NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA
THURSDAY, OCTOBER 24, 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 APPOINTMENTS (ACTION)

The following are new applications to serve the following seats:

A. Private Industry – Lassen County

The Lassen County Chamber of Commerce has nominated Penny Artz to serve a four-year term representing private industry of Lassen County. Penny is the owner of County Cleaners which is a dry cleaning plant providing laundering and alterations services to Lassen, Plumas and Modoc counties. Penny is currently serving on the Historic Uptown Susanville Association and the Rotary Club of

Susanville. Penny has previously sat on various Boards and Commissions such as the Lassen Senior Services, Inc., the Rotary Club of Susanville, and the Monticola Club. Penny also served as the director of Lassen Family Services.

- Application
- Nomination Letter

Recommended Action:

Governing Board appointment of the member seeking appointment to the NoRTEC Workforce Development Board.

VII. WORKFORCE DEVELOPMENT BOARD VACANCIES (INFORMATION)

There are currently two vacancies on the Workforce Development Board.

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.

VIII. 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 normally reviewed during the October and May meetings, and Program Reports are reviewed during the February and August meetings.
The minutes from the previous quarterly meeting are also included on the consent agenda.

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

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.

IX. 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. This quarter's board member introduction is Michelle Nystrom.

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

In 2021, Governor Newsom launched the California Jobs First Regional Investment Initiative to support high-road economic development plans to create equitable access to quality jobs. The initiative includes engaging employers and workers to find solutions for access for our most under-resourced and barriered communities.

Courtney Farrell and Melissa Kovacs of CSUC Chico North State Planning and Development Collective will present an overview of the North State CA Jobs First Initiative and California Public Utilities Commission digital literacy partnership with NoRTEC. Heather Chavez, Project Coordinator for the NoRTEC digital literacy project "Access Points" and Carrie Ferchaud, Executive Director of Tehama County Job Training Center, will provide examples of how the project has impacted our rural communities.

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

The recent board member survey identified a need for more in-depth board member orientation. NoRTEC Executive Director Michael Cross will give an overview of NoRTEC's primary funding sources.

X. PY 2024/2025 FUNDING (INFORMATION)

NoRTEC currently has $14,292,246 in available funds for the 2024/2025 program year. An additional $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 $16,258,746. This is a decrease of $5,978,771 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)	$71,298	$0	$71,298
CMTC Small Business Tech Asst. Program	$59,000	$0	$59,000
2021 Wildfires Temporary Jobs	$1,681,366	$0	$1,681,366
2021 Wildfires Workforce Development	$628,318	$0	$628,318
RERP Initiative	$217,382	$0	$217,382
Additional Assistance – Lassen/Tehama	$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	$67,959	$0	$67,959
South Bay Apprenticeship Project	$20,750	$0	$20,750
High Performing WDB	$4,055	$0	$4,055
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	**$14,292,246**	**$1,966,500**	**$16,258,746**

XI. FINANCE REPORT (ACTION)

A. Approval of the 2024/2025 First Quarter Financial Reports

1. PY 2024/2025 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 2024/2025 program year. As of September 30, 2024, NoRTEC had a total of $14,292,246 available in subgrants and contracts for the 2024/2025 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. PY 2024/2025 Service Provider Contract Modifications Report

This report shows the changes between July 1, 2024, and September 30, 2024, 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 allocation of PY 2024/2025.

3. PY 2024/2025 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, 2024, to September 30, 2024), the cumulative expenditures for the quarter ended September 30, 2024, and the remaining balance on September 30, 2024, 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 requirement. There are no other items of concern.

4. PY 2024/2025 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, 2024. On September 30, 2024, the NoRTEC Administrative Entity had expended 21% of its Operating budget and 31% of its Other Projects budget. Overall, the Administrative Entity spent 23% of its budget.

   There are no items of concern.

5. PY 2024/2025 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, 2024. On September 30, 2024, the WDB/Governing Board had expended 29% of its total budget.
   There are no items of concern.

B. NoRTEC Fiscal Monitoring of Service Providers

The second round of service provider monitoring to complete PY 23/24 has been scheduled for the months November and December 2024. Results of these visits will be reported to the board upon completion.

C. State Fiscal and Procurement Monitoring of NoRTEC

The Employment Development Department completed their annual review the week of September 16, 2024. We have received the final report noting that there were no findings or areas of concern.

