

NORTEC  
WDB AND GOVERNING BOARD MINUTES  
THURSDAY, AUGUST 25, 2016  
CHICO, CA

I. CALL TO ORDER

The meeting was called to order by J. Cook, WDB Chair, and S. Thrall, Governing Board Chair, at 9:00 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 D. Beeson for WDB approval of the August 25, 2016, agenda passed the WDB unanimously.***

***A motion made by L. Baugh, and seconded by J. Fenley, for Governing Board approval of the August 25, 2016 agenda passed the Governing Board unanimously.***

V. PUBLIC COMMENT

There was no public comment.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

S. Thrall reported that there were two remaining vacancies on the NoRTEC Workforce Development Board (WDB), and a nomination had been received for both seats. Sam Roy, Training Manager for Milestone Technologies, was nominated for the private industry seat, and Steve Suske, Vice President for United Public Employees of California, Local 792, was nominated for an organized labor seat.

***A motion was made by P. Huebner, and seconded by L. Baugh, to appoint Sam Roy to the NoRTEC Workforce Development Board to represent private industry, passed the Governing Board unanimously.***

***A motion was made by L. Baugh, and seconded by P. Huebner, to appoint Steve Suske to the NoRTEC Workforce Development Board to represent organized labor, passed the Governing Board unanimously.***

VII. THOMAS P. MILLER AND ASSOCIATES PLANNING PRESENTATION

Jessica Borza and Kristen Barry with Thomas P. Miller and Associates (TPMA) reviewed the discussion from the first planning session, presented key findings from input gatherings, discussed priority sectors, and identified goals and strategies. J. Borza

stated that TPMA is finishing up the Regional Industry Sector analysis and county profiles, and they are completing the comprehensive asset map of workforce development partners. J. Borza reported to the group the Mission and Vision statement:

Mission: *“To develop strategic partnerships and solutions to meet the workforce needs of business and jobseekers promoting the economic growth of our region”.*

W. Hagge commented on the Mission Statement and said that he would like to change the word “accelerating” with “promoting”.

Vision: *“Partners combining their diverse strengths to support healthy and thriving communities”.*

Members of the board discussed the Vision statement and suggested that the word “create” be replaced with “support”, and that the word “community” be replaced with “communities”.

***A motion was made by J. Madden, and seconded by M. Brawley, for approval of the NoRTEC Mission Statement, “To develop strategic partnerships and solutions to meet the workforce needs of business and job seekers promoting the economic growth of our region,” passed the WDB unanimously.***

***A motion was made by J. Wills, and seconded by P. Huebner, for approval of the NoRTEC Mission Statement, “To develop strategic partnerships and solutions to meet the workforce needs of business and job seekers promoting the economic growth of our region,” passed the Governing Board unanimously.***

***A motion was made by S. Mortensen, and seconded by T. Cochran, for approval of the NoRTEC Vision Statement, “Partners combining their diverse strengths to support healthy and thriving communities,” passed the WDB, with Hiram Oilar opposed.***

***A motion was made by S. Lambert, and seconded by P. Huebner, for approval of the NoRTEC Vision Statement, “Partners combining their diverse strengths to support healthy and thriving communities,” passed the Governing Board unanimously.***

K. Barry of TPMA discussed the 17 input sessions that have occurred over the past four months. The topics discussed during the sessions were: (1) business challenges and opportunities, (2) available services and service gaps, and (3) workforce needs and skill gaps. K. Barry also provided an overview of the business surveys and statistics that were gathered.

K. Barry and J. Borza of TPMA discussed the top 10 industry sectors and provided highlights.

J. Borza asked the WDB/GB members, including partners in the audience, to participate in discussion groups centered around: (1) employer involvement in identifying needs and training solutions, (2) advocacy for the region, (3) training access at all levels connected through career pathways, (4) increasing partnerships and communicating among organization, and (5) training for business/owners, including entrepreneurship.

A. Meredith said he did not think the WIB should be focusing on entrepreneurial training. L. Baugh asked for a description of what “training” is. M. Cross explained that NoRTEC does not enroll businesses into the Workforce Innovation and Opportunity Act (WIOA) program, but assists business owners with their employment needs, which ultimately benefits our programs and participants. Cross said NoRTEC does focus on entrepreneurial training with participants to provide assistance for those who wish to start their own businesses. Cross also reported that NoRTEC has Slingshot funding from the California Workforce Development Board (CWDB) to specifically work with employers within the region.

J. Borza discussed how to identify the goals and strategies and provided examples of both. The members broke into groups and provided input to TPMA for use in the development of NoRTEC’s workforce development plan.

