NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA
THURSDAY, FEBRUARY 27, 2025
10:00 AM – 2:00 PM
GAIA HOTEL AND SPA
ANDERSON, 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. At-Large Community Based Organization Seat
Zoe Watson has been nominated by the Sierra Institute for Community and Environment. Zoe is the Rural Community Development Program Manager for the Sierra Institute responsible for leading a team of 6 workforce coordinators which includes visiting rural and Tribal communities and identifying business and workforce development needs regarding land stewardship/forest restoration.

- Application
- Nomination Letter

B. At-Large Community Based Organization Seat
Blanca Barba has been nominated by California Human Development (CHD). Blanca is the Central Region Manager of CHD which is a nonprofit serving migrant and seasonal farmworkers and their families. Blanca has 46 years of experience in workforce development and she previously served on the WIB Board of Directors in Yolo County for nine years.

- Application
- Nomination Letter

C. At-Large Private Industry Organization Seat
Elizabeth Cavasso has been nominated by the Alturas Chamber of Commerce. She is the owner of Modoc Steel and the Niles Hotel in Alturas. She worked for 37 years for the U.S. Forest Service in various roles such as wildland firefighter and Fire Chief. She also served her community in roles such as an Alturas Rotary Community Foundation Chair, Sierra Nevada Conservancy Executive Board member and a Modoc County Supervisor. Elizabeth also served on the NoRTEC Governing Board from 2017-2024.

- Application
- Nomination Letter

D. Private Industry Seat – Del Norte County
Jon Perry has been nominated by the Crescent City & Del Norte Chamber of Commerce. Jon is the General Manager of Recology Del Norte and has been a volunteer for community events and a Chamber Board Member since 2023. He previously served on the Seaside Downtown Business Association as a representative for two restaurants.

- Application
- Nomination Letter

Recommended Action:

Governing Board appointment of the four members seeking appointment to the NoRTEC Workforce Development Board.

VII. UPCOMING WORKFORCE DEVELOPMENT BOARD VACANCIES (INFORMATION)

There is currently one vacancy on the Workforce Development Board.

Health and Human Services – At Large

Staff members have identified a nominee to 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: October 24, 2024

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

B. Finance Report

This quarter's report provides routine information on available funding and expenditures for the program year July 1, 2024 – June 30, 2025.

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. Key Objective #1 – Services Delivered – We are committed to providing high quality services that balance the needs of our clients with program-specific criteria. We understand that serving the needs of the rural communities is often more resource intensive and factor that into our service strategy.

NoRTEC is currently in the process of procuring WIOA Service Providers for the upcoming program year beginning July 1, 2025. NoRTEC received a proposal to provide WIOA services from each of the three existing NoRTEC Service Providers. Each proposer will provide a brief summary of the proposed services in each NoRTEC County.

Alliance For Workforce Development: Butte, Lassen, Modoc, Nevada, Plumas and Sierra counties.

SMART Workforce Center: Del Norte, Shasta, Siskiyou and Trinity Counties.

Job Training Center of Tehama County: Tehama County.

X. PY 2024/2025 FUNDING (INFORMATION)

NoRTEC currently has $16,451,828 in available funds for the 2024/2025 program year. This is a decrease of $5,785,689 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 Develop	$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	$1,685,009	$0	$1,685,009
Quest Disaster Recovery	$135,240	$0	$135,240
CA Jobs First Partnership Data Project	$6,510	$0	$6,510
Digital Literacy Outreach Projects	$232,041	$0	$232,041
South Bay Apprenticeship Project	$20,750	$0	$20,750
High Performing WDB	$4,055	$0	$4,055
COYA	$400,000	$0	$400,000
Accelerator 12	$1,000,000	$0	$1,000,000
2024 Storms	$755,500	$0	$755,500
TOTAL	**$16,451,828**	**$0**	**$16,451,828**

XI. PROGRAM REPORT (ACTION)

A. Program Monitoring

On-site monitoring is scheduled for early May 2025 with Alliance for Workforce Development, and for April 2025 with the Job Training Center of Tehama County. Results of the visits will be reported to the board when completed.

B. State/Federal Monitoring

The State has not scheduled regular program monitoring for the current program year. NoRTEC is participating in the first cohort of Data Validation for PY 24/25.

C. Universal Services, Client Enrollment, and Contract Performance

1. Universal Services Tracking: Career Center Visits

The Workforce Innovation and Opportunities Act provides for "universal services" which includes access to basic services without WIOA enrollment. This includes services that do not require staff time such as access to job postings, labor market information, computer usage. Service providers track the total number of visits, as well as the number of unique visitors. The report contained in the link above shows the number of visits for the second quarter of the 2024-2025 program year (July 1, 2024 – December 31, 2024). Providers reported 8,344 unduplicated individuals accessing our services for the first six months of this program year. This number is higher than reported at this time during the last program year when the number of unique visitors was 7,822**.**

2. Job Seekers Enrolled in the WIOA Program: Enrollments

Individuals enrolled in each WIOA program by each county can be accessed at the above link.

For the first six months of the 2024/2025 program year, 1,324 individuals are enrolled in the Adult, Dislocated Worker, Youth, P2E, RERP programs, and the following NDWG programs: 2021 Summer Wildfires, 2022 QUEST, 2023 Severe Winter Storms.

