

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, APRIL 25, 2013
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by H. Oilar, WIB Chair, and L. Baugh, 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 24, 2013

A motion made by T. Cochran, and seconded by D. Heryford, for WIB approval of the October 25, 2012, minutes passed the WIB unanimously.

A motion made by B. Williams, and seconded by S. Thrall, for Governing Board approval of the October 25, 2012, minutes passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

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

A motion made by J. Wills, and seconded by J. Fenley, to approve the agenda as posted, passed the Governing Board unanimously.

V. PUBLIC COMMENT

J. Cook reported that Brian Dahle, State Assembly member, wanted to make this meeting, but is unable to attend.

J. Madden announced to the members that Michelle Clement from the Job Training Center of Tehama County was the 2013 recipient of the Charlie Brown Workforce Professional Award.

VI. WORKFORCE INVESTMENT BOARD APPOINTMENTS

No nominations were received for the Employment Development Department seat on the NoRTEC WIB.

VII. PROGRAM COMMITTEE REPORT

J. Madden gave the Program Committee Report.

- A. Program Monitoring
J. Madden reported B. Boyer had just begun his review of the programs and a full report on the results of those reviews would be discussed at the July 2013, meeting.
- B. State/Federal Monitoring
J. Madden reported the Compliance Review Division (CRD) of the State monitored NoRTEC the week of October 8, 2012. The primary focus of the monitoring was the Youth program. The CRD monitor visited the NoRTEC Administrative Office and reviewed participant files at Smart and the Alliance for Workforce Development. Results of that review will be shared with the members when the monitoring report is received.
- C. Client Numbers
The members reviewed the client enrollment and contract performance reports as presented in the agenda (see agenda for link to reports).
- D. Plant Closure Updates
The members reviewed the business closures and layoffs that had taken place since the last meeting (see agenda for link to report). There were no questions.
- E. Business Service Reports
The members reviewed the business service reports as presented in the agenda. There were no questions.
- 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). There were no questions.
- G. Staff Training
The members reviewed the training as presented in the agenda. H. Oilar, WIB Chair, gave a brief overview of the NAWB conference he attended with staff.
- H. Youth Council Report
The members reviewed the Youth Council Report. J. Madden asked if the Council is addressing the needs of kids who want to pursue vocational training instead of a four year degree. L. Champion stated the Council does look at the vocational interests of youth.
- I. Presentation on AB 109 Program
C. Grams presented information on the AB 109 program to the members. She reported almost 100 individuals had participated in one-on-one appointments,

more than 300 referral had been made, nine had received assistance with GED preparation, 125 job applications had been submitted, 17 had obtained full or part-time work, and several had received training.

Grams reported the biggest barriers to this population was transportation, housing, medical care, and their criminal records.

L. Baugh asked if there were similar programs in other counties. T. Holt responded that there is not the same connection between the WIA programs and the Department of Social Services in other counties. She said the relationship between these two programs in Butte County is being modeled in other counties like Lassen and Modoc.

J. Orientation to Adult Programs

T. Brown gave a brief orientation to the Youth Program, followed by brief reports from each of the programs about an adult participant's experience in their local program.

A motion made by L. Osborne, and seconded by M. Piller, for approval of the Third Quarter Program Committee Report passed the WIB unanimously.

A motion made by J. Chapman, and seconded by S. Thrall, for approval of the Third Quarter Program Committee Report passed the Governing Board unanimously.

VIII. FINANCE COMMITTEE REPORT

C. Martin, Finance Committee Chair, presented the Finance Committee report.

A. PY 2012/2013 Funding

C. Martin reported NoRTEC had \$16,036,898 in available funding to start the new year.

B. Approval of the PY 2012/2013 Third Quarter Financial Reports

Third quarter reports for PY 2012/2013 were presented to the members for approval. (See agenda for link to reports.)

- PY 2012/2013 Contracts Summary
- PY 2012/2013 Service Provider Contract Modifications
- PY 2012/2013 Program Expenditure Reports
- PY 2012/2013 NoRTEC Administrative Entity Report
- PY 2012/2013 NoRTEC WIB and Governing Board Expenditure Report

A motion made by L. Russell, and seconded by D. Beeson, approving the Third Quarter finance reports passed the WIB unanimously.

A motion made by J. Fenley, and seconded by B. Williams, approving the Third Quarter finance reports passed the Governing Board unanimously.

C. NoRTEC Fiscal Monitoring

J. Hough reported she completed on-site monitoring visits to three of the five service providers and there were no new findings. She also reported that Rural Human Services had an open finding from a previous monitoring visits that had not yet been resolved.

Hough said the remaining two providers, Smart and the Job Training Center, would be monitored in May.

D. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross said the State had conducted their annual fiscal and procurement review of NoRTEC on May 7-11, 2012. Cross said that a final report had not been received, but when it is received, results would be communicated to the WIB and Governing Board. Cross also reported the annual review for 2013 would be conducted the week of May 20, 2013.

E. PY 2013/2014 NoRTEC Administrative Entity Budget

The members discussed this item as presented in the agenda. M. Cross stated the proposed budget was the same dollar amount as the previous program year, but some of the amounts in the line items had been shifted around. Cross sated the amounts in the budget are always contingent upon available funding.

A motion made by J. Madden, and seconded by T. Cochran, for approval of the proposed PY 2013/2014 Administrative Entity budget as presented in the agenda, passed the WIB unanimously.

A motion made by J. Wills, and seconded by J. Fenley, for approval of the proposed PY 2013/2014 Administrative Entity budget as presented in the agenda, passed the Governing Board unanimously.

