

NORTEC  
WIB AND GOVERNING BOARD AGENDA  
THURSDAY, JULY 22, 2010  
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, APRIL 22, 2010 (ACTION)

The minutes from the April 22, 2010, meeting are attached: ➡ [Minutes](#)

**Recommended Action:**

***WIB approval of the April 22, 2010, minutes, with revisions if needed, as posted.***

***Governing Board approval of the April 22, 2010, 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/INFORMATION)

A. Reappointment (Action)

Several WIB terms expired on June 30, 2010. At the April meeting, most of these WIB members were reappointed. (See April 22, 2010, minutes for a list of reappointed members.)

Following are a list of members seeking reappointment at this meeting:

Judy Sisson	Private Industry – Butte County	➡	<a href="#">Nomination Letter</a>
Douglas Houston	Community College President – At Large	➡	<a href="#">Nomination Letter</a>

**Recommended Action:**

***Governing Board appointment of the above individuals to the NorTEC Workforce Investment Board.***

B. New Nomination (Action)

Currently, there are three vacancies on the NorTEC. As of the posting of this agenda, a nomination has been received for one of the seats:

Mike Freschi            Private Industry – Sierra County

➡ [Nomination Letter](#)  
➡ [WIB Application](#)

The vacant seats are:

Tehama County – Rehabilitation Sector

Trinity County – Private Industry

If appropriate nominations are received for these two seats, they will be presented at the meeting.

**Recommended Action:**

***Governing Board appointment of Mike Freschi to serve on the NoRTEC Workforce Investment Board, representing Private Industry.***

VI. PUBLIC COMMENT

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

VII. PROGRAM COMMITTEE REPORT

A. Program Monitoring (Information)

An on-site program compliance and quality review of the NoRTEC Service Providers was conducted by B. Austin and B. Boyer during March-June 2010. The contracts monitored were the allocated Adult, Dislocated Worker, and Youth programs, as well as several special projects. Documentation of participant eligibility, a review of employment/training plan development, documentation of progress through the WIA system, appropriate reporting of outcomes, and documentation of follow-up services were reviewed. There were no findings.

B. State Monitoring (Information)

As reported at the last meeting, a review of NoRTEC’s ARRA programs was conducted by the State during the week of March 8, 2010. In addition to the NoRTEC Administrative office, the monitor reviewed the Butte PIC, Shasta Smart, and the Job Training Center of Tehama County. The final report has not been received, but the monitor indicated during the exit conference there would be no findings.

C. Client Numbers (Information)

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

D. Contract Performance (Information)

Adult Programs ➡ [WIA Service Provider Contract Performance](#)

Youth Programs ➡ [WIA Service Provider Contract Performance](#)

As agreed, NoRTEC has not focused a lot of attention on the details of participant performance since WIA was implemented, choosing instead to focus on meeting local business needs. Staff do, however, monitor service provider performance against objectives written into 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.

Corrective action plans have been requested from a few of the service providers. Staff will review the plans when submitted, and will continue to monitor performance against the contract. Currently, there are no areas of immediate concern.

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 "05/01/2010" in the "Date Closed" field to review closures/layoffs reported since the April meeting: ➡ [Plant Closure Report2](#)

F. Headline Program Reports (Information)

Several members of the WIB have requested headline program reports focus on two-three of our service providers each meeting. This will allow each program a little extra time to "showcase" the happenings in their service area.

Presentations at this meeting include:

1. Traci Holt (AFWD) – Traci will showcase the Green Jobs Corp grant for youth in Lassen County, "Clean Energy" training to be provided in Sierra County, a "clean energy" participant success story from Modoc County, and the "100 Businesses Going Green" partnership in Plumas County between AFWD, Feather River College, and the Chester/Lake Almanor Chamber of Commerce.
2. Heather Kelnhofer (Smart) – Heather will showcase the Clean Tech/ Alternative Energy training offered to adults and youth in Shasta and Trinity Counties. This training is for individuals interested in completing the Certified Green Building Professional Program through the Shasta Builder's Exchange Training Center. After completing the initial coursework, participants choose a specialty certification course offered through the Builder's Exchange or Shasta College.
3. Brenda Miller (STEP) – Brenda will showcase STEP's Green Jobs Program that prepares youth for work in the environmental resources field through an educational and internship opportunity.

