NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, OCTOBER 26, 2023
9:00 AM – 2:00 PM
GAIA HOTEL AND SPA
ANDERSON, CA

Additional remote sites are available for meeting attendance by the public:

115 Montgomery, 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. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (ACTION)

There is one vacancy on the NoRTEC Workforce Development Board: Jeff Ochs resigned from an Adult Education seat. A nomination has been secured:

A. Education

Nevada Joint Union High School nominated Noah Levinson to fill the Education seat on the NoRTEC Workforce Development Board. Mr. Levinson is the Career and Technical Education Director at Nevada Joint Union High School.

- Application
- Nomination

Recommended Action:

Governing Board appointment of Noah Levinson to fill an Education seat on the NoRTEC Workforce Development Board.

VII. CONSENT AGENDA

These reports are reviewed alternatingly to ensure an in-depth review of the Program and Finance Reports occurs regularly. The Finance Reports are typically reviewed during the October and April meetings, and the Program Reports are reviewed during the January and August meetings. The minutes from the previous quarterly meeting are also included on the consent agenda.

A. WDB/Governing Board Meeting Minutes, August 23, 2023

Click on the link above to access the August 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.

VIII. NORTEC STRATEGIC GOALS (INFORMATION)

A. Strategic Goal #3 – Promote open communication among local and regional workforce partners to create a shared vision and regional strategy

NoRTEC and Service Provider staff have started to develop a coordinated strategic plan. NoRTEC and Service Provider staff kicked off the process with a planning session on October 10th in Redding. Trinity County Supervisor Ric Leutwyler facilitated the session. Supervisor Leutwyler will lead a discussion of the strategic planning efforts to date and will seek Board Member input to the plan.

IX. PY 2023/2024 FUNDING (INFORMATION)

NoRTEC currently has $14,272,518 in available funds for the 2023/2024 program year. An additional $60,000 for CA Manufacturing, $30,000 for CMTC SBTAP, $3,075,284 for 2021 Wildfires Temporary Jobs, and $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 $21,856,519. This is a decrease of $3,765,386 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	$2,863,417	$0	$2,863,417
Dislocated Worker	$2,205,885	$0	$2,205,885
Rapid Response	$632,126	$0	$632,126
Rapid Response – Layoff Aversion	$113,377	$0	$113,377
CA Manufacturing (CMTC)	$22,788	$60,000	$82,788
CMTC Small Business Tech Asst. Program	$0	$30,000	$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	$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	**$14,272,518**	**$7,584,001**	**$21,856,519**

X. FINANCE REPORT (ACTION)

A. Approval of the 2022/2023 First Quarter Financial Reports

1. PY 2023/2024 Contract 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 September 30, 2023, NoRTEC had a total of $14,272,518 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 September 30, 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 new contract allocations 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 first quarter of the program year (July 1, 2023, to September 30, 2023), the cumulative expenditures for the quarter ended September 30, 2023, and the remaining balance at September 30, 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 September 30, 2023. At September 30, 2023, the NoRTEC Administrative Entity had expended 20% of its Operating budget and 18% of its Other Projects budget. Overall, the Administrative Entity spent 20% 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 September 30, 2023. At September 30, 2023, the WDB/Governing Board had expended 29% of its total budget.

   There are no items of concern.

B. NoRTEC Fiscal Monitoirng

   The second round of monitoring to complete PY 22/23 will begin this month with completion in December 2023. Results of the monitoring visits will be reported to the board once completed.

C. State Fiscal and Procurement Monitoring of NoRTEC

   The Employment Development Department completed their annual monitoring visit the week of September 11, 2023. We have not received the final report; however, the monitor stated no issues.

Recommended Action:

WDB approval of the first quarter finance report.

Governing Board approval of the first quarter finance report.

XI. REPORT FROM CAREER SERVICES ADVISORY COMMITTEE (INFORMATION)

The Career Services Advisory Committee met on October 3rd. Committee Chair Ric Leutwyler and staff will provide a report.

XII. STATUS OF RFP FOR SERVICE DELIVERY (INFORMATION)

WIOA requires that a Career Services Request For Proposal (RFP) be conducted once every four years. NoRTEC is currently in the fourth year of the current RFP cycle. The Career Services Committee has recommended that the RFP for Career Services be delayed for one program year while NoRTEC and Service Provider staff explore organizational structure options.

NoRTEC staff requested and received permission from the California Workforce Development Board to delay the Career Services RFP for one program year. This will allow staff to extend current Career Services contracts from June 30, 2024 to June 30, 2025.

XIII. BOARD MEETING SCHEDULE (ACTION)

The NoRTEC Workforce Development Board and Governing Board presently meet on the fourth Thursday of January, April, August, and October. Staff have encountered difficulties with the January and April meetings and would like the Boards to consider changing the meeting schedule.

New Board of Supervisor appointments to the Governing Board are made in January and are often not confirmed in time for the NoRTEC meeting. This January's meeting was cancelled for this reason. Also, the January meeting can be impacted by winter storms.

The April meeting is the last meeting of the fiscal year, so the NoRTEC budget for the next program year needs to be approved at that meeting. However, NoRTEC does not receive notice of the following year's funding allocations until after the April Board Meeting. This presents problems in developing the budget for approval.

Staff is suggesting that the January meeting be moved ahead one month to the 4th Thursday of February, and the April meeting be moved ahead one month to the 4th Thursday of May. Staff is suggesting that the meeting dates for the August and October meetings remain the same.

Recommended Action:

WDB approval to modify the current WDB meeting schedule to meet on the fourth Thursday in February, May, August, and October in 2024.

Governing Board approval to modify the current Governing Board meeting schedule to meet on the fourth Thursday in February, May, August, and October in 2024.

XIV. 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.

XV. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications

There are no new applications.

XVI. 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 April 2024 meeting to meet the June 30th deadline.

XVII. OLD BUSINESS (INFORMATION)

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

XVIII. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

The next WDB/Governing Board Meeting is currently scheduled for January 25, 2024, from 10:00 a.m. – 2:00 p.m. at the Gaia Hotel and Spa in Anderson. If the Boards vote to change the meeting schedule as recommended in item XIII above, the date will be moved to February 22, 2024.

B. Other New Business

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

XIX. ADJOURNMENT