

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, AUGUST 22, 2019
10:00 AM – 2:00 PM
CANYON OAKS 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 three vacancies on the NoRTEC Workforce Development Board due to the resignations of Jim Cook (Private Industry), Sam Roy (Private Industry), and Debra Speers (Rehabilitation). Nominations have been received for all three seats:

Megan Enyeart has been nominated by the Chico Chamber of Commerce to fill a Private Industry seat. Megan is the On-Boarding and Recruitment Manager for Fifth Sun, Inc., an apparel manufacturer in Chico.

[Application](#)

[Nomination Letter](#)

Geoff Lawson has been nominated by growTECH (industry sector partnership) to fill a Private Industry seat. Geoff is the Director of Software Engineering of Pocket Points, Inc., headquartered in Chico.

[Application](#)

[Nomination Letter](#)

Regina Muse has been nominated by the Department of Rehabilitation to fill the Rehabilitation seat. Regina is stationed in Chico and is the Team Manager for the Department of Rehabilitation. Regina was a Department of Rehabilitation Counselor for eleven years and is also an adjunct faculty member at Chico State.

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

Recommended Action:

Governing Board appointment of Megan Enyeart and Geoff Lawson fill the vacant Private Industry Seats, and Regina Muse to fill the vacant at-large Rehabilitation seat on the NoRTEC Workforce Development Board.

VII. NORTEC STRATEGIC GOALS (INFORMATION)

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

Joe Wilson, Vice Chair of NoRTEC's Workforce Development Board, is overseeing the Paradise rebuild effort for PG&E. Wilson will present on PG&E's plans to build the gas and electric infrastructure in Paradise after the Camp Fire.

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

Two former participants from the Alliance for Workforce Development will share their stories about the impact of our programs on their personal lives.

VIII. CONSENT AGENDA (ACTION)

A. Action Items for Governing Board Approval from the April 25, 2019, Agenda

There was not a quorum of Governing Board members in attendance at the April 25, 2019, meeting. The Workforce Development Board took action at the April 25 meeting, and the Governing Board must now ratify the following action items:

1. [Approval of the WDB/Governing Board Minutes, January 24, 2019](#)
2. [Approval of the Third Quarter Program Report](#)
3. Approval of the Third Quarter Financial Reports
 - a. [PY 2018/2019 Contracts Summary](#)
 - b. [PY 2018/2019 Service Provider Contract Modifications Report](#)
 - c. [PY 2018/2019 Program Expenditure Report](#)
 - d. [PY 2018/2019 NoRTEC Administrative Entity Expenditure Report](#)
 - e. [PY 2018/2019 NoRTEC WDB/Governing Board Expenditure Report](#)
4. Approval of the PY 2019/2020 NoRTEC Administrative Entity Budget
 - a. [Proposed PY 2019/2020 Administrative Entity Budget](#)
 - b. [Narrative for Proposed PY 2019/2020 Administrative Entity Budget](#)

5. Approval of the PY 2019/2020 WDB/Governing Board Budget
 - a. [Proposed PY 2019/2020 WDB/Governing Board Budget](#)
 - b. [Narrative for Proposed PY 2019/2020 WDB/Governing Board Budget](#)
6. [Acceptance of the June 30, 2018, Single Audit Report](#)

Recommended Action:

Governing Board approval of the above referenced action items from the April 25, 2019, agenda.