In addition to the “Headline” presentations, 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 June 30, 2010:

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

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

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

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

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

[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](#) – Staff have been busy in the OJT Department—currently there are 76 active On-the-Job Training contracts with several employers throughout Butte County. There are 14 additional contracts pending.
- [Del Norte County](#) – On July 2, ten local teenagers completed an intense week of entrepreneurial training through the Workforce Center’s (WFC) second *Academy of Future Business Owners* by presenting their business plans to a panel of judges. The youth, ranging in age from 14-18, learned the “ins and outs” of owning a business, and produced business and marketing plans with budgets. They produced business cards, posters, PowerPoint presentations, and television and radio commercials for their proposed business. WFC staff conducted the workshop this year, and they had help from the North Coast Small Business Development Center and the Tri-Agency Economic Development Authority, both of which agreed to partner with the WFC in this year’s event.
- [Lassen County](#) – The Lassen Career Network conducted their annual Job Fair at the Lassen County Fairgrounds on April 10, 2010. Hundreds of job seekers attended the fair where they were able to connect with employers and obtain assistance with their job search efforts.
- [Modoc County](#) – The main thrust of the American Recovery and Readjustment Act (ARRA) funding allocated to Workforce Investment Areas like NoRTEC was to put people to work through a variety of program services such as OJTs, Internships, and work experience. The Modoc Employment Center conducted a successful internship program in their county by placing ten individuals in paid internships at various entities throughout the county. Worksites included Modoc County Public Workers, CalTrans, Modoc County

Library, Plumas Bank, the Rim Rock Motel, North State Alliance, and the City of Alturas.

- Nevada County – A satellite office was opened in Truckee. Thirty-two businesses were visited by staff last quarter, and employees were found for sixteen employers.
- Plumas County – Individuals laid off due to Sierra Pacific Industries’ small mill closure continue to seek retraining assistance from AFWD. Training plans are being developed in a variety of areas, including heavy equipment operator training, electrical lineman training, and Fiber-optic Broadband Technician training.
- Shasta County – Check out page two of Shasta Smart’s report to see which businesses were named the “Best Businesses to Work For” in this year’s contest.
- Sierra County – A successful Job Fair (AFWD’s 14<sup>th</sup> Annual) was held in Graeagle last quarter. Job seekers attended the fair with AFWD assisted resumes in hand to apply for jobs with local businesses. After the fair, AFWD staff went to work and conducted several workshops for job seekers to help them with their upcoming interviews.
- Siskiyou County – STEP staff are busy providing services to workers laid off from three employers in Siskiyou County: Mercy Medical Center (45-50 layoffs), Siskiyou County (25 layoffs), and Coca Cola of North America (49 layoffs).
- Tehama County – Report not submitted in time for posting on the agenda. If the report becomes available prior to the meeting, the link (above) will be activated.
- Trinity County – Several youth, aged 18-24 have been placed in summer work experience assignments throughout the county. They are gaining valuable work experience in a variety of occupations, including cashiering, customer service, animal husbandry, landscaping, trail maintenance/preservation, river guiding, and journalism. In addition to exposure to an occupation, the youth also receive instruction in hygiene, appropriate attire for their workplace, time management, and project management.

G. Staff Training (Information)

Several staff (both NoRTEC and Service Provider staff) attended the annual California Workforce Association (CWA) conference in April, and the Society for Human Resource Management (SHRM) conference in June.

NoRTEC is currently transitioning to a new Management Information System (MIS). T. Brown, B. Boyer, and B. Austin have received some intensive training

on the new system over the past few weeks, and will likely visit several of the programs to train Service Provider staff in August and September.

H. Youth Council Report (Information)

The Youth Council continues to foster youth activities in Tehama County. Kathy Garcia will provide a brief update to the members on the “Expect More Tehama” initiative.

I. Policy Update (Action)

In order to better serve the job seeker and employer community, and help stimulate the local economy, the State of California requested a waiver on the maximum reimbursement percentages (to employers) for On-the-Job Training (OJT) and Customized Training contracts. NoRTEC must revise its OJT and Customized Training Policies to take advantage of this waiver:

Section II.B of the current OJT policy reads:

(B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and

*Suggested Additional Statement:*

*For the period July 1, 2010, through June 30, 2011, the following reimbursement rates are permitted:*

*Reimbursement to employers for the extraordinary costs of providing training and additional supervision related to the training may be increased based on the following sliding scale:*

- 1. For employers with 50 or fewer employees, up to 90 percent of the wage rate of the participant may be reimbursed for the duration of the contract.*
- 2. For employers with 51-250 employees, up to 75 percent of the wage rate of the participant may be reimbursed for the duration of the contract.*
- 3. For employers with more than 250 employees, the current statutory requirement of 50 percent of the wage rate of the participant may be reimbursed for the duration of the contract.*

*The decision of how much to reimburse an employer may be more restrictive, based on local NoRTEC Service Provider policy. All other requirements in this policy are unchanged.*

Section II of the current Customized Training policy reads:

The employer's contribution must be, at a minimum, a dollar-for-dollar match of the WIA amount (i.e., not less than 50% of the total cost of the training). The match can be cash or in-kind.

