

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, OCTOBER 22, 2015
10:00 AM – 2:00 PM
GAIA HOTEL AND SPA
4125 RIVERSIDE PLACE
ANDERSON, CA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. ELECTION OF GOVERNING BOARD VICE CHAIR (ACTION)

Peter Huebner, NoRTEC Governing Board Vice Chair, has requested to step down from the vice-chairmanship due to increasing demands on his time.

Ed Scofield, Governing Board representative from Nevada County, has expressed interest in serving as Vice Chair. Nominations will be also be accepted from the floor.

Recommended Action:

Governing Board election of a new Vice Chair.

V. APPROVAL OF MINUTES, JULY 23, 2015 (ACTION)

The minutes from the July 23, 2015, meeting are attached: [Minutes](#)

Recommended Action:

WIB approval of the July 23, 2015, minutes, with revisions if needed, as posted.

Governing Board approval of the July 23, 2015, minutes, with revisions if needed, as posted.

VI. APPROVAL OF AGENDA (ACTION)

Recommended Action:

WIB approval of the agenda, with revisions if needed, as posted.

Governing Board approval of the agenda, with revisions if needed, as posted.

VII. PUBLIC COMMENT

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

VIII. WORKFORCE INVESTMENT BOARD APPOINTMENTS (INFORMATION)

There are currently six vacancies on the NoRTEC WIB: Private Sector (Lassen County), Private Sector (Nevada County), two Education seats (At-Large), Organized Labor (At-Large), and Economic Development (At-Large).

The Workforce Investment Board (WIB) is being reconstituted as a Workforce Development Board (WDB) under the Workforce Innovation and Opportunity Act (WIOA). New appointments are being held until the reconstitution of the WDB is complete.

IX. WORKFORCE DEVELOPMENT BOARD (ACTION)

NoRTEC must have a WIOA compliant Workforce Development Board (WDB) in place by March 31, 2016. To meeting this deadline, the NoRTEC Governing Board will need to appoint the new board at the January 28, 2016, quarterly meeting.

At the July 23, 2015, meeting, the members agreed to discuss the size and composition of the new Workforce Development Board (WDB) during this meeting. At the conclusion of discussion, the members will be asked to develop a recommendation on the framework of the WDB to present to the Governing Board for adoption. Staff will then work with current WIB members and other candidates who wish to be considered for appointment, collect applications between October and January, and present a slate of potential WDB members to the Governing Board at the January 28, 2016, quarterly meeting.

Michael Cross has prepared a presentation for the members that will outline the requirements and provide options for the members to discuss.

Recommended Action:

Governing Board approval of a framework, developed during the meeting, for a WIOA compliant Workforce Development Board that will be seated at the January 28, 2016, quarterly meeting.

X. PROGRAM COMMITTEE REPORT (ACTION)

A. Program Presentations

Terrienne Brown, NoRTEC's Assistant Director, will present information on the National Dislocated Worker Grant (NDWG) Drought Project that has been operational in ten of NoRTEC's eleven counties since July.

STEP, AFWD, SMART, and the Job Training Center will present information on the operation of the program in their service area.

B. Program Monitoring (Information)

Staff are currently developing an on-site desk review monitoring guide for the fall monitoring. With the beginning of WIOA on July 1, this desk review will focus on assuring appropriate policies and procedures are in place, and that appropriate documentation is being collected to validate participant eligibility and progress

through the system. This review will be completed before the January 2016 meeting.

C. State/Federal Monitoring (Information)

There are no State or Federal reviews scheduled.

D. Universal Services, Client Enrollment, and Contract Performance (Information)

1. Universal Services Tracking: [Career Center Visits](#)

The Workforce Innovation and Opportunities Act provides for “universal services” which means anyone who walks in the door may access basic services without enrolling in the WIOA program. This would include “self-services” such as job postings, labor market information, computer access, etc. that do not require much staff attention. NoRTEC’s service providers track the number of people that come in the door, and report the total number of visits, as well as the number of unique visitors that access services. The report contained in the link above shows the number of visits for the first quarter of the program year (July 1, 2015-September 30, 2015). More than 17,000 unique individuals accessed our centers during the first three months of the program year and almost 27,000 visits were recorded.