B. Consent Agenda for the August 22, 2019, 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, April 25, 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 full program year (July 1, 2018 – June 30, 2019), as well as information about on-site monitoring of the 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 \$16,604,066 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. The Prison to Employment Initiative for \$1,850,265 and \$80,000 for CA Manufacturing will be allocated later this year. If all funds are allocated, NoRTEC will have \$31,314,855. This is a decrease of \$6,023,466 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/Pending Allocation	Total
Adult	\$2,963,292	\$0	\$2,963,292
Youth	\$2,956,590	\$0	\$2,956,590
Dislocated Worker	\$2,490,294	\$0	\$2,490,294
Rapid Response	\$667,816	\$0	\$667,816
Rapid Response – Layoff Aversion	\$168,606	\$0	\$168,606
CA Manufacturing (CMTC)	\$51,006	\$80,000	\$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 Developmt	\$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 Initiative	\$0	\$1,850,265	\$1,850,265
Accelerator 7.0	\$141,987	\$0	\$141,987
Severe Storms 2019	\$833,334	1,666,666	\$2,500,000
TOTAL	\$16,604,066	\$14,710,789	\$31,314,855

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, a participant’s status when they exit the program, and a participant’s employment status in the second quarter and the fourth quarter after they exit the program.

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

Fall reviews for the Service Providers are currently being scheduled with an estimated completion date of December 31, 2019.

B. State/Federal Monitoring of NoRTEC

1. The State's Equal Opportunity Office conducted an on-site compliance review of NoRTEC to determine the level of compliance regarding nondiscrimination and equal opportunity provisions under WIOA Section 188. This review is conducted annually and after visiting the NoRTEC administrative office, the monitor also visits one of our local AJCCs. This year, the Alliance for Workforce Development's office in Chico was visited. There were no findings.
2. The Employment Development Department (EDD) and the Department of Labor (DOL) reviewed NoRTEC's Storm 2017 National Dislocated Worker project on May 20-21, 2019. In addition to reviewing documentation at the NoRTEC office, the reviewers also visited worksites in Butte County. Technically, this was part of a review of the EDD by the DOL. The EDD indicated to NoRTEC that the review went well and there were no issues within NoRTEC.
3. The Employment Development Department (EDD) conducted a review of NoRTEC's Fire 2017 National Dislocated Worker Project on June 3-4, 2019. In addition to reviewing documentation at the NoRTEC administrative office, the monitor also reviewed participant files at the Alliance for Workforce Development in Chico. While an official letter has not been received, the monitor indicated everything appeared to be in order and there were no findings.
4. The EDD has scheduled a program review of NoRTEC on January 6 10, 2020. Additional information on which program(s) will be reviewed and which Service Providers will be included in the visit will be shared at the next quarterly meeting.

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 2018-2019 program year (July 1, 2018 – June 30, 2019). There were 36,448 unique individuals that accessed our thirteen centers during the year, and a total of 94,228 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 2018-2019 program year, 3,236 individuals were enrolled in the Adult, Dislocated Worker, Youth, Storm NWDG, Carr Fire NDWG, Additional Assistance (related to Camp Fire), Camp Fire NWDG, and STEPS 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

The Measurable Skills Gain measure, which is new this program year, is only a "baseline" measure for the 2018-2019 program year. The State and the Department of Labor (DOL) are gathering data to help them set minimum performance goals in the future. For this data gathering year, the State asked all workforce development areas to set a goal of 50% for the Adult and Dislocated Worker programs and 40% for the Youth program. If a workforce development area does not meet these goals for this program year, there will be no sanctions.

NoRTEC is expected to meet all performance measures for the PY 2018/2019 program year. We also anticipate the Service Providers will also meet these measures. As of the writing of this agenda, however, we do not have access to finalized performance data from the State. Recent contact with the State has confirmed this data will not be finalized until 23, 2019, the day after the meeting. If NoRTEC and/or any of the Service Providers miss one or more standards, an update will be given at the next quarterly meeting that will be held in October.

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 fill out surveys at the AJCCs, either directly on-line or through paper surveys. Of the survey responses collected, the results were overwhelmingly positive.

Enrolled participants and employers are given a link to an online survey or a paper survey that allows the client to remain anonymous. The results of those surveys are then available to NoRTEC. NoRTEC has received 2,685 responses from walk-in clients, 114 responses from enrolled participants, and 147 responses from employers, the results of which were overwhelmingly positive.

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

From July 1, 2018 – June 30, 2019, 254 employers have laid off approximately 4,281 employees.

