

NORTEC  
JOINT WIB AND GOVERNING BOARD EXECUTIVE COMMITTEE MINUTES  
WEDNESDAY, JANUARY 27, 2016  
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order at 3:12 p.m., by Sherrie Thrall, Committee Chair

II. ROLL CALL

Members present: Sherrie Thrall (GB), Jim Cook (WIB), Dwight Beeson (WIB), Jesse Cox (WIB), Gil Mathew (WIB), Michele Piller (WIB)

Members absent: Ed Scofield (GB)

III. APPROVAL OF MINUTES, APRIL 6, 2015

***A motion made by J. Cook, and seconded by G. Mathew, to approve the minutes of the October 21, 2015, Executive Committee meeting passed unanimously.***

IV. APPROVAL OF AGENDA

***A motion made by J. Cook, and seconded by D. Beeson, to approve the agenda as posted passed unanimously.***

V. PUBLIC COMMENT

There was no public comment.

VI. APPOINTING AND SEATING OF WORKFORCE DEVELOPMENT BOARD

M. Cross reported that one qualified candidate had been nominated for 30 of the 33 seats on the NoRTEC Workforce Development Board (WDB). Cross said the seats for which no nominations had been received were a Private Industry seat in Lassen County, an At-Large Private Industry seat, and an At-Large Organized Labor seat.

J. Cox asked if we had a policy for dismissing WDB members who did not regularly attend quarterly meetings. Cross replied that we did not, but language could be operating to the WIB/LEO Operating Agreement to address the issue.

J. Cook asked whether the Service Providers had been instructed to report to the Board of Supervisors on a regular basis to inform them about activities happening in their county. Cook said he thought it should be done quarterly.

J. Cox and S. Thrall commented that NoRTEC should be more prominently mentioned in the reports. M. Piller said she thought it would be helpful to include information like that which is reported in the Community Coordinator reports.

M. Cross said this had been discussed with the Service Providers and each had a different opinion about how often to report—most believed once or twice a year was enough and shared that it was difficult to get on the Board of Supervisor’s agenda.

After further discussion, it was the consensus of the members to require at least two presentations per year. Cross stated he would follow-up with the Service Providers and continue to discuss the issue. Cross said he planned to modify the contract boilerplate next program year to add a requirement to present information at least twice each year.

VII. WDB OFFICER AND EXECUTIVE COMMITTEE REPRESENTATIVE ELECTIONS

M. Cross reported the NoRTEC WIB and Governing Board members held elections for the Joint Executive Committee in January 2015 for a two year term that ends in January 2017. He said staff were recommending that even though the Workforce Investment Board would be dissolved and a new Workforce Development Board would be created, it seemed prudent to continue with the current slate of WIB officers and Executive Committee members until January 2017. He said all officers and committee members were nominated for appointment at the January 28, 2016, meeting, so keeping officers the same would provide continuity of leadership for the new board during the transition.

The consensus of the members was to keep the current slate of officers and committee members.

VIII. WDB COMMITTEES

M. Cross reported the WIB had three standing committees: Finance, Program, and Business Services. He said the Finance Committee had been active over the past program year, but the Program and Business Services committees had not. Cross said the new Workforce Development Board needed to determine its own committee structure, and he wanted the Executive Committee to come up with a recommendation for discussion at the full board level.

J. Cook and M. Piller expressed concern about inactive committees, particularly since NoRTEC had just gone to a consent agenda format. Both said they believed policies and financial reports should be reviewed in-depth by committees.

After additional discussion, the consensus of the members was to recommend to the full WDB to keep the current committee structure (Program, Finance, and Business Services) and assure they remain active.

IX. MONITORING OF NORTEC BY THE STATE

M. Cross reported NoRTEC and several of its Service Providers were monitored by the State during the week of January 19, 2016, to determine “WIOA readiness.” Cross said all indications were that NoRTEC was “ready” and that there no issues, unless the State decided to write us up because our AJCC signs in the One-Stops were “too small.” He said he would share the final monitoring report with the members when it was received.

X. MONITORING OF SERVICE PROVIDERS BY NORTEC

M. Cross discussed the two findings identified at Rural Human Services during the last on-site fiscal review. He said the first finding related to procurement and selection of a vendor for audit services had been adequately addressed and was closed.

The second finding that was related to ownership of the building Rural Human Services occupies is still open until concurrence from RHS' outside auditor is obtained.

Cross reported staff were gearing up for a spring on-site review of Service Providers that would begin in April and conclude before June 30.

XI. NORTEC GOALS 2016

M. Cross reported three major goals had been set for 2016.

The first, developing and implement a comprehensive regional WIOA plan, was underway. Cross reported a consulting firm had been hired to assist with labor market information and asset mapping, and he wanted the board to be involved—especially since the focus of the State plan is on credential attainment and many of our small, local employers do not require (nor care) about credentials. Cross said part of the consultants' job is to help us delve into local issues and discuss the need for credentials, wage rates, and the type of jobs available in our identified industry sectors.

Cross said the second goal was to provide the highest quality WIOA job seeker and employer services possible. He said our business services programs are not what they used to be, and his plan was to provide more on-site training and technical assistance. To aid in achieving this goal, Cross said NoRTEC would be hiring a new employee to take on some of the increased workload associated with achieving this goal.

Cross said the hiring of an additional employee to free up other staff in the office also fit in with the third goal of expanding funding that fits the NoRTEC mission. He said the new employee would free up time of more experienced staff members to pursue additional funding. Cross also noted that we have already increased PG&E funding through Andrea Campos' work with the North Valley Energy Watch.

XII. NORTEC BOARD PLANNING – GOAL #1

M. Cross reported staff recently conducted an RFP for a Regional Workforce and Industry Sector analysis. He said the reports and products from this effort would be used to help develop the NoRTEC WIOA plan. The members reviewed the planning timeline noted in the agenda.

XIII. BUTTE PIC QUESTIONED COSTS UPDATE

M. Cross provided the members with an update on progress against the Notice of Initial Determination from EDD relating to \$144,000 of questioned costs of WIA expenditures by the former Butte PIC. S. Thrall asked if NoRTEC was going to have to pay back the

\$144,000. Cross said he did not think so, as he had collected what he believed to be enough supporting documentation to justify the expenditures. Cross also reported he had engaged John Chamberlin, an attorney with substantial WIA experience, to attend any future meetings the State might decide to schedule on the issue.

XIV. NRC D UPDATE

M. Cross provided an update on NRC D activities. He reported the North Valley Energy Watch project with PG&E had recently been funded for another two years for \$431,000 to work on projects that would reduce energy consumption both for commercial consumers and residential consumers.

Cross also provided an update on the Grow Manufacturing Initiative (GMI) which received a \$20,000 PG&E Economic Vitality Grant, and another \$10,000 in local support. Cross said GMI is seating an advisory council in February to develop an action plan focused on sustainability of the initiative through expanding revenues sources.

XV. OLD BUSINESS (INFORMATION)

There was no Old Business discussed.

XVI. NEW BUSINESS (INFORMATION)

There was no New Business items discussed.

XVII. ADJOURNMENT

The meeting was adjourned at 4:38 p.m.