyou County)
June 27-July 1	AFWD (Butte, Lassen, Modoc, Plumas, and Sierra Counties)

B. State/Federal Monitoring (Information)

1. State Monitoring of NoRTEC – The State State conducted a review of NoRTEC's Youth programs the week of January 10, 2011. The NoRTEC office, Smart, the Job Training Center, and the Butte PIC were reviewed. The final report has been received, and as indicated in the January meeting, there were no findings. To view a copy of the report, click on the link below:

➡ [Monitoring Report](#)

2. Federal Monitoring of NoRTEC – The Department of Labor reviewed NoRTEC's Pathways out of Poverty program on February 15-18, 2011. The monitor visited the NoRTEC Administrative Offices and visited Smart in Redding.

Overall, DOL seemed pleased with how quickly NoRTEC started the Pathways Out of Poverty project and how many participants we have enrolled and served.

The monitor shared some concerns during the Exit Conference, however, about a few administrative issues (e.g., Civil Rights statement missing a clause, not all outreach materials contained a clause acknowledging the program was funded through the Department of Labor, the “need” for a written implementation plan so NoRTEC could track the “daily work of staff” and track progress towards goal achievement, etc.), and a request for more detail in the participant files with respect to how the worksite training activities of each participant promotes employment in energy efficiency or renewable energy industries.

NoRTEC is addressing these issues and once we receive a formal, written report from DOL, it will be shared with the WIB and Governing Board.

C. Client Numbers (Information)

The transition to the Virtual One Stop System (VOS), has been less than smooth. After several months of data clean-up, staff training, and entry of new participant data, NoRTEC was finally able to submit participant reports to the State in mid-April.

While the “data in” portion of the transition to a new system seems to be under control, the “data out” (in the form of reports) is not. Staff is still working on understanding the structure of the database in VOS, and trying to understand how to operate the reports module of the system.

It should be noted this was expected, and once NoRTEC staff become more comfortable with the system, regular quarterly reports will resume.

D. Contract Performance (Information)

The same issues affecting Client Numbers (above) are also affecting the reporting of Contract Performance.

E. Plant Closure Updates (Information)

There have been over a thousand plant closures and several thousand workers laid off throughout NoRTEC since we began tracking this information in PY 2000. The plant closure website is updated as additional closures occur.

To view the report, lick on the link below and enter “>=” and “01/01/2011” in the “Date Closed” field to review closures/layoffs reported since the January meeting (over 55 company closures/layoffs and 700+ workers affected):

➡ [Plant Closure Report](#)

F. Headline Program Reports (Information)

Tim Hoone, Director of the Workforce Center at Rural Human Services, will provide a brief update on the tsunami damage to the harbor in Crescent City and plans to assist with clean-up and restoration. NoRTEC has applied for \$5 million of National

Emergency Grant funding to assist the Workforce Center to employ 214 workers to assist with the clean-up/restoration efforts.

In addition to the “Headline” presentation, members are encouraged to read the Community Coordinator Reports. These reports are prepared to inform interested members of the events and happenings in their respective counties. Following are links for the reports received for the period ending March 31, 2011:

[Alliance for Workforce Development \(Butte County\)](#)

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

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

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

Job Training Center (Nevada County)

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

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

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

[STEP \(Siskiyou County\)](#)

[Job Training Center \(Tehama County\)](#)

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

A few highlights from this quarter’s reports are:

- Butte County – AFWD has done a great job outlining activities in Butte County since they began operations on March 8, 2011. Reading the entire report will bring the members up-to-date on the many wonderful things currently happening in Butte County.
- Del Norte County – Rural Human Services has been very active in the response effort to the March 11 tsunami. Check out their report for the particulars of the relief efforts.
- Lassen County – Nor Cal Wireless, a Northern California US Cellular authorized retailer, just opened an office in Susanville in January. AFWD was able to assist the owner with hiring of new employees, and he was impressed with how quickly AFWD provided him qualified, motivated candidates.
- Modoc County – AFWD presented their annual Labor Law Update workshop. Nineteen employers throughout the county attended the popular workshop, and received information on heat illness regulations, worker’s compensation regulation changes, wage claim appeals, and bond requirements.
- Nevada County – There will be no report this quarter.
- Plumas County – AFWD conducted a county-wide survey of Plumas County businesses. Particulars of the survey are outlined in the report. The good news is 77.5% of the businesses surveyed are currently maintaining or growing their business.

