NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA
THURSDAY, MAY 23, 2024
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 REAPPOINTMENTS (ACTION)

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, 15 of the 33 Workforce Development Board seats will expire. There are two current Workforce Development Board members who will be submitting applications to be renominated at the August 2024 meeting. The following current board members have submitted applications to serve another term.

A. Private Industry – Modoc County

Willy Hagge, the Current Chair of the Workforce Development Board, has been nominated to serve on the Workforce Development Board by the Alturas Chamber of Commerce. Mr. Hagge is owner of Hagge Ranch, Inc., has held many volunteer positions in the community, and has been a Modoc County Board of Supervisor. Mr. Hagge would fill the private industry seat for Modoc County.

- Application
- Nomination Letter

B. Private Industry – Shasta County

Hiram Oilar has been nominated by the Redding Chamber of Commerce to serve another four-year term representing a Shasta County private industry seat on the NoRTEC WDB. Mr. Oilar has been on the NoRTEC Workforce Development Board for many years and is affiliated with Fall River Wild Rice and Oilar Marketing and Management.

- Application
- Nomination Letter

C. Labor

Russell Butler has been nominated by the Five Counties Central Labor Council to serve another four-year term representing organized labor at-large. Mr. Butler has been on the NoRTEC Workforce Development Board for many years and is presently Secretary/Treasurer of the Teamsters Union Local 137.

- Application
- Nomination Letter

D. Private Industry – Del Norte County

Randy Scott has been nominated by the Crescent City – Del Norte Chamber of Commerce to serve another four-year term representing private industry for Del Norte County. Mr. Scott is the VP/General Manger of Hambro Forest Products, Inc., a major employer in Del Norte County.

- Application
- Nomination Letter

E. Private Industry – At Large

Stacey Sanchez has been nominated by the Redding Chamber of Commerce to fill an At-Large Private Industry seat on the NoRTEC Workforce Development Board. Ms. Sanchez resides in Shasta County and is affiliated with CDC Small

Business Finance in California, Arizona, and Nevada. Ms. Sanchez has served as a WDB member since 2022 and previously served on the Santa Ana Workforce Development Board for 13 years.

- Application
- Nomination Letter

F. Labor

John Wilson has been re-nominated by the Five Central Counties Labor Council to serve another term as an at-large, organized labor representative for the Workforce Development Board. Mr. Wilson represents the Plumbers and Pipefitters Local 228 in Shasta County. In addition to serving on the NoRTEC WDB, Mr. Wilson serves on two affordable housing boards, is on the Board of Directors of the Forest Landowners of California.

- Application
- Nomination Letter

G. Education

Noah Levinson is being nominated by the Nevada Joint Union High School District to continue serving an education seat on the NoRTEC Workforce Development Board. Mr. Levinson is the Director of Career and Technical Education programs at Nevada Joint Union High School District and works to ensure high school pathways are meeting the evolving workforce demands

- Application
- Nomination Letter

Recommended Action:

Governing Board reappointment of the seven members seeking reappointment to the NoRTEC Workforce Development Board.

VII. UPCOMING WORKFORCE DEVELOPMENT BOARD VACANCIES (INFORMATION)

Several Workforce Development Board Members whose terms expire on June 30, 2024, are not seeking to serve another term on the Board. This will leave the Workforce Development Board with the following vacancies after June 30, 2024.

Lassen County Private Industry Seat

Nevada County Private Industry Seat

Sierra County Private Industry Seat

Tehama County Private Industry Seat

At-Large Community Based Organization Seat

At-Large Economic Development Seat

Staff members are currently working to fill these vacancies with nominees who can be considered for appointment at the August 22, 2024 Board Meeting. If board members have suggestions for potential new members, especially for the private industry seats, please let staff know.

VIII. NORTEC JOINT EXECUTIVE COMMITTEE APPOINTMENT (INFORMATION)

The resignation of Michele Piller left an open seat on the NoRTEC Joint Executive Committee. Committee Chair Paul Roen has appointed WDB member Stacey Sanchez to fill the vacancy until the next election in October.

IX. CONSENT AGENDA

These reports are reviewed alternatingly to ensure an in-depth review of the Program and Finance Reports occurs regularly.

