

NORTEC
WDB AND GOVERNING BOARD MINUTES
THURSDAY, APRIL 25, 2019
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by W. Meith, WDB Chair, and J. Fenley, Governing Board Chair, at 10:08 a.m.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

There was a quorum of the Workforce Development Board. There was not a quorum of the Governing Board. [Roster](#)

IV. APPROVAL OF AGENDA

A motion made by T. Cochran, seconded by R. Sandler, for WDB approval of April 25, 2019, agenda passed unanimously.

V. PUBLIC COMMENT

Michael Cross, Executive Director of NoRTEC, presented outgoing Workforce Development Board members Jim Cook and Judi Madden (in absentia) plaques. Also recognized was Gil Mathew for his previous tenure as Workforce Development Board Chair. J. Cook publicly stated his thanks to NoRTEC and Service Providers for their work.

M. Cross also announced that the California Workforce Association Charlie Brown Workforce Professional of the Year Award for 2019 will be presented to the Staff of NoRTEC and AFDW for their response to the Camp Fire.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

There were three vacancies on the NoRTEC Workforce Development Board. Nominations have been received for all three seats. Due to the lack of a Governing Board quorum, these nominations will be considered for approval at the next meeting of the Governing Board.

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

Abby Browning, Chief of the Office of Private Sector/NGO Coordination of the Governor's Office of Emergency Services (Cal OES) presented lessons learned from

previous national disasters in California and best practices to prepare for future emergencies, such as improved coordination on the local level prior to an emergency and leadership from the local community. Browning discussed financial opportunities available during declared disasters and answered questions regarding rural resources.

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

Service Providers shared updates of their work: Del Norte Workforce Center shared updates from E3 program (summer youth employment); Smart Business Resources Center reported results from their job fair; STEP reported updates for [Beginning Forestry Technician Training Program](#); Job Training Center discussed their ongoing efforts with the Census; and AFWD shared updates of successes in their six-county region.

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 M. Piller, seconded by R. Sandler, for WDB approval of the consent agenda reports passed unanimously.

IX. FINANCIAL REPORT

Jeanne Hough, Fiscal Director, gave the report.

A. PY 2018/2019 Funding

J. Hough reported that NoRTEC currently has \$23,407,674 in available funds. Additional funds of NDWG grants for Carr Fire, Camp Fire Workforce Development and Camp Fire Temporary Jobs will be allocated incrementally by the State. The Prison to Employment Initiative and Accelerator 7.0 (Launching Latino Youth) will be allocated later this year. When all funding is received, NoRTEC's total funding will be \$37,338,321.

B. Approval of the 2018/2019 Third Quarter Financial Reports

1. PY 2018/2019 Contracts Summary – This information was presented as outlined in the agenda. There were no questions.
2. PY 2018/2019 Service Provider Contract Modifications Report – This information was presented as outlined in the agenda. There were no questions.
3. PY 2018/2019 Program Expenditure Report – This information was presented as outlined in the agenda. There were no questions.
4. PY 2018/2019 NoRTEC Administrative Entity Expenditure Report – This information was presented as outlined in the agenda. There were no questions.

5. PY 2018/2019 NoRTEC WDB/Governing Board Expenditure Report – This information was presented as outlined in the agenda. There were no questions.

Recommended Action:

A motion made by L. Russell, seconded by T. Cochran, for WDB approval of the 2018/2019 Third Quarter Financial Reports passed unanimously.

C. NoRTEC Fiscal Monitoring

J. Hough reported that fall monitoring of all service providers has been completed, and spring monitoring visits will be completed by June 30, 2019. The results of the spring monitoring visits will be shared with the members at the August 2019 meeting.

D. State Fiscal and Procurement Monitoring of NoRTEC

J. Hough reported that the Employment Development Department's Compliance Review Division will conduct an annual fiscal and procurement monitoring the week of May 6, 2019. The results will be shared with the Board when the review has been completed.

E. PY 2019/2020 NoRTEC Administrative Entity Budget

The members reviewed the proposed Administrative Entity Budget as presented in the agenda. M. Cross answered questions regarding staffing costs and stated that with the increased funding from NDWG and other grants, there is not an expectation of decreased funding in the future. M. Cross stated that the proposed staffing increases are conservative and future funding fluctuations are considered in the proposed budget.

A motion made by D. Beeson, seconded by T Cochran, for WDB approval of the PY 2019/2020 NoRTEC Administrative Entity Operating Budget for \$1,666,666 and the PY 2019/2020 Administrative Entity Other Projects Budget for \$605,000 subject to availability of funding, passed unanimously.

F. PY 2019/2020 WDB/Governing Board Budget

The members reviewed the proposed WDB/Governing Board Budget as presented in the agenda.

A motion made by J. Wyse, seconded by D. Beeson, for WDB approval of PY 2019/2020 WDB/Governing Board Budget at \$97,000, subject to the availability of funding passed unanimously.

G. Acceptance of the June 30, 2018, Single Audit Report

Members reviewed the report.

A motion made by R. DuVarney, seconded by H. Oilar, for WDB acceptance of the June 30, 2018, Single Audit Report passed unanimously.

A motion made by L. Russell, seconded by T. Cochran, for WDB approval of the third quarter Finance Report passed unanimously.

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported the Regional Planning Grant (\$225,000), Regional Organizer and Regional Training Grant (\$157,200), Additional Assistance Grant for the Camp Fire (\$999,500), Camp Fire NDWG (\$15,750,000), Prison to Employment: Implementation and Direct Services (\$1,955,000) and Workforce Accelerator Fund 7.0 (\$150,000) were all funded.

B. New Applications

There were no new applications.

XI. REGIONAL AND LOCAL PLAN

M. Cross discussed the updated to the Regional and Local Plan. He said the updated plans include new partners and incorporates them into NoRTEC's plan for service delivery throughout the NoRTEC region.

A motion made by H. Oilar, seconded by R. Sandler, for WDB approval of the NoRTEC Regional and Local Plan Modifications as published passed unanimously.

XII. NORTEC WORKFORCE DEVELOPMENT BOARD RECERTIFICATION

Members discussed the Workforce Development Board Recertification application as outlined on the agenda.

A motion made by T. Cochran, seconded by M. Dent, for WDB approval of the Application for Subsequent Local Area Designation and Local Board Recertification for submission to the State passed unanimously.

XIII. OLD BUSINESS

D. Teeter shared with members that the issue with CalPIA raised during Public Comment at the January 2019 meeting had been resolved. He thanked the members for listening to the issue.

XIV. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

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

B. Other New Business

K. Sarmiento, CEO of Job Training Center of Tehama County, announced that the Job Training Center will be facilitating a special forum at the CWA conference on rural issues. Sarmiento asked members to participate in a coming email survey in order to garner local input for the panel.

XV. ADJOURNMENT

The meeting adjourned at 11:46 a.m.