3. WIOA Service Provider Contract Performance:

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

Meeting Enrollment goals for each of the Adult, DW, and Youth programs, and

- 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 earned during the program year.

b. PY 2024/2025 Second Quarter Performance – Reported performance for the current program year is available for review here:

Adults, Dislocated Workers, and Youth

Service Providers continue to work toward placing job seekers in employment, focusing on employment retention and higher earnings.

After calculating performance for the first two quarters of the program year, NoRTEC is meeting two of the six goals. In the Adult program, we are missing the Credential Attainment Rate in the 4th Quarter after Exit by 10% points. (goal 82%; actual 72%). There is no immediate need for concern; we will be working with the providers to track third quarter performance in this area.

In the Dislocated Worker program, we are missing the Employment Rate in the 4th Quarter After Exit by 1.8% points (goal 81%; actual 79.2%) and the Credential Attainment Rate in the 4th Quarter after Exit by 5.1% points (goal 82%; actual 76.9%). In the Youth program, the Employment or Education Rate in the Second Quarter after Exit is below the goal by 2.3% (goal 75%; actual 72.7.) There is no immediate need for concern; we will be working with the providers to track third quarter performance in this area.

The Measurable Skills Gain performance is captured in real time throughout the program year, those numbers typically do not reach goal levels until the fourth quarter each year.

D. Plant Closure Update: Closures/Layoffs

From July 1, 2024, to December 31, 2024, 19 employers laid off 517 employees. Service Providers are providing rapid response and dislocated worker services as needed.

E. Special Project Report

Staff will present an overview of the Workforce Accelerator Fund 12.0 project that focuses on English Language Learners and job opportunities in manufacturing careers.

F. Headline Program Reports

Board members are encouraged to read the Community Coordinator Reports. These reports are prepared to highlight the events and happenings in the NoRTEC counties.

Please note the success stories in each report that shows how our services have had a positive impacts on the individuals we serve.

Following are links for each county for the period ending December 31, 2024:

Alliance for Workforce Development (Butte County)

Del Norte 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 Development Center (Shasta County)

Alliance for Workforce Development (Sierra County)

Smart Workforce Development Center (Siskiyou County)

Job Training Center (Tehama County)

Smart Workforce Development Center (Trinity County)

G. Staff Training

Staff will attend an Apprenticeship Development training hosted by the California Workforce Association in March 2025.

Recommended Action:

WDB approval of the second quarter Program report.

Governing Board approval of the second quarter Program report.

XII. AUTHORIZATION TO CONTRACT WITH WIOA SERVICE PROVIDERS (ACTION)

In response to the Request For Proposal (RFP) for WIOA Career Services, NoRTEC received a proposal from each of the three existing service providers with no proposed changes to the current service areas. No other proposals were received.

A review committee comprised of both NoRTEC and outside staff with expertise in workforce development and the AJCC system reviewed and scored the proposals based upon the criteria stated in the RFP and the four guiding principles developed by the Board. Individuals with any potential or actual conflict of interest were excluded from the panel. In-person interviews were also held with each service provider's management team.

The Workforce Development Board Ad Hoc RFP Committee met on February 12, 2025, to review each proposal for compliance with the RFP scoring criteria and the four guiding principles. The Ad Hoc Committee Chair will provide a report on its recommendations.

Recommended Action:

A. The Ad Hoc RFP Review Committee is recommending that staff be authorized to enter into contract negotiations with (1) Alliance For Workforce Development to serve Butte, Lassen, Modoc, Plumas, Nevada and Sierra Counties; and (2) Job Training Center of Tehama County to serve Tehama County.

B. The Ad Hoc RFP Review Committee is recommending that staff request additional information from SMART Workforce Center with the intention of reviewing the additional information and making a funding recommendation for the May 22, 2025, Board Meeting.

XIII. AJCC CONTINUAL IMPROVEMENT PLANS (INFORMATIONAL)

At the October Board meeting, each job center was evaluated and certified for compliance with the State's Comprehensive AJCC Certification process. Based on the Board assessment across seven indicators of continual improvement, NoRTEC is required to develop annual Continual Improvement Plans with actionable goals for each job center. The purpose of the CIP is to highlight areas where our job centers can continually improve service delivery for consistency throughout the region. Quarterly updates will be provided to the Board on progress toward achieving the annual goals for each AJCC.

- Alliance for Workforce Development
- SMART Workforce Center
- JTC of Tehama County

XIV. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications

NoRTEC submitted an application for funding through the EDD Department of Rehabilitation, for a Disability Access, Equity and Inclusion (DAEI) grant for 1.5 million dollars. The funding would allow NoRTEC to strengthen our partnership with agencies who serve people with disabilities in order to increase employment and self-sufficiency rates.

Recommended Action:

WDB approval to submit application to the state for $1.5 million for DAEI grant.

Governing Board approval to submit application to the state for $1.5 million for DAEI grant.

B. Prior Approval

There are no pending funding applications.

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, May 22, 2025, at the Canyon Oaks Country Club in Chico.

2. The following board meeting is scheduled for Thursday, August 28, 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