

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, JANUARY 23, 2020
10:00 AM – 2:00 PM
BUTTE CREEK COUNTRY CLUB
CHICO, CA

Our Vision

Partners combining their diverse strengths to support healthy and thriving communities.

Our Mission

To develop strategic partnerships that meet the workforce needs of businesses and job seekers, promoting the economic growth of our region.

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **ROLL CALL**

IV. **APPROVAL OF AGENDA (ACTION)**

Recommended Action:

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

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

V. **PUBLIC COMMENT**

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

VI. **WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (INFORMATION)**

There are two vacancies on the NoRTEC Workforce Development Board due to the passing of Jesse Cox (At-Large, Private Industry) and the resignation of Claudia Martin (Tehama County, Private Industry). Staff are working to secure appropriate nominations for these seats.

VII. **NORTEC STRATEGIC GOALS (INFORMATION)**

A. **Strategic Goal #3 – Promote Open Communication Among Local and Regional Workforce Partners to create a Shared Vision and Regional Strategy**

Becky Roe, Senior Project Coordinator for Shasta College, will provide an overview of the new FIRST SEAT (Forest Industry Real-World Skills Training and Sustaining Employment and Applying Technology) program at Shasta College.

B. Strategic Goal #4 – Increase Awareness of NoRTEC Activities, Fostering Regional Awareness and Partnerships

1. Andrea Campos, Director of Program Administration for NoRTEC, will provide a brief overview of the extensive demographic and labor market information for our region available on the NoRTEC website.
2. Members will have the opportunity to hear from a participant from the WIOA program.

VIII. CONSENT AGENDA (ACTION)

Consent Agenda for the January 23, 2020, Meeting

In order to assure that an in-depth review of the Program and Finance Reports occurs on a regular basis, these reports are reviewed on an alternating schedule. The Finance Reports are reviewed during the October and April meetings, and Program Reports are reviewed during the January and August meetings.

Click on the link for each item below to view the full document:

1. [WDB/Governing Board Meeting Minutes, October 24, 2019](#)

Click on the link above for access to the minutes from the October meeting.

2. [Financial Report](#)

This quarter's report provides routine information on available funding and expenditures for the first two quarters of the program year (July 1, 2019 – December 31, 2019), as well as information about on-site monitoring of Service Providers by NoRTEC.

There are no other areas of concern.

The Finance Committee has reviewed the information and recommends approval of the Financial Report to the WDB and Governing Board.

Recommended Action:

WDB approval of the consent agenda reports.

Governing Board approval of the consent agenda reports.

IX. PY 2019/2020 FUNDING (INFORMATION)

NoRTEC currently has \$16,424,318 in available funds for the 2019/2020 program year. An additional \$1,333,000 for the Carr Fire 2018, \$3,947,525 for Camp Fire Workforce Development, \$5,833,333 for Camp Fire Temporary Jobs and \$1,666,666 for Severe Storms 2019 may be allocated incrementally by the State. Prison to Employment Implementation for \$764,750 and Supportive Services for \$1,085,516 will be allocated to participating service providers. If all funds are allocated, NoRTEC will have \$31,055,108. This is a decrease of \$6,283,213 over 2018/2019 Program Year funding. This decrease is the result of the completion of various grant-funded projects.

Project	PY 2019/2020 Funds Available	Additional Funds Requested/Pend ing Allocation	Total
Adult	\$2,927,989	\$0	\$2,927,989
Youth	\$2,911,299	\$0	\$2,911,299
Dislocated Worker	\$2,311,140	\$0	\$2,311,140
Rapid Response	\$667,816	\$0	\$667,816
Rapid Response – Layoff Aversion	\$168,606	\$0	\$168,606
CA Manufacturing (CMTC)	\$131,006	\$0	\$131,006
Storms 2017	\$585,977	\$0	\$585,977
CA Wildfires 2017	\$152,241	\$0	\$152,241
Carr Fire 2018	\$390,025	\$1,333,000	\$1,723,025
Workforce Accelerator 6.0	\$23,037	\$0	\$23,037
Prison to Employment Planning	\$24,372	\$0	\$24,372
Additional Asst. Camp Fire	\$416,340	\$0	\$416,340
Camp Fire Workforce Development	\$1,703,615	\$3,947,525	\$5,651,140
Camp Fire Temporary Jobs	\$2,659,202	\$5,833,333	\$8,492,535
Slingshot 2.0 Regional Planning	\$225,000	\$0	\$225,000
North State Regional Planning	\$151,332	\$0	\$151,332
Prison to Employment Implementation	\$0	\$764,750	\$764,750
Prison to Employment Supportive Services	\$0	\$1,085,516	\$1,085,516
Accelerator 7.0	\$141,987	\$0	\$141,987
TOTAL	\$16,424,318	\$14,630,790	\$31,055,108

X. PROGRAM REPORT (INFORMATION/ACTION)

Michele Piller, Program Committee Chair, will give the report.

