

AGENDA - AUGUST 31, 2000

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, AUGUST 31, 2000
10 A.M. to 2:00 P.M.
BEST WESTERN HILLTOP INN
REDDING, CALIFORNIA
(Final Posting August 24, 2000, 5:20 P.M.)

1. CALL TO ORDER
2. ROLL CALL
3. WIB APPROVAL OF MINUTES, APRIL 27, 2000 (ACTION)

Copies of the minutes from April 27, 2000, are attached: [Minutes](#)

RECOMMENDED ACTION:

WIB approval of the April 27, 2000, minutes, with revisions if needed, as mailed.

Governing Board approval of the April 27, 2000, minutes, with revisions if needed, as mailed.

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. PUBLIC COMMENT (INFORMATION)

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

6. INTRODUCTION, NEW GOVERNING BOARD MEMBERS

- At their August 15, 2000, meeting, the Shasta County Board of Supervisors appointed Mr. Irwin Fust as their representative to the NoRTEC Governing Board. Mr. David Kehoe was appointed the alternate.
- At their August 15, 2000, meeting, the Modoc County Board of Supervisors appointed Mrs. Patricia Cantrall as their representative to the NoRTEC Governing Board.

1. NEW COMMUNITY COLLEGE WIB SEAT AND APPOINTMENT (ACTION)

At the May 25, 2000, WIA Transition Committee meeting, there was an action item on the agenda to appoint Sandra Acebo, Butte College President, in an "at large" capacity to represent education on the WIB. The agreement from that meeting was to first determine Community College support for this seat from the NoRTEC service area. Subsequently, NoRTEC has received letters of support

to appoint Sandra Acebo to represent them from four of the five Community College Presidents in our area: College of the Redwoods, College of the Siskiyous, Feather River College and Shasta College. (Lassen College did not respond.)

RECOMMENDED ACTION:

Governing Board designation of an "at large" seat on the NoRTEC WIB to represent NoRTEC based Community Colleges.

Governing Board appointment of Sandra Acebo to the "at large" seat to represent NoRTEC based Community Colleges on the NoRTEC WIB.

2. NORTEC YOUTH COUNCIL APPOINTMENTS (ACTION)

A number of applications were received by individuals interested in serving on the NoRTEC Youth Council. [Applicants](#) As of this writing, we are missing a "Business Sector" and an "Organized Labor" seat.

Information: There are no requirements for Youth Council membership other than the list of interest groups be represented. The attached list of applications covers all required membership categories, with the exception of a representative of Organized Labor. The Youth Council is advisory to the WIB, is non-voting, and is not saddled with needing a standard quorum (51%) in order to meet and discuss their business.

RECOMMENDED ACTION:

WIB appointment of the Youth Council from among the applications received in time for this meeting.

Governing Board concurrence with the WIB appointments to the Youth Council.

3. PROGRAM COMMITTEE REPORT (ACTION)

Michele Piller, Program Committee Chair, will present the Program Committee Report.

1. Program Monitoring

Spring JTPA program monitoring reviews were completed in May. The focus of this monitoring visit was to review files of participants that are likely to be carried over into WIA, and to assure that the programs are ready for the implementation of WIA. There were no areas of concern.

A review of the Welfare-to-Work program was also conducted. All information necessary to document the participant's eligibility and their progress through the program was contained in the participant files.

The first monitoring reviews of the programs under WIA are tentatively scheduled for November and early December (weather permitting, of course).

2. PY 1999/2000 Fourth Quarter Program Reports

A summary of the standard program reports will be presented at the meeting. Please click on

the name of each separate report shown below for goals and performance information. [Click here](#) for an in-depth explanation of any of the reports listed below:

1. [Title II-A 77% Adult and 82% Youth Performance Standards](#)
 2. [Title III Entered Employment Rate and Average Wage at Placement Standards](#)
 3. [Federally Defined Barrier to Employment Ratios](#)
 4. [In-School Vs. Out-of School Youth Service Ratios](#)
 5. [Welfare to Work](#)
3. State Monitoring

All prior JTPA monitoring findings have been closed (resolved).

