

NORTEC
WDB AND GOVERNING BOARD MINUTES
THURSDAY, OCTOBER 27, 2016
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by J. Cook, WDB Chair, and S. Thrall, 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 WDB and Governing Board: [Roster](#)

IV. APPROVAL OF AGENDA (ACTION)

A motion made by T. Cochran, and seconded by D. Beeson, for WDB approval of the October 27, 2016, agenda passed the WDB unanimously.

A motion made by P. Huebner, and seconded by L. Baugh, for Governing Board approval of the October 27, 2016, agenda passed the Governing Board unanimously.

V. PUBLIC COMMENT

J. Cook addressed the WDB members and discussed two members of the Governing Board who would be retiring in December: Jim Wills and Jim Chapman. S. Thrall said the board would be losing a very fine man in J. Wills and he would be missed. S. Thrall also thanked J. Chapman for his service on the board, noting he has been in government for more than forty years.

J. Chapman addressed the audience and said it has been a pleasure to be on the NoRTEC Governing Board for over fifteen years. J. Chapman discussed his past experience and his time serving on the NoRTEC Board and said he is looking forward to relaxing and enjoying retirement. Chapman said David Teeter would be taking his place on the Lassen County Board of Supervisors and would likely be his replacement on the NoRTEC board.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

M. Cross stated that the NoRTEC Workforce Development Board is full and has no vacancies.

VII. PLANNING SESSION

M. Cross stated that the Regional and County Labor Market Information (LMI) reports will be released in November. He said that there is also an industry sector report being

released in November that will address the region's needs. Cross also noted the final Strategic Plan and Unified Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plan will be presented at the January 2017, quarterly meeting.

Jessica Borza, Nicole Dunn, and Jeff Vedders from Thomas P. Miller and Associates (TPMA) facilitated continued discussion of the NoRTEC planning process.

J. Borza said information gathered at the meeting today would assist with the identification of priority sectors and TPMA was looking for consensus among the members on finalizing NoRTEC's goals and strategies. She stated that after today's input, the draft plan would be formalized and readied for presentation and approval at the January 26, 2017, quarterly meeting.

The PowerPoint presentation can be accessed here:

http://ncen.org/images/documents/meetings/2016_2017/NoRTEC-Board-Planning-Session-10-16.pdf.

N. Dunn went over the data points. She said the themes from the research were: (1) impact of rurality, (2) high "low-middle-skill" and "middle-middle-skill" education attainment, and (3) geographic scope and diversity.

Under the impact of rurality, Dunn shared the fact that government is the largest employment sector followed by agriculture and tourism. She said the region had low population growth compared to the nation and California, and the existing workforce was "aging." She also said the labor force participation in the region was low compared to the State.

Dunn moved on to discuss educational attainment, stating there was a higher portion of residents with some college or an associate degree compared to the rest of the State, and that high school graduation rates were much higher in the region than in the State.

J. Vedders added that input sessions revealed employers had difficulty finding good candidates for highly skilled jobs, and the time frame to fill vacant positions took an average of ten weeks.

Impacts based on the region's geography were also discussed. Dunn pointed out the region had connections to both Oregon and Nevada with respect to labor exchange, citing statistics that showed Del Norte, Modoc, and Siskiyou Counties had 25% of workers "commuting in" from Oregon to work, while the same counties had only 18% of residents commuting out to work in Oregon. For the eastern part of the region the numbers were different, showing "commuters in" to Lassen, Nevada, Plumas, and Sierra Counties from Nevada were about 18% of the labor force with only 9% commuting out.

J. Borza then shared conclusions from the data that would shape the picture of both opportunities and needs for the region. These conclusions suggest NoRTEC should focus on activities that (1) encourage entrepreneurship and small business development, (2) provide greater engagement and work experience opportunities for youth to assure talent retention, (3) focus on sustained engagement of partners across the region and state lines, (4) encourage better broadband and housing infrastructure; and (5) focus on sector priorities.

The presenters then identified the five priority sectors identified by NoRTEC (healthcare, manufacturing, agriculture, tourism, and information technology) and discussed the important of each and the occupations across each of the sectors.

J. Borza then recommended that the region focus on the five listed sectors, but the emphasis in each county/sub-region will vary.

J. Borza then presented the goals and strategies identified by the NoRTEC:

1. *“Increase connections with employers to understand current and emerging business needs and increase awareness of the services available to businesses”.*
2. *“Implement career pathway strategies to fulfill the employment needs of the region”.*
3. *“Promote open communication among local and regional workforce partners to create a shared vision and regional strategy.*
4. *“Increase awareness of NoRTEC activities, fostering regional awareness and partnerships”.*

She explained the goals were launching points to guide the board over the next four years. She also noted county profiles would come out in November and would include individual data for each county.

