

NORTEC  
WDB AND GOVERNING BOARD MINUTES  
THURSDAY, APRIL 28, 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 9:03 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

***A motion made by T. Cochran, and seconded by S. Drageset, for WDB approval of the April 28, 2016, agenda passed the WDB unanimously.***

***A motion made by P. Huebner, and seconded by J. Fenley, for Governing Board approval of the April 28, 2016, agenda passed the Governing Board unanimously.***

V. PUBLIC COMMENT

There was no public comment.

VI. PLANNING SESSION

The members participated in a facilitated discussion that included (1) the vision of WIOA, (2) the functions and characteristics of a high performing Workforce Development Board, (3) the Board's role in the WIOA strategic planning process, (4) the purpose of the Local Plan in the context of the State of California's identified vision and goals, (5) NoRTEC's mission and vision, and (6) strategic priorities and focus areas.

VII. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

S. Thrall reported there were four vacancies on the NoRTEC Workforce Development Board (WDB), and said nominations had been received for two of the seats—Patricia Hagata, Executive Director of the Lassen County Chamber of Commerce, for a private industry seat, and Jeremiah LaRue, Coordinator of the Administration of Justice Program at College of the Siskiyous (and employee of the Siskiyou County Sheriff's Department), for a community representative seat.

***A motion made by P. Huebner, and seconded by E. Valenzuela, to appoint Patricia Hagata and Jeremiah LaRue to the NoRTEC Workforce Development Board, passed the Governing Board unanimously.***

VIII. CONSENT AGENDA

J. Cook asked if there were any questions regarding the consent agenda items. Cook requested a motion for approval if there were no questions.

***A motion made by W. Hagge, and seconded by D. Beeson, for WDB approval of the Consent Agenda items, passed the WDB unanimously.***

***A motion made by P. Huebner, and seconded by J. Fenley, for Governing Board approval of the Consent Agenda items, passed the Governing Board unanimously.***

IX. CUSTOMER SATISFACTION SURVEYS

M. Cross reported staff and the programs were implementing a customer satisfaction survey to acquire feedback on the services being provided to both job seekers and employers. Cross said data from the surveys would be shared with the members at the August 2016, meeting.

X. PY 2015/2016 ADMINISTRATIVE ENTITY BUDGET MODIFICATION

M. Cross explained the reason staff were requesting a modification to the current budget was to increase the amount budgeted under the Grant-Funded Projects line item from \$150,000 to \$250,000. Cross said this increase was to cover expenditures for the Slingshot project, which were higher than expected. Cross said funding was available to cover the additional \$100,000.

***A motion made by M. Piller, and seconded by D. Beeson, to increase the NoRTEC Administrative Entity budget by \$100,000, resulting in a revised total budget of \$1,665,052, passed the WDB unanimously.***

***A motion made by J. Wills, and seconded by P. Huebner, to increase the NoRTEC Administrative Entity budget by \$100,000, resulting in a revised total budget of \$1,665,052, passed the Governing Board unanimously.***

XI. PY 2016/2017 BUDGETS

A. NoRTEC Administrative Entity Budget

M. Cross presented the PY 2016/2017 NoRTEC Administrative Entity Operating Budget to the members. Cross reported the Finance Committee had reviewed the information and was recommending approval of a \$1,211,888 Operating Budget, and a \$505,000 Other Projects Budget.

***A motion made by M. Piller, and seconded by L. Russell, to approve the PY 2016/2017 NoRTEC Administrative Entity Operating Budget at \$1,211, 888 and the***

***PY 2016/2017 Administrative Entity Other Projects Budget at \$505,000, subject to availability of funding, passed the WDB unanimously.***

***A motion made by P. Huebner, and seconded by J. Fenley, to approve the PY 2016/2017 NoRTEC Administrative Entity Operating Budget at \$1,211, 888 and the PY 2016/2017 Administrative Entity Other Projects Budget at \$505,000, subject to availability of funding, passed the Governing Board unanimously.***

B. NoRTEC WDB/Governing Board Budget

M. Cross presented the PY 2016/2017 NoRTEC WDB/Governing Board Budget to the members. Cross reported the Finance Committee had reviewed the information and was recommending approval of a \$90,000, subject to availability of funding.

***A motion made by D. Beeson, and seconded by S. Drageset, to approve the PY 2016/2017 NoRTEC WDB/Governing Board Budget at \$90,000, subject to availability of funding, passed the WDB unanimously.***

***A motion made by J. Wills, and seconded by P. Huebner, to approve the PY 2016/2017 NoRTEC WDB/Governing Board Budget at \$90,000, subject to availability of funding, passed the Governing Board unanimously.***

XII. ACCEPTANCE OF THE JUNE 30, 2015, SINGLE AUDIT REPORT

J. Hough reported NoRTEC had received its June 30, 2015, Single Audit Report, and there were no findings, questioned costs, or recommendations resulting from the audit. Hough said the Finance Committee had reviewed the audit and were recommending acceptance of the audit.

