NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA
THURSDAY, AUGUST 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:

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 expired. At the May Board meeting, seven of those open seats were filled, leaving nine vacancies. Two existing Board members have submitted applications for renomination and four new member applications have been submitted.

The following current board members have submitted applications to serve another term.

A. Higher Education At Large

Linda Zorn has been nominated by the Butte Glenn Community College District to serve another four year term. Linda represents the Economic and Workforce Development Department of Butte-Glenn Community College District, is the Statewide Legislative Chair for the California Organization of Associate Degree Nursing and supports the Far North Health Nursing and Allied Health Consortium and the North Far North Regional Consortia.

- Application
- Nomination Letter

B. Private Industry At Large

The Alturas Chamber of Commerce has nominated Dwight Beeson to serve another four year term representing private industry. Dwight has extensive experience in the agriculture sector, has worked in banking, and has sat on various Boards and Commissions such as Alturas Sunrise Rotary, Modoc Scholarship, Modoc County Farm Bureau, USDA Farm Service Agency, and Modoc County Fair Board.

- Application
- Nomination Letter

The following are new applications to serve the following seats:

C. Private Industry – Sierra County

The Sierra Plumas Joint Unified School District has nominated Dorie Gaynor to serve on the Board representing private industry of Sierra County. Dorie is the CAO and Owner of G4 Environmental LLC which provides sustainable restoration solutions, land mitigation before and after fire events, and development of safety plans.

- Application
- Nomination Letter

D. Private Industry – Nevada County

Megan Loeswick has been nominated by the Nevada City Chamber of Commerce to serve a four-year term representing a Nevada County private industry seat on the NoRTEC WDB. Megan is the owner of a coaching and consulting company that specializes in leadership development for groups and individuals.

- Application
- Nomination Letter

E. Private Industry – Tehama County

Michelle Nystrom has been nominated by the Red Bluff Chamber of Commerce. Michelle is the North State Community Relations Manager for Sierra Pacific Industries/Sierra Pacific Windows, which is the largest employer in Tehama County. She also serves on the board of directors for Redding Chamber of Commerce, Shasta EDC, One Safe Place and Pathways to Hope. She is a past board member of Catalyst Mentoring and the Small Business Employer Advisory Council.

- Application
- Nomination Letter

F. Economic Development At Large

Ryan Richardson has been nominated by Superior California Economic Development (SCED). Ryan is the Executive Director of SCED and has experience assisting small businesses and rural economic development. He serves on the advisory committees of the NADO Research Foundation and the EDA RLF Community of Practice, is a board member of the Siskiyou County Job Council and the California Finance Consortium.

- Application
- Nomination Letter

Recommended Action:

Governing Board appointment of the six members seeking reappointment and appointment to the NoRTEC Workforce Development Board.

VII. UPCOMING WORKFORCE DEVELOPMENT BOARD VACANCIES (INFORMATION)

Three Workforce Development Board Members whose terms expired on June 30, 2024, are not seeking to serve another term. This leaves the Workforce Development Board with the following three vacancies.

Lassen County Private Industry Seat
At-Large Community Based Organization Seat
Del Norte County Private Industry Seat

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

VIII. 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: May 23, 2024

Click on the link above to access the May 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 that the Finance Committee report be approved by 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.

IX. NORTEC STRATEGIC GOALS (INFORMATION)

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

Carrie Ferchaud, Director of the Job Training Center of Tehama County, will provide a report on the response to the recent layoff at Andersen & Sons in Tehama County.

X. PY 2024/2025 FUNDING (INFORMATION)

NoRTEC currently has $14,392,418 in available funds for the 2024/2025 program year. An additional $60,000 for CMTC, $940,000 for 2023 Severe Storms and $1,026,500 for 2024 Severe Storms funding may be allocated incrementally by the State. If all funds are allocated, NoRTEC will have $16,418,918. This is a decrease of $5,818,599 over PY 2023/2024 funding. This decrease is the result of the completion and near completion of various grant-funded projects.

Project	PY 2024/2025 Funds Available	Additional Funds Requested/ Pending Allocation	Total
Adult	$3,046,190	$0	$3,046,190
Youth	$3,081,075	$0	$3,081,075
Dislocated Worker	$2,087,759	$0	$2,087,759
Rapid Response	$640,413	$0	$640,413
Rapid Response – Layoff Aversion	$188,828	$0	$188,828
CA Manufacturing (CMTC)	$11,298	$60,000	$71,298
CMTC Small Business Tech Assist	$59,000	$0	$59,000
2021 Wildfires Temporary Jobs	$1,681,366	$0	$1,681,366
2021 Wildfires Workforce Develop	$628,318	$0	$628,318
RERP Initiative	$217,382	$0	$217,382
Susanville CCCR Closure Response	$307,042	$0	$307,042
Prison to Employment 2.0	$204,052	$0	$204,052
2023 Severe Storms	$445,009	$940,000	$1,385,009
Quest Disaster Recovery	$135,240	$0	$135,240
CA Jobs First Partnership Data Project	$6,510	$0	$6,510
Digital Literacy Outreach Projects	$232,186	$0	$232,186
South Bay Apprenticeship Project	$20,750	$0	$20,750
COYA	$400,000	$0	$400,000
Workforce Accelerator 12	$1,000,000	$0	$1,000,000
2024 Winter Storms	$0	$1,026,500	$1,026,500
TOTAL	**$14,392,418**	**$2,026,500**	**$16,418,918**

XI. AD HOC COMMITTEE FOR WIOA SERVICES REPORT (ACTION)

The RFP Ad Hoc Committee for WIOA Services met on July 15, 2024 for a facilitated planning session to discuss the Guiding Principles for staff to use in the development of the Request for Proposal (RFP) document for the next procurement cycle for WIOA services beginning fiscal year July 1, 2025.

