

AGENDA - JANUARY 27, 2000

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, JANUARY 27, 2000
9:00 AM - 2:00 PM
PONDEROSA MOTEL
PARADISE, CALIFORNIA

1. CALL TO ORDER
2. ROLL CALL
3. WIB APPROVAL OF MINUTES, OCTOBER 28, 1999 (ACTION)

Copies of the minutes from October 28, 1999, are attached: [Minutes](#)

There was not a quorum of the Governing Board, so the WIB only will be asked to approve the minutes from this meeting.

RECOMMENDED ACTION: WIB approval of the October 28, 1999, minutes, with revisions if needed, as mailed.

4. APPROVAL OF AGENDA (ACTION)

RECOMMENDED ACTION: WIB and Governing Board approval of the agenda, with revisions if needed, as mailed.

5. PUBLIC COMMENT (INFORMATION)

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

6. GOVERNING BOARD APPROVAL OF ACTION ITEMS FROM THE OCTOBER 28, 1999, MEETING (ACTION)

There were five action items on the October 28, 1999, meeting:

1. Approval of Minutes from the July 29, 1999, meeting;
2. Approval of the Program Committee Report (no items of concern were noted).
3. Approval of the Finance Committee Report (no items of concern were noted).
4. Approval of staff submitting a proposal in the name of NCEN, in Partnership with the State and a number of other SDAs, for \$80,000 to develop policies and procedures for individual training accounts and eligible training provider lists.
5. Approval of staff submitting an application for \$5,000,000 for temporary job creation in response to the fires in the NoRTEC counties this past summer, including funding for Butte County.

The Governing Board may vote on these items as a block (a consent item), or single out one or more for separate votes.

RECOMMENDED ACTION: Governing Board approval of the five action items from the October 28, 1999, meeting agenda.

7. WIB APPOINTMENTS (ACTION)

The Governing Board will make appointments to the NoRTEC WIB from applications and nominations received from appropriate entities in the eight county NoRTEC workforce investment area.

Joint Resolutions of the eight member county Boards of Supervisors, the NoRTEC Governing Board and PIC established the NoRTEC PIC, with additional members from the Butte County PIC, as the transitional WIB. The current members will retain their transitional status until they are either confirmed or replaced by majority vote of the NoRTEC Governing Board.

The Governing Board, with the concurrence of the NoRTEC PIC, determined that the logistics and local circumstances did not warrant the extended membership of a full Workforce Investment Board, and opted to apply for "Alternative Entity" status. The membership requirements are the same as for the PIC, except that two labor representatives are specifically required.

Application forms were sent to the current members, posted on-line and distributed locally through the One Stops. Nominations were then sought for all the applications. A table of applicants/nominations is periodically updated: [Nominations](#)

Staff have compiled a "staff recommendation" slate of nominations for appointment to the NoRTEC WIB, consistent with meeting the requirements of the law for "alternative entity" status, and equitable representation among the counties. The decision of who is appointed to the NoRTEC WIB rests solely with the NoRTEC Governing Board: [Recommendations](#)

(These two attachments and the rest of the information accompanying the application/nomination process is posted on the NoRTEC "What's Happening?" site.)

RECOMMENDED ACTION: Governing Board appointments to the WIB of a sufficient number of individuals to provide equitable representation among the member counties and the various groups and entities with an interest and/or stake in the public employment and related programs and services provided through the NoRTEC One Stop Employment Center system, consistent with the Workforce Investment Act and the NoRTEC Joint Powers Agreement.

8. PROGRAM COMMITTEE REPORT (ACTION)

Michele Piller, Program Committee Chair, will present the Program Committee Report.

1. Program Monitoring

There have been no program monitoring visits since the last PIC/Governing Board meeting in October 1999. Spring reviews will be conducted during April-June 2000. Actual monitoring dates have not been finalized. JTPA and Welfare-to-Work issues will be reviewed, but the focus of the visit will be on making sure the programs are prepared for the implementation of WIA on July 1, 2000.

2. PY 1999/2000 Second Quarter Program Reports

A summary of the standard program reports will be presented at the meeting. Please click on

the name of each separate report shown below for goals and performance information. ([Click here](#)) for an in-depth explanation of any of the reports listed below.)

- a. [Title II-A 77% Adult and 82% Youth Performance Standards](#)
- b. [Title III Entered Employment Rate and Average Wage at Placement Standards](#)
- c. [Federally Defined Barrier to Employment Ratios](#)
- d. [In-School Vs. Out-of School Youth Service Ratios](#)
- e. [Welfare to Work](#)

Data for the 77% Adult program is based on only four months of follow-up data. Data for the fourth and fifth month will not be received from UC Berkeley until mid-February. Requests for corrective action will be sent out in mid-February, if necessary.