- Shasta County – In January, Smart participated in a local high school’s Career Fair. The fair was divided into career clusters, and similar businesses within each of the clusters provided career information to high school juniors as they were preparing to make a decision for their career paths. Smart staff provided hundreds of students with information on resumes, workshops, and training programs.
- Sierra County – AFWD, in partnership with several other businesses from the private and government sectors, gave the seniors at Loyalton High School valuable practice and advice during “interview sessions.” Feedback was given to the seniors after their sessions to help them with future interviews.
- Siskiyou County – STEP assisted a new employer, Pilot Travel Centers, with the recruitment and hiring of 43 new employees in January 2011. In addition to recruitment and screening of more than 230 applicants, STEP also provided the business with a site to conduct interviews and conduct two day orientations for new hires. The General Manager commented, “I don’t know what I would have done without STEP’s help to get us up and running on schedule. They are a valuable resource to the community and we appreciate their help.”
- Tehama County – The Job Training Center, Tehama County Farm Bureau, and the Tehama County Air Resources Board hosted an Ag Forum on March 1, 2011. Presentations by the host agencies and a two hour workshop on Truck and Bus Agricultural Vehicle Provisions Compliance and Reporting was well received by the 50+ people attending this event.
- Trinity County – Jefferson State Forest Products, a company that made wooden fixtures such as bins for retail stores, closed its doors in February 2011. This business was started by former WIB member Jim Jungwirth and his partner Greg Wilson, and was sold to Upstream 21 Corporation with the understanding it would not be moved out of Hayfork. Unfortunately, Upstream 21 made a decision to move the business to Grants Pass, Oregon. Those employees who did not wish to relocate accessed the Smart Center in Trinity County for services.

G. Staff Training (Information)

1. Service Provider Staff Training and Development – B. Austin, NoRTEC Program Services Director conducted a training session for Nevada County staff on January 25, 2011. This training was provided as part of a continuing effort to develop effective adult and youth program systems and procedures.
2. NoRTEC Staff Development – J. Hough and B. Boyer attended the California Workforce Association Conference in San Diego on April 19-22, 2011. The conference focused on partnerships and leveraging funding in the light of current funding reductions.

H. Youth Council Report (Information)

The Youth Council continues to foster youth activities in Tehama County. An update will be given at the meeting.

Recommended Action:

WIB approval of the Third Quarter Program Committee Report.

Governing Board approval of the Third Quarter Program Committee Report.

IX. FINANCE COMMITTEE REPORT (ACTION)

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

A. PY 2010/2011 Funding (Information)

NoRTEC currently has \$25,650,151 in available funds for the PY 2010/2011 Program Year. An additional \$5,300,000 in funding has been requested. If all this funding is received, NoRTEC will have \$31,450,151 in available funding for the 2010/2011 Program Year. This would be a decrease of \$9,068,168 from PY 2009/2010 Program Year funding.

The reduction in available funding is primarily due to the expenditure of one-time ARRA funding in PY 2009/2010.

Project	PY 10/11 Funds Available	Additional Funds Requested	Total
Adult	\$3,048,115	\$0	\$3,048,115
Youth	\$3,185,688	\$0	\$3,185,688
Dislocated Worker	\$3,249,096	\$0	\$3,249,096
Rapid Response	\$751,827	\$0	\$751,827
Adult ARRA Stimulus	\$193,577	\$0	\$193,577
Youth ARRA Stimulus	\$312,866	\$0	\$312,866
Dislocated Worker ARRA Stimulus	\$692,208	\$0	\$692,208
Rapid Response ARRA Stimulus	\$362,975	\$0	\$362,975
MCLAUS VII	\$399,887	\$0	\$399,887
Green Job Corps	\$600,577	\$0	\$600,577
Green Building Partnerships	\$253,035	\$0	\$253,035
Green Building Pre-Apprenticeships	\$457,097	\$0	\$457,097
Disability Navigator	\$3,458	\$0	\$3,458