The overriding consideration in the development of the revised guiding principles was to overcome persistent challenges in collaboration and consistent service across geographies, emphasizing effective, innovative and efficient service to jobseekers, workers and employers.

Ad Hoc Committee Member Michael Clarno will introduce and review the four updated Guiding Principles developed by the Committee and receive input from the Workforce Development Board and Governing Board.

A copy of the guiding principles developed by the committee can be accessed here: Draft RFP Guiding Principles

Recommended Action:

WDB approval of the Draft Guiding Principles outlined above to be utilized by staff in the development of the RFP for the provision of WIOA programs and services in the NoRTEC region for the next procurement cycle beginning in PY 2025/2026.

Governing Board approval of the Draft Guiding Principles outlined above to be utilized by staff in the development of the RFP for the provision of WIOA programs and services in the NoRTEC region for the next procurement cycle beginning in PY 2025/2026.

XII. PROGRAM REPORT

A. Program Monitoring

The SMART Centers in Weaverville, Crescent City and Weed were monitored on June 7,11 & 13th respectively. There were no findings.

The AFWD Center in Oroville was monitored on June 21st with no findings. The Chico Center was monitored on July 25th with no findings.

B. State/Federal Monitoring

EDD Monitoring has been scheduled for September 16th – 20th. Monitoring will focus on program and fiscal compliance for WIOA Adult, Dislocated and Youth.

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 fourth quarter of the program year, July 1, 2023 – June 30th, 2024. Our providers recorded 15,577 unique individuals accessing our services during Program Year 23/24. This is down from PY 22/23 in which providers recorded 16,761 unique individuals.

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. At the conclusion of Program Year 23/24, 1,664 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.

   Adult – NoRTEC met all performance measures. AFWD met all performance measures. SMART met all performance measures. JTC met all but Median Earnings Q2 After Exit (actual $8851.00, goal $9500.00).

   Dislocated Worker – NoRTEC met all performance measures. AFWD is missing Credential Rate Q4 After Exit (actual 74.42%, goal 79%). SMART met all performance measures. JTC met all performance measures.

   Youth – NoRTEC met all performance measures. AFWD is missing enrollments (actual 151, planned 158) *. SMART met all performance measures. JTC met all performance measures.

   *Due to an error in a performance reporting process, AFWD fell short on its Youth participation. The error has been identified and

resolved. No further actions will be taken as the reporting issue has been corrected.

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 continue to be positive, with over 99.88% satisfaction reported from clients and over 95% satisfaction reported from 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 June 30th, 2024, 70 businesses laid off 1118 employees in the NoRTEC region. This program year has seen a slight increase in the number of affected workers compared to Program Year 22/23 where we experienced 88 businesses dislocating 995 workers.

NoRTEC service providers continue to provide expedited and targeted 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 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)

G. Staff Training

There were no all-staff trainings during this final quarter of Program Year 23/24.

NoRTEC continues to host Monthly Business Services and Industry Sector Peer Sharing to exchange best practices and provide a platform for guest speakers to educate on services they provide to bolster the efforts of the Business Service Representatives serving our communities. In June we were able to hear from the California Manufacturing Technology Consulting, CMTC, organization and learn how to better align our manufacturing partners with their services.

Recommended Action:

WDB approval of the fourth quarter program report.

Governing Board approval of the fourth quarter program report.

XIII. REPORT FROM CAREER SERVICES ADVISORY COMMITTEE (INFORMATION)

Approximately 50% of board members participated in the recent board member survey. The Career Services Advisory Committee met on August 5, 2024, to review the results of the survey and make recommendations to the full board. Committee Chair Ric Leutwyler will provide an overview of the findings and recommendations resulting from the survey.

Link to Board Member Survey Numerical Results

Link to Board Member Survey Comments

The Committee is recommending the following:

1. A Board Retreat in Spring 2025.

2. Allocate time during the October 23, 2024, quarterly meeting for board member orientation & training.

3. Allocate 1-2 hours each to the following areas of impact identified in the survey at the proposed Board Member Retreat:

    - Board mission, vision, and direction.
    - Board messaging and outreach.

XIV. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications

There are no new applications.

B. Old Applications

1. CDBG-Disaster Recovery Workforce Development Application

   A request for $6 million under the Community Development Block Grant - Disaster Recovery Workforce Development Program has been tentatively approved for funding. This Federal Program will support economic revitalization in the disaster impacted areas from the 2018 wildfires in Butte County with job training across all trades.

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

   A request for 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 was funded

3. CWDB Workforce Accelerator Program

   A request 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 was funded.

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, October 24, 2024, at the Canyon Oaks Country Club in Chico.

2. The following board meeting is scheduled for Thursday, February 27, 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