

NORTEC  
WDB AND GOVERNING BOARD AGENDA  
THURSDAY, JANUARY 27, 2022  
SHERATON REDDING HOTEL AT THE SUNDIAL BRIDGE  
REDDING, CA  
10:00 AM – 12:00 PM

Join Zoom Meeting:  
<https://us02web.zoom.us/j/81677557050>

Dial by your location  
+1 669 900 9128 US (San Jose)  
Meeting ID: 816 7755 7050

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. ROLL CALL

III. 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.***

IV. PUBLIC COMMENT

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

V. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (ACTION)

NoRTEC currently has four openings on the Workforce Development Board. Two are At-Large Private Industry seats, the third is a Private Industry seat for Del Norte County, and the remaining seat is an At-Large seat representing Organized Labor.

While COVID has made it extremely difficult for staff to recruit appropriate nominees for the open seats, nominations have been secured for three of the seats (Private Industry At-Large, Private Industry Del Norte County, and Organized Labor).

1. Stacey Sanchez has been nominated by the Redding Chamber of Commerce to fill an At-Large Private Industry seat on the NoRTEC WDB. Ms. Sanchez resides in Shasta County and is affiliated with CDC Small Business Finance in California, Arizona, and Nevada. Ms. Sanchez previously served as a board member on

Santa Ana’s Workforce Investment Board under the WIA program, serving for 13 years (ten years as Vice Chair and three years as Chair).

- [Application](#)
- [Nomination](#)

**Recommended Action:**

***Governing Board appointment of Stacey Sanchez to fill an At-Large Private Industry seat on the NoRTEC Workforce Development Board.***

2. Randy Scott has been nominated by the Del Norte Chamber of Commerce to fill the Private Industry seat on the NoRTEC WDB for Del Norte County. Mr. Scott is the Vice President/General Manager of Hambro Forest Products in Crescent City.

- [Application](#)
- [Nomination](#)

**Recommended Action:**

***Governing Board appointment of Randy Scott to fill the Private Industry seat for Del Norte County on the NoRTEC Workforce Development Board.***

3. John Whitmer has been nominated by the Five Counties Central Labor Council to fill an At-Large Organized Labor seat on the NoRTEC WDB. Mr. Whitmer is a Trustee and also serves as Chair on the scholarship committee.

- [Application](#)
- [Nomination](#)

**Recommended Action:**

***Governing Board appointment of John Whitmer to fill an At-Large Organized Labor seat on the NoRTEC Workforce Development Board.***

VI. CONSENT AGENDA (ACTION)

In order to assure 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 normally reviewed during the October and April meetings, and Program Reports are reviewed during the January and August meetings. Minutes from the previous quarterly meeting is usually included on the consent agenda.

A. Prior Meeting

Due to a lack of a quorum at the October 28, 2021, WDB/Governing Board quarterly meeting, NoRTEC was unable to conduct any business at the meeting.

Subsequently, a Joint Executive Committee Meeting was conducted on December 6, 2021, to take care of several business items.

- [Executive Committee Agenda](#)
- [Executive Committee Minutes](#)

A summary of the information reviewed and approved during the meeting is shown below. Detail for these items is provided in the agenda and minutes attachments referenced above:

1. Approval of the August 26, 2021, WDB/Governing Board Quarterly meeting minutes
2. The PY 2021/2022 First Quarter Program Report
3. Information on total available funding for PY 2021/2022
4. The PY 2021/2022 First Quarter Finance Report
5. Update on monitoring of NoRTEC and Service Providers
6. AJCC Certification
7. Status of Funding Applications

B. [Financial Report](#)

This quarter's report provides routine information on available funding and expenditures for the quarter ending December 31, 2021.

There are no items of concern on the quarterly reports or with other committee agenda items.

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.***

VII. NORTEC STRATEGIC GOALS (INFORMATION)

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

Betsey Ray, Regional Program Manager for SMART, will introduce Jason Davis, a Welding Instructor and Industrial Area Coordinator at Shasta College. Betsey was Jason's Career Advisor ten years ago when he accessed services through SMART.