Prisoner Re-Entry	\$4,605	\$0	\$4,605
ARRA Additional Assistance	\$403,924	\$0	\$403,924
Pathways Out of Poverty	\$3,508,971	\$0	\$3,508,971
MCLAUS VIII	\$2,459,000	\$0	\$2,459,000
SESP	\$900,000	\$0	\$900,000
Energy Efficiency Conservation Block Grant	\$307,508	\$0	\$307,508
Regional Industry Clusters	\$234,871	\$0	\$234,871
Governor's Challenge Grant	\$3,499,503	\$0	\$3,499,503
NEG OJT Grant	\$725,462	\$0	\$725,462
AB 118 Alternative Energy Grant	\$500,000	\$0	\$500,000
USDA Rural Community Development Initiative	\$0	\$300,000	\$300,000
Adult Incentive Funds	\$6,641	\$0	\$6,641
ARRA Incentive Funds	\$6,679	\$0	\$6,679
ARRA Disability Navigator	\$145,581	\$0	\$145,581
NEG Disaster - Tsunami	\$0	\$5,000,000	\$5,000,000
TOTAL	\$26,150,151	\$5,300,000	\$31,450,151

B. Approval of the PY 2010/2011 Third Quarter Financial Reports (Action)

1. ➡ PY 2010/2011 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 2010/2011 program year. As of March 31, 2011, NoRTEC had a total of \$26,150,151 available in State contracts for the 2010/2011 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. ➡ PY 2010/2011 Service Provider Contract Modifications

This report shows the changes between December 31, 2010, and March 31, 2011, 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 primarily the allocation of funding for Butte and Nevada Counties to the Alliance for Workforce Development and the Job Training Center of Tehama County to continue WIA services in those counties for the rest of the program year.

Please see the attached report for the individual allocation amounts. There are no items of concern.

3. ➡ [PY 2010/2011 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2010, to June 30, 2011), the cumulative expenditures for the quarter ended March 31, 2011, and the remaining balance at March 31, 2011, 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, Del Norte is slightly overexpended in Adult and Dislocated Worker. The concern with overexpenditure of funds is that the service provider might run out of funding before the end of program year, and therefore be unable to provide services for the entire program year.

Del Norte has submitted a corrective action plan that appears to be reasonable and sufficient to bring expenditures in Adult and Dislocated Worker into compliance by the end of the program year. In addition, Del Norte is only 55% expended for all WIA funds combined, so, it does not appear likely that Del Norte will run out of WIA funding prior to the end of the program year. Del Norte's expenditure rates do not appear to be an area of concern.

Because of concerns about the level of next year's funding, NoRTEC has waived the service provider's minimum required expenditure rate for the current program year. This will give service providers the flexibility to carry forward a larger percentage of the current year's funding. Therefore, corrective action plans for expenditure rates below the normal 50% minimum are not required.

There are no other items of concern.

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 2010/2011 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the nine months ended March 31, 2011. At March 31, 2011, the NoRTEC Administrative Entity had expended 63% of its Operating budget and 43% of its Other Projects budget.

There are no items of concern.

5. ➡ [PY 2010/2011 NoRTEC WIB/Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the nine months ended March 31, 2011. At March 31, 2011, the WIB/Governing Board expended 80% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2010/2011 Third Quarter Finance Reports.

WIB approval of the PY 2010/2011 Third Quarter Finance Reports.

Governing Board approval of the PY 2010/2011 Third Quarter Finance Reports.

C. Acceptance of the June 30, 2010, Single Audit Report (Action)

The NoRTEC Administrative Entity has received its June 30, 2010, Single Audit Report. The audit was "clean," meaning that there were no findings, questioned costs, or recommendations resulting from the Audit. The WIB Finance Committee has reviewed the audit report and has recommended that the WIB accept the audit report. To view a copy of the report, click on the link below:

➡ [NoRTEC Single Audit Report](#)

Recommended Action:

The Finance Committee recommends:

WIB acceptance of the June 30, 2010, Single Audit Report.

Governing Board acceptance of the June 30, 2010, Single Audit Report.

D. PY 2011/2012 NoRTEC Administrative Entity Budget (Action)

The WIB Finance Committee is recommending the PY 2011/2012 Administrative Entity Operating Budget be approved at \$1,385,866. This is an \$18,000 (1%) increase over the amount approved for PY 2010/2011. This increase is primarily recommended to accommodate increased travel and rent costs.

Sufficient funding is anticipated to cover the proposed budget increase. Please see the attached AE Budget for detail.