2. Job Seekers Enrolled in the WIA Program: [Enrollments](#)

The number of individuals enrolled in each program in each county in the consortium can be accessed by clicking on the above link. As of September 30, 2015, 1,174 individuals have been enrolled in the Adult, Dislocated Worker, Youth, Drought, and MCLAUS XI programs.

3. WIA Service Provider Contract Performance: [Adults/Dislocated Workers](#)

Program performance for the Adult and Dislocated Worker program after the first quarter is in line with staff expectations. Tehama (Adult program) and Del Norte (Dislocated Worker program) are both low with the Average Wage at Placement, but as this is only the first quarter of the program year, it is not a cause for concern. No requests for corrective action have been issued.

4. WIA Service Provider Contract Performance: [Youth](#)

Program performance for the Youth program after the first quarter is in line with staff expectations. Tehama and Del Norte are each below the required minimum performance levels after one quarter, but the number of youth that have exited are so small the performance is statistically insignificant. No requests for corrective action have been requested.

E. Plant Closure Update: [Closures/Layoffs](#)

Since July 1, 2015, 42 employers have laid off 434 employees. NoRTEC Service Providers are providing rapid response and dislocated worker services as needed.

F. Business Services Report (Information)

A summary report for all NoRTEC Service Providers with respect to specific data elements is available here: [NoRTEC Business Services Report](#)

Since July 1, 2015, 965 businesses have received more than 3,800 discrete business services from the Service Providers.

For detailed information from each program, including additional narrative information, access the individual Service Provider reports by clicking on the following links:

- [Alliance for Workforce Development \(Butte, Lassen, Modoc, Nevada, Plumas, and Sierra Counties\)](#)
- [Rural Human Services \(Del Norte County\)](#)
- [Smart \(Shasta and Trinity Counties\)](#)
- [Siskiyou Training and Employment Program \(Siskiyou County\)](#)
- [Job Training Center \(Tehama County\)](#)

G. Headline Program Reports (Information)

Members are encouraged to read the Community Coordinator Reports. These reports are prepared to inform interested members of the events and happenings in their respective counties. These reports are also full of actual job seeker success stories. In addition to reviewing the report highlights summarized below, please take a moment to review these success stories. Our Service Providers have helped many individuals make important changes in their lives!

Following are links for the reports received for the period ending September 30, 2015:

- [Alliance for Workforce Development \(Butte County\)](#)
- [Rural Human Services \(Del Norte County\)](#)
- [Alliance for Workforce Development \(Lassen County\)](#)
- [Alliance for Workforce Development \(Modoc County\)](#)
- [Job Training Center \(Nevada County\)](#)
- [Alliance for Workforce Development \(Plumas County\)](#)
- [Smart Business Resource Center \(Shasta County\)](#)
- [Alliance for Workforce Development \(Sierra County\)](#)
- [STEP \(Siskiyou County\)](#)
- [Job Training Center \(Tehama County\)](#)
- [Smart Business Resource Center \(Trinity County\)](#)

A few highlights from this quarter's reports are:

- Butte County – The Alliance for Workforce Development sponsored sixteen students in a one year certificated welding program at Butte College this past year. In addition to obtaining certification through Butte College, students who maintain high grades in their welding classes are also eligible for the PG&E

Power Pathways program—a six week program after graduation that helps students with specific types of welds pertinent to the industry. All sixteen of these students have obtained employment in various fields, earning anywhere from \$16 to \$22 an hour to start. As most of these students were in their late teens and early 20s, they were delighted to begin their careers at these wage rates.