Recommended Action:

WDB approval of the first quarter finance report.

Governing Board approval of the first quarter finance report.

XII. AJCC CERTIFICATION (ACTION)

Under the Workforce Innovation and Opportunity Act (WIOA), Local Boards are responsible for maintaining a network of high-quality, effective AJCCs. The California Workforce Development Board has developed objective criteria and procedures for Local Boards to use when certifying the AJCCs within their Local Workforce Development Areas (Local Area). NoRTEC, as a Local Board, is required to certify its Comprehensive AJCCs every three years by conducting an objective evaluation in accordance with the State Board's criteria and procedures.

The goals of the certification process are to evaluate the: 1) effectiveness of the AJCC, 2) physical and programmatic accessibility for individuals with disabilities, and 3) continuous improvement. California's certification process is centered on these key requirements and sets a statewide standard of service delivery that ensures all customers consistently receive a high-quality level of service through each local workforce system. NoRTEC staff conducted the AJCC Certification, which includes the Baseline AJCC Certification as well as the AJCC Indicator Report.

As required by Workforce Services Directive 23-05 for AJCC Certification, the Baseline Matrix and continual improvement indicators for each AJCC must be submitted to the state by the deadline of November 1, 2024. Once the initial AJCC Certification/Evaluation is completed, staff are required to create a Continuous Improvement Plan (CIP) for each AJCC by December 31, 2024.

Links to each of the AJCC documentation are provided below:

- Butte County - Alliance for Workforce Development AJCC (Chico)
- Butte County - Alliance for Workforce Development AJCC (Oroville)
- Del Norte County - SMART Workforce Center AJCC (Crescent City)
- Lassen County - Alliance for Workforce Development AJCC (Susanville)
- Modoc County - Alliance for Workforce Development AJCC (Alturas)
- Nevada County - Alliance for Workforce Development AJCC (Grass Valley)
- Plumas County - Alliance for Workforce Development AJCC (Quincy)

- Shasta Smart Workforce Development Center AJCC (Redding)
- Sierra County - Alliance for Workforce Development AJCC (Sierraville)
- Siskiyou County - SMART Workforce Center AJCC (Yreka)
- Siskiyou County - SMART Workforce Center AJCC (Weed)
- Tehama County - Job Training Center of Tehama County AJCC (Red Bluff)
- Trinity County - SMART Workforce Center AJCC (Weaverville)

Recommended Action:

Workforce Development Board approval of the Certification of the thirteen NoRTEC America's Job Center of California (AJCCs); and, authorize the Chair of the Board to sign the AJCC Comprehensive Certification applications.

Governing Board approval of the Certification of the thirteen NoRTEC America's Job Center of California (AJCCs); and, authorize the Chair of the Board to sign the AJCC Comprehensive Certification applications.

XIII. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications

Governor Newsom has submitted a request for President Biden to declare a major disaster for Butte and Tehama Counties related to the Park Fire. President Biden has not yet signed a major disaster declaration order. If the declaration is signed, NoRTEC would be able to request Disaster Recovery funds to provide temporary cleanup positions and workforce services to individuals impacted by the Park Fire.

B. Prior Approval

There are no pending funding applications.

XIV. WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD ELECTIONS (ACTION)

In January of each odd numbered year, new officers are seated for:

1. Governing Board Chair
2. Governing Board Vice Chair
3. Workforce Development Board Chair
4. Workforce Development Board Vice Chair

These four individuals also serve on NoRTEC's Joint Executive Committee, along with three additional Workforce Development Board members who are elected by the Workforce Development Board members.

Members interested in serving in these positions are shown below. Additional nominations may be taken from the floor.

1. Governing Board Chair – Ric Leutwyler
2. Governing Board Vice Chair – Gary Bridges
3. Workforce Development Board Chair – Susan Marie
4. Workforce Development Board Vice Chair – Michael Clarno
5. Additional Workforce Development Board members on the Joint Executive Committee
    - Stacey Sanchez
    - Larry Russell
    - Amber Yearton

Recommended Action:

Governing Board nomination and election of a Chair.

Governing Board nomination and election of a Vice Chair.

WDB nomination and election of a Chair.

WDB nomination and election of a Vice Chair.

WDB nomination and election of three additional WDB members for the Joint Executive Committee.

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, February 27, 2025, at the Gaia Hotel in Anderson.

2. The following board meeting is scheduled for Thursday, May 22, 2025. 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