A. Program Monitoring

NoRTEC staff conducted spring monitoring visits in each of the programs to review the on-going Adult, Dislocated Worker, and Youth programs, as well as special projects. Monitors reviewed documentation of participant eligibility, the creation and implementation of employment plans, participant progress through the system, service provider practices for the separate collection and maintenance of sensitive information, and the participant’s status when they exit the WIOA program.

Program reviews were conducted at STEP, AFWD, SMART, and the Job Training Center. There were no findings.

Spring 2020 reviews for the Service Providers are currently being scheduled with an estimated completion date of June 30, 2020.

B. State/Federal Monitoring of NoRTEC

The Compliance Review Division of EDD completed a review of NoRTEC's WIOA Youth program during the week of January 6-10, 2020. After spending the first day in the NoRTEC office, the monitor reviewed participant files in Chico (AFWD), Redding (SMART), Red Bluff (Job Training Center), and Oroville (AFWD). It will be several weeks before NoRTEC receives the results of the review.

C. Universal Services, Client Enrollment, and Contract Performance

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 total number of visits, as well as the number of unique visitors. The report contained in the link above shows the number of visits for the first two quarters of the 2019-2020 program year (July 1, 2019 – December 31, 2019). There were 6,193 unique individuals that accessed our thirteen centers during the year, and a total of 11,917 visits were recorded.

2. Job Seekers Enrolled in the WIOA 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. During the 2019-2020 program year, 2,172 individuals were enrolled in the Adult, Dislocated Worker, Youth, Carr Fire NDWG, Additional Assistance (related to Camp Fire), Camp Fire NDWG, and Severe Storms 2019 NDWG programs.

3. WIOA Service Provider Contract Performance: [Adults, Dislocated Workers, and Youth](#)

NoRTEC's performance under the Adult, Dislocated Worker, and Youth programs is evaluated based upon the following performance measures:

- Employment Rate in the Second Quarter After Exit
- Median Earnings in the Second Quarter After Exit
- Employment Rate in the Fourth Quarter After Exit
- Credential/Degree Attainment Rate in the Fourth Quarter After Exit
- Measurable Skills Gain during the Program Year

a. Adult Program – NoRTEC is meeting all five performance measures for the Adult program. AFWD is meeting all measures. SMART and the Job Training Center are both meeting four of the five measures, with both missing the Measurable Skills Gain goal of 52.0% (SMART actual 26.8%; Job Training Center 46.2%). STEP is meeting three of five measures, but is missing the Employment Rate in the Fourth Quarter After Exit (goal 67.0%; actual 66.7%) and the Credential Attainment Rate (goal 57.5%; actual 20.0%). As we are only in the first six months of the program year, there are no immediate

areas of concern, but staff will closely monitor performance throughout the next quarter.

- b. Dislocated Worker Program – NoRTEC is meeting all five performance measures for the Dislocated Worker program. AFWD is meeting all five measures. STEP is meeting four of the five measures, but is missing the Median Earnings measure (goal \$6,900; actual \$6,278). The Job Training Center is also meeting four of the five measures, but is missing the Measureable Skills Gain measure (goal 52.0%; actual 50.0%). SMART is meeting three of the five measures, but is missing the Median Earnings measure (goal \$6,900; actual \$6,475) and the Measureable Skills Gain measure (goal 52.0%; actual 19.0%). As we are only in the first six months of the program year, there are no immediate areas of concern, but staff will closely monitor performance throughout the next quarter.
- c. Youth Program – NoRTEC is meeting two of the five performance measures, but is missing the Fourth Quarter Employment/Education Rate (goal 66.9%; actual 61.7%), the Credential Attainment Rate (goal 58.0%; actual 57.6%), and the Measureable Skills Gain measure (goal 48.0%; actual 38.3%). The Job Training Center is meeting three of the five measures, but is missing the Second Quarter Employment/Education Rate (goal 66.9%; actual 58.8%) and the Measureable Skills Gain measure (goal 45.0%; actual 0%). STEP is meeting three of the five measures, but is missing the Fourth Quarter Employment/Education Rate (goal 66.9%; actual 53.8%) and the Credential Attainment Rate (goal 58.0%; actual 50.0%). SMART is meeting three of the five measures, but is missing the Fourth Quarter Employment/Education Rate (goal 66.9%; actual 57.1%) and the Measureable Skills Gain measure (goal 45.0%; actual 22.0%). AFWD is meeting two of the five performance measures, but is missing the Fourth Quarter Employment/Education Rate (goal 66.9%; actual 62.5%), the Credential Attainment Rate (goal 58.0%; actual 46.7%), and the Measureable Skills Gain measure (goal 48.0%; actual 39.4%). As we are only in the first six months of the program year, there are no immediate areas of concern, but staff will closely monitor performance throughout the next quarter.