Additional discussion among the members followed. Borza concluded the presentation noting the need for balance with local and regional implementation. She said local entities sharing best practices would help show if the needle is moving, and if it is, then discussion should be elevated to the regional level for guidance.

VIII. CERTIFICATION OF THE WORKFORCE DEVELOPMENT BOARD

J. Cook noted NoRTEC’s Workforce Development Board was certified by the Governor, as noted in the agenda.

IX. MEMORANDUM OF UNDERSTANDING, PHASE II

M. Cross discussed Phase II of the Memorandum of Understanding. He stated the new Workforce Innovation and Opportunity Act (WIOA) regulations require there be a joint infrastructure cost funding agreement between co-located partners. He said non-co-located partners will be asked to provide an assurance they will contribute they will pay their proportionate share of infrastructure costs in the future, either through cash or in-kind contributions.

X. CONSENT AGENDA

J. Cook discussed the consent agenda items. M. Piller said the Program Committee had reviewed and was comfortable with the Program report. C. Martin said the Finance Committee had reviewed and was comfortable with the Finance report. J. Cook asked if any members wanted items pulled from the consent agenda for further discussion. There were no requests.

A motion made by M. Brawley, and seconded by G. Mathew for WDB approval of the consent agenda reports, passed unanimously.

A motion made by J. Chapman, and seconded by J. Fenley for Governing Board approval of the consent agenda reports, passed unanimously.

XI. EXECUTIVE COMMITTEE REPORT

The Executive Committee did not meet this past quarter.

XII. YOUTH PROGRAM POLICY

J. Cook stated the Youth Program Policy was reviewed by the Program Committee. T. Brown stated that the NoRTEC Service Providers had also been given an opportunity to review the policy and provide feedback.

A motion made by R. Sandler, and seconded by D. Platz for WDB approval of the Youth Program Policy, passed unanimously.

A motion made by P. Huebner, and seconded by E. Scofield for Governing Board approval of the Youth Program Policy, passed unanimously.

XIII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

1. Drought Project – M. Cross reported that NoRTEC was awarded \$500,000 of additional funding for the drought project. The project would continue through December 31, 2017.
2. MCLAUS XII – M. Cross reported that Staff are currently working on an MCLAUS XII project, and will be submitting it mid-November.

B. New Applications

1. Young Adults – Deferred Entry of Judgement Pilot Program – M. Cross said staff were requesting permission to submit a Workforce Accelerator Fund application for \$150,000. He said the funding would target first time offenders in Butte and Nevada Counties, aged 18-21, with the intent of keeping them out of the county jail and providing a comprehensive array of services including career counseling, education and training services, and an opportunity to have felony charges dismissed upon successful completion of the program.
2. Lanza – M. Cross said staff were requesting permission to submit a Workforce Accelerator Fund application for \$111,000. He said the funding would assist with the development and implementation of an educational program to address the needs of local employers in the healthcare industry. The amount requested for this proposed project is \$111,000.

A motion made by M. Piller, and seconded by T. Cochran for WDB approval of staff submitting two Workforce Accelerator Fund applications to the California

Workforce Development Board to fund the Deferred Entry of Judgement Program for \$150,000, and the Lanza program for \$111,000, passed unanimously.

A motion made by J. Fenley, and seconded by E. Valenzuela for Governing Board approval of staff submitting two Workforce Accelerator Fund applications to the California Workforce Development Board to fund the Deferred Entry of Judgement Program for \$150,000, and the Lanza program for \$111,000, passed unanimously.

XIV. OLD BUSINESS

A. Schedule Change for WDB/Governing Board Meetings

J. Cook said the members had discussed staff's proposed schedule change at the last meeting and the consensus was to leave the calendar as it had been during the 2016 calendar year and not adopt staff's proposed date changes. J. Chapman asked why there had been a change in 2016, moving the July meeting to August. M. Cross stated the primary reason for the change was due to the difficulty of obtaining a quorum of both boards in July.

The meeting schedule for calendar year 2017 is:

- Thursday, January 26, 2017 – (Chico)
- Thursday, April 27, 2017 – (Anderson)
- Thursday, August 24, 2017 – (Chico)
- Thursday, October 26, 2017 – (Anderson)

B. Other Old Business

There was no Old Business.

XV. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

M. Cross said the next WDB/Governing Board meeting would be held January 26, 2017, at Butte Creek Country Club in Chico, from 10:00 am – 2:00 pm.

B. Other New Business

M. Cross stated that there would be new Chair, Vice Chair, and Executive Committee elections in January. Cross asked that members let him or T. Brown know of their interest in serving before the next meeting. J. Cook clarified that in addition to nominations from other members, an individual interested in serving was welcome to submit their own name for consideration.

XVI. ADJOURNMENT

The meeting adjourned at 12:57 p.m.