NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA
THURSDAY, FEBRUARY 22, 2024
10:00 AM – 2:00 PM
GAIA HOTEL AND SPA
ANDERSON, CA

Additional remote sites are available for meeting attendance by the public:
445 Elk Valley Road
Crescent City, CA 95531

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. CONSENT AGENDA

These reports are reviewed alternatingly to ensure an in-depth review of the Program and Finance Reports occurs regularly. The reporting schedule has been adjusted: Finance Reports will now be reviewed in February and August, and the Program Reports will be reviewed in May and October.

The minutes from the previous quarterly meeting are also included on the consent agenda.

A. WDB/Governing Board Meeting Minutes: October 26, 2023

Click on the link above to access the October meeting minutes.

B. Program Report

This report contains routine information on performance and service to job seekers and employers.

The Program Committee has reviewed the information and recommends approval of the Program Report to the WDB and Governing Board.

Recommended Action:

WDB approval of the consent agenda, with revisions if needed, as posted.

Governing Board approval of the consent agenda, with modifications if required, as published.

VII. NORTEC STRATEGIC GOALS (INFORMATION)

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

In order to help board members get to know their fellow board members and understand the organizations that they represent, we will start providing an opportunity for board members to introduce themselves and their organizations. First up is Workforce Development Board member Stacey Sanchez.

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

Wendy Zanotelli, Executive Director of the SMART Workforce Center in Redding, will provide a presentation highlighting Trinity County wildfire recovery efforts funded by NoRTEC Disaster Recovery funding.

VIII. PY 2023/2024 FUNDING (INFORMATION)

NoRTEC currently has $14,368,517 in available funds for the 2023/2024 program year. An additional $3,075,284 for 2021 Wildfires Temporary Jobs, $2,578,717 for 2021 Wildfires Workforce Development, and $1,840,000 for 2023 Severe Storms funding may be allocated incrementally by the State. If all funds are allocated, NoRTEC will have $21,862,518. This is a decrease of $3,759,387 over PY 2022/2023 funding. This decrease is the result of the completion and near completion of various grant-funded projects and a decrease of 10% for the regular allocated funding.

Project	PY 2023/2024 Funds Available	Additional Funds Requested/ Pending Allocation	Total
Adult	$2,846,492	$0	$2,846,492
Youth	$2,863,416	$0	$2,863,416
Dislocated Worker	$2,205,884	$0	$2,205,884
Rapid Response	$632,126	$0	$632,126
Rapid Response – Layoff Aversion	$113,377	$0	$113,377
CA Manufacturing (CMTC)	$88,788	$0	$88,788
CMTC Small Business Tech Asst. Program	$30,000	$0	$30,000
August Fire NDWG	$414,282	$0	$414,282
September Fire NDWG	$192,095	$0	$192,095
2021 Wildfires Temporary Jobs	$1,239,747	$3,075,284	$4,315,031
2021 Wildfires Workforce Development	$608,244	$2,578,717	$3,186,961
RERP Initiative	$500,000	$0	$500,000
Susanville CCCR Closure Response	$931,643	$0	$931,643
RPI 5.0	$59,193	$0	$59,193
Prison to Employment 2.0	$489,055	$0	$489,055
2023 Severe Storms	$654,175	$1,840,000	$2,494,175
Quest Disaster Recovery	$500,000	$0	$500,000
TOTAL	**$14,368,517**	**$7,494,001**	**$21,862,518**

IX. FINANCE REPORT (ACTION)

A. Approval of the 2023/2024 Second Quarter Financial Reports

1. PY 2023/2024 Contracts Summary

   This report shows the total allocation of funding in subgrants and contracts, the source of that funding, and its allocation within NoRTEC for the 2023/2024 program year. As of December 31, 2023, NoRTEC had a total of $14,368,517 available in subgrants and contracts for the 2023/2024 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. PY 2023/2024 Service Provider Contract Modifications Report

   This report shows the changes between July 1, 2023, and December 31, 2023, in service provider contract amounts available for expenditure in the current program year. This report shows only contract amounts available in the current year. Contract amounts expended in prior years are not included.