The majority of these layoffs and closures, 203 employers and 2,045 employees, were a result of the Camp Fire in Paradise. The business closure information for the Camp Fire was obtained directly by AFWD staff from the individual businesses. In some cases, the information is incomplete or may have changed. Also, note that any business listed with “0” employees is still counted in the total number of businesses, even though the actual number of affected employees was not able to be validated.

A significant number of businesses that closed due to the Camp Fire have reopened. The Paradise Ridge Chamber of Commerce is maintaining a list of reopened businesses: [Updated Local Ridge Business Status](#).

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

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

From July 1, 2018 – June 30, 2019, 2,669 employers throughout the consortium accessed 23,772 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 June 30, 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](#) – Check out this quarter’s report for an incredible number of job seeker success stories throughout Butte County!
- [Del Norte County](#) – The Del Norte Workforce Center reported on their third annual successful E3 Summer Youth Employment Program. This summer, they

were able to place 26 youth in paid summer jobs. This program provides valuable work experience to young people in Del Norte County.

- Lassen County – Success stories continue for job seekers in Lassen County.
- Modoc County – ADWD staff members in Modoc County assisted the Grocery Outlet chain by collecting close to 100 applications and scheduling interviews for more than 50 job seekers. The new store opened in June and the owner was appreciative of AFWD's assistance with their employee recruitment needs.
- Nevada County – AFWD Business Services Staff participated in a local event in May intended to engage Nevada County manufacturers in a discussion of the unique needs associated with doing business in Nevada County. About 50 Nevada County manufacturers participated in the event, sharing the challenges they face with employee recruitment, taxes, housing, and other factors. AFWD staff and other entities hope to work together to support job growth in Nevada County's manufacturing industry.
- Plumas County – AFWD Youth Program staff recently participated in a workshop at Quincy High School to present information to the senior class about services available through the AJCC. Several of the students who attended the workshop stated they were not aware of the types of services AFWD offered and were excited to find out they could obtain job search assistance at the AJCC.
- Shasta County – SMART conducted their annual Spring Job Fair at the Red Lion Hotel on April 3, 2019. The event was open to all job seekers, 16 years of age and older. The Fair brings together job seekers and local area employers looking to hire for one or more positions.
- Sierra County – AFWD in Sierra County participated in a workshop geared to educate the local high school seniors of services available through the Sierraville AJCC.
- Siskiyou County – A partnership between STEP and the Adult Education Pathways Consortium of Siskiyou County has resulted in better services to adult learners throughout the county. In addition to increasing awareness to county residents of the availability of adult education services, testing for high school diploma equivalencies is now offered in Siskiyou County—previously, out of county travel was often required to take the exam.
- Tehama County – This month's report outlined the Job Training Center's participation in making sure Tehama County residents are counted in the 2020 Census. Work began in January 2019 when the county invited Job Training Center to help plan and facilitate how to reach the hard to serve (a solid census count helps bring state and federal funds into the county and assists education, public works, non-profits and more in securing needed grants and support). On March 7, more than 20 organizations attended a brainstorming session to explore strategies to help secure a solid response. A second meeting in April focused on outreach events, and a third meeting in May focused on local marketing. Planning will resume in the Fall and efforts will launch in early 2020.

- Trinity County – Check out page 5 of this report for information on the businesses served over the past quarter by SMART staff in Trinity County.

H. Staff Training

About two dozen staff from throughout NoRTEC attended a Prison to Employment initiative training in Mt. Shasta on June 10-11, 2019. The training was provided by Heather Alexander Chavez, Project Coordinator, and she was assisted by Ron Kimberling from the Butte County Probation Department.

Recommended Action:

WDB approval of the fourth quarter Program Report.

Governing Board approval of the fourth quarter Program Report.