F. PY 2013/2014 WIB/Governing Board Budget

The members discussed this item as presented in the agenda.

A motion made by L. Osborne, and seconded by R. Sandler, for approval of the proposed PY 2013/2014 Administrative Entity budget as presented in the agenda, passed the WIB unanimously.

A motion made by G. Hemmingsen, and seconded by E. Scofield, for approval of the proposed PY 2013/2014 Administrative Entity budget as presented in the agenda, passed the Governing Board unanimously.

G. Acceptance of the June 30, 2012, Single Audit Report

The members discussed this item as presented in the agenda.

A motion made by H. Oilar, and seconded by J. Wilson, to accept the Single Audit Report, passed the WIB unanimously.

A motion made by B. Williams, and seconded by J. Wills, to accept the Single Audit Report, passed the Governing Board unanimously.

A motion made by D. Beeson, and seconded by H. Oilar, for approval of the Third Quarter Finance Committee report, passed the WIB unanimously.

A motion made by J. Chapman, and seconded by J. Fenley, for approval of the Third Quarter Finance Committee Report, passed the Governing Board unanimously.

IX. EXECUTIVE COMMITTEE REPORT

T. Cochran gave the Executive Committee Report.

A. Business Service Plan Committee

S. Knox discussed SB 698, High Performing WIB legislation. Knox stated each WIB in California must a subcommittee to develop a business services plan for the full WIB to review and approve. The purpose of the subcommittee is to increase employer involvement on the WIB. Knox proposed the Executive Committee, which is composed mostly of private industry representatives, serve as the Business Services Plan committee.

A motion made by J. Madden, and seconded by J. Cook, to designate the Executive Committee to serve as the Business Services Plan Committee passed the WIB unanimously.

B. Service Provider RFP in 2014

T. Cochran stated the plan was to let an RFP for services in Program Year 2013/2014.

C. Executive Director's Report and Compensation

T. Cochran reported the committee reviewed S. Knox's goals and accomplishments and were recommending a salary increase.

The following motion was made by T. Cochran, and seconded by D. Beeson:

Due to the Executive Director's effectiveness in securing adequate funding for NoRTEC and its Service Providers, his fostering of capacity building opportunities and enhancing relationships with partner agencies, his establishment of positive relationships with local, State, and Federal officials, his involvement in State and Federal policy development, and his leadership and guidance with local programs, the Committee is recommending his annual salary be increased by 8%, effective July 1, 2013, contingent upon available funding.

K. Theobald said he wanted this item tabled until the next meeting, because he wanted details of what he was voting on.

T. Cochran said the Executive Committee had been tasked with examining the details of the Executive Director's compensation.

L. Baugh said that he had attended the meeting as Governing Board Chair, and the Executive Committee did all the hard work and he believed an 8% increase was reasonable and earned.

L. Russell said he puts his confidence in the Executive Committee and thinks the decision should be made today.

R. Sandler said he was not against the raise, but wanted the issue tabled until he could review the details.

J. Chapman said if the Governing Board was to agree to use the Executive Committee to determine compensation, then he wanted the members of the committee to have a dialogue with other WIB and Governing Board members in their local area before bringing this to a vote before the full boards.

M. Piller said he felt the WIB and Governing Board had been notoriously stingy with raises for the Executive Director and thought this issue should be addressed today.

A motion made by R. Sandler, and seconded by K. Theobald, to table this issue until the July meeting, failed by a majority vote.

A roll call vote on the previous motion made by T. Cochran, and seconded by D. Beeson, passed on an 18-3 vote. R. Belgeri, R. Sandler, and K. Theobald voted No.

The Governing Board said they would reconvene after lunch to decide on the salary issue.

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported an application for \$2,750,000 (MCLAUS X) to provide intensive and training services to workers laid off in NoRTEC's eleven county area was still pending.

B. New Applications

S. Knox asked the members to approve staff submitting an application for \$400,000 to assist veterans to transition into high-wage, high-growth occupations.

A motion made by L. Osborne, and seconded by D. Beeson, to approve the submittal of an application for \$400,000 to help veterans transition into high-wage, high-growth occupations passed the WIB unanimously.

A motion made by J. Fenley, and seconded by S. Thrall, to approve the submittal of an application for \$400,000 to help veterans transition into high-wage, high-growth occupations passed the Governing Board unanimously.

XI. OLD BUSINESS

No Old Business items were discussed.

XII. NEW BUSINESS

It was announced the next WIB and Governing Board meeting would be in Chico on July 25, 2013.

XIII. WIB ADJOURNMENT

The WIB meeting was adjourned at 1:00 p.m.

XIV. EXECUTIVE DIRECTOR COMPENSATION

After a brief recess, the Governing Board reconvened to discuss Executive Director compensation.

L. Baugh said the concerns expressed earlier are legitimate and need to be addressed. He said he had attended the meeting so was comfortable with voting on the compensation, but he said in the future he would make sure all Governing Board members received the information ahead of time.

J. Chapman said he wanted to have detailed information before voting. He said he wants the system modified so this does not happen again.

E. Valenzuela and S. Thrall stated they were okay with the raise, but they would not have voted without the details.

A motion made by J. Fenley, and seconded by J. Lambert, to increase the Executive Director's compensation by 8%, effective July 1, 2013, passed the Governing Board unanimously.

XV. GOVERNING BOARD ADJOURNMENT

The Governing Board meeting was adjourned at 2:08 p.m.