There are still some unresolved findings from the Welfare to Work program monitoring. All are minor and no problems are anticipated in achieving positive resolution.

Currently, the State has not scheduled any monitoring visits for either the WtW or WIA programs.

4. PY 2000/2001 Performance Standards

Attached are the "negotiated" performance standards that NoRTEC is supposed to meet for this first program year. Frankly, NoRTEC staff received this list in the mail, and is neutral about NoRTEC's ability to meet these standards. The good news is that this first year is a trial year, and does not count in the official judgment of the quality of NoRTEC's programs and services. ["Negotiated Performance"](#)

5. New Program Reports Needed

We are need some new kinds of reports. Staff will work with the Program Committee to try and identify some kinds of information that would be helpful to the members. The NoRTEC Programs assist with this endeavor. The goal is informed understanding and appreciation of the programs and services.

RECOMMENDED ACTION:

WIB approval of the Fourth Quarter Program Committee Report.

Governing Board approval of the Fourth Quarter Program Committee Report.

4. FINANCE COMMITTEE REPORT (ACTION)

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

1. PY 99/00 Fourth Quarter Financial Reports (ACTION)

NoRTEC had \$9,700,442 in available funds for the program year July 1, 1999, to June 30, 2000. We do not anticipate any additional funding this year.

PROJECT	FUNDS AVAILABLE	ADD'L FUNDS REQUESTED/
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FROM 07/01/99 ANTICIPATED TOTAL

II-B YOUTH	942,848	0	942,848
II-A ADULT	1,520,314	0	1,520,314
IIC YOUTH	360,165	0	360,165
II-A OLDER	85,081	0	85,081
TITLE III	1,553,568	0	1,553,568
BASIC READJUSTMENT	1,746,809	0	1,746,809
RAPID RESPONSE	805,000	0	805,000
WIA TRANSITION	109,804	0	109,804
INCENTIVE FUNDS	225,466	0	225,466
PLANT CLOSURES	69,642	0	69,642
FLOOD TRANSITION	109,297	0	109,297
8% LITERACY	110,790	0	110,790
WELFARE-TO-WORK	2,029,158	0	2,029,158
CAPACITY BUILDING	32,500	0	32,500
TOTAL	\$9,700,442	\$0	\$9,700,442

1. [PY 99/00 Contracts Summary](#)

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 99/00 program year at June 30, 2000. At June 30, 2000, NoRTEC had a total of \$9,700,442 available in contracts for the 99/00 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 99/00 Service Provider Contract Modifications](#)

(Select the white arrow in the upper left corner of the report to advance to the second page)

This report shows the changes between March 31, 2000, and June 30, 2000, 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 significant contract changes during the period were (1) the allocation of \$35,000 of Rapid Response funding per county to pay for local Internet usage charges and equipment costs necessary to maintain and improve local Internet connectivity; and (2) the allocation of \$20,000 to Del Norte, \$25,000 to Lassen, Modoc and Plumas, \$30,000 to Siskiyou, and \$30,000 to Tehama for WIA Transition expenses; (3) the allocation of \$22,013 to Del Norte to serve plant closure victims; and (4) the transfer of \$90,000 from Title III to IIA Adult by AFWD. The attached report details the contract changes.

3. [PY 99/00 Program Expenditure Report](#)

(Select the white arrow in the upper left corner of the report to advance to the second page)

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

This report shows each subcontractor's total available balance for the program year (July 1, 1999, to June 30, 2000), their expenditures for the program year ended June 30, 2000, and their remaining balance at June 30, 2000, for each specific JTPA 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.