VIII. CONSENT AGENDA

J. Cook requested that a brief summary be given for both the program and finance committee reports in future agendas. Cook then asked the members if there were any items the members thought should be pulled from the consent agenda and discussed. There were no requests for additional discussion, so Cook asked for approval of the consent agenda.

***A motion was made by T. Cochran, and seconded by D. Beeson, for WDB approval of the consent agenda passed unanimously.***

***A motion was made by E. Valenzuela, and seconded by P. Huebner, for Governing Board approval of the consent agenda passed unanimously.***

IX. PROGRAM POLICIES

M. Cross reported staff was requesting approval for three program policies as presented in the agenda: (1) Individual Training Account (ITA) Policy, (2) On-the-Job Training (OJT) Policy, and (3) Supportive Service Payments Policy. Cross reported the proposed policies had been reviewed by the Service Providers and were then submitted to the Program Committee for in-depth review and comment.

***A motion made by T. Cochran, and seconded by S. Drageset, for WDB approval of the Individual Training Account Policy, the On-the-Job Training Policy, and the Supportive Service Payments Policy, passed unanimously.***

***A motion made by P. Huebner, and seconded by G. Hemmingsen, for Governing Board approval of the Individual Training Account Policy, the On-the-Job Training Policy, and the Supportive Service Payments Policy, passed unanimously.***

X. FISCAL POLICIES

M. Cross reported staff was also requesting approval of four fiscal policies as presented in the agenda: (1) Allowable Cost Policy, (2) Consultant Services Policy, (3) Program Income Policy, and (4) Property Policy.

G. Mathew commented that the policies were very complex, and thanked staff for putting them together.

***A motion made by D. Beeson, and seconded by G. Mathew, for WDB approval of the Allowable Cost Policy, the Consultant Services Policy, the Program Income Policy, and the Property Policy passed unanimously.***

***A motion made by L. Baugh, and seconded by P. Huebner, for Governing Board approval of the Allowable Cost Policy, the Consultant Services Policy, the Program Income Policy, and the Property Policy passed unanimously.***

XI. EXECUTIVE COMMITTEE REPORT

S. Thrall stated that the Executive Committee met June 20, 2016. She discussed the committee's review of the Mission and Vision statements, and shared that NoRTEC had opted not to renew the contract with Rural Human Services (RHS). Thrall said that fortunately, the Siskiyou Training and Employment Program (STEP) "stepped in." M. Cross added that STEP had been the "runner-up" proposer to provide services to Del Norte County during the RFP process. He said the transition from RHS to STEP had been a smooth one thus far, and that both CalWORKS and the Department of Rehabilitation were eager to co-locate with the new STEP program in their new location.

E. Valenzuela stated STEP had been providing great services in Siskiyou County and he was proud they were able to step in so quickly and provide services in Del Norte County.

S. Thrall reported M. Cross had given his permission to share his performance review with the members. She said Cross' review gave him "excellent" marks and the committee was very happy with his performance.

XII. WORKFORCE DEVELOPMENT BOARD/LOCAL ELECTED OFFICIAL OPERATING AGREEMENT

M. Cross stated only minor changes needed to be made to the operating agreement between the WDB and the Governing Board. He explained that all references to "WIA" had been changed to "WIOA," and information had been added to the agreement to allow removal of Workforce Development Board members for non-attendance.

L. Baugh asked if the WDB/LEO Operating Agreement had any direct relationship with the JPA, and Cross responded that it did not.

G. Hemmingsen asked about the procedure to remove someone from the WDB and wanted to know if the Governing Board would need to take action. Cross said no action would be taken by the Governing Board, and that removal from the WDB would be automatic for missing three consecutive meetings, unless the absences were approved by the WDB Chair.

P. Huebner asked about the procedure to appoint WDB members and whether potential nominees were to be approved first by the local County Board of Supervisors where the applicant resided. Cross reported the local Board of Supervisors did not appoint WDB members—rather, an individual must be nominated by an appropriate entity/organization, and then the nomination(s) would be presented to the Governing

Board of NoRTEC. The Governing Board would then vote on whether to appoint the nominee to the WDB.

***A motion made by T. Cochran, and seconded by D. Beeson, for WDB approval of the WDB/LEO Operating Agreement as presented in the agenda, passed unanimously.***

***A motion made by J. Fenley, and seconded by B. Williams, for Governing Board approval of the WDB/LEO Operating Agreement as presented in the agenda, passed unanimously.***

XIII. BOARD OF SUPERVISORS PRESENTATIONS BY NORTEC SERVICE PROVIDERS

J. Cook reported to the members that the Executive Committee had directed staff to include a clause in the contract between NoRTEC and its Service Providers to require the Service Providers to attend local Board of Supervisor meetings at least twice each year and present information on the services provided locally.

