

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, AUGUST 25, 2016
9:00 AM – 2:00 PM
CANYON OAKS COUNTRY CLUB
999 YOSEMITE DRIVE
CHICO, CA

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

Currently, there are two vacant seats on the Workforce Development Board: one at-large private industry seat, and one at-large organized labor seat.

One nomination has been received for each seat:

- Sam Roy, Training Manager, from Milestone Technologies in Chico, has applied for the At-Large Private Industry seat:

[Application](#) – [Nomination Letter](#)

- Steve Suske, Vice President, United Public Employees of California, Local 792, has applied for the At-Large Organized Labor seat:

[Application](#) – [Nomination Letter](#)

Recommended Action:

Governing Board appointment of the two individuals above to represent private industry and organized labor on the NORTEC Workforce Development Board.

VII. THOMAS P. MILLER AND ASSOCIATES PLANNING PRESENTATION

Thomas P. Miller and Associates (TPMA) will facilitate a planning session covering the following topics:

- Mission and Vision Statements for NoRTEC
- Review of Focus Areas Identified During April 28, 2016, Planning Session
- Presentation of Key Findings from Local County Input Sessions
- High-Level Overview of Regional Trends Found During Industry Sector Analysis
- Determine Priority Industry Sectors
- Identification of Goals and Strategies

VIII. CONSENT AGENDA

Click on the link for each item below to view the full documents/reports:

- A. [WDB/Governing Board Meeting Minutes, April 28, 2016](#)
- B. [Program Report](#)
- C. [Financial Report](#)

Recommended Action:

WDB approval of the consent agenda reports.

Governing Board approval of the consent agenda reports.

IX. PROGRAM POLICIES

The following program policies were provided to the Program Committee for review and modification prior to the posting of this agenda:

[Individual Training Account \(ITA\) Policy](#) – This policy provides guidelines for Service Providers on establishing and overseeing ITAs on behalf of participants enrolled in the WIOA program. ITAs are established to assist participants with payment of tuition and training related costs while they are participating in occupational skills training, usually in a classroom setting.

[On-the-Job Training \(OJT\) Policy](#) – This policy provides guidelines for Service Providers on developing contracts with local employers to reimburse them for a percentage of a participant’s wages for a specified period of time. This contract reimburses the employer for “the extraordinary cost of training” a participant that would likely not be hired under normal circumstances; usually because the participant lacks the basic qualifications to be hired for the job.

[Supportive Service Payments Policy](#) – This policy provides guidelines for Service Providers on the provision of supportive service payments on behalf of enrolled participants. Supportive Services are defined as services such as transportation, child care, dependent care, housing, and other payments that are necessary to enable an individual to participate in WIOA activities, and they may only be provided with WIOA funding when there are no other programs providing such services in the area.

Recommended Action:

WDB approval of the Individual Training Account Policy, the On-the-Job Training Policy, and the Supportive Service Payments Policy, as posted.

Governing Board approval of the Individual Training Account Policy, the On-the-Job Training Policy, and the Supportive Service Payments Policy, as posted.

X. FISCAL POLICIES

The following fiscal policies were provided to the Finance Committee for review and modification prior to the posting of this agenda:

[Allowable Cost Policy](#) – This policy provides guidelines for Service Providers on general cost principles and allowable costs under the WIOA (Workforce Innovation and opportunity Act).

[Consultant Services Policy](#) – This policy provides guidelines for Service Providers on the use of professional and consultant services.

[Program Income Policy](#) – This policy provides guidelines for Service Providers on procedures and reporting requirements for program income under the WIOA.

[Property Policy](#) – This policy provides guidelines for Service Providers on obtaining prior approval, purchasing, and disposing of property with a single unit cost totaling \$5,000 or more.

Recommended Action:

WDB approval of the Allowable Cost Policy, the Consultant Services Policy, the Program Income Policy, and the Property Policy, as posted.

Governing Board approval of the Allowable Cost Policy, the Consultant Services Policy, the Program Income Policy, and the Property Policy, as posted.

XI. EXECUTIVE COMMITTEE REPORT

The Executive Committee met on June 20, 2016. The Chair of the Executive Committee will provide an overview of these meetings for the full WDB and Governing Board.

A. June 20, 2016 Meeting

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

Topics of discussion included:

- Discussion of mission and vision statements for NoRTEC
- Service Provider Audit and Monitoring Resolution
- Executive Director Performance Review

XII. WORKFORCE DEVELOPMENT BOARD/LOCAL ELECTED OFFICIAL OPERATING AGREEMENT

At the April 27, 2016, Executive Committee meeting, the members reviewed the Workforce Development Board/Local Elected Official (WDB/LEO) Operating Agreement which needs to be updated to reflect the new WIOA legislation and the new Workforce Development Board.