NoRTEC service providers are normally required to spend 90% of each year's allocation by the end of the program year. This year, however, the required expenditure rates for regular funding titles have been waived by the State. Therefore, service providers can spend less than the normally required 90% in those titles. Any remaining balances in regular JTPA funding titles at June 30, 2000, will be rolled over into that Service Provider's WIA allocation (with the exception of Special Projects Funding). Required expenditure rates for special funding titles have not been waived.

There are no areas of concern with expenditure rates in either regular funding titles or special funding titles at June 30, 2000.

4. [PY 99/00 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 99/00 program year ending June 30, 2000. At June 30, 2000, the NoRTEC Administrative Entity had expended 98% of its operating budget, 77% of its special projects budget, and 100% of its capacity building budget.

The expenditures in the Special Projects line-item include charges for the 99/00 Konocti conference, consultants, Internet upgrades and the WIB/GB computers.

The Administrative Entity expenditures are detailed in the attached line item report. There are no other items of concern at this time.

5. [PY 99/00 NoRTEC WIB and Governing Board Expenditure Report](#)

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

This report shows the WIB and Governing Board expenditures against the annual line item budget for program year ending June 30, 2000. At June 30, 2000, the WIB/GB had expended 95% of its total budget. There are no items of concern at this time.

RECOMMENDED ACTION: *The WIB Finance Committee is recommending NoRTEC WIB and Governing Board approval of the PY 99/00 Fourth Quarter Finance Committee Reports.*

2. PY 2000/2001 Funding (INFORMATION)

Currently, NoRTEC has \$11,276,836 in available funds for the program year July 1, 2000, to June 30, 2001. We have requested an additional \$645,333 in Rapid Response Funding. If this funding is received, the total funding available for PY 2000/2001 will be \$11,922,169. This represents a \$2,221,727 increase over the amount available in PY 1999/2000. The increase is due to the addition of Butte and Shasta Counties to NoRTEC. The original seven counties of NoRTEC have actually seen a net funding decrease for PY 00/01 due to the loss of special project funding. The amount of funding available for PY 00/01 does not include funds carried forward from JTPA and WTW which should total approximately \$1,000,000.

Project	Funds Available From 7/1/2000	Add'l Funds Requested/ Anticipated	Total
WIA Adult	\$3,422,786	\$0	\$3,422,786
WIA Youth	\$3,652,832	\$0	\$3,652,832
WIA Dislocated	\$3,641,551	\$0	\$3,641,551

WIA Rapid Response	\$559,667	\$645,333	\$1,205,000
Total	\$11,276,836	\$645,333	\$11,922,169

3. PY 00/01 Contracts Summary

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 00/01 program year. At August 15, 2000, NoRTEC had a total of \$11,302,169 allocated in contracts for the 00/01 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

4. Fiscal Monitoring of Service Providers By NoRTEC (INFORMATION)

NoRTEC Finance Director Michael Cross conducted on-site fiscal and procurement reviews of NoRTEC service providers during May and June. The review included accounting systems, allowable costs, cost categories, financial reporting, cost allocation, property management and procurement.

There were no findings in Del Norte, Lassen, Modoc and Plumas, or Tehama.

There were two a findings in Siskiyou: (1) STEP requested cash in excess of current JTPA and WTW disbursement needs, and (2) STEP did not adequately document its procurement process for several large computer purchases.

There was one finding in Trinity: (1) TOT was using an improper cost allocation method.

Acceptable corrective action plans have been submitted by Siskiyou and Trinity to address these findings. Staff will verify compliance with these requirements during the next on-site monitoring visit. There are no items of concern at this time.

NoRTEC's letters of monitoring findings and Service Providers' responses are available for review by interested WIB/GB members.

5. State Monitoring of NoRTEC (INFORMATION)

On May 1 and 2, 2000, the State (EDD) conducted an on-site review of NoRTEC's Service Provider Audit and Monitoring Findings Resolution procedures.