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

A. WDB/Governing Board Meeting Minutes: February 22, 2024

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

B. Finance Report

This quarter's report provides routine information on available funding and expenditures for the program year July 1, 2023 – June 30, 2024. 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 Finance Committee 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.

X. 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 provide an opportunity for board members to introduce themselves and their organizations. This meeting's Workforce Development Board member introduction will be Amber Yearton.

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

NoRTEC Workforce Services Director Eric Flora will provide a report on the All Staff Training held on May 14th in Andersen.

XI. PY 2023/2024 FUNDING (INFORMATION)

NoRTEC currently has $15,043,516 in available funds for the 2023/2024 program year. An additional $3,075,284 for 2021 Wildfires Temporary Jobs, and $2,578,717 for 2021 Wildfires Workforce Development and $1,540,000 for 2023 Severe Storms funding may be allocated incrementally by the State. If all funds are allocated, NoRTEC will have $22,237,517. This is a decrease of $3,384,388 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	$2,846,491	$0	$2,846,491
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	$954,175	$1,540,000	$2,494,175
Quest Disaster Recovery	$500,000	$0	$500,000
CA Jobs First Partnership Data Project	$50,000	$0	$50,000
Digital Literacy Outreach Projects	$300,000	$0	$300,000
South Bay Apprenticeship Project	$25,000	$0	$25,000
TOTAL	**$15,043,516**	**$7,194,001**	**$22,237,517**

XII. PROGRAM REPORT (ACTION)

A. Program Monitoring

The Job Training Center was in Red Bluff, CA was monitored on April 3rd, 2024, and had no findings.

The SMART Center in Redding, CA was monitored on April 10 & 11, 2024 and had no findings.

The AFWD Center in Oroville will conclude the Spring monitoring with a date TBD.

B. State/Federal Monitoring

There were no state or federal monitoring visits. None are currently scheduled for 2024.

C. Universal Services, Client Enrollment, and Contract Performance

1. Universal Services Tracking: Career Center Visits

The Workforce Innovation and Opportunities Act (WIOA) provides "universal services," meaning anyone who walks in the door may access basic services without enrolling in the WIOA program. This includes "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 above shows the number of visits for the cumulative third quarter of the program year, July 1, 2023 – March 31, 2024. Our providers recorded 11,894 unique individuals accessing our services during the first quarter.

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. As of the second quarter, 1,424 participants were enrolled in the Adult, Dislocated Worker, Youth, P2E 2.0, RERP, 2020 August Wildfires NDWG, 2020 September Wildfires NDWG, 2021 Summer Wildfires Temporary Jobs NDWG, 2021 Summer Wildfires Workforce Development NDWG, 2023 Severe Winter Storms NDWG, and Quest NDWG programs.

3. WIOA Service Provider Contract Performance: Adults, Dislocated Worker, and Youth

NoRTEC's performance is evaluated on the following performance measures:

- Employment or Education Rate in the 2nd Quarter after Exit
- Median Earnings in the 2nd Quarter after Exit
- Employment Rate in the 4th Quarter after Exit
- Credential Attainment Rate in the 4th Quarter after Exit
- Measurable Skill Gains during the program year

Data for the current program year, PY 2023/2024, can be viewed in the link above.

NoRTEC contractors have met the enrollment requirements for the adult program and are almost fully realized for the dislocated and youth programs. NoRTEC does not anticipate any issues meeting full enrollment goals by June 30, 2024.

All other metrics are on track except for the Credential Rate Q4 After Exit for Youth and Measurable Skills Gain for Adult, Dislocated Worker, and Youth. The Youth Credential Rate Q4 After Exit is within .5% of reaching the planned goal, and we are confident that in the remaining quarter of performance we will achieve this goal. Measurable Skills Gain is a real-time measure and is on track to meet the performance goal by the end of the program year.

Staff note there are no areas of concern for PY 2023/2024.

4. PY 2022/2023 Statistical Adjustment Model Scores (SAM): Results

NoRTEC has received the PY 2022/2023 Statistical Adjustment Model Scores (SAM) from EDD and has exceeded all metrics from the negotiated performance goals that were submitted and accepted for PY 22/23.

D. Customer Satisfaction Survey: Results

NoRTEC has implemented a survey to gauge customer satisfaction with accessing their centers and services. This survey is offered to walk-in clients at the AJCC, available either online or in paper form. The results from the surveys received indicate an overwhelmingly positive response, with over 99% satisfaction reported from clients including employers. This data underscores NoRTEC's commitment to meeting the needs of their clients in a helpful and professional manner.