Proposed changes to the document include changing references from (1) Workforce Investment Act to Workforce Innovation and Opportunity Act, and (2) Workforce

Investment Board (WIB) to Workforce Development Board (WDB). In addition, the terms of the WDB were updated to reflect the current dates.

The committee also proposed a revision to the Operating Agreement to include a new clause that specifies the automatic removal from the Workforce Development Board for a member who misses three consecutive meetings without the consent of the WDB Chair.

The draft WDB is attached with the automatic removal clause in red: [Operating Agreement](#)

Recommended Action:

WDB approval of the proposed WDB/LEO Operating Agreement.

Governing Board approval of the proposed WDB/LEO Operating Agreement.

XIII. **BOARD OF SUPERVISORS PRESENTATIONS BY NORTEC SERVICE PROVIDERS**

During the April 27, 2016, Executive Committee meeting, the members developed and voted on a new contract clause to establish a requirement that NoRTEC Service Providers present information to each local County Board of Supervisors a minimum of twice each year. The committee stated these presentations were an important way for the Service Providers to communicate and inform the Local Elected Officials of the work they were doing and the services that are available to both job seekers and businesses within their county.

The committee is proposing the following contract clause, to be included in the PY 2016/2017 contracts between NoRTEC and the Service Providers, for approval by the Workforce Development Board and the Governing Board:

For each county served under this contract, Contractor shall make two presentations per year before a regular meeting of that county's Board of Supervisors. The presentation shall highlight notable activities and services provided in the county that were funded or supported by this contract and NoRTEC. Contractor staff shall coordinate with NoRTEC staff to provide an opportunity for NoRTEC staff to participate in the presentations.

Recommended Action:

WDB adoption of the proposed contract clause, effective with the PY 2016/2017 service provider contracts.

Governing Board adoption of the proposed contract clause, effective with the PY 2016/2017 service provider contracts.

XIV. **SCHEDULE CHANGE FOR WDB/GOVERNING BOARD MEETINGS**

Staff have requested a change to the master NoRTEC board meeting schedule, beginning in calendar year 2017. Staff has suggested moving the meetings from the fourth Thursday of January, April, July, and October to the first Thursday in February, May, August, and November. The reason for the request was to give staff more time to

prepare agendas after the end of a quarter, and to provide Program and Finance Committee members enough time to review the consent agenda reports. At the April 28, 2016, meeting, the Executive Committee recommended this change to the full WDB and Governing Board.

Recommended Action:

WDB approval to schedule quarterly WDB and Governing Board meetings on the first Thursday of February, May, August, and November, beginning in calendar year 2017.

Governing Board approval to schedule quarterly WDB and Governing Board meetings on the first Thursday of February, May, August, and November, beginning in calendar year 2017.

XV. **STATUS OF FUNDING APPLICATIONS**

A. **Prior Approval**

1. **Workforce Accelerator Grant 3.0** – Staff submitted a \$100,000 application to the California Workforce Development Board to expand services to court involved youth in Butte County, and begin similar programs in Lassen and Nevada County. The project was not funded.
2. **Regional Implementation and Innovation Grant** – Staff opted not to submit an application to the California Workforce Development Board to explore the possibility of developing apprenticeship programs in our construction, manufacturing, and agriculture industry sectors.

B. **New Applications**

1. **Drought Project** – Staff have been given the opportunity to request additional funding to continue work to mitigate damage to public land caused by the drought. The State originally requested \$18 million, and NoRTEC was awarded \$4,410,000. The State is planning to request an additional \$15 million to continue work, and staff would like to be considered for up to \$2 of the \$15 million.

Recommended Action:

WDB approval to submit a request to the State for up to \$2 million of drought funding.

Governing Board approval to submit a request to the State for up to \$2 million of drought funding.

2. MCLAUS XII – NoRTEC has been the recipient of several special projects to serve dislocated workers over the past several years. Currently, we are on MCLAUS XI, which stands for *Multiple Closures, Layoffs, and Unemployment Services*. The MCLAUS XI grant will end before the end of the program year, and staff would like to submit a new application now to give it time to wind its way through the lengthy State approval process. This special project funding gives the Service Providers additional funding to allow them to provide enhanced career and training services to individuals who have lost their jobs due to a business closure or layoff. Staff is requesting permission to submit an application for up to \$2 million.

Recommended Action:

WDB approval to submit a request to the State for up to \$2 million of special project funding to serve dislocated workers.

Governing Board approval to submit a request to the State for up to \$2 million of special project funding to serve dislocated workers.

XVI. OLD BUSINESS (INFORMATION)

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

XVII. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

The next WDB/Governing Board meeting is scheduled for October 27, 2016, at the Gaia Hotel and Spa in Anderson. The meeting is scheduled for 10:00 am – 2:00 pm.

B. Other New Business

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

XVIII. ADJOURNMENT