The State concluded in its letter dated May 5, 2000, that NoRTEC was meeting applicable JTPA requirements concerning the resolution of local level audit findings and local level monitoring findings. The State also notified NoRTEC in the letter that all open State level monitoring findings have been resolved. The State's monitoring report is available for review by interested WIB/GB members.

6. State Cost Compliance Monitoring (INFORMATION)

We have received notice from the State that NoRTEC is in compliance with the required cost category limits in Title II-A Adult and IIC Youth for the 1997 year of allocation. The notification letters are available for review by interested WIB/GB members

5. WIA Transition Committee Meeting, May 25, 2000 (INFORMATION)

Highlights from the meeting:

- o MOU - The general consensus was to let the State (Governor) decide what to do with the State Department of Rehabilitation. Staff would try a sit down meeting with the Regional representative first. They do not appear to be engaged in a good faith effort. For example, they estimated the dollar value of their participation in the Lassen County One Stop to be "\$00.00." The rest of the partners are cooperative and all the MOUs (for each county) should be fully in place by the end of June (probably minus Rehab).
- o RFP - A "Request for Proposal" for a Youth Program provider for Shasta County will be advertised in a local Shasta newspaper. The Executive Committee will review proposals received and recommend a provider to contract with to the full WIB/Governing Board at this meeting. The RFP format and contents will be the same as used for the other NoRTEC counties earlier this year.
- o Youth Council - The vote was for NoRTEC to use of the Shasta County Youth Council for now while we set up a regional one for NoRTEC. The target date for the regional council to be in place is the October WIB/GB meeting, although sooner would be better. (Having a Youth Council was recently added to the list of requirements for State certification of the local WIBs. We have to submit the application by June 1, 2000 to be certified by July 1, 2000, the first day of the Workforce Investment Act. Having an interim council will meet the requirement.)
- o One Stop Operator - The Shasta PIC was appointed the One Stop Operator for Shasta County.
- o Shasta WIB Appointments - Representatives from Shasta County were appointed to the WIB; Cheryl Calhoun representing Economic Development, Jerry Rovenstine representing Private Sector, and Susan Arnold representing Private Sector. Helen Callahan was appointed to an "At Large" seat to represent Title V Older Worker.

From the discussion, there was general agreement that "At Large" should mean a seat for an individual that represented a number of counties or the whole region. On a related matter, the appointment of Sandra Acebo, Butte College President, to the WIB, was postponed until this meeting, when the Governing Board will first decide if they want to create an "At Large" seat for regional Community College representation.

- o The Joint Powers addendum to add Shasta County was approved.
 - o The Committee formally approved the submission of the WIB Certification application, and an application for redesignation of the NoRTEC Workforce Investment Area for State approval. (It was noted that we are already designated under "Temporary" status. Now that our population exceeds 500,000, we want to be designated under "Automatic" (permanent) status.)
- YOUTH PROVIDER FOR SHASTA COUNTY (ACTION)

One proposal to provide comprehensive youth (employment related) training programs was received by NoRTEC for Shasta County; submitted by the Shasta PIC. Copies of the proposals were distributed to the NoRTEC Executive Committee. Staff coordinated the review and comment through e-mail. The review of the proposal is positive. [Proposal Summary](#)

Since there was only one proposal, so we have a "Noncompetitive" process. Basically, this means yes/no on funding, and the incorporation of missing information or other questions into the

contract negotiation process. With the WIB/GB approval to contract, staff is responsible for the negotiations and to make sure that all the appropriate contract language is in place.

RECOMMENDED ACTION:

WIB approval of NoRTEC AE staff negotiating a contract with the Shasta PIC for the provision of WIA funded youth programs in Shasta County.

Governing Board approval of NoRTEC AE staff negotiating a contract with the Shasta PIC for the provision of WIA funded youth programs in Shasta County.