E. Plant Closure Update: Closures/Layoffs

From July 1, 2023, through March 31, 2024, 58 businesses laid off 766 employees in the NoRTEC region. This is higher than the previous year, in which 19 businesses laid off 109 employees.

NoRTEC service providers provide rapid response and dislocated workers services to mitigate the effects of these dislocations.

F. Headline Program Reports

Members are encouraged to read the Community Coordinator Reports. These reports are designed to showcase events and happenings in your counties; they also highlight our job seeker success stories. Our team of service providers continues to foster economic success throughout the region.

Alliance for Workforce Development (Butte County)

Smart Workforce Center (Del Norte County)

Alliance for Workforce Development (Lassen County)

Alliance for Workforce De velopment (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)

G. Staff Training

NoRTEC hosted the 2024 Workforce Summit on May 14, 2024, at the Gaia Hotel in Anderson. This was an all-day event with subject matter experts from JTC, AFWD, SMART and California Human Development presenting on subjects and issues relevant to workforce development and the work we do. This meeting was attended by almost all provider staff.

Recommended Action:

WDB approval of the second quarter Program report.

Governing Board approval of the second quarter Program report.

XIII. PY 2024/2025 NORTEC ADMINISTRATIVE ENTITY BUDGET (ACTION)

Staff has prepared the budget for PY 2024/2025. The proposed budget changes are the result of the restructuring of various line-item budget amounts to reflect prior year expenditure rates; the overall budget has not changed from the prior year's budget. The Administrative Entity Operating Budget is proposed at $1,736,497 or a $5,000 increase. The Administrative Other Projects Budget is proposed at $545,000 or a $5,000 decrease. Individual line item changes are noted in the budget narrative.

All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

Proposed PY 2024/2025 Administrative Entity Budget
Narrative for Proposed PY 2024/2025 Administrative Entity Budget

Recommended Action:

WDB approval of the PY 2024/2025 NoRTEC Administrative Entity Operating Budget for $1,736,497 and the PY 2024/2025 Administrative Other Projects Budget for $545,000 subject to availability of funding.

Governing Board approval of the PY 2024/2025 NoRTEC Administrative Entity Operating Budget for $1,736,497 and the PY 2024/2025 Administrative Other Projects Budget for $545,000 subject to availability of funding.

XIV. PY 2024/2025 WDB/GOVERNING BOARD BUDGET (ACTION)

Staff has prepared the budget for PY 2024/2025. The proposed budget remains the same as the PY 2023/2024 budget at $97,000.

All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

Proposed PY 2024/2025 WDB/Governing Board Budget
Narrative for Proposed PY 2024/2025 WDB/Governing Board Budget

Recommended Action:

WDB approval of PY 2024/2025 WDB/Governing Board Budget at $97,000 subject to the availability of funding.

Governing Board approval of the PY 2024/2025 WDB/Governing Board Budget at $97,000 subject to availability of funding.

XV. ACCEPTANCE OF THE JUNE 30, 2023, SINGLE AUDIT REPORT (ACTION)

NoRTEC has received its June 30, 2023, Single Audit Report. The audit was "clean" meaning there were no findings, questioned costs, or recommendations resulting from the audit.

A copy of the audit report may be accessed here: NoRTEC Single Audit Report

Recommended Action:

WDB acceptance of the June 30, 2023, Single Audit Report.

Governing Board acceptance of the June 30, 2023, Single Audit Report.

XVI. ESTABLISHMENT OF AD HOC RFP COMMITTEE (ACTION)

NoRTEC's Workforce Investment and Opportunity (WIOA) Act Adult and Dislocated Worker Career Services are currently provided by three 501(c)(3) Service Providers who operate 12 Career Centers under contract from NoRTEC in our 11 County service area. The Service Providers are the (1) Alliance for Workforce Development (AFWD), which serves, Butte, Lassen, Modoc, Nevada, Plumas and Sierra Counties, (2) Smart Business Resource Center (SMART), which serves Del Norte, Shasta, Siskiyou and Trinity Counties, and (3) Job Training Center of Tehama County, which serves Tehama County.