*Suggested Additional Statement:*

*For the period July 1, 2010, through June 30, 2011, the following reimbursement rates are permitted:*

*The employer's contribution to customized training may be decreased based on the following sliding scale:*

- 1. For employers with 50 or fewer employees, the employer match may be no less than 10% of the total cost of the training.*
- 2. For employers with 51-250 employees, the employer match may be no less than 25% of the total cost of the training.*
- 3. For employers with more than 250 employees, the current statutory requirement applies, and the match may be no less than 50% of the total cost of the training.*

*The decision of how much to reimburse an employer may be more restrictive, based on local NoRTEC Service Provider policy. All other requirements in this policy are unchanged.*

**Recommended Action:**

***WIB approval of modifying the reimbursement rates to employers for OJT and Customized Training contracts as listed above.***

***Governing Board approval of modifying the reimbursement rates to employers for OJT and Customized Training contracts as listed above.***

**Recommended Action:**

***WIB approval of the Fourth Quarter Program Committee Report.***

***Governing Board approval of the Fourth Quarter Program Committee Report.***

VIII. **FINANCE COMMITTEE REPORT (ACTION)**

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

A. **PY 2010/2011 Funding (Information)**

*Note: PY 2010/2011 funding amounts include unspent carry-forward funding from the 2009/2010 program year. The carry-forward amounts will not be finalized until Service Providers submit final 2009/2010 expenditure reports on August 13, 2010. Any differences in the final carry-forward amounts should be minor and should not significantly affect the total available funding for PY 2010/2011.*

NoRTEC currently has \$25,088,677 in available funds for the PY 2010/2011 Program Year. An additional \$3,070,842 in funding has been requested. If all this funding is received, NoRTEC will have \$28,159,519 in available funding for the 2010/2011 Program Year. This would be a decrease of \$12,362,201 from PY 2009/2010 Program Year funding.

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

Project	PY 10/11 Funds Available	Additional Funds Requested	Total
Adult	\$3,143,555	\$0	\$3,143,555
Youth	\$3,094,056	\$0	\$3,094,056
Dislocated Worker	\$3,206,698	\$0	\$3,206,698
Rapid Response	\$751,827	\$0	\$751,827
Adult ARRA Stimulus	\$184,811	\$0	\$184,811
Youth ARRA Stimulus	\$282,220	\$0	\$282,220
Dislocated Worker ARRA Stimulus	\$598,106	\$0	\$598,106
Rapid Response ARRA Stimulus	\$361,844	\$0	\$361,844
MCLAUS VII	\$438,323	\$0	\$438,323
Green Job Corps	\$601,886	\$0	\$601,886
Green Building Partnerships	\$287,536	\$0	\$287,536
Green Building Pre-Apprenticeships	\$452,288	\$0	\$452,288
Disability Navigator	\$11,009	\$0	\$11,009
Prisoner Re-Entry	\$2,860	\$0	\$2,860
ARRA Additional Assistance	\$412,792	\$0	\$412,792
Pathways Out of Poverty	\$3,530,946	\$0	\$3,530,946
MCLAUS VIII	\$2,209,000	\$0	\$2,209,000
SESP	\$900,000	\$0	\$900,000
Energy Efficiency Conservation Block Grant	\$0	\$270,842	\$270,842
Regional Industry Clusters	\$234,871	\$0	\$234,871
Governor's Challenge Grant	\$3,499,686	\$0	\$3,499,686
OJT Grant	\$725,462	\$0	\$725,462
Public Sector Layoff Grant	\$0	\$2,800,000	\$2,800,000
Adult Incentive Funds	\$6,641	\$0	\$6,641
ARRA Incentive Funds	\$6,679	\$0	\$6,679
ARRA Disability Navigator	\$145,581	\$0	\$145,581
TOTAL	\$25,088,677	\$3,070,842	\$28,159,519

B. PY 2009/2010 Funding (Information)

For the recently ended 2009/2010 Program Year, NoRTEC had a total of \$40,521,720 in available funds. This was an increase of \$12,588,847 over PY 2008/2009 Program Year funding.



This is by far the largest amount of funding that NoRTEC has ever had available in a program year, exceeding the previous record of \$27,932,873 in PY 2008/2009.