- **WIA PLAN - SUPPLEMENTAL INFORMATION (ACTION)**

The original NoRTEC WIA Plan is located at the following web site address: [NoRTEC's Plan](#)

After NoRTEC's initial submission of the above plan in April 2000, the State requested some additional information after reviewing it. Following are questions from the State based on that review and NoRTEC's responses. In addition to the questions asked by the State, NoRTEC included an additional comment regarding Shasta County's inclusion in NoRTEC's Workforce Investment Area: [NoRTEC's Plan Review](#)

Supplemental Information

The State has supplied NoRTEC with their "negotiated" performance standards for PY 2000/2001. The attached link is the same as that shown in Item IX.D. above (part of the Program Committee Report). ["Negotiated" Performance Standards](#)

[Planned Expenditures](#)

[Planned Participant Numbers](#)

EDD has also thrown in some "assurances" that we need to agree to for plan approval. [Assurances](#)

RECOMMENDED ACTION:

WIB approval of the proposed changes to the NoRTEC Five Year Plan.

Governing Board concurrence with the WIB approved changes to the NoRTEC Five Year Plan.

- **EMPLOYMENT DEVELOPMENT DEPARTMENT, LABOR MARKET INFORMATION DIVISION PRESENTATION (INFORMATION)**

Kathy Porter, North State Local Labor Market Consultant, will introduce the other NoRTEC Labor Market Consultants. Ms. Porter will discuss how the Consultants can assist the WIB, and other workforce development partners, in accessing and using employment statistics. The presentation includes a short economic and demographic overview of the NoRTEC Workforce Investment Area and counties.

- **APPROVAL OF NORTEC POLICIES (ACTION)**

A number of new NoRTEC policies are needed to address items of concern or interest specific to the Workforce Investment Act. These will be presented to the NoRTEC WIB and Governing Board

as they are completed.

[Procurement](#)

[Property Management](#)

[Standards of Conduct](#)

[Signatory Authority](#)

RECOMMENDED ACTION:

WIB approval of the Procurement, Property Management, Standards of Conduct and Signatory Authority policies.

Governing Board approval of the Procurement, Property Management, Standards of Conduct and Signatory Authority policies.

• **LOCAL MOU AND ONE STOP STATUS (ACTION)**

The current status of the NoRTEC MOU agreements is:

1. Full designation for Plumas and Trinity.
2. Temporary designation -
 - Butte (to be signed at this meeting) - missing Rehabilitation
 - Del Norte - missing Rehabilitation
 - Lassen - missing Rehabilitation
 - Modoc - missing Rehabilitation
 - Shasta (to be signed at this meeting) - missing Rehabilitation
 - Siskiyou - missing Rehabilitation
 - Tehama - missing Adult Education, Community College and Rehabilitation.

The missing link is Rehabilitation. Staff is still in contact with the Regional Administrator for Rehabilitation and will present an update at the meeting. The revised Five Year Plan is now due September 15, 2000. It does not appear that we will have reached an agreement with Rehabilitation by that time. The status of the MOUs needs to be addressed in the Plan.

Attached are the current agreed to changes, noted in Bold Red [Current Status](#) The primary changes agreed to so far are to specify a termination date of June 30, 2003 (Item III in the MOU), and to add more language to the indemnification statement (Item VIII.Q. in the MOU). If these are the only changes, staff will recommend accepting the modifications. It is unclear if Rehab will accept the local MOU as an integral part of the overall NoRTEC mou. It still appears they will insist on their own separate agreement with the WIB. If so, staff recommends the following action.

RECOMMENDED ACTION:

The NoRTEC WIB has determined the One Stop MOU negotiations with the Department of Rehabilitation to be at an impasse, and authorizes the WIB Chair to sign a letter declaring this to the appropriate State officials.

Governing Board concurrence with the WIB declaration of an impasse with the Department of Rehabilitation, and authorize the Governing Board Chair to sign the same letter.

- **STATUS OF FUNDING APPLICATIONS (ACTION)**

NoRTEC has no outstanding funding applications for this Program Year. There are some possible funding opportunities under exploration and development.