Contract modifications during this quarter reflect the allocation of remaining adult, youth and dislocated worker funding for PY 2023/2024.

3. PY 2023/2024 Program Expenditure Report

   a. Program Expenditure Rate Requirements - This report shows each service provider's total available balance for the second quarter of the program year (July 1, 2023, to December 31, 2023), the cumulative expenditures for the quarter ended December 31, 2023, and the remaining balance on December 31, 2023, for each specific funding title and program type. This report shows only contract amounts available in the current year. Contract amounts expended in a prior year are not included. Service providers are within the required rates. There are no other items of concern.

      Background: NoRTEC service providers are generally required to spend 80% of each year's allocated funding (Adult, Youth and Dislocated Worker) by the end of the program year.

      The normal quarterly expenditure rate requirements are as follows: (1) First Quarter – between 10% and 35%, (2) Second Quarter – between 30% and 60%, (3) Third Quarter – between 50% and 85%. A corrective action plan (an explanation from the service provider of how they intend to utilize the funds by the end of the funding period) is automatically required from a service provider if any allocated funding title's expenditure rate falls outside the quarterly requirements. The required expenditure rates apply to regular funding titles only and do not apply to special projects.

      "Excess" funds may be voluntarily returned by a service provider or recaptured by NoRTEC if it appears that a service provider will not be able to effectively utilize them by the end of the funding period. These funds are then redistributed to other NoRTEC service providers demonstrating a greater need, or returned to the State if they cannot be effectively utilized within the consortium. Early detection and correction of expenditure problems is important because it allows time for the funds to be put to good use by service providers in other consortium counties. In addition, the effective use of funds directly affects NoRTEC's ability to secure additional funding in future years.

   b. Training Expenditure Rates - California law requires that a minimum of 32.1% of total expenditures in the Adult and Dislocated Worker programs be spent on out-of-pocket training costs for participants. These training expenditures include such expenses as OJT reimbursements to employers and tuition payments to training vendors on behalf of participants. Per NoRTEC policy, failure to meet the expenditure requirements may result in disallowed costs, recapture of funds or contract termination. All service

providers are meeting the requirements. There are no other items of concern.

4. PY 2023/2024 NoRTEC Administrative Entity Expenditure Report

   This report shows the Administrative Entity (AE) expenditures against the annual line-item budget for the quarter ended December 31, 2023. On December 31, 2023, the NoRTEC Administrative Entity had expended 43% of its Operating budget and 26% of its Other Projects budget. Overall, the Administrative Entity spent 39% of its budget. There are no items of concern.

5. PY 2023/2024 NoRTEC WDB/Governing Board Expenditure Report

   This report shows the WDB and Governing Board expenditures against the annual line-item budget for the quarter ended December 31, 2023. On December 31, 2023, the WDB/Governing Board had expended 38% of its total budget. There are no items of concern.

B. NoRTEC Fiscal Monitoring

The second round of monitoring for PY 22/23 is complete. There were no findings identified for Alliance for Workforce Development or Job Training Center.

There was a finding identified for SMART Workforce Center regarding payments made on three On-the-Job Training contracts totaling $1,572. SMART Workforce Center has responded to the finding by reclassifying the overpayment to an unrestricted funding source and updating forms and documentation supporting On-the-Job Training contracts.

The finding has been satisfactorily addressed; NoRTEC staff will review it during future monitoring to ensure adherence to contracts and policy.

NoRTEC staff are working on the schedule for the first round of monitoring for PY 23/24.

C. State Fiscal and Procurement Monitoring of NoRTEC

Currently, no monitoring is scheduled.

Recommended Action:

WDB approval of the first quarter finance report.

Governing Board approval of the first quarter finance report.