<b>Project</b>	<b>PY 09/10 Funds Available</b>
Adult	\$3,491,771
Youth	\$3,696,404
Dislocated Worker	\$3,535,192
Rapid Response	\$752,268
Adult ARRA Stimulus	\$1,433,511
Youth ARRA Stimulus	\$3,183,123
Dislocated Worker ARRA Stimulus	\$2,960,637
Rapid Response ARRA Stimulus	\$1,206,769
Dislocated Worker State Stimulus	\$81,096
MCLAUS VII	\$1,919,739
Federal WIRED	\$1,918,259
Green Job Corps	\$919,132
CWA Health Care Collaboration	\$44,000
Green Building Partnerships	\$1,000,000
Green Building Pre-Apprenticeships	\$1,000,000
Disability Navigator	\$38,517
Prisoner Re-Entry	\$254,079
ARRA Additional Assistance	\$684,860
Pathways Out of Poverty	\$4,000,000
MCLAUS VIII	\$2,750,000
SESP	\$900,000
Regional Industry Clusters	\$249,000
USDA Green Collar Jobs	\$99,000
City of Chico Green Collar Jobs	\$20,000
Governor's Challenge Grant	\$3,500,000
OJT Grant	\$725,462
Adult Incentive Funds	\$6,641
ARRA Incentive Funds	\$6,679
ARRA Disability Navigator	\$145,581
<b>TOTAL</b>	<b>\$40,521,720</b>

C. Approval of PY 2009/2010 Fourth 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 June 30, 2010, NoRTEC had a total of \$40,521,720 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 March 31, 2010, and June 30, 2010, 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 only contract modification for the quarter was a reduction in Prisoner Reentry funding due to the recapture of previously allocated funds by the State of California. Please see the attached report for individual program amounts.

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 quarter ended June 30, 2010, and the remaining balance at June 30, 2010, 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.

All service provider expenditures are meeting the quarterly minimum target expenditure rates at June 30, 2010. There are no 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 2009/2010 NoRTEC Administrative Entity Expenditure Report](#)

*NOTE: This report is preliminary, but is not expected to vary significantly from the final report.*

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the twelve months ended June 30, 2010. At June 30, 2010, the NoRTEC Administrative Entity had expended 89% of its Operating budget and 75% of its Other Projects budget.

There are no items of concern.

5. ➡ [PY 2001/010 NoRTEC WIB/Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the twelve months ended June 30, 2010. At June 30, 2010, the WIB/Governing Board expended 69% of its total budget.

There are no items of concern.

**Recommended Action:**

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

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

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

D. NoRTEC Fiscal Monitoring (Information)

Fiscal monitoring of NoRTEC service providers was completed in April, May and June. All reviews have been completed with the exception of Butte which is in progress. There were no findings from the completed reviews. The results of the Butte review will be communicated at the next meeting.

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

The State conducted a fiscal and procurement review of NoRTEC during the week of May 17-21, 2010. The monitor visited the NoRTEC Administrative office, as well as Shasta and Tehama. We have not yet received a report from that monitoring. The results will be communicated when received.

**Recommended Action:**

***WIB approval of the Fourth Quarter Finance Committee Report.***

***Governing Board approval of the Fourth Quarter Finance Committee Report.***

IX. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

1. Energy Efficiency Community Block Grant (EECBG) – This application to the California Energy Commission for a “direct purchase grant” of \$270,842 to purchase energy efficient equipment is still pending.

B. New Applications

1. Governor’s Challenge Grant – \$3,500,000 to partner with private industry, education, economic development, and the NoRTEC One-Stop system to focus on research, testing, monitoring and commercialization of new solar technologies, and a solar manufacturing training center.
2. National Emergency Grant (NEG) On-the-Job (OJT) Training Grant – \$2,750,000 to fund 229 OJT positions throughout the consortium in the five industry clusters identified through NoRTEC’s WIRED project.
3. Public Sector Layoff National Emergency Grant (NEG) – \$2,800,000 to serve 350 individuals laid-off from various public sector jobs throughout the NoRTEC consortium.

**Recommended Action:**

***WIB approval of staff submitting an application for \$3,500,000 for a Challenge grant, \$2,750,000 for an NEG OJT grant, and \$2,800,000 for a Public Sector NEG grant for the purposes described herein.***

***Governing Board approval of staff submitting an application for \$3,500,000 for a Challenge grant, \$2,750,000 for an NEG OJT grant, and \$2,800,000 for a Public Sector NEG grant for the purposes described herein.***

X. EXECUTIVE COMMITTEE REPORT

The Committee’s recommendations are empty because the Executive Committee will not meet until the day before this meeting. To view the Executive Committee agenda, please click on the following: ➡ [Executive Committee Agenda](#)

Action Items will include:

Approving the NoRTEC Executive Director's [goals](#) for PY 2010/2011.

Approval of the revised [Signatory Authority Policy](#) for NoRTEC.

Information Items will include:

A discussion of the future direction of NoRTEC.

A discussion of WIB and Governing Board Chair elections.

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 at the Mt. Shasta Resort on Wednesday-Thursday, October 27-28, 2010.

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