- Del Norte County – The Workforce Center participated in Del Norte’s Youth Training Academy summer program, primarily funded by Building Healthy Communities. This summer program targets youth leadership, teamwork, and advocacy skills. Youth projects included anti-bullying, domestic violence awareness, LGBTQ advocacy, creating a Youth Resource App, and a radio show on KFUG titled “Youth Un-Muted.”
- Lassen County – Several Alliance for Workforce Development staff recently participated in a Reentry Employment Specialist training at the Rio Cosumnes Correctional Center in Elk Grove, California. Industry professionals from various law enforcement and community agencies helped trainees learn collaborative ways to job develop for clients that have justice system involvement. Assessment techniques to identify barriers was discussed, as well as techniques and strategies clients can use to become more employable. AFWD staff often work with youth and adults who have felony convictions, and the training was so helpful that AFWD is considering bring this certified Federal Bureau of Prisons training to both Butte and Lassen Counties in the future.
- Modoc County – An AFWD staff member from the Alturas office recently attended some staff development training in Sacramento titled: Code 4 Training “Front Desk Safety and Security.” The purpose of the training is to help front desk personnel “train their brains” to react under pressure and to develop a plan in case of an emergency. Potential workplace issues the trainer focused on were medical emergencies, bomb threats, earthquakes, fire, lockdowns, natural disasters, suspicious persons, hostile people, weapons found, threats of violence, and evacuations.
- Nevada County – AFWD staff in Nevada County recently hosted and participated in a “Train the Trainer” workshop to familiarize staff and partner agencies with the new software system utilized by the County of Nevada for their hiring process. The system is NeoGov, the nation’s largest cloud software for HR in government and education. It streamlines the job search and application process for job seekers. The new system went live September 8. This session allowed AFWD and partner agency staff some insight into the county’s hiring process, and will help these agencies better serve job seekers who come into the Employment Center for assistance when applying for a county position.
- Plumas County – In September, AFWD, on behalf of the Foundation for California Community Colleges, assisted with the recruitment of a 21 person crew to work with the US Forest Service to help reduce wildfire risks. Projects to be completed include manual cutting of small trees, hand piling, building fire lines,

brushing/clearing roads, cleaning culverts, and installing road signs throughout the portions of the Plumas National Forest.

- Shasta County – On September 1, the Shasta Venture HUB opened its doors. Shasta Venture HUB is a 15,000 square foot business incubator and offers space for entrepreneurs, startups, creative, and free lancers to do work. For \$100 per month, individuals have access to collaborative work space, mentoring, open desk areas, fast internet, and furnished conference rooms. Debbie DeCoito, Smart Executive Director, was one of the first to speak at the HUB, and she presented information on the array of Business and Worksite Training Services that Smart offers.
- Sierra County – The Alliance for Workforce Development staff in Sierra County helped a new business, Pop Pop & GG's Bakery and Café, find one of their employees. The owner of the business called AFWD asking for assistance in finding someone who was a cook, baker, or doughnut maker that could start immediately. As it turned out, they had an individual in their job seeker pool who was looking to change careers and wanted to become a cook and baker. He interviewed, and in spite of having little experience, he was hired!
- Siskiyou County – STEP staff recently participated in a community effort to present information to 6th-8th graders on preparing for their future and developing career goals. Students were asked “what they want to do when they grow up,” and STEP staff then discussed the path needed to go from where they are to where they want to be, including what type of education and/or training would be needed. Students also participated in a skills and abilities assessment exercise that helped them identify things about themselves they had never thought of before. STEP staff felt the experience was a good one for the junior high age students and might help a few make better life decisions as they progress through high school and beyond.
- Tehama County – Lentec, a company located in Red Bluff, specializes in welding, fabrication, machining, installation, and repair. This company primarily services food processing companies north of Sacramento, which are highly regulated by the USDA. According to the owner of Lentec, services to this industry require a specialized kind of welding and fabrication talent. The Job Training Center has been assisting Lentec over the past several months to locate talented welder/fabricators and welder/fabricator helpers. This is another excellent example of a business service that helps local employers keep their business stable and successful.
- Trinity County – This quarter's report highlights the drought project activities taking place in Trinity County. Projects include repair to a half mile area of the historical Moon Lee Ditch, right-of-way fuel reduction projects on 10 acres of public land, and several projects with the Watershed Research and Training Center of Hayfork.

H. North State Manufacturing Expo – A Big Success (Information)

Over 2,200 students from all over the North State attended the second annual North State Manufacturing Expo at CSU, Chico on October 1. The event was designed to expose young people to careers in manufacturing and to raise the profile of the manufacturing sector in Northern California. Twenty-seven manufacturers talked with students and provided hands-on exposure to their products and career opportunities. Students also received tours of Chico State engineering labs, and attended classes in topics like Robotics, CAD, Plastics, and Women in Leadership. Young people came from as far away as Modoc County to participate!

I. Staff Training (Information)

1. Service Provider Staff Development – There have been no NoRTEC sponsored staff development activities since the last meeting in July.