Jason shares with his students that he was once a SMART client and the impact SMART had on his life and career. When Jason first came to SMART, he had been let go from his job and after some thorough career assessments and soul searching, he decided to turn his love of welding into a career. SMART helped guide him, addressed his employment barriers, provided financial assistance for training, and cheered him on to success.

Ashley Perera is one of Jay's current students and she is also a SMART client. Ashley is excited about the career options that will be available after successfully completing Jay's welding class.

Both Jay and Ashley are looking forward to sharing their stories with the group.

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

Jeanne Spurr, CEO at Empower Tehama, will share how Empower Tehama and the Job Training Center have partnered over the last five years to help grow her organization using the OJT (on-the-job training) program. Empower Tehama is a local nonprofit that promotes healthy relationships and social changes in Tehama County through counseling, housing assistance, and education services.

VIII. PY 2021/2022 FUNDING (INFORMATION)

NoRTEC currently has \$23,159,731 in available funds for the 2021/2022 program year. An additional \$1,200,000 for August Fire NDWG, \$800,000 for September Fire NDWG and \$8,481,000 for 2021 NDWG Wildfires may be allocated incrementally by the State. If all funds are allocated, NoRTEC will have \$33,640,731. This is an increase of \$2,175,842 over 2020/2021 Program Year funding.

Project	PY 2021/2022 Funds Available	Additional Funds Requested/ Pending Allocation	Total
Adult	\$3,062,049	\$0	\$3,062,049
Youth	\$3,148,831	\$0	\$3,148,831
Dislocated Worker	\$2,440,431	\$0	\$2,440,431
Rapid Response	\$601,989	\$0	\$601,989
Rapid Response – Layoff Aversion	\$183,029	\$0	\$183,029
CA Manufacturing (CMTC)	\$94,975	\$0	\$94,975
Severe Storms 2019	\$833,560	\$0	\$833,560
Carr Fire 2018	\$340,132	\$0	\$340,132
Camp Fire Workforce Development	\$3,660,739	\$0	\$3,660,739
Camp Fire Temporary Jobs	\$4,163,237	\$0	\$4,163,237
Prison to Employment Direct Services	\$550,533	\$0	\$550,533
Prison to Employment Supportive Services	\$824,006	\$0	\$824,006
Slingshot 3.0 Regional Planning	\$191,524	\$0	\$191,524
Corona Temporary Jobs NDWG	\$621,211	\$0	\$621,211
August Fire NDWG	\$389,639	\$1,200,000	\$1,589,639
September Fire NDWG	\$500,000	\$800,000	\$1,300,000
High Performing WDB	\$3,846	\$0	\$3,846
Slingshot 4.0	\$300,000	\$0	\$300,000
Susanville Prison Closure	\$750,000	\$0	\$750,000
Dixie Fire AA	\$500,000	\$0	\$500,000
2021 Wildfires NDWG	\$0	\$8,481,000	\$8,481,000
<b>TOTAL</b>	<b>\$23,159,731</b>	<b>\$10,481,000</b>	<b>\$33,640,731</b>

IX. PROGRAM REPORT (ACTION)

A. Program Monitoring

Site visits have been scheduled with NoRTEC's Service Providers in the month of March 2022. Results of the reviews will be shared with members at the April 2022 quarterly meeting.

B. State/Federal Monitoring

NoRTEC recently received final monitoring reports from the State for the (1) MegaFire NDWG program, and (2) Regional Plan Implementation 3.0 program. There were no findings during either review.

A compliance review for NoRTEC's Adult and Dislocated Worker programs was conducted in mid-November by the State. The final report has not been received, but the monitor indicated there would be no findings.

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 first two quarters of the 2021-2022 program year (July 1, 2021 – December 31, 2021). Our providers recorded 8,094 unique individuals accessing our services for the first six months of this program year. This number is lower than reported at this time during the last program year when the number of unique visitors was 8,585.

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 first six months of the 2021/2022 program year, 3,135 individuals have been enrolled in the Adult, Dislocated Worker, Youth, Severe Winter Storms NDWG, Carr Fire NDWG, Camp Fire NDWG, Camp Fire Additional Assistance, COVID Additional Assistance, COVID NDWG, and P2E (Prison to Employment) programs. Enrollment numbers are higher at this time in most of the counties than they were at this point in the last program year.

