

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, JULY 22, 2010
REDDING, CA

I. CALL TO ORDER

The meeting was called to order by J. Madden, WIB Chair, and W. Otto, Governing Board Chair, at 10:00 a.m.

II. ROLL CALL

There was a quorum of both the WIB and Governing Board. ➡ [Roster](#)

III. APPROVAL OF MINUTES, JANUARY 28, 2010

A motion made by G. Mistal, and seconded by T. Cochran, for WIB approval of the April 22, 2010, minutes passed the WIB unanimously.

A motion made by J. Chapman, and seconded by L. Baugh, for Governing Board approval of the April 22, 2010, minutes passed the Governing Board, with J. Bullock abstaining.

IV. APPROVAL OF AGENDA

A motion made by T. Cochran, and seconded by B. Maffett, to approve the agenda as posted passed the WIB unanimously.

A motion made by J. Chapman, and seconded by G. Russell, to approve the agenda as posted passed the Governing Board unanimously.

V. WIB APPOINTMENTS

A. Reappointment

A motion made by L. Baugh, and seconded by J. Chapman to reappoint Judy Sisson and Douglas Houston to the NoRTEC WIB passed the Governing Board unanimously.

B. New Nomination

A motion made by J. Bullock, and seconded by S. Thrall to appoint Mike Freschi to the NoRTEC WIB passed the Governing Board unanimously.

VI. PUBLIC COMMENT

There was no public comment.

VII. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee report.

- A. Program Monitoring
M. Piller stated all of the programs were monitored by NoRTEC and there were no findings.
- B. State Monitoring
T. Brown stated NoRTEC's ARRA programs were monitored by the State the week of March 8, 2010. Brown said the written report had not been received, but the monitor indicated in the Exit Conference there were no findings.
- C. Client Numbers
The following reports were reviewed and discussed. No problems were noted (see agenda for links to reports).
- Job Seekers Accessing One-Stop Centers
 - Job Seekers Enrolled in the WIA Program
- D. Contract Performance
The members reviewed contract performance. T. Brown stated there were currently no areas of concern (see agenda for links to reports).
- E. Plant Closure Updates
The members review the business closures and layoffs that had taken place since the last meeting (see agenda for link to report).
- F. "Headline" Program Reports
The members reviewed the Community Coordinator reports as presented in the agenda (see the agenda for summaries and links to full reports).

T. Holt gave a brief presentation on the "green training" successes in AFWD's four counties.

H. Kelnhofner gave an update on Smart's progress with the Clean Tech/Alternative Energy training offered to adults and youth in Shasta and Trinity Counties.

B. Miller gave an update on STEP's Green Jobs program that prepares youth for work in the environmental resources field.
- G. Staff Training
B. Austin reported on staff training as outlined in the agenda.
- H. Youth Council Report
K. Garcia gave the members an update on Youth Council activities. She reported the Council was focusing on the lack of educational opportunities provided to

rural youth. The Council members discussed the fact that in order to have a skilled workforce, the opportunities for post-secondary training/education had to be increased. Plans are being developed to raise educational expectations for local youth.

I. Policy Update

T. Brown explained the policy update requested for NoRTEC's OJT and Customized Training Policies as presented in the agenda. Brown said the requested policy changes would allow NoRTEC to take advantage of higher reimbursement rates to employers participating in OJT and Customized Training.

A motion made by G. Mistal, and seconded by R. Sandler for approval of modifying the reimbursement rates to employers for OJT and Customized Training Contracts passed the WIB unanimously.

A motion made by G. Russell, and seconded by P. Huebner for approval of modifying the reimbursement rates to employers for OJT and Customized Training Contracts passed the Governing Board unanimously.

A motion made by J. Smith Freeman, and seconded by T. Cochran for approval of the Fourth Quarter Program Committee Report passed the WIB unanimously.

A motion made by J. Chapman, and seconded by L. Baugh for approval of the Fourth Quarter Program Committee Report passed the Governing Board unanimously.

VIII. FINANCE COMMITTEE REPORT

Bill Hamby, Finance Committee Chair, presented the Finance Committee report.

A. PY 2010/2011 Funding

Hamby reported NoRTEC currently has \$25,088,677 in available funding. An additional \$3,070,842 has been requested.

B. PY 2009/2010 Funding

Hamby noted the final funding total for NoRTEC for PY 2009/2010 was \$40,521,720.

C. Approval of PY 2009/2010 Fourth Quarter Financial Reports

Fourth quarter reports for PY 2009/2010 were presented to the members for approval. Hamby reported there were no areas of concern from the Finance Committee (see agenda for link to reports).