The WIB Finance Committee is recommending the PY 2011/2012 Administrative Entity Other Projects Budget be approved at \$650,000, which is \$350,000 (54%) less than the amount approved for PY 2010/2011. The Special Projects line item is proposed to increase by \$50,000 to cover possible costs for the Butte PIC audit, and the Grant-Funded Projects line-item is reduced by \$400,000 in anticipation of less grant funding next year. The Other Projects Budget includes Special Projects, Capacity Building, Grant-Funded Projects, the One-Stop Operator Contract, and the Youth Council Contract. Expenditure of the Grant-Funded Projects will be subject to the receipt of the grant funding.

Sufficient funding to cover these budgets is anticipated. Please see the attached budget and narrative for details.

1. ➡ [Proposed PY 2011/2012 AE Budget](#)
2. ➡ [Narrative for the Proposed PY 2011/2012 AE Budget](#)

Recommended Action:

The Finance Committee is recommending:

WIB approval of the PY 2011/2012 NoRTEC Administrative Entity Operating Budget at \$1,385,866, and the Other Projects Budget at \$650,000, subject to the availability of funding.

Governing Board approval of the PY 2011/2012 NoRTEC Administrative Entity Operating Budget at \$1,385,866, and the Other Projects Budget at \$650,000, subject to the availability of funding.

E. PY 2011/2012 NoRTEC WIB/Governing Board Budget (Action)

The WIB Finance Committee is recommending that the PY 2011/2012 WIB/Governing Board Budget be approved at \$130,000. This is a \$10,000 (8%) increase over the amount budgeted in PY 2010/2011.

The proposal increases the line-items for meetings and legal by \$5,000 each to cover anticipated increases in travel costs and possible legal expenses from the Butte PIC dissolution. Sufficient funding to cover these budgets is anticipated. Please see the attached budget and narrative for details.

1. ➡ [Proposed PY 2011/2012 WIB/Governing Board Budget](#)
2. ➡ [Narrative for the Proposed PY 2011/2012 WIB/Governing Board Budget](#)

Recommended Action:

The WIB Finance Committee is recommending:

WIB approval of the PY 2011/2012 WIB/GB budget at \$130,000, subject to the availability of funding.

Governing Board approval of the PY 2011/2012 WIB/GB budget at \$130,000, subject to the availability of funding.

F. NoRTEC Fiscal Monitoring (Information)

Fiscal monitoring visits of NoRTEC Service Providers have been scheduled for May and June 2011. The result of these on-site reviews will be communicated to the WIB and Governing Board at the July meeting.

G. State and Fiscal Procurement Monitoring of NoRTEC (Information)

As reported at the last meeting, the draft monitoring report for the fiscal and procurement review of NoRTEC by EDD was received. NoRTEC staff responded to the State's concerns and we are still waiting for the report to be issued in final form.

An on-site fiscal and procurement review of NoRTEC by EDD for this program year has been scheduled for the week of May 16, 2011.

Recommended Action:

WIB approval of the Third Quarter Finance Committee Report.

Governing Board approval of the Third Quarter Finance Committee Report.

X. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. Prior Approval

1. AB 118 California Energy Commission (CEC) – This application for \$500,000 to work with two companies involved in the development and deployment of propane and gas hybrid projects to retrofit light, medium, and heavy-duty on-road vehicle fleets which will create higher fuel efficiencies, employ idle management technology, and decrease fuel consumption and emissions was funded.
2. USDA Rural Community Development Initiative (RCDI): – This application for \$300,000 to work with seven non-profits to design a comprehensive strategy to address specific needs and a plan to address community and economic development needs, job creation, and economic growth is still pending.

B. New Applications

NoRTEC requested \$5,000,000 for a National Emergency Grant to employ 214 workers in temporary jobs to assist with clean-up and restoration of the Crescent City Harbor, which was damaged by a tsunami in March 2011.

Recommended Action:

WIB approval of staff submitting an application for \$5,000,000 for an NEG grant.

Governing Board approval of staff submitting an application for \$5,000,000 for an NEG grant.

XI. **SMALL BUSINESS UPDATE (INFORMATION)**

GINNE MISTAL will provide a brief update on items of interest to Small Business.

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 (INFORMATION)**

A. **Upcoming WIB/Governing Board Meeting**

The next WIB/Governing Board meeting will be held on Thursday, July 28, 2011. Staff is working on securing a site in the Chico area for the meeting.

B. **Other New Business**

Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB and Governing Board members.

XIV. **ADJOURNMENT**