3. WIOA Service Provider Contract Performance: [Adults, Dislocated Workers, and Youth](#)

a. Background and Final PY 2020/2021 Performance - NoRTEC, like other workforce development boards throughout the State, completed performance negotiations prior to our January 2021 quarterly meeting. These negotiations are now heavily based on a Statistical Adjustment Model

(SAM) that is a statistical regression model developed by the DOL (US Department of Labor). This model is used to predict, based upon the characteristics of participants served (e.g., number served with barriers to employment such as poor work history, lack of work experience, lack of educational or occupational skills attainment, dislocated from high-wage and high-benefit employment, low levels of literacy or English proficiency, disability status, homelessness, involvement with the justice system, welfare dependency), a level of performance workforce development boards should be attaining. This model is also supposed to adjust performance levels of actual economic conditions and takes into consideration labor market factors such as unemployment rates and job losses and/or gains in different industries.

Of the five performance standards that we are measured on in each of our three annual programs (Adult, Dislocated Worker, and Youth) the SAM is being utilized for:

1. Employment Rate in the 2nd Quarter After Exit
2. Median Earnings in the 2nd Quarter After Exit
3. Measureable Skills Gain (during the program year)

The remaining two standards (Employment Rate in the 4<sup>th</sup> Quarter After Exit and Credential Attainment by the 4<sup>th</sup> Quarter After Exit) do not have enough historical data under WIOA, so the SAM will not be utilized to negotiate performance for these two goals until the next two-year cycle beginning in PY 2022.

The result for NoRTEC is negotiated performance goals for the three measures driven by the SAM are much higher than they have been since the inception of WIOA. Staff believe in a “normal” year, through the efforts of our local programs, these goals can be met. Currently, however, the pandemic is causing concern that these goals are higher than is reasonable. The DOL and the State claim that if economic conditions continue to decline, the adjustment made at the end of the program year, based on the SAM, will lower our goals.

Our program year ended on June 30, 2021, but due to lags inherent in the system with respect to obtaining data on participants for 6-12 months after they leave the WIOA program, the State indicated we would not receive final performance information (both calculated goals based upon actual data and performance data itself) until the end of the 2021 calendar year (December 31, 2021). Last week, the State sent out a notification that they have “questions” for the Department of Labor about the SAM regression model and data and until those questions have been answered, we will not receive our final performance information for last program year. It is unlikely we will receive this information until after March 1. Staff believe NoRTEC met all of its goals, but we have no way of knowing for sure until final performance information is received.

4. PY 2021/2022 Second Quarter Performance – Reported performance for the first two quarters of the program year may be accessed here: [Adults, Dislocated Workers, and Youth](#)

As is normally the case, performance in the Measurable Skills Gain in all three programs (Adult, Dislocated Worker, and Youth) is mostly lower than the goal for NoRTEC and the Service Providers. This is because when a participant starts an activity that triggers inclusion in the denominator, it may be months before the activity(ies) are completed. NoRTEC does not worry too much about this performance measure until the third quarter of the program year.

NoRTEC is meeting four of the five standards in the Adult program, three of the five standards in the Dislocated Worker program, and three of the five standards in the Youth program. Individual performance for each of the Service Providers may be accessed in the above attachment.

NoRTEC staff monitor performance on a quarterly basis, but requests for corrective action are not issued until after the second quarter. Staff do not believe this is any immediate cause for concern.

- 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 more than 750 responses we received, the results were overwhelmingly positive.

This program year, service provider staff have been collecting responses from Employers and Enrolled individuals in order to increase response rates. The numbers in both categories are small (less than 200 responses NoRTEC-wide), but survey results are very positive.

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

From July 1, 2021, to December 31, 2021, 123 employers have laid off 948 employees.

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

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

During the first two quarters of the PY 2021/2022 program year, 1,267 employers throughout the consortium accessed over 14,000 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. These reports are also full of job seeker success stories.

Please take a moment to review these success stories. Our Service Providers have helped many individuals make important changes in their lives!