Data for the 82% Youth program is based upon a total of twelve (12) terminations. There are a total of 39 enrolled in the program, most of which are expected to terminate in early June. Staff will monitor progress closely throughout the upcoming months, but no problems are anticipated (all twelve that have terminated thus far have been positive completions). Requests for corrective action will not be sent out to the programs in Tehama and Trinity, as they have five and four enrollments, respectively, but no terminations.

Data for the second quarter of the program year for Title III shows NoRTEC and all of the program except Tehama meeting the Entered Employment Rate standard. It is anticipated that Tehama will meet the Entered Employment Rate Standard by the end of the program year.

NoRTEC and all of the programs are meeting the Federally Defined Barriers to Employment ratio.

NoRTEC and all of the programs, except Trinity are meeting the in-School vs. Out-of-School Youth service ratios. A request for corrective action will be sent to TOT in mid-February to assure that any additional enrollments into the Youth program will be "out-of-school" youth.

3. [Participant Summaries and Employment Report](#)
 1. [Participant Summary Report](#)
 2. [Employment Report](#)

These reports are provided to the WIB and Governing Board as informational items (number of participants served in each county and participant placements in jobs).

4. [Upcoming Monitoring](#)

The Evaluations Division of EDD is currently conducting a review of NoRTEC's WtW program. The monitor scheduled visits in Tehama, Siskiyou, and Del Norte Counties for the week of January 10-14, 2000. He made it to Tehama and was able to complete that portion of his review. Inclement weather kept him from proceeding to Siskiyou and Del Norte Counties. He has rescheduled his reviews in these two counties for the week of January 24-28, 2000. An update will be provided at the meeting.

RECOMMENDED ACTION: NoRTEC WIB and Governing Board approval of the Second Quarter Program Committee Report.

9. [FINANCE COMMITTEE REPORT \(ACTION\)](#)

B. Hamby, Finance Committee Chair, will present the Finance Committee report.

1. PY 99/00 Second Quarter Financial Reports (ACTION)

NoRTEC currently has \$9,220,346 in available funds for the program year July 1, 1999, to June 30, 2000. An additional \$427,500 has been requested. If all requested funds are received, NoRTEC will have a total of \$9,647,846 in available funding.

PROJECT	FUNDS AVAILABLE FROM 07/01/99	ADD'L FUNDS REQUESTED/ ANTICIPATED	TOTAL
II-B YOUTH	951,414	0	951,414
II-A ADULT	1,421,536	0	1,421,536
IIC YOUTH	342,488	0	342,488
II-A OLDER	85,031	0	85,031
TITLE III	1,658,865	0	1,658,865
BASIC READJUSTMENT	1,746,809	0	1,746,809
RAPID RESPONSE	402,500	402,500	805,000
INCENTIVE FUNDS	225,322	0	225,322
PLANT CLOSURES	69,591	0	69,591
FLOOD TRANSITION	169,297	0	169,297
8% LITERACY	110,790	0	110,790
WELFARE-TO-WORK	2,029,203	0	2,029,203
CAPACITY BUILDING	7,500	25,000	32,500

TOTAL	\$9,220,346	\$427,500	\$9,647,846
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At this point, we are not anticipating any additional funding for this program year. We did not get the \$5,000,000 that we requested for the Forest Fire TJC project. Further, we have been informed by the State that no additional discretionary funding will be available this program year. We have also been told that there may be little or no discretionary funding available next program year. The reduction or elimination of discretionary funding would provide a funding challenge to NoRTEC, because (the AE and the Providers) have been increasingly relying on discretionary funding. The \$402,500 in rapid response is more a formality than a new request. It is the second half of the annual grant amount. This year the State only funded the first half, and is awaiting expenditure reports to fund the second half (to see if the SDAs really need it).

1. [PY 99/00 Contracts Summary](#)

This report shows the total amount of funding in contracts with the State, the source of that funding and its allocation within NoRTEC for the 99/00 program year at December 31, 1999. At December 31, 1999, NoRTEC had a total of \$9,220,346 available in contracts for the 99/00 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY99/00 Service Provider Contract Modifications](#)

(Select the white arrow in the upper left corner of the report to advance to the second page)

This report shows the changes between July 1, 1999, and December 31, 1999, 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.

The contract changes include Service Provider funding title transfers and the award of new special project funding based upon Service Provider request. The attached report details contract changes which occurred during the quarter.

3. [PY 99/00 Program Expenditure Report](#)

(Select the white arrow in the upper left corner of the report to advance to the second page)

This report shows each subcontractor's total available balance for the program year (July 1, 1999, to June 30, 2000), their expenditures for the six months ended December 31, 1999, and their remaining balance at December 31, 1999, for each specific JTPA 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.

