NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
MINUTES
THURSDAY, MAY 23, 2024
CHICO, CA

I. CALL TO ORDER

The meeting was called to order by S. Marie, Workforce Development Board, and E. Cavasso, Governing Board chair, at 10:01 a.m.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

There was a quorum of the Governing Board and Workforce Development Board: Roster.

IV. APPROVAL OF AGENDA (ACTION)

A motion by M. Clarno was seconded by S. Boston for WDB approval of the agenda and passed unanimously.

A motion by G. Bridges was seconded by E. Cavasso for Governing Board approval of the agenda and passed unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. WORKFORCE DEVELOPMENT BOARD REAPPOINTMENTS (ACTION)

Governing Board appointment of 7 members for reappointment.

Private Industry – Modoc County
Willy Hagge

Private Industry – Shasta County
Hiram Oilar

Labor
Russell Butler

Private Industry – Del Norte County

Randy Scott

Private Industry – At Large
Stacey Sanchez

Labor
John Wilson

Education
Noah Levinson

A motion by P. Nolen and seconded by E. Scofield passed unanimously for the reappointment of the seven members to the NoRTEC Workforce Development Board.

VII. UPCOMING WORKFORCE DEVELOPMENT BOARD VACANCIES (INFORMATION)

Michael Cross, NoRTEC Executive Director addressed the need for six new Workforce Development Board Members and that NoRTEC staff will be working to fill vacancies by the August 22nd Board Meeting.

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

S. Marie, WDB, reviewed the consent agenda.

A motion by R. Butler was seconded by H. Oilar for WDB approval of the consent agenda.

A motion by E. Cavasso was seconded by G. Bridges for Governing Board approval of the consent agenda.

P. Nolen the alternate for Tehama County on the Governing Board and E. Valenzuela, Governing Board abstained.

X. NORTEC STRATEGIC GOALS (INFORMATION)

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

Amber Yearton of the Workforce Development Board addressed the Board and explained her role with EDD and Workforce Services. Her region covers the counties of Shasta, Siskiyou, Tehama, Trinity, Nevada, Modoc and Plumas.

EDD administers the Work Opportunity Tax Credit, Fidelity Bonding and Veterans Services comprised of Disabled Veterans Outreach Program, DVOP, Personnel and Local Veteran Employment Representatives, LVER's, serving Veterans with significant barriers to employment. The EDD office also administers the Migrant Seasonal Farmworker Program, Youth Program, RESEA, Unemployment Insurance, Paid Family Leave, and Payroll Tax assistance.

Explained the CalJOBS website and its function matching employers with the skilled workforce they need.

Currently there are 15 personnel providing these services throughout her region.

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

Eric Flora, NoRTEC Director of Workforce Services described the NoRTEC Workforce Summit that was held in Andersen on May 14th, 2024. Over 60 NoRTEC and Service Provider staff were in attendance with presentations from in-house Subject Matter Experts as well as external agencies.

Michael Cross, Executive Director of NoRTEC described the day as inspiring.

XI. PY 2023/2024 FUNDING (INFORMATION)

Michael Cross, NoRTEC Executive Director explained that funding was holding steady, and that Disaster Funds are variable and disaster funding would cross Program Years. He confirmed the information as outlined in the agenda.

XII. PROGRAM REPORT (ACTION)

E. Flora, NoRTEC Workforce Services Director reviewed the program information as presented in the agenda. He noted the following metrics were being monitored, Credential Rate Q4 After Exit for Youth and Measurable Skills Gain for Adult, Dislocated Worker, and Youth.

A. Program Monitoring

E. Flora, NoRTEC Workforce Services Director noted that there were no findings from the most current round of programmatic monitoring of the NoRTEC Service Providers.

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:

11,894 unique individuals accessing services.

2. Job Seekers Enrolled in the WIOA Program:

   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:

   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.

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

   E. Flora reviewed the SAM results and noted that NoRTEC and its Service Providers had exceeded all Performance Metrics in excess of 100%.

D. Customer Satisfaction Survey:

   99% satisfaction reported from clients.

E. Plant Closure Update:

   58 businesses laid off 766 employees in the NoRTEC region.

F. Headline Program Reports

   E. Flora highlighted the Community Coordinator Reports from AFWD's office in Chico, SMART's office in Redding and JTC's office in Tehama. Explained that these are the stories that reinforce the great things we do as an organization.

   K. Zua Zua, Executive Director of AFWD explained that all the reports can be found on the Service Provider websites.

G. Staff Training

   E. Flora gave a presentation that provided visuals of NoRTEC and Service Provider staff attending the 2024 Workforce Summit on May 14, 2024.

   Survey Feedback from the day was overwhelmingly positive and will lead to additional Workforce Summits in the future.

Board Members asked how they could be invited to future events and E. Flora explained that invitations would be sent in the future for Board Members to attend.

