

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, JANUARY 22, 2015
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by H. Oilar, WIB Chair, and L. Baugh, Governing Board Chair, at 10:02 a.m.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

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

IV. APPROVAL OF MINUTES, OCTOBER 23, 2014

A motion made by T. Cochran, and seconded by R. Sandler, for WIB approval of the October 24, 2014, minutes passed the WIB unanimously.

A motion made by P. Huebner, and seconded by J. Fenley, for Governing Board approval of the October 24, 2014, minutes passed the Governing Board unanimously.

V. APPROVAL OF AGENDA

A motion made by L. Osborne, and seconded by T. Cochran, for WIB approval of the January 22, 2015, agenda passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by S. Thrall, for Governing Board approval of the January 22, 2015, agenda passed the Governing Board unanimously.

VI. PUBLIC COMMENT

M. Cross introduced Andrea Campos, hired as the Program Manager for NORTEC. Cross said Campos had an extensive background in planning and marketing and said staff were excited to have her join NORTEC staff.

M. Cross also recognized out-going officers for the Governing Board and the WIB:

Les Baugh, Chair, Governing Board (two years of service)

Hiram Oilar, Chair, WIB (four years of service)

Tom Cochran, Vice Chair, WIB (15+ years as Vice Chair)

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS

T. Brown reported there were three vacancies on the NORTEC WIB: Economic Development (At-Large), Organized Labor (At-Large), and Education (At-Large). Brown

explained these seats would not be filled until the Workforce Investment Board was transitioned to the Workforce Development Board under the new legislation.

VIII. PROGRAM COMMITTEE REPORT

T. Brown gave the Program Committee Report.

A. Program Presentation

Jerry Hight, Assistant Dean of the College of Engineering, Computer Science, and Construction Management at CSU, Chico, gave a presentation on STEM education.

B. Program Monitoring

T. Brown reported on-site program monitoring had been conducted and there were no findings. Brown said the next round of program reviews were scheduled in March-June 2015.

C. State/Federal Monitoring

1. T. Brown reported a program monitoring of the Youth program was conducted by the Compliance Review Division (State) the week of September 29-October 3. She said the NoRTEC Administrative office, AFWD (Chico and Oroville), Smart (Redding), and the Job Training Center (Red Bluff), had been visited. Brown reported there were no findings.
2. T. Brown reported a data validation review had been conducted by the State the week of January 12, 2015. She said the State was not allowed to discuss the results of the validation on-site and would contact NoRTEC at a later date, if necessary.

D. Client Enrollment and Contract Performance

The members reviewed the following reports as presented in the agenda:

- Universal Services Tracking (Career Center Visits)
- Job Seekers Enrolled in the WIA Program
- WIA Service Provider Contract Performance (Adults/Dislocated Workers)
- WIA Service Provider Contract Performance (Youth)

T. Brown reported the information in the agenda was for the second quarter of the program year, and there were no areas of immediate concern. She said performance for the third quarter would be reviewed at the April meeting.

E. Plant Closure Updates

The members reviewed the plant closure update as presented in the agenda, noting there were 40 businesses who had laid-off over 500 workers since the last meeting in July.

F. Business Services Report

The members reviewed the business services report as presented in the agenda, noting that over 3,100 businesses had received more than 8,600 discrete business services since July 1, 2014.

G. Headline Program Reports

The members reviewed the program reports as presented in the agenda.

H. Staff Training

The members reviewed the information as presented in the agenda.

I. Youth Council Report

The members reviewed the information as presented in the agenda.

A motion made by J. Madden, and seconded by J. Cook, for approval of the Second Quarter Program Committee Report passed the WIB unanimously.

A motion made by P. Huebner, and seconded by G. Hemmingsen, for approval of the Second Quarter Program Committee Report passed the Governing Board unanimously.

IX. FINANCE COMMITTEE REPORT

C. Martin gave the Finance Committee report.

A. PY 2014/2015 Funding

C. Martin reported there was \$12,231,550 in available funding for PY 2014/2015.

B. Approval of the PY 2014/2015 Second Quarter Financial Reports

The members reviewed the following reports as presented in the agenda.

- PY 2014/2015 Contracts Summary
- PY 2014/2015 Service Provider Contract Modifications
- PY 2014/2015 Program Expenditure Report
- PY 2014/2015 NoRTEC Administrative Entity Expenditure Report
- PY 2014/2015 WIB/Governing Board Expenditure Report

A motion made by L. Russell, and seconded by D. Beeson to approve the Second Quarter Finance Reports passed the WIB unanimously.

A motion made by E. Scofield, and seconded by J. Fenley, to approve the Second Quarter Finance Reports passed the Governing Board unanimously.

C. NoRTEC Fiscal Monitoring

C. Martin reported the fall on-site reviews of the service providers was conducted during the months of November-December 2014 and there were no findings.

D. State and Fiscal Procurement Monitoring of NoRTEC

C. Martin reported there had been no state or federal monitoring visits since the last meeting and none had been scheduled.

A motion made by W. Hagge, and seconded by T. Cochran, for approval of the Second Quarter Finance Committee report, passed the WIB unanimously.

A motion made by J. Wills, and seconded by P. Huebner, for approval of the Second Quarter Finance Committee Report, passed the Governing Board unanimously.

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported there were no outstanding applications awaiting approval.

B. New Applications

1. M. Cross reported staff were seeking approval to submit an application to the State of California for \$1,500,000 to provide intensive and training services to Dislocated Workers.