NoRTEC service providers are generally required to spend 90% of each year's allocation by the end of the program year. For the convenience of monitoring,

NoRTEC uses a 25% per quarter expenditure rate as a guide for assessing expenditures throughout the fiscal year (25% first quarter, 50% second quarter, 75% third quarter and 100% final quarter). 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 quarterly expenditures vary by more than 10% from the quarterly target rate.

"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.

At December 31, 1999, the area of concern is the underexpenditure of Title III funds by four of NoRTEC's five Service Providers. Corrective Action plans have been submitted and NORTEC staff is working with Service Providers to assure that funds are fully expended by the end of the program year. There are also some minor underexpenditures in Title IIA Older Workers and Title IIC Youth which are not a concern at this time.

The required expenditure rates do not apply to IIB and special projects.

4. [PY99/00 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the 99/00 program year ending June 30, 2000. At December 31, 1999, the NoRTEC Administrative Entity had expended 44% of its operating budget, 40% of its special projects budget, and 49% of its capacity building budget.

The Administrative Entity expenditures are detailed in the attached line item report. There are no items of concern at this time.

5. [PY99/00 NoRTEC WIB and Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for program year ended June 30, 2000. At December 31, 1999, the WIB/GB had expended 45% of its total budget. There are no issues of concern at this time.

RECOMMENDED ACTION: The WIB Finance Committee is recommending NoRTEC WIB and Governing Board approval of the PY 99/00 Second Quarter Finance Committee Reports.

2. ACCEPTANCE OF PY 97/98 FINANCIAL STATEMENT AUDIT (ACTION)

The PY 97/98 financial statement audit of NoRTEC has been completed and the final report issued. There were no findings, questioned costs or recommendations in the report. The WIB Finance Committee has reviewed the audit report and is recommending that WIB/GB accept

the report. Copies of the audit report are available for review by interested members.

RECOMMENDED ACTION: The WIB Finance Committee is recommending NoRTEC WIB and Governing Board acceptance of the PY 97/98 financial statement audit.

3. STATE COST COMPLIANCE NOTIFICATION (INFORMATION)

We have received notice from the State that NoRTEC is in compliance with the required cost category limits in Title II-A Adult and IIC Youth for the 1996 year of allocation. We have also been notified that NoRTEC is in compliance with the required cost category limits in Title III for the 1997 year of allocation. The notification letters are available for review by interested PIC/GB members.

4. STATE FUNDS UTILIZATION COMPLIANCE NOTIFICATION (INFORMATION)

We have received final notice from the State that NoRTEC is in compliance with the required 85% obligation rate in Title IIA and IIC for PY 98/99. The notification letter is available for review by interested PIC/GB members.

10. STATUS OF FUNDING APPLICATIONS (INFORMATION)

NoRTEC has two outstanding funding applications; one for \$5,000,000 to provide temporary job creation in response to a number of fires and one for \$80,000 for the development of policy and procedure for client training accounts and an eligible training provider list.

Fire Related Temporary Job Creation

NoRTEC applied for \$5,000,000 for a Temporary Job Creation Project to be implemented in Plumas, Tehama, Trinity, and Butte Counties, all of which were declared National Disaster Areas. No official word has been received, but it is clear that the project will not be funded. Oh well, it was a long shot.

Individual Training Account/Eligible Training Provider List.

No word yet. NoRTEC is one of six SDA partners with the State on this application, and will receive about \$80,000 if it is funded. NoRTEC applied under the name of NCEN. The basic purpose is to test various levels of "informed" customer choice with respect to ITAs (Individual Training Accounts), career goals and the selection of training providers. NoRTEC will also contribute its on-line Vendor Application to the fray. More detail about the application is provided under "What's UP?" on our new NCEN web site: www.ncen.org

11. REGIONAL ECONOMIC DEVELOPMENT STRATEGIES (INFORMATION/DISCUSSION)

Community Development Services (CDS) in cooperation with Obermeyer and Associates is preparing a Regional Economic Development Strategy utilizing local and sub-regional plans already completed, as well as interaction with the NCEN WIB and Governing Board, that analyzes local conditions, identifies problems and opportunities, defines the vision and goals of the region, designs a strategy to accomplish common goals, and suggests means to coordinate activities within the region. A long range strategy and the means to achieve short term objectives is being defined in the strategy. The quality of the plan will be judged by its usefulness for regional decision making and accessing resources.

Each existing strategy within the region has been reviewed and a draft document prepared. The draft is being presented to the NoRTEC WIB and Governing Board for comment and changes. The final document, if acceptable, will be adopted by the NCEN Board for implementation. The NCEN service delivery network partners will be provided the strategy at workshops and meetings as well as through the NCEN electronic network. Information on the progress of this work will be presented by Jeff Lucas of CDS and Dan Obermeyer of Obermeyer and Associates.