D. Customer Satisfaction Survey: [Results](#)

In addition to monitoring performance, NoRTEC wants to ensure the needs of our clients are met in a helpful and professional manner. To that end, NoRTEC has created a survey to measure the “satisfaction” of customers accessing our centers.

Walk-In clients, enrolled participants, and employers fill out customer satisfaction surveys. Of the survey responses collected, the results were overwhelmingly positive.

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

From July 1, 2019 – December 31, 2019, 41 employers have laid off approximately 846 employees.

NoRTEC Service Providers are providing rapid response and dislocated worker services as needed.

F. Employer Services: [NoRTEC Employer Services Report](#)

From July 1, 2019 – December 31, 2019, 1,410 employers throughout the consortium accessed 14,118 discrete services.

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, and they contain several participant success stories. A highlight from each report appears below, but please take a moment to review all of the reports. Our Service Providers are doing a great job providing services to the job seekers and businesses in their communities!

Following are links for the reports received for the period ending December 31, 2019:

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

A few highlights from this quarter's reports are:

- Butte County – AFWD staff in Butte County responded to the Lifetouch business closure this past quarter. Lifetouch, the largest school photography company in the country, closed the doors on its Chico location in late 2019. The company worked cooperatively with AFWD to provide rapid response services to its employee and more than 150 workers took the time to meet with AFWD staff and explore available services. Read the attached report for an in-depth description of the services provided, as well as a number of other interesting stories.
- Del Norte County – The Del Norte Workforce Center has already placed 26 workers with a variety of public agencies to help clean up after the severe winter storms that hit Northern California in February/March 2019. Del Norte County, Crescent City, Caltrans, and the Del Norte County Fairgrounds have all taken on crews to assist with clean-up.

- Lassen County – Lassen County Probation recently took over the Independent Living Program (ILP). This program works with eligible youth, ages 16-20, to assist them with housing, employment, and education. Probation approached AFWD staff to collaborate and they jumped at the chance. AFWD will conduct workshops to help with resumes and job search.
- Modoc County – The AFWD office in Alturas has moved! They are now collocated with TEACH Adult Ed in the Bear Creek Mall office. AFWD staff have also placed a crew in the Lake City area in Modoc County that was affected by the severe winter storms in February/March 2019. Modoc County is the supervising agency and they are happy to have the crew assist with clean-up of storm damage.
- Nevada County – Check out this quarter’s report for some participant success stories!
- Plumas County – AFWD staff assisted employers opening a Grocery Outlet Bargain Market store in Quincy. A hiring event was held for the store, and AFWD staff assisted with applications, scheduling interviews, and “check-in.” Over 35 job seekers received job offers as a result of the event.
- Shasta County – Several members of the SMART team volunteered again this year at the Annual Stem Career Day which was attended by over 900 enthusiastic ninth graders from all over the North State. The event exposes young people to career possibilities in Science, Technology, Engineering, and Math.
- Sierra County – AFWD has a new Resource and Referral Coordinator in their Sierra County AJCC. Debra Devenzio, the new employee, is looking forward to working with job seekers and employers in Sierra County.
- Siskiyou County – College of the Siskiyous’ Law Enforcement Academy has successfully completed its third session. STEP has sponsored several of the academy’s job seekers through this program. All completers have applied for various law enforcement positions from Del Norte to Merced County. STEP staff report instructors and administrative staff of the program have been helpful and responsive to STEP staff’s questions and requests which makes the program run more smoothly for participants.
- Tehama County – Last spring the Job Training Center was awarded a \$20,000 community grant from the McConnell Fund of the Shasta Regional Community Foundation. This funding helped the Job Training Center remodel their outdated computer lab space and included new flooring, tables, paint, and laptops. This remodel will allow the room to serve as a both a conference center and a training room.
- Trinity County – SMART recently held a community convening to discuss the interest of local law enforcement and county government offices to collaborate on serving the justice involved population.