2. NoRTEC Staff Development – NoRTEC staff attended the California Workforce Association’s Annual Meeting of the Minds Conference in Monterey on September 8-10, 2015. The focus of the conference was WIOA implementation.

NoRTEC staff held an offsite planning session on September 1, 2015, to establish goals for the program year. Staff also adopted a new goal tracking and accountability system to help ensure that the goals are achieved.

Recommended Action:

WIB approval of the First Quarter Program Committee Report.

Governing Board approval of the First Quarter Program Committee Report.

XI. FINANCE COMMITTEE REPORT (ACTION)

Claudia Martin will present the Finance Committee report.

A. PY 2015/2016 Funding (Information)

NoRTEC currently has \$15,082,667 in available funds for the 2015/2016 Program Year. An additional \$3,265,000 has been requested. If requested funds are received, NoRTEC will have \$18,347,667. This is an increase of \$4,159,268 from 2014/2105 Program Year funding.

Project	PY 2015/2016 Funds Available	Additional Funds Requested	Total
Adult	\$3,292,350	\$0	\$3,292,350
Youth	\$3,377,758	\$0	\$3,377,758
Dislocated Worker	\$2,871,086	\$0	\$2,871,086
Rapid Response	\$696,888	\$0	\$696,888
Rapid Response – Layoff Aversion	\$192,587	\$0	\$192,587
Slingshot	\$1,016,292	\$0	\$1,016,292

Workforce Accelerator II	\$100,000	\$0	\$100,000
MCLAUS XI	\$1,400,706	\$0	\$1,400,706
Sector Strategy	\$1,000,000	\$0	\$1,000,000
Drought NEG	\$1,135,000	\$3,265,000	\$4,400,000
TOTAL	\$15,082,667	\$3,265,000	\$18,347,667

B. Approval of the Final PY 2014/2015 Fourth Quarter Financial Reports (Action)

1. [PY 2014/2015 Contracts Summary](#)

Change reflects remaining amount received for MCLAUS XI.

2. [PY 2014/2015 Service Provider Contract Modifications Report](#)

Change reflects allocation of MCLAUS XI funds to Service Providers.

3. [PY 2014/2015 Program Expenditure Report](#)

Service Provider expenditures were adjusted to reflect final closeout expenditure reporting to NoRTEC. There were no significant changes.

4. [PY 2014/2015 NoRTEC Administrative Entity Expenditure Report](#)

Some adjustments were made to reflect final expenditures. There were no significant changes.

5. [PY 2014/2015 NoRTEC WIB/Governing Board Expenditure Report](#)

Some adjustments were made to reflect final expenditures. There were no significant changes.

Recommended Action:

The Finance Committee recommends approval of the final PY 2014/2015 Fourth Quarter Finance Reports.

WIB approval of the final PY 2014/2015 Fourth Quarter Finance Reports.

Governing Board approval of the final PY 2014/2015 Fourth Quarter Finance Reports.

C. Approval of the PY 2015/2016 First Quarter Financial Reports (Action)

1. [PY 2015/2016 Contracts Summary](#)

This report shows the total allocation of funding in contracts with the State, the source of that funding, and its allocation within NoRTEC for the 2015/2016 program year. As of September 30, 2015, NoRTEC had a total of \$15,082,667 available in State contracts for the 2015/2016 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 2015/2016 Service Provider Contract Modifications Report](#)

This report shows the changes between July 1, 2015, and September 30, 2015, 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.

Contract modifications represent the addition of funds for the new program year and are outlined in the report. There are no items of concern.

3. [PY 2015/2016 Program Expenditure Report](#)

This report shows each service provider's total available balance for the program year (July 1, 2015, to June 30, 2016), the cumulative expenditures for the quarter ended September 30, 2015, and the remaining balance at September 30, 2015, for each specific 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.

All service provider expenditures were within the required parameters. There are no other items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocated funding (Adult, Youth and Dislocated Worker) by the end of the program year.

The normal quarterly expenditure rate requirements are as follows: (1) First Quarter – between 10% and 35%, (2) Second Quarter – between 30% and 60%, (3) Third Quarter – between 50% and 85%. A corrective action plan (an explanation from the service provider of how they intend to utilize the funds by the end of the funding period) is automatically required from a service provider if any allocated funding title's expenditure rate falls outside the quarterly requirements. The required expenditure rates apply to regular funding titles only and do not apply to special projects.