Several Service Providers reported they were having difficulty getting themselves allotted any time during the Board of Supervisor meetings. H. Oilar asked if the Governing Board representatives would assist the Service Providers in their efforts. The members present said they would, to the extent that time allowed.

W. Hagge asked if once a year would be enough. J. Cook said he did not think once a year was enough, based upon his personal experience when he was a Governing Board member.

C. Barton said AFWD served six counties within NoRTEC, and she thought it was burdensome on AFWD staff to present twelve times during the year. J. Cook said he thought every county should receive information and if a Service Provider was in more than one county, then they should make presentations in all of them.

M. Piller said it is not expected that the Service Provider's Executive Director is the only person that can present. Cook added NoRTEC staff should also be provided an opportunity to participate in the presentations, if practicable.

B. Williams suggested some rewording to the clause by changing "make" to "provide" and replace "before a regular meeting of" to "to."

***A motion made by H. Oilar, and seconded by Joe Wilson, to add the clause, "For each county served under this contract, Contract shall provide two presentations per year to 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," passed the WDB unanimously.***

***A motion made by P. Huebner, and seconded by G. Hemmingsen, to add the clause, "For each county served under this contract, Contract shall provide two presentations per year to 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,” passed the Governing Board unanimously.***

XIV. SCHEDULE CHANGE FOR WDB/GOVERNING BOARD MEETINGS

M. Cross reported that staff were requesting to change the schedule of the WDB/Governing Board meetings to assure there was adequate time for the committees to review the information in the consent agenda before the meeting of the full boards. Cross said staff were suggesting moving the meetings from the fourth Thursday of January, April, July, and October, to the first Thursday in February, May, August, and November.

***A motion made by M. Brawley, and seconded by G. Mathew, to change the meeting dates from the fourth Thursday in January, April, July, and October to the first Thursday of the following months, passed the WDB. W. Hagge voted no.***

G. Hemmingsen stated that if these changes for the meetings were approved, then he would be unable to attend two meetings and would have to have another supervisor attend the meetings. E. Valenzuela and other members of the Governing Board stated they had additional obligations during the proposed dates including attending the California State Association of Counties board meetings.

M. Piller, L. Zorn and P. Hagata stated that they did not want to change the schedule.

***A motion made by H. Oilar, and seconded by S. Mortensen, to reconsider the passage of the prior motion passed the WDB unanimously.***

J. Cook directed staff to poll the members and said the item would be tabled until the next quarterly meeting.

XV. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

1. Workforce Accelerator Grant 3.0 – M. Cross reported to the members that the Workforce Accelerator 3.0 application was not funded. M. Piller asked if NoRTEC was given any information on why it was not funded. T. Brown said no official information had been given, but she thought that since NoRTEC had been funded for the proposed project under Workforce Accelerator 1.0 and 2.0, the state board was looking to fund a new project in another area.
2. Regional Implementation and Innovation Grant – M. Cross reported to the members that NoRTEC had opted not to submit an application for the Regional Implementation and Innovation Grant after speaking with some of the organized labor representatives on the WDB. John Wilson and S. Mortensen confirmed there were not many, if any, apprenticeship opportunities available in the NoRTEC service area.

B. New Applications

1. Drought Project – M. Cross said staff were requesting permission to submit an application for up to \$2,000,000 of additional drought funding. The additional funding would be utilized to continue work on existing projects.

***A motion made by M. Piller, and seconded by D. Beeson, for approval to submit a request to the State for up to \$2 million of additional drought funding passed the WDB unanimously.***

***A motion made by L. Baugh, and seconded by P. Huebner, for approval to submit a request to the State for up to \$2 million of additional drought funding passed the Governing Board unanimously.***

2. MCLAUS XII – M. Cross said staff were requesting permission to submit an application for up to \$2,000,000 of special project funding to serve dislocated workers. He said the funding would be utilized to provide enhanced career and training services to individuals who lost their job due to a business closure or layoff.

***A motion made by T. Cochran, and seconded by D. Beeson, for approval to submit a request to the State for up to \$2 million of special project funding to serve dislocated workers passed the WDB unanimously.***

***A motion made by E. Valenzuela, and seconded by L. Baugh, for approval to submit a request to the State for up to \$2 million of special project funding to serve dislocated workers passed the Governing Board unanimously.***

XVI. OLD BUSINESS

There was no Old Business.

XVII. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

M. Cross reported the next WDB/Governing Board meeting would be held October 27, 2016, at the Gaia Hotel and Spa in Anderson from 10:00 am – 2:00 pm.

B. Other New Business

There was no Other New Business.

XVIII. ADJOURNMENT

The meeting was adjourned at 1:15 p.m.