H. Staff Training

There was no staff training to report in the second quarter.

Recommended Action:

WDB approval of the second quarter Program Report.

Governing Board approval of the second quarter Program Report.

XI. JOINT WDB/GOVERNING BOARD COMMITTEE APPOINTMENT (INFORMATION)

The passing of WDB member, Jesse Cox, left an opening on the Joint Executive Committee. Executive Committee Chair, John Fenley, has appointed WDB member, Jeremiah LaRue to fill this seat for the remainder of this term. Elections for all Joint Executive Committee seats will be held on October 22, 2020, for a two-year term, beginning January 1, 2021.

XII. REQUEST FOR PROPOSALS FOR WIOA SERVICE PROVIDERS (ACTION)

There was a very strong response to the NoRTEC Request for Proposals for WIOA Service Providers. Every NoRTEC county received at least two proposals, and there were some significant changes proposed to the current NoRTEC service delivery system.

A committee of NoRTEC staff and outside reviewers analyzed all the proposals, conducted proposer interviews, and prepared an analysis with pros and cons for each county utilizing the RFP Guiding Principles developed by the Board. Due to the complexity of the proposals, the number of responses and the significant proposed changes, staff is recommending that the Workforce Development Board (WDB) appoint a Joint Ad Hoc committee to review the staff analysis and make a recommendation to both boards for each of the eleven NoRTEC counties.

Staff recommends that the Ad Hoc Committee be chaired by Michele Piller (Chair of the NoRTEC Program Committee) who would appoint committee members from the WDB and Governing Board members, with a goal of having one representative from each NoRTEC county. In the interest of expediency, it is also recommended that the Ad Hoc Committee be given authority to instruct staff to enter into contract negotiations with the recommended contractor(s) immediately after the committee meeting, pending final contracting authority by the full WDB and Governing Board at its next regularly scheduled meeting on April 23, 2020.

A tentative meeting date of the Ad Hoc Committee has been set for Thursday, February 27, 2020, in Chico. Staff recommends that board members who wish to serve on the Ad Hoc Committee notify staff immediately.

Recommended Action:

Workforce Development Board appoint a Joint Ad Hoc Committee to review the proposals from the WIOA Service Provider RFP and make a recommendation to both the WDB and Governing Board for each of the eleven NoRTEC counties. The Ad Hoc Committee shall be comprised solely of Workforce Development Board and Governing Board Members, and shall be comprised of less than a quorum as to each Board. The

Ad Hoc Committee shall be chaired by the Program Committee Chair, who shall appoint committee members. In the interest of expediency, the Ad Hoc Committee decision shall give staff authority to enter into contract negotiations with the recommended contractor(s) immediately after the committee meeting, pending final approval of the full WDB and Governing Board at its next regularly scheduled meeting on April 23, 2020.

XIII. STATUS OF FUNDING APPLICATIONS (INFORMATION/ACTION)

A. Prior Approval

No additional project funds were received during the last quarter.

B. New Applications

There are no requests to submit new applications for funding.

XIV. OLD BUSINESS (INFORMATION)

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

XV. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The April 23, 2020, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Gaia Hotel and Spa in Anderson.
2. The August 27, 2020, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Canyon Oaks Country Club in Chico.

B. Workforce Development Board Appointments

With the transition from WIA to WIOA, the WIB (Workforce Investment Board) became the WDB (Workforce Development Board). Members normally serve a four-year term, and are eligible to reapply for membership if they still meet eligibility requirements at the end of their current term.

Terms were assigned so that every two years, roughly half of the WDB's terms will expire. About half of the current members' terms will expire on June 30, 2020. The terms of the remaining members will expire on June 30, 2022.

Members whose terms expire on June 30, 2020, will be notified at the meeting. Those wishing to continue to serve after their term expires should pursue nomination by the April 23, 2020, meeting. Details will be discussed at the meeting.

C. Rural College Convening

A Rural College Convening will take place after lunch from 2:00 to 4:00 p.m. at today's meeting location. Anyone who would like to participate is encouraged to attend. The meeting announcement can be accessed here: [Agenda](#)

D. Other New Business

Additional New Business items may be brought up for discussion at the pleasure of the NoRTEC WDB/Governing Board members.

XVI. ADJOURNMENT