1. Rapid Response - As noted in the Finance Committee report, NoRTEC received about one half of the total amount received last year by the combined nine county NoRTEC area. Staff is waiting for the new application process and forms to be released by EDD, and will then apply for the remainder.
2. Employment Training Panel (ETP) - Both the STEP and RHS programs initiated contact with the State E T P to inquire about possible funding for the provision of employment related training to job seekers. A meeting has been scheduled with ETP staff to determine if we can provide a service that ETP will pay for.
3. Department of Labor (H-1B) - DOL is soliciting applications for "H-1B Technical Skill Training Grants." They will pay for the training of individuals in high skill jobs which are presently being filled by temporary workers being admitted to the United States for this purpose.
4. Rural Technology Enterprise and Employment Initiative - Jeff Lucas is proposing that we pursue funding for the cross training, communication and coordination of economic development and job training staff throughout the NCEN region. The goal would be to attract and support fast growth companies in need of venture capital.

NOTE: Staff from NoRTEC and STEP met with a Development Analyst from ETP to discuss options. It turns out that ETP just set aside \$15 million dollars for "Training In High Unemployment Areas." NoRTEC has five of the twenty targeted counties: Butte, Del Norte, Siskiyou, Tehama and Trinity. The discussion was positive. The initial proposal will probably center around classroom training for Welfare to Work participants in Siskiyou County. The proposal will be expanded, either initially or later, depending on how quickly we can think through additional projects for other unemployed and/or working poor in the targeted counties. An up front requirement is that the Board authorizes the pursuit of funding from the ETP for this project, and designates someone to negotiate and execute the agreement and subsequent amendments.

RECOMMENDED ACTION:

WIB approval of the proposed Employment Training Panel project, and designating the NoRTEC Executive Director to negotiate and execute the agreement and subsequent amendments.

Governing Board approval of the proposed Employment Training Panel project, and designating the NoRTEC Executive Director to negotiate and execute the agreement and subsequent amendments.

- **EXECUTIVE DIRECTOR PERFORMANCE AND COMPENSATION (ACTION)**

Note: The meeting may be adjourned into closed session to discuss this personnel matter.

At the April 27, 2000, meeting, the WIB and Governing Board set the annual salary of the Executive Director at \$72,000, beginning July 1, 2000. As part of this decision, the WIB and Governing Board said they would revisit the salary determination at a later time if both Butte and Shasta County joined the NoRTEC consortium.

RECOMMENDED ACTION:

WIB specification of the NoRTEC Executive Director Salary level for the 2000/2001 program year (July 1, 2000 - June 30, 2001).

Governing Board concurrence with the WIB specification of the NoRTEC Executive Director Salary level for the 2000/2001 program year (July 1, 2000 - June 30, 2001).

- **OLD BUSINESS (INFORMATION)**

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

1. NoRTEC received the "automatic designation" status as a Workforce Investment Area. [WIA Designation](#)
2. The NoRTEC WIB and (temporary) Youth Council were approved by the Governor. [WIB Designation](#)
3. The Department of Labor has waived further NoRTEC debt collection responsibilities in the case of the 1996 embezzlement in the Plumas County program (Phone call; no confirming letter yet).
4. DOL will define "administrative costs" as anticipated/hoped for. Basically, the Programs do not charge any of their expenditures to administration. This was a concern because of the new 10% admin cost limitation under the Workforce Investment Act, which would have been very difficult to meet with former broad definitions of administrative costs to be tracked at all levels in the system. [Administrative Costs](#)

- **NEW BUSINESS (DISCUSSION)**

1. Upcoming Meeting Schedule

1. WIB and Governing Board - October 26, 3000 (Konocti, October 24-27)

2. Additional New Business Items may be brought up for discussion, at the pleasure of the NoRTEC WIB/GB members.

- **ADJOURNMENT**

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

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