X. REPORT FROM CAREER SERVICES ADVISORY COMMITTEE (ACTION)

The Career Services Advisory Committee met on February 9th. The Committee has developed a list of "Next Steps" to add to the Strategic Planning Document that the Board developed. Ric Leutwyler, Committee Chair, will provide a report.

Link to Strategic Planning Document – Executive Summary

Recommended Action:

WDB approval of revisions to Strategic Planning Document.

Governing approval of revisions to Strategic Planning Document.

XI. STATUS OF SUSANVILLE PRISON CLOSURE (INFORMATION)

Kristine Zua Zua, Executive Director of Alliance for Workforce Development (AFWD) and the provider of workforce services in Lassen County, will provide an update on the activities under the Susanville Prison Closure grant.

XII. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications

1. Opportunity Young Adult Career Pathway Program

Staff request permission to apply $2 million of funding for Serving UP Success to create sector pathways in Healthcare and Transportation for opportunity youth: young adults ages 18-28 working in the service industry, individuals who were or are teen parents, and people of color/Latinx. This funding will provide financial support for a total of 175 young adults to obtain industry certification, participate in On-the-Job Training (OJT), and receive case management to transition to permanent employment.

Recommended Action:

WDB approval to submit an application to the state for $2 million for the Serving UP Success youth program.

Governing Board approval to submit an application to the state for $2 million for the Serving UP Success youth program.

2. Breaking Barriers

Staff request permission to apply for $500,000 for Breaking Barriers to Rural Success, focusing on serving 100 significantly barriered participants by creating Rural Equity Navigators. Navigators will assess needs and provide guidance to mitigate career barriers and foster economic success over two years.

Recommended Action:

WDB approval to submit an application to the state for $500,000 for Breaking Barriers to Rural Success.

Governing Board approval to submit an application to the state for $500,000 for Breaking Barriers to Rural Success.

3. Digital Literacy

In partnership with the North State Planning and Development Collective, NoRTEC participated in a successful grant application to the California Public Utilities Commission to fund digital literacy outreach and classes to support regional workforce development.

As a subrecipient to the Collective, NoRTEC was awarded $300,000 to provide outreach, conduct needs assessments, and implement digital literacy training for justice-involved individuals, English language learners, and other disadvantaged populations and underserved communities. The supportive digital literacy classes will focus on breaking down workforce barriers, such as navigating the application process for jobs and gaining computer skills to successfully enter or advance into priority industries.

Recommended Action:

WDB approval to submit an application to the North State Planning and Development Collective (CSU, Chico) for $300,000 to provide digital literacy outreach and classes to justice-involved individuals and English Language Learners.

Governing Board approval for NoRTEC to accept $300,000 to provide digital literacy outreach and classes to justice-involved individuals and English Language Learners.

B. Old Applications

1. There are no previous applications.

XIII. WORKFORCE DEVELOPMENT BOARD NOMINATIONS (INFORMATION)

NoRTEC's Workforce Development Board members serve four-year terms with staggered expiration dates. Every June 30, approximately half of the terms expire in an even-numbered calendar year, and the remaining half expire two years later. At the end of June 2024, 16 of the 33 Workforce Development Board seats will expire.

NoRTEC staff will contact board members whose terms expire on June 30, 2024. Nominations must be secured and voted on at the May 2024 meeting to meet the June 30th deadline.

Click here to view a list of Workforce Development Board terms.

XIV. MEETING LOCATIONS (INFORMATION)

NoRTEC staff are assessing meeting locations for future board meetings. Potential locations have been identified at the Canyon Oaks Country Club in Chico and Rolling Hills Casino in Corning.

XV. OLD BUSINESS (INFORMATION)

Old business items may be discussed at the pleasure of the NoRTEC WDB/Governing Board members.

XVI. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The next board meeting is scheduled for Thursday, May 23, 2024. A location has yet to be determined.

2. The following board meeting is scheduled for Thursday, August 22, 2024. A location has yet to be determined.

B. Other New Business

Additional New Business items may be discussed at the pleasure of the NoRTEC WDB/Governing Board members.

XVII. ADJOURNMENT