A motion made by T. Cochran, and seconded by S. Drageset, to submit a \$1,500,000 application to the State of California to serve dislocated workers, passed the WIB unanimously.

A motion made by P. Huebner, and seconded by G. Hemmingsen, to submit a \$1,500,000 application to the State of California to serve dislocated workers, passed the Governing Board unanimously.

2. M. Cross reported staff were seeking approval to submit an application to the State of California for a \$20,000 planning grant and a \$1,000,000 grant under the Slingshot Initiative. Cross reported Slingshot is an initiative of the Governor's office to address income mobility on a regional basis in California. He said NoRTEC was one of five regions in the State that was selected to receive a planning grant.

C. Martin congratulated Cross on being one of the five regions selected.

A motion made by T. Cochran, and seconded by D. Beeson, to submit an application to the State for a \$20,000 planning grant and a \$1,000,000 project grant, passed the WIB unanimously.

A motion made by J. Wills, and seconded by J. Fenley, to submit an application to the State for a \$20,000 planning grant and a \$1,000,000 project grant, passed the Governing Board unanimously.

XI. WORKFORCE INNOVATION AND OPPORTUNITIES ACT

A. WIOA Transition Timeline Update

M. Cross provided the members with an update of the new WIOA legislation. He reported the first step is to apply for designation as a workforce development area with the same geographic boundaries that NoRTEC currently contains. Cross said current areas were eligible to do so if they had maintained fiscal integrity and performed satisfactorily in the two previous years—both of which NoRTEC had

done. He also noted the Workforce Investment Board would need to be reconfigured to meet the requirements of a Workforce Development Board under WIOA.

B. WIOA Transition

M. Cross explained that in order to pursue designation as a Workforce Development Board under WIOA, an application had to be submitted to the California Workforce Investment Board that had been approved by both the WIB and Governing Board.

A motion made by M. Piller, and seconded by C. Martin, to submit a request to the State for Initial Local Area Designation under WIOA passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by S. Thrall, to submit a request to the State for Initial Local Area Designation under WIOA passed the Governing Board unanimously.

C. WIOA Transition Committee

M. Cross asked the members to appoint the Joint WIB/Governing Board Executive Committee to function as a WIOA Transition Committee and to have the committee be given the authority to take action that might be necessary between regularly scheduled quarterly WIB/Governing Board meetings. Cross noted all decisions would be ratified by both boards at the next regularly scheduled meeting.

A motion made by L. Osborne, and seconded by R. Sandler, to appoint the Joint WIB/Governing Board Executive Committee to also function as the WIOA Transition Committee and be able to take necessary action in between regularly scheduled WIB/Governing Board meetings, passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by P. Huebner, to appoint the Joint WIB/Governing Board Executive Committee to also function as the WIOA Transition Committee and be able to take necessary action in between regularly scheduled WIB/Governing Board meetings, passed the Governing Board unanimously.

D. WIOA Request for Proposal

M. Cross reported to the members that an RFP (Request for Proposal) had been issued to provide WIOA services in each of the eleven counties of NoRTEC. Cross outlined the timeline:

RFP Release Date: January 26, 2015

Proposal Due Date: March 9, 2015

Completion of Formal Review of Proposals: March 30, 2015

NoRTEC WIB Approval of Service Provider Selections: April 23, 2015

Contract Negotiations Begin: April 27, 2015

Anticipated Contract Start Date: July 1, 2015

Cross said a proposer could bid on one or more counties within the consortium.

XII. NEVADA COUNTY SERVICES UPDATE

M. Cross reported the Job Training Center had announced it would not propose to provide services in Nevada County under the WIOA program. He said staff are actively soliciting a new provider to bid on services in Nevada County.

XIII. WIB/GOVERNING BOARD CHAIRS AND COMMITTEE ASSIGNMENTS

Members of the WIB were asked to express interest in serving on the proposed Program and Finance Committees.

WIB members representing private industry were asked to sit on the WIB Business Services Plan Committee.

A motion made by J. Wills, and seconded by J. Fenley, to select Sherri Thrall to serve as Chair of the Governing Board passed unanimously.

A motion made by J. Fenley, and seconded by S. Thrall, to select Peter Huebner to serve as Vice Chair of the Governing Board passed unanimously.

The WIB voted via a paper ballot to appoint Jim Cook as the WIB Chair and Gil Mathew as the Vice Chair.

The Chairs and Vice Chairs of both boards were appointed to the Joint WIB/Governing Board Executive Committee. The remaining three members on this committee were selected via a paper ballot: Dwight Beeson, Jesse Cox, and Michele Piller.

XIV. OLD BUSINESS

There was no Old Business.

XV. NEW BUSINESS

A. It was announced the next WIB and Governing Board meeting would be held on Thursday, January 22, 2015, at a still to be determined location.

B. M. Cross discussed the annual WIB/Governing Board retreat, held in October of each year. He asked if the members wanted to continue with the current two day structure, since several members only attended one of the two days. After discussing the issue, the consensus of the members was to continue with the two day format, examine the possibility of "moving around" the location of the retreat each year, and to continue to bring in outside speakers for the first day of the event.

C. Ron Sandler introduced the new Executive Director at Rural Human Services, Scott Feller.

D. Lee Osborne introduced the new Director of Social Services in Nevada County, Mike Dent.

XVI. ADJOURNMENT

The meeting was adjourned at 12:20 p.m.