***A motion made by T. Cochran, and seconded by J. Wyse, to accept the June 30, 2015, Single Audit Report, passed the WDB unanimously.***

***A motion made by E. Valenzuela, and seconded by P. Huebner, to accept the June 30, 2015, Single Audit Report, passed the Governing Board unanimously.***

XIII. REPORT ON PREVIOUS MONITORING FINDINGS

J. Hough explained the finding at Rural Human Services (RHS) with respect to ownership of the building Rural Human Services occupies. Hough said RHS had responded to the finding, but NoRTEC staff had left the finding open until RHS' June 30, 2015, audit was completed. RHS' auditor noted in the report that RHS did not properly document their process for determining the cost effectiveness of purchasing the building versus continuing to lease, but also noted there were no questioned costs due to the purchase of the building. The auditor did recommend that RHS staff attend training related to OMB cost principals and consult with NoRTEC on unusual items, such as this, in the future. RHS also agreed to develop policies and procedures for staff training and consultation with NoRTEC, or an auditing firm, on unusual and/or complex transactions in the future. Hough reported NoRTEC had requested a copy of the policy and procedure in order to close this finding, and will be requiring RHS to conduct an in-depth

lease/purchase analysis each program year and provide the results to NoRTEC as part of their annual fiscal closeout.

XIV. EXECUTIVE COMMITTEE REPORT

S. Thrall said the Executive Committee was expecting each Service Provider to present information on their programs to the Board of Supervisors in each of the counties at least twice each year.

S. Thrall said the committee was provided with a preview of the process that would result in the development of NoRTEC's strategic plan.

S. Thrall reported staff were working on updating the Operating Agreement between the Governing Board (LEO) and the new Workforce Development Board, and that most of the changes were minor wording changes such as changing "WIA" to "WIOA." Thrall did state, however, that a new clause had been added to allow the WDB Chair to remove a WDB member if he/she missed three consecutive meetings without prior WDB Chair approval. M. Cross reported this revised agreement would come up for full WDB and Governing Board approval at the next meeting.

S. Thrall said the committee was continuing to be updated on the Butte PIC incident.

S. Thrall said the committee had reviewed the proposed meeting schedule change, moving the quarterly meetings from the fourth Thursday of January, April, July, and October to the first Thursday of February, May, August, and November. Thrall said staff had requested this change to give them more time to prepare for the quarterly meetings, and to provide additional time so Program and Finance Committee members had enough time to review consent agenda items. Thrall said the committee was in favor of this change and the issue would be brought forward at August meeting for discussion and possible adoption by the full WDB and Governing Board.

S. Thrall said the members had received an update of NRCD activities.

S. Thrall said the annual review of the Executive Director was to be scheduled in June and would also include a review of NoRTEC as an organization.

XV. MEMORANDUM OF UNDERSTANDING

M. Cross explained NoRTEC is required to have a signed MOU in place with its One Stop system partners by June 30, 2016. He said the MOU was in the development stage and would likely have some of its language modified based upon negotiations with partners. Cross said he was asking for WDB and Governing Board approval for the Chairs of each board to sign the MOU in June in order to meet the submission deadline to the California Workforce Development Board, since the next full meeting would not take place until August 2016.

***A motion made by D. Beeson, and seconded by T. Cochran, to approve Jim Cook, WDB Chair, to sign the MOU on behalf of the WDB, passed the WDB unanimously.***

***A motion made by P. Huebner, and seconded by J. Wills, to approve Sherrie Thrall, Governing Board Chair, to sign the MOU on behalf of the Governing Board, passed the Governing Board unanimously.***

XVI. WDB COMMITTEE ASSIGNMENTS

M. Cross discussed the committees and current membership. He asked that any member wishing to participate on any of the committees contact the WDB Chair or Terrienne Brown, Assistant Director.

XVII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported there were no outstanding applications.

B. New Applications

1. Workforce Accelerator Grant 3.0 – M. Cross said staff were requesting permission to submit an application for \$150,000 to the California Workforce Development Board to provide services to youth involved in the justice system.

***A motion made by S. Drageset, and seconded by L. Russell, to submit a \$150,000 application to the California Workforce Development Board to provide services to youth involved in the justice system, passed the WDB unanimously.***

***A motion made by P. Huebner, and seconded by J. Fenley, to submit a \$150,000 application to the California Workforce Development Board to provide services to youth involved in the justice system, passed the Governing Board unanimously.***

2. Regional Implementation and Innovation Grant – M. Cross said staff were requesting permission to submit an application for \$250,000 to the California Workforce Development Board to explore the possibility of developing apprenticeship programs in our eleven county area.

***A motion made by W. Hagge, and seconded by S. Mortensen, to submit a \$250,000 application to the California Workforce Development Board to explore the possibility of developing apprenticeships in the construction, manufacturing, and agriculture industry sectors, passed the WDB unanimously.***

***A motion made by P. Huebner, and seconded by E. Valenzuela, to submit a \$250,000 application to the California Workforce Development Board to explore the possibility of developing apprenticeships in the construction, manufacturing, and agriculture industry sectors, passed the Governing Board unanimously.***

XVIII. OLD BUSINESS

There was no Old Business.

XIX. NEW BUSINESS

M. Cross reported the next meeting would be held on August 25, 2016, at Canyon Oaks Country Club in Chico.

XX. ADJOURNMENT

The meeting was adjourned at 12:25 p.m.