NoRTEC is required to conduct a competitive Request For Proposals (RFP) for Career Services Providers every four years. In order to have new Career Services contracts in place by July 1, 2025, staff needs to get started on the RFP process.

Staff is recommending that the Workforce Development Board establish a Joint Ad Hoc RFP Committee to oversee the RFP process and make recommendations back to the full boards for funding. Staff anticipates that the Committee would need to meet twice. The first meeting would be in June 2024 to review and update the RFP Guiding Principles, which were developed by the Boards during the previous RFP cycle. The second meeting would likely be in January of 2025, to review and rank proposals and make recommendations back to the full boards for funding.

Staff recommends that the WDB Chair appoint the Chair of the Committee, who would appoint committee members from the WDB and Governing Board membership, with a goal of having one representative from each NoRTEC county. In order to avoid any potential conflicts of interest, board members who represent

entities who might submit a Career Services proposal should not sit on an ad hoc RFP Committee.

WDB Recommended Action:

Workforce Development Board appoint a Joint Ad Hoc Committee to (1) review and update the RFP Guiding Principles, and (2) 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. The Ad Hoc Committee shall be comprised solely of Workforce Development Board and Governing Board Members, and shall be comprised of less than a quorum as to each Board. The Workforce Development Board Chair shall appoint the Ad Hoc Committee Chair, who shall appoint committee members.

XVII. REPORT FROM CAREER SERVICES ADVISORY COMMITTEE (INFORMATION)

The Career Services Advisory Committee met on May 8th. NoRTEC and Service Provider Staff will provide a report of the meeting.

XVIII. STATUS OF SUSANVILLE PRISON CLOSURE (INFORMATION)

NoRTEC Staff Member Andrea Campos and 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.

XIX. STATUS OF FUNDING APPLICATIONS (INFORMATION/ACTION)

A. New Applications

1. CDBG-Disaster Recovery Workforce Development Application

Staff is requesting permission to request up to $6 million under the Community Development Block Grant -Disaster Recovery Workforce Development Program. This Federal Program would support economic revitalization in the disaster impacted areas from the 2018 wildfires with job training across all trades. NoRTEC is applying as a partner with several other Butte County agencies in a single application submitted by the Town of Paradise to the California Housing and Community Development Department. NoRTEC's role in the project would be to provide outreach, case management and supportive services to participants. NoRTEC would submit the application to the Town of Paradise, and if the project is funded, NoRTEC will be a subrecipient to the Town of Paradise.

Recommended Action:

WDB approval to submit an application to the Town of Paradise for up to $6 million under the CDBG-Disaster Workforce Development program.

Governing Board approval to submit an application to the Town of Paradise for up to $6 million under the CDBG-Disaster Workforce Development program.

2. Department of Industrial Relations California Opportunity Youth Apprenticeship (COYA) Grant

   Staff is requesting permission to apply for $400,000 of Apprenticeship Planning funding from the California Department of Industrial Relations to develop and sponsor an apprenticeship program for Certified Nurse Assistants (CNA) in the NoRTEC region.

   Recommended Action:

   WDB approval to submit an application to the California Department of Industrial Relations for $400,000 under the California Opportunity Youth Apprenticeship Program.

   Governing Board approval to submit an application to the California Department of Industrial Relations for $400,000 under the California Opportunity Youth Apprenticeship Program.

3. CWDB Workforce Accelerator Program

   Staff requests permission to apply for $1 million from the California Workforce Development Board (CWDB) for the Workforce Accelerator Program to assist English language learners prepare for careers in the manufacturing industry.

   Recommended Action:

   WDB approval to submit an application to the CWDB for $1 million for the Workforce Accelerator Program.

   Governing Board approval to submit an application to the CWDB for $1 million for the Workforce Accelerator Program.

B. Prior Approval

1. Breaking Barriers Program

   The previously approved $500,000 Breaking Barriers application was not selected for funding.

2. Opportunity Young Adult Career Pathway Program

   The application for $2 million of funding for Serving UP Success to create sector pathways for youth in Healthcare and Transportation is still pending.

XX. OLD BUSINESS (INFORMATION)

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

XXI. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The next board meeting is scheduled for Thursday, August 22, 2024, at the Gaia Hotel in Anderson.

2. The following board meeting is scheduled for Thursday, October 24, 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.

XXII. ADJOURNMENT