"Excess" funds may be voluntarily returned by a service provider or recaptured by NoRTEC if it appears that a service provider will not be able to effectively utilize them by the end of the funding period. These funds are then redistributed to other NoRTEC service providers demonstrating a greater need, or returned to the State if they cannot be effectively utilized within the consortium. Early detection and correction of expenditure problems is important because it allows time for the funds to be put to good use by service providers in other consortium counties. In addition, the effective use of funds directly affects NoRTEC's ability to secure additional funding in future years.

4. [PY 2015/2016 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the three months ended September 30, 2015. At September 30, 2015, the NoRTEC Administrative Entity had expended 20% of its

Operating budget and 7% of its Other Projects budget. Overall, the Administrative Entity spent 17% of its budget.

There are no items of concern.

5. [PY 2014/2015 NoRTEC WIB/Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the three months ended September 30, 2015. At September 30, 2015, the WIB/Governing Board had expended 18% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2015/2016 First Quarter Finance Reports.

WIB approval of the PY 2015/2016 First Quarter Finance Reports.

Governing Board approval of the PY 2015/2016 First Quarter Finance Reports.

D. [NoRTEC Fiscal Monitoring \(Information\)](#)

As reported at the last meeting, two findings were identified at Rural Human Services during the last review. Rural Human Services has responded to the finding and staff is currently reviewing the documentation. An update will be provided at the next meeting.

Staff are currently developing an on-site desk review monitoring guide for the fall monitoring. With the beginning of WIOA on July 1, this desk review will focus on assuring appropriate policies and procedures are in place, and that fiscal documentation and systems adheres to the new requirements. This review will be completed before the January 2016 meeting.

E. [State and Fiscal Procurement Monitoring of NoRTEC \(Information\)](#)

Currently, no monitoring has been scheduled.

F. [Independent Auditor Selection \(Information\)](#)

A Request for Proposal was posted for the selection of audit services. Four responses were received and reviewed by staff. Based on rating criteria, R.J. Ricciardi, CPA, was selected. Ricciardi and staff will begin their on-site review in December 2015.

Recommended Action:

WIB approval of the First Quarter Finance Committee Report.

Governing Board approval of the First Quarter Finance Committee Report.

XII. EXECUTIVE COMMITTEE REPORT

The Executive Committee will meet on Wednesday, October 21. The Chair of the Executive Committee will provide an overview of this meeting for the full WIB and Governing Board.

A copy of the agenda may be accessed here: [Executive Committee Agenda](#)

XIII. STATUS OF FUNDING APPLICATION (ACTION/INFORMATION)

A. Prior Approval (Information)

There are no outstanding applications awaiting approval.

B. New Applications (Information)

There are no new applications.

XIV. WORKFORCE INNOVATION AND OPPORTUNITIES ACT IMPLEMENTATION (INFORMATION)

NoRTEC's Executive Director will provide an update regarding WIOA Implementation, to address the following areas:

A. Joint Powers Agreement

Staff has consulted with legal counsel to determine whether a new NoRTEC JPA would be necessary under WIOA. It was the opinion of counsel that the current JPA was valid and did not need to be revised.

B. NoRTEC Regional Plan

Staff are currently laying the groundwork for a regional WIOA planning process in 2016. The State Workforce Development Board is currently developing the State Plan, which will include guidance and requirements for regional and local planning.

C. Regional Workforce Information RFP

In anticipation of WIOA planning process, NoRTEC staff have released an RFP for a Regional Workforce and Industry Sector Analysis. This project will include workforce knowledge and skills needs, workforce development activities (including education and training), industry sector/cluster analysis and occupational analysis based on career pathways within targeted industry clusters. The reports and products will be used to help develop the NoRTEC Local and Regional WIOA plan, and will also help design and improve our services.

XV. OLD BUSINESS (INFORMATION)

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

XVI. NEW BUSINESS (INFORMATION)

A. Upcoming WIB/Governing Board Meetings

The next WIB/Governing Board meeting is scheduled for January 28, 2016, at the Gaia Hotel and Spa in Anderson.

B. Other New Business

Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB and Governing Board members.

XVII. ADJOURNMENT