- PY 2009/2010 Contracts Summary
- PY 2009/2010 Service Provider Contract Modifications
- PY 2009/2010 Program Expenditure Reports
- PY 2009/2010 NoRTEC Administrative Entity Report

- PY 2009/2010 NoRTEC WIB and Governing Board Expenditure Report

A motion made by T. Cochran, and seconded by L. Bosetti, for approval of the PY 2009/2010 Fourth Quarter Financial Reports passed the WIB unanimously.

A motion made by P. Huebner, and seconded by J. Spencer, for approval of the PY 2009/2010 Fourth Quarter Financial Reports passed the Governing Board unanimously.

D. NoRTEC Fiscal Monitoring

M. Cross stated fiscal reviews of the Service Providers were completed for all programs except the Butte PIC, which was in progress. There were no findings in the completed reviews, and Cross said the results of the Butte PIC review would be communicated at the October meeting.

E. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross reported no word had been received from the State regarding the fiscal and procurement review they conducted during the week of Ma7 17-21, 2010.

A motion made by M. Piller, and seconded by T. Cochran for approval of the Fourth Quarter Finance Committee report passed the WIB unanimously.

A motion made by J. Spencer, and seconded by J. Bullock, for approval of the Fourth Quarter Financial Committee Report passed the Governing Board unanimously.

IX. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported the Energy Efficiency Community Block Grant (EECBG) application for \$270,842 was still pending.

B. New Applications

S. Knox requested approval for staff to submit a \$3,500,000 Challenge Grant, a \$2,750,000 NEG OJT grant, and a \$2,800,000 NEG Public Sector Layoff Grant to the State.

A motion made by M. Piller, and seconded by J. Smith Freeman, to approve 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 passed the WIB unanimously.

A motion made by J. Chapman, and seconded by P. Huebner, to approve 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 passed the Governing Board unanimously.

X. EXECUTIVE COMMITTEE REPORT

T. Cochran, Executive Committee Chair, gave the report.

A. Executive Director Goals

Cochran explained the Executive Committee had worked with S. Knox, NoRTEC Executive Director, to formulate some goals for PY 2010/2011. The goals were read to the members, and are outlined in the minutes of the Executive Committee meeting: [Executive Committee Minutes \(07/22/2010\)](#)

A motion made by B. Hamby, and seconded by C. Martin, to adopt the goals for the Executive Director as outlined in the Executive Committee minutes from July 22, 2010, passed the WIB unanimously.

A motion made by L. Baugh, and seconded by P. Huebner, to adopt the goals for the Executive Director as outlined in the Executive Committee minutes from July 22, 2010, passed the Governing Board unanimously.

B. Signatory Authority Policy

The members discussed the proposed changes to the Signatory Authority Policy (see agenda for link to the proposed policy). The change to the policy would transfer signatory authority for contracts between NoRTEC and the State and the Department of Labor to the Executive Director.

A motion made by J. Sisson, and seconded by R. Sandler, to adopt the revised Signatory Authority Policy, passed the WIB with a majority of votes. J. Reese voted no.

A motion made by L. Baugh, and seconded by J. Cook, to adopt the revised Signatory Authority Policy, passed the Governing Board unanimously.

C. WIB and Governing Board Chair Elections

T. Cochran outlined the Executive Committee's recommendations for WIB and Governing Board Chair elections:

1. Elections for the Chair and Vice-Chair of the WIB, and the Chair of the Governing Board would be held simultaneously, beginning with the January 2011 meeting.
2. The terms for each office will be two years, with no term limits.
3. Individuals must submit letters of interest stating they want to be considered for the office, at least two weeks prior to the January meeting.
4. No nominations will be accepted from the floor on the day of the meeting.

The consensus of the members present was to adopt this procedure.

XI. SMALL BUSINESS UPDATE

G. Mistal gave a brief update. She said she had attended the Governor's Conference and was disturbed by talk of taking away Enterprise Zones. She provide a list of legislative information for the members.

Mistal also reported she had applied to become a member of the California Workforce Investment Board (CWIB).

XII. OLD BUISNESS

There were no Old Business items discussed.

XIII. NEW BUSINESS

The members noted the next WIB/Governing Board meeting would be the annual retreat, scheduled for Wednesday-Thursday, October 27-28, 2010, at the Mt. Shasta Resort.

R. Sandler told the members about Abel Maldonado's visit to Crescent City, and reported he, M. Cross, and B. Boyer had attended the Lt. Governor's inauguration in Sacramento.

XIV. ADJOURNMENT

The meeting was adjourned at 12:30 p.m.