XI. AMENDED MOU WITH SDRMA (ACTION)

NoRTEC participates in SDRMA's (Special District Risk Management Authority) Health Benefits program. Recently, SDRMA made some changes in the MOU between themselves and their participating entities. These changes were made to align the MOU with IRS guidelines, the Affordable Care Act, and the CSAS-EIA pool guidelines.

Michael Cross, as the Executive Director of NoRTEC, may sign the MOU, but the Governing Board must also pass a resolution authorizing him to do so. A copy of the resolution may be accessed here: [Resolution](#)

Recommended Action:

Governing Board approval of the above referenced resolution, to be signed by the Chair of the NoRTEC Governing Board.

XII. EXECUTIVE COMMITTEE REPORT (ACTION)

On May 22, 2019, the Executive Committee met in Chico.

[Executive Committee Agenda](#)

[Executive Committee Minutes](#)

The primary purpose of the meeting was to conduct an annual performance review of Michael Cross, NoRTEC's Executive Director. Due to a lack of a Governing Board quorum at the April 25, 2019, meeting, the Executive Committee also took action (in compliance with section eight of the [WDB/LEO Working Agreement](#)) on two items that had to be approved and submitted to the State by June 30, 2019.

A. Action Items

The first item was to approve the Regional and Local Plan modifications:

- [Regional Plan Modification](#)
- [Local Plan Modification](#)

The second item was to approve Recertification of the NoRTEC Workforce Development Board:

- [Local Board Recertification](#)

In both instances, the Executive Committee approved the items and directed John Fenley, as Governing Board Chair, to sign them. Per section eight of the working agreement, these actions must now be ratified by the full WDB and Governing Board.

Recommended Action:

WDB approval of the Executive Committee's approval of the Regional and Local Plan modifications and the application for Local Board Recertification.

Governing Board approval of the Executive Committee's approval of the Regional and Local Plan modifications and the application for Local Board Recertification.

B. Annual Evaluation of NoRTEC's Executive Director

J. Fenley, Executive Committee Chair, will report on the Executive Director's performance review.

XIII. STATUS OF FUNDING APPLICATIONS (INFORMATION/ACTION)

C. Prior Approval

There were no new application requests at the last meeting in April.

D. New Applications

Several counties in California suffered damage due to severe storms on February 13-15 and February 24-March 1, 2019. NoRTEC staff were contacted by the State in May to ascertain whether agencies in our geographic area needed assistance with clean-up related to these storms. Entities in Del Norte, Modoc, Shasta, and Trinity Counties requested assistance and NoRTEC submitted a requested for \$2,500,000 to place 125 job seekers in temporary jobs to assist with the clean-up.

Recommended Action:

WDB approval to submit an application to the State for \$2,500,000 of National Dislocated Worker Grant (NDWG) funding to develop temporary jobs to help clean-up after the severe storms of February 2019.

Governing Board approval to submit an application to the State for \$2,500,000 of National Dislocated Worker Grant (NDWG) funding to develop temporary jobs to help clean-up after the severe storms of February 2019.

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 October 24, 2019, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Gaia Hotel and Spa in Anderson.
2. The January 23, 2020, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Butte Creek Country Club in Chico.

B. Other New Business

Due to the recent difficulties with a quorum of the Governing Board at NoRTEC quarterly meetings, Bob Williams, NoRTEC Governing Board Vice Chair from Tehama County, requested a discussion about the possibility of moving our quarterly meetings to a different day of the week. Currently, the schedule is to hold a meeting on the fourth Thursday of January, April, August, and October.

In order to facilitate the discussion, staff have prepared a ballot to be filled out by each board member ranking the meeting days that they would mostly likely be able to make. The six options on the ballot are the fourth Wednesday, Thursday or Friday of January, April, August and October. Also, the Wednesday, Thursday or Friday of the week following the fourth week of January, April, August and October.

Staff will tally the ballots and poll members not present by email in an attempt to find a possible alternative meeting date. Any decisions on moving the meeting date would be voted on by both the WDB and the Governing Board at a future meeting.

XVI. ADJOURNMENT