

NORTEC  
JOINT EXECUTIVE COMMITTEE AGENDA  
THURSDAY, JUNE 25, 2020  
10:00 AM – 12:00 PM

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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA (ACTION)

***Recommended Action:***

***Approval of the agenda, with revisions if needed, as posted.***

IV. PUBLIC COMMENT

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

V. CONSENT AGENDA (ACTION)

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

1. [Financial Report](#)

This quarter's report provides routine information on available funding and expenditures for the first three quarters of the program year (July 1, 2019 – March 31, 2020), as well as information about on-site monitoring of Service Providers by NoRTEC.

There are no areas of concern.

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

2. [Program Report](#)

This quarter's report provides routine information on third quarter performance measures under WIOA and routine quarterly program reports.

The Program Committee has reviewed the information and recommends acceptance of the Program Report by the WDB and Governing Board.

**Recommended Action:**

***Executive Committee acceptance of the consent agenda reports.***

VI. **WDB APPOINTMENTS**

NoRTEC's WDB members are appointed by the Governing Board for four year terms. The terms have been staggered so about half of the terms expire at the end of June in each "even" numbered year. Half of the current members' terms are set to expire on June 30, 2020.

WDB applicants, after submitting an application and a nomination letter from an appropriate entity, are appointed if a majority of the Governing Board members vote to appoint them. This is generally done at the April meeting prior to the term's expiration on June 30. NoRTEC was not, however, able to hold a full meeting in April due to COVID-19. In addition, many members seeking reappointment have not been able to gather the necessary nomination letters. Staff are requesting that the Executive Committee extend the terms of members that are expiring on June 30, 2020, until the next full meeting of the NoRTEC WDB/Governing Board can be held.

**Recommended Action:**

***Executive Committee extension of WDB members' terms currently set to expire on June 30, 2020, until the next full meeting of the NoRTEC WDB/Governing Board is held.***

VII. **AUTHORIZATION TO CONTRACT WITH WIOA SERVICE PROVIDERS (ACTION)**

The NoRTEC Ad Hoc RFP Selection Committee, appointed by the NoRTEC Workforce Development Board and Governing Board, met on February 27, 2020, and made recommendations for NoRTEC Service Provider contracts beginning July 1, 2020. These recommendations were scheduled to be ratified by both boards at the April 23, 2020, meeting which was cancelled due to COVID-19. Staff is requesting authorization to execute contracts effective July 1, 2020, with the WIOA Service Providers selected by the Ad Hoc RFP Selection Committee

**Recommended Action:**

***Executive Committee authorize staff to enter into WIOA Service Provider Contracts effective July 1, 2020, as selected by the Ad Hoc RFP Selection Committee for the following counties and Service Providers: Alliance for Workforce Development, Inc. - Butte, Lassen, Modoc, Nevada, Plumas, and Sierra Counties; Shasta Private Industry Council, Inc. - Del Norte, Shasta, Siskiyou and Trinity Counties; and Job Training Center of Tehama County, Inc. - Tehama County.***

VIII. **PARTNER MEMORANDUM OF UNDERSTANDING APPROVAL (ACTION)**

The Workforce Innovation and Opportunity Act (WIOA) Section 121(c) requires the Workforce Development Board (WDB) to develop Memorandum of Understanding (MOU) agreements with all required partners present in the local workforce development area. WIOA mandates the makeup of the required partners in the local area. The initial America's Job Center of California (AJCC) MOU development process

was split in two phases. Phase I was service coordination and collaboration amongst the partners and was submitted to the State by the June 30, 2016, deadline and subsequently approved. Phase II addressed resource sharing and joint infrastructure cost funding and was in place at the local level by September 1, 2017. MOUs must be updated every three years per statute.

NoRTEC was granted an extension by the State to submit the MOU one year later due to the Camp Fire, and in order to complete the procurement process for WIOA service providers. Over the past year, NoRTEC held various meetings with all MOU partners to create an agreed-upon strategy for customer services, an updated cost sharing mechanism, and per-organization breakdown of the Infrastructure Cost sharing agreement. The updated MOU combines the previous MOUs I and II into one umbrella agreement, and fulfills the intent of the Workforce Innovation and Opportunity Act in relation to integrating services throughout the NoRTEC AJCC system. The document has been reviewed and signed by required partners. In order to execute the MOU, signatures are required from the Chair of the Governing Board and Chair of the Workforce Development Board.

This new updated MOU will be for the period of July 1, 2020 - June 30, 2022 in compliance with EDD Directive WSD18-12.

[Link to negotiated MOUs](#)

**Recommended Action:**

***Executive Committee approval for Chair of the Governing Board and Chair of the Workforce Development Board to execute the negotiated partner MOUs.***

IX. PY 2020/2021 NoRTEC Administrative Entity Budget (Action)

The Finance Committee has been provided a copy of the budget. The proposed budget remains the same as the PY 2019/2020 budget. The Administrative Entity Operating Budget to be approved at \$1,666,666 and the Administrative Other Project Budget at \$605,000. Modifications have been made to various line items based on anticipated cost increases/decreases. All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

[Proposed PY 2020/2021 Administrative Entity Budget](#)

[Narrative for Proposed PY 2020/2021 Administrative Entity Budget](#)

**Recommended Action:**

***Executive Committee approval of the PY 2020/2021 NoRTEC Administrative Entity Operating Budget for \$1,666,666 and the PY 2020/2021 Administrative Other Projects Budget for \$605,000 subject to availability of funding.***

X. PY 2020/2021 WDB/Governing Board Budget (Action)

The Finance Committee has been provided a copy of the budget. The proposed budget remains the same as the PY 2019/2020 budget at \$97,000. Modifications have been made to various line items based on anticipated cost increases/decreases. All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

[Proposed PY 2020/2021 WDB/Governing Board Budget](#)

[Narrative for Proposed PY 2019/2020 WDB/Governing Board Budget](#)

**Recommended Action:**

***Executive Committee approval of PY 2020/2021 WDB/Governing Board Budget at \$97,000 subject to the availability of funding.***

XI. RECESS TO CLOSED SESSION PER CALIFORNIA GOVERNMENT CODE SECTION 54954.5, PUBLIC EMPLOYEE EMPLOYMENT, G.S. 54957 (ACTION)

XII. RECONVENE TO OPEN SESSION

XIII. REPORT OF ACTION FROM CLOSED SESSION

If appropriate, the Executive Committee will report on action during the closed session.

XIV. OLD BUSINESS (INFORMATION)

Old Business items may be brought up for discussion at the pleasure of Executive Committee members.

XV. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

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. Staff are planning to wait until closer to the meeting date to determine if it is feasible to hold the meeting in person.

B. Other New Business

Additional New Business items may be brought up for discussion at the pleasure of Executive Committee members.

XVI. ADJOURNMENT