A motion by L. Zorn was seconded by D. Beeson for WDB approval of the quarterly program report and passed unanimously.

A motion by G. Bridges was seconded by E. Valenzuela for Governing Board approval of the quarterly program report and passed unanimously.

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

M. Cross, NoRTEC Executive Director, presented the PY 24/25 NoRTEC Administrative Entity Budget action item as outlined on the agenda.

A motion by D. Beeson was seconded by D. Platz for WDB for acceptance of the PY 2024/2025 NoRTEC Administrative Entity Operating Budget.

A motion by E. Valenzuela was seconded by E. Cavasso for Governing Board for acceptance of the PY 2024/2025 NoRTEC Administrative Entity Operating Budget.

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

M. Cross, NoRTEC Executive Director, presented PY 24/25 NoRTEC WDB/Governing Board Budget action item as outlined on the agenda.

A motion by D. Beeson was seconded by G. Mathew for WDB for acceptance of the PY 2024/2025 NoRTEC WDB/GOVERNING Board Budget.

A motion by G. Bridges was seconded by E. Scofield for Governing Board for acceptance of the PY 2024/2025 NoRTEC WDB/GOVERNING Board Budget.

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

M. Cross, NoRTEC Executive Director, presented the June 30th, 2023, Single Audit Report Action Item as outlined on the agenda. He noted that it was a "clean" audit.

A motion by R. Butler was seconded by G. Mathew for WDB for the acceptance of the June 30th, 2023, Single Audit Report.

A motion by P. Nolen was seconded by T. McGowan for Governing Board for acceptance of the June 30th, 2023, Single Audit Report.

XV. ESTABLISHMENT OF AD HOC RFP COMMITTEE (ACTION)

M. Cross, NoRTEC Executive Director presented on the establishment of an Ad Hoc RFP Committee as outlined on the agenda. Explained that NoRTEC is required to have Career Services contracts in place by July 1, 2025.

First Ad Hoc Committee meeting to be held in June of 2024 to review the Guiding Principles

Second meeting likely to for January of 2025 to review and rank proposals and make recommendations to the full board.

The recommendation that the WDB Chair would appoint a Chair for the Committee who would then appoint members resulted in S. Boston being appointed Chair and M. Clarno and S. Sanchez being appointed members of the committee.

A motion by S. Sanchez was seconded by M. Clarno for WDB for the Workforce Development Board to 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.

XVI. REPORT FROM CAREER SERVICES ADVISORY COMMITTEE (INFORMATION)

M. Cross, NoRTEC Executive Director introduced K. Zua Zua, AFWD Executive Director, W. Zanotelli, SMART Executive Director, and C. Ferchaud, JTC Executive Director.

The Executive Directors each spent time reinforcing the collaborative nature of their organizations relationships and how it has increased over time to foster open communication and collaboration including the sharing of policies, staff, MOU's and grants.

XVII. 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 provided an update on the activities under the Susanville Prison Closure grant.

Andrea Campos explained how the grant had allowed for the creation of the Lassen Community profile and how it effects workforce services.

Kristine Zua Zua explained the outreach efforts to affected workers and business as well as input sessions to get a deeper understanding of needs.

XVIII. STATUS OF FUNDING APPLICATIONS (INFORMATION/ACTION)

M. Cross, NoRTEC Executive Director and E. Flora, NoRTEC Director of Workforce Services reviewed current grant opportunities that NoRTEC would like to pursue.

1. CDBG-Disaster Recovery Workforce Development Application

A motion by L. Russell was seconded by D. Beeson for WDB approval to submit an application to the Town of Paradise for up to $6 million under the CDBG-Disaster Workforce Development program.

A motion by G Bridges was seconded by E. Cavasso for Governing Board WDB 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

A motion by L. Zorn was seconded by G. Mathew for WDB approval to submit an application to the California Department of Industrial Relations for $400,000 under the California Opportunity Youth Apprenticeship Program.

A motion by P. Nolen was seconded by G. Bridges for Governing Board WDB 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

A motion by A. Yearton was seconded by L. Zorn for WDB approval to submit an application to the CWDB for $1 million for the Workforce Accelerator Program.

A motion by P. Nolen was seconded by E. Valenzuela for Governing Board WDB approval to submit an application to the CWDB for $1 million for the Workforce Accelerator Program.

B. Prior Approval

M. Cross, NoRTEC Executive Director stated that the Breaking Barriers Program was not approved and that the OYA Career Pathway Program was still under review.

XIX. OLD BUSINESS (INFORMATION)

There was no Old Business

XX. NEW BUSINESS (INFORMATION)

M. Cross, NoRTEC Executive Director announced the next board meeting on August 22nd, 2024, at the Gaia Hotel and the October 24th, 2024, meeting location had yet to be determined.

A. Other New Business

M. Cross suggested that we continue to alternate locations for upcoming meetings.

XXI. ADJOURNMENT

The meeting was adjourned at 11:44 a.m.