Following are links for the reports received for the period ending December 31, 2021:

- [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 Workforce Center \(Shasta County\)](#)
- [Alliance for Workforce Development \(Sierra County\)](#)
- [Smart Workforce Center \(Siskiyou County\)](#)
- [Job Training Center \(Tehama County\)](#)
- [Smart Workforce Center \(Trinity County\)](#)

#### H. Staff Training

NoRTEC's Director of Program Administration (Andrea Campos) and One-Stop Operator (Racy Ming) have put together a consortium-wide Equity and Access Working Group with a goal of sharing best practices for serving our rural communities and expanding outreach to in-need communities/populations. This workgroup meets every other month and is attended by at least one representative from each of NoRTEC's 12 AJCCs.

This information has been reviewed and approved by the Program Committee.

#### **Recommended Action:**

***WDB approval of the second quarter Program Report***

***Governing Board approval of the second quarter Program Report.***

#### X. MODIFICATION TO THE NORTEC WDB/LEO WORKING AGREEMENT (ACTION)

The most current WDB/LEO Agreement, which outlines how the WDB and Governing Board (the Governing Board is the LE /Local Elected Official) will carry out business under the WIOA (Workforce Innovation and Opportunity Act) must be modified to address some changes required by Title 20 Code of Federal Regulations (CFR), section 679.310(g)(4)(5).

1. Section 679.310(g)(4) requires the WDB/LEO Agreement to outline how the WDB members will utilize a proxy or alternative designee process if such a member is unable to attend a meeting. Staff recommend that the WDB opt out of developing such a process due to the following:
  - Alternative designees must be vetted to ensure that the proxy has demonstrated experience and expertise and meets the same qualifications as the member they are filling in for;

- WIOA is an extremely complex program and the learning curve for new members is steep; a proxy would have a difficult time voting on business if they have no prior experience with WIOA.
  - NoRTEC is now planning on holding meetings with an option for virtual attendance so it will be less difficult to ensure we have a quorum at our quarterly meetings.
2. Section 679.310(g)(5) requires the WDB/LEO Agreement to address how technology will be utilized to promote WDB member participation. As the members have directed staff to continue to hold meetings with a virtual attendance option, this promotes participation for those that are unable to attend in person.

Following are the proposed changes to the current WDB/LEO Agreement. Proposed changes appear in red. Items 1 and 2 above are addressed in items C and D under SECTION NINE: MEETINGS on page 4 of the document.

Members should also note the deletion of the development of a Business Service Committee on page 5 of the document has been deleted as this was a WIA (Workforce Investment Act) requirement and did not carry over into WIOA (Workforce Innovation and Opportunity Act).

- [Proposed WDB/LEO Working Agreement](#)

**Recommended Action:**

***WDB approval of the WDB/LEO Working Agreement changes as presented or as modified at the meeting.***

***Governing Board approval of the WDB/LEO Working Agreement changes as presented or as modified at the meeting.***

XI. **STATUS OF FUNDING APPLICATIONS (INFORMATION/ACTION)**

A. **Prior Approval**

NoRTEC staff completed a NDWG (National Dislocated Worker Grant) application to mitigate damage from the Dixie, Monument, and McFarland fires (the name of the project is Wildfires 2021 NDWG). Temporary job creation funding was requested (utilized to put people to work cleaning up after a natural disaster) along with workforce development funding (utilized to train and place individuals in permanent jobs).

The application was submitted during the first week of November with a requested start date of February 1, 2022. The total requested amount was \$8,481,000.

The award has not been announced, but if funding is granted, it will be utilized for work in Plumas, Lassen, Tehama, and Trinity Counties.

B. **New Applications**

No additional applications have been submitted since the last meeting.

XII. OLD BUSINESS (INFORMATION)

Old Business items may be brought up for discussion at the pleasure of the NoRTEC WDB/Governing Board members.

XIII. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meeting

The April 28, 2022, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 pm at the Canyon Oaks Country Club in Chico. Due to the low quality of the Internet available at this facility, the location may be changed to another facility in the Chico area.

B. Other New Business

Additional New Business items may be brought up for discussion at the pleasure of the NoRTEC WDB/Governing Board members.

XIV. ADJOURNMENT