12. WIA DESIGNATION (INFORMATION/ACTION)

NoRTEC and Butte agreed to merge the two SDAs and apply for Workforce Investment Area status as a single entity. The application was submitted on the assumption that that we would automatically qualify as a combined area, since each entity qualified on its own. State staff feel differently, and are treating our application as a "special circumstance" requiring State Council recommendation and Governor's approval. NoRTEC staff believe the new State Council will recommend approval of the NoRTEC/Butte merger, but the initial reaction of State staff is a little disconcerting. How can two entities that automatically qualify on their own not qualify when combined? This may take a little "politicking" to help assure a reasonable conclusion. NoRTEC staff response to the request for additional information is attached: [Workforce Area Designation Response](#)

13. ONE STOP MEMORANDUM OF UNDERSTANDING (ACTION)

The law requires a written memorandum of understanding (mou) between NoRTEC and the partners of the One Stops, to cover:

1. The services to be provided through the one-stop delivery system;
2. How the costs of such services and the operating costs of the system will be funded;
3. Methods for referral of individuals between the one-stop operator and the one-stop partners, for the appropriate services and activities;
4. The duration of the memorandum and the procedures for amending the memorandum during the term of the memorandum; and
5. Such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.

A staff developed MOU is attached: [MOU](#) It is also posted on the NoRTEC "What's Happening?" site to encourage public review and comment.

A background paper is attached providing additional information and the context for the development of the NoRTEC MOU: [Background](#)

RECOMMENDED ACTION: NoRTEC WIB and Governing Board approval of the NoRTEC One Stop Memorandum of Understanding.

14. YOUTH PROGRAMS REQUEST FOR PROPOSAL (ACTION)

At a prior meeting, the Governing Board and the WIB agreed to postpone trying to secure Youth Program providers through a competitive proposal process until next year. This was done primarily because staff were concerned that they would not be able to get through the process in a timely manner. As it turns out, staff may be able to complete the RFP and review and approval process in a timely manner. An outline of the RFP and a suggested timeline are available for GB/WIB approval:

[RFP Timelines](#)

[RFP Content](#)

A copy of the complete RFP will be available at the meeting for those that are interested.

RECOMMENDED ACTION: NoRTEC WIB and Governing Board approval of the Youth RFP Content and Timeline, and the designation of the WIA Transition Committee to select a Youth provider for each county, based on responses to the RFP.

15. GOVERNING BOARD/WORKFORCE INVESTMENT BOARD AGREEMENT (ACTION)

A staff developed working agreement for the Governing Board and WIB is attached: [WIB/GB Agreement](#)

16. NoRTEC FIVE YEAR PLAN (ACTION)

NoRTEC is required to submit a five year plan to the State by March 31, 2000. Links to a timeline and outline of the required elements of the plan are shown below:

[Timeline](#)

[Outline](#)

RECOMMENDED ACTION: WIB and Governing Board approval of the designation of the WIA Transition Committee to provide final approval of the plan, after the 30 day public comment period ends on March 22, 2000.

17. JTPA CLOSEOUT PLAN

In accordance with DOL issued guidance, each SDA is required to submit a closeout plan for all formula funded JTPA activities. Basically, they want to know how service delivery to participants will be handled, how much money we think we will spend on JTPA closeout activities between July 1 - December 31, 2000, and how much of our unspent JTPA allocation we think will be transferred into WIA. The closeout plan was originally due February 1, 2000. That due date has been extended to March 1, 2000, but requires PIC and Governing Board approval.

Service delivery to participants will be "seamless." (This is the buzzword that DOL wants to hear.) As NoRTEC already provides JTPA services through the One-Stop Career Center setting, participants involved in training plans on or after July 1, 2000, will not experience any interruption in services (as a matter of fact, they will not know the difference between JTPA and WIA).

Predicting closeout costs and carry-over is a little more tricky, since it is only January. We are only required to give estimates, so as long as we do not spend more dollars than we have available, we will be okay.

Right now, estimated closeout costs throughout the consortium are around \$300,000. Estimated carry-over of unspent JTPA funds into WIA is also \$300,000. These figures will no doubt change as June 30, 2000, approaches.

RECOMMENDED ACTION: NoRTEC WIB and Governing Board approval of the JTPA Closeout Plan.

18. OLD BUSINESS (DISCUSSION)

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

19. NEW BUSINESS (DISCUSSION)

1. Upcoming Meeting Schedule

1. WIB and Governing Board - April 27, 2000

2. WIA Transition Committee - March 23 or 30, 2000

2. Additional New Business Items may be brought up for discussion, at the pleasure of the NoRTEC WIB/GB members.

20. ADJOURNMENT

NoRTEC is an [equal opportunity employer/program](#). Auxiliary aids and services are available upon request to individuals with disabilities.

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