

NORTEC
WDB AND GOVERNING BOARD MINUTES
THURSDAY, JANUARY 23, 2020
CHICO, CA

I. CALL TO ORDER

The meeting was called to order by W. Meith, WDB Chair, and J. Fenley, Governing Board Chair, at 10:02 a.m.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

There was a quorum of the Workforce Development Board and the Governing Board:
[Roster](#)

IV. APPROVAL OF AGENDA

A motion made by J. Wyse, seconded by T. Cochran, for WDB approval of the January 23, 2020, agenda passed unanimously.

A motion made by L. Baugh and seconded by B. Williams for Governing Board approval of the January 23, 2020, agenda passed unanimously.

V. PUBLIC COMMENT

There were no public comments.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

There were no Workforce Development Board appointments for consideration.

VII. NORTEC STRATEGIC GOALS

A. Strategic Goal #3 – Promote Open Communication Among Local and Regional Workforce Partners to create a Shared Vision and Regional Strategy

Becky Roe, Senior Project Coordinator for Shasta College, provided an overview of the new FIRST SEAT (Forest Industry Real-World Skills Training and Sustaining Employment and Applying Technology) program at Shasta College. Kristy Lanham from Sierra Pacific Industries (SPI) joined her and discussed SPI's role in the training program. [To view the presentation, click here.](#)

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

1. Andrea Campos, Director of Program Administration for NORTEC, provided an overview of the demographic and labor market information available on the NORTEC website. NORTEC regional information is available on the website at www.ncen.org under the header "Our Region." [To view the full presentation, click here.](#)

2. Alliance for Workforce Development introduced Robin Gammons to share her story. Although she worked as a CNA (Certified Nursing Assistant) after high school, Robin struggled to maintain sustainable employment in that position. With assistance from AFWD, Robin became a Licensed Vocational Nurse (LVN) and obtained employment at Cal Park, where she is currently happily employed.

VIII. CONSENT AGENDA

W. Meith discussed the consent agenda items and asked if any members wanted items pulled from the consent agenda for further discussion. There were no requests.

A motion made by L. Russell and seconded by W. Hagge for Workforce Development Board approval of the consent agenda passed unanimously.

A motion made by E. Cavasso and seconded by E. Valenzuela for Governing Board approval of the consent agenda passed unanimously.

IX. PY 2019/2020 FUNDING

M. Cross, NoRTEC Executive Director, reported that NoRTEC currently has \$16,424,318 in available funds for the 2019/2020 program year. If all funds are allocated, NoRTEC will have \$31,055,108 in total funding.

X. PROGRAM REPORT

Michele Piller, Program Committee Chair, gave the program report.

A. Program Monitoring

M. Piller discussed this item as presented on the agenda, noting no findings.

B. State/Federal Monitoring of NoRTEC

M. Piller reviewed this item as presented on the agenda.

C. Universal Services, Client Enrollment, and Contract Performance

M. Piller discussed the reports as presented on the agenda.

D. Customer Satisfaction Survey

M. Piller reviewed this item as presented on the agenda.

E. Plant Closure Update

M. Piller reviewed the report as presented on the agenda.

F. Employer Services

M. Piller reviewed the NoRTEC Employer Services Report as presented on the agenda.

G. Headline Program Reports

M. Piller discussed the reports as presented on the agenda.

H. Staff Training

M. Piller reviewed the report as presented on the agenda.

XI. JOINT WDB/GOVERNING BOARD COMMITTEE APPOINTMENT

J. Fenley, Governing Board Chair, reviewed the appointment of Jeremiah LaRue to the Joint Executive Committee to fill the vacant seat left by the passing of Jesse Cox. Fenley noted the next elections for all Joint Executive Committee seats would be held October 22, 2020, for a two-year term beginning January 1, 2021.

XII. REQUEST FOR PROPOSALS FOR WIOA SERVICE PROVIDERS

M. Cross, NoRTEC Executive Director, reviewed the recommendation that a Joint Ad Hoc Committee be appointed with the authority to enter into contract negotiations with the recommended contractor(s) immediately after the committee meeting, pending final contracting authority by the full WDB and Governing Board at its next regularly scheduled meeting on April 23, 2020.

Michele Piller, Program Committee Chair, was recommended as the chair of the Joint Ad Hoc Committee. Governing Board and Workforce Development Board members interested in serving on the committee were advised to contact NoRTEC staff.

A motion was made by M. Enyeart and seconded by J. Wyse for the Workforce Development Board to appoint a Joint Ad Hoc Committee to review the proposals from the WIOA Service Provider RFP and make a recommendation to both the WDB and Governing Board for each of the eleven NoRTEC Counties, with the Ad Hoc Committee to be comprised solely of Workforce Development Board and Governing Board members and less than a quorum of each board, with the Ad Hoc Committee chaired by the Program Committee Chair who shall appoint committee members. The Ad Hoc Committee shall give staff authority to enter into contract negotiations with the recommended contractor(s) immediately after the committee meeting, pending final approval of the full WDB and Governing Board at its next regularly scheduled meeting on April 23, 2020. The motion passed unanimously.

A motion was made by D. Teeter and seconded by B. Williams for the Governing Board to appoint a Joint Ad Hoc Committee to review the proposals from the WIOA Service Provider RFP and make a recommendation to both the WDB and Governing Board for each of the eleven NoRTEC Counties, with the Ad Hoc Committee to be comprised solely of Workforce Development Board and Governing Board members and less than a quorum of each board, with the Ad Hoc Committee chaired by the Program Committee Chair who shall appoint committee members. The Ad Hoc Committee shall give staff authority to enter into contract negotiations with the recommended contractor(s) immediately after the committee meeting, pending final approval of the full WDB and Governing Board at its next regularly scheduled meeting on April 23, 2020. The motion passed unanimously.

XIII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

There were no application requests from the October meeting

B. New Applications

There were no new application requests.

XIV. OLD BUSINESS

No Old Business was discussed.

XV. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

W. Meith announced the next two meeting dates as outlined in the agenda.

B. Workforce Development Board Appointments

M. Cross discussed the Workforce Development Board term appointments. Approximately half of the Workforce Development Board will have terms expire on June 30, 2020, with the remaining member terms expiring June 30, 2022.

Those with their terms expiring will be notified by NoRTEC staff. Members interested in serving after their term expires should pursue nomination by the April 23, 2020, meeting.

C. Rural College Convening

M. Cross announced the Rural College Convening meeting to take place at 2:00 p.m. at the meeting location.

D. Other New Business

No additional New Business was discussed.

XVI. ADJOURNMENT

The meeting was adjourned at 12:05 p.m.