NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA
THURSDAY, MAY 22, 2025
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. Health and Human Services – At Large
Tiffany Rowe has been nominated by the Butte County Administrative Officer to fill the Health and Human Services – At Large seat on the NoRTEC Workforce Development Board. Ms. Rowe was hired by Butte County in 2002 and is currently the Butte County Interim Director of Employment and Social Services. She also serves as Local Master Plan on Aging Advisory Committee co-chair and Partnership Board Member.

- Application
- Nomination Letter

Recommended Action:

Governing Board appointment of Tiffany Rowe to fill the Health and Human Services – At Large seat on the NoRTEC Workforce Development Board.

VII. UPCOMING WORKFORCE DEVELOPMENT BOARD VACANCIES (INFORMATION)

We have two newly vacant seats for the Workforce Development Board as follows:

Del Norte County Private Industry
At-Large Private Industry

Staff will work to identify nominees for appointment consideration 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: February 27, 2025

Click on the link above to access the February 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.

C. AJCC CONTINUAL IMPROVEMENT PLANS (INFORMATIONAL)

Each AJCC in the NoRTEC region has been evaluated and certified for compliance with the State's Comprehensive AJCC Certification process. Based on the Board's assessment across seven indicators of continual improvement, Continual Improvement Plans with actionable goals for each job center were developed as required by the state. Quarterly

updates are provided to highlight progress towards achieving the annual goals for each AJCC.

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

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 WORKFORCE DEVELOPMENT BOARD RECERTIFICATION (ACTION)

The Workforce Innovation and Opportunity Act (WIOA) requires the Governor to recertify local workforce areas and their respective workforce development board every two years. Our current designation as a local area with an approved workforce development board expires on June 30, 2025.

The Governor will approve our request for subsequent designation if:

1. The NoRTEC Workforce Development Board (WDB) composition meets statutory membership requirements;
2. NoRTEC met or exceeded performance accountability measures during the previous certification period;
3. NoRTEC sustained fiscal integrity over the previous certification period; and
4. NoRTEC has engaged in regional planning by contributing and participating in regional planning, implementing a regional plan and regional performance negotiations.

NoRTEC has met all four requirements and staff propose to submit the following document to the State:

Application for Local Area Subsequent Designation and Local Board Recertification Program Year 2025-27

Recommended Action:

WDB approval of the Application for Local Area Subsequent Designation and Local Board Recertification for submission to the State.

Governing Board approval of the Application for Local Area Subsequent Designation and Local Board Recertification for submission to the State.

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. FINANCE REPORT (ACTION)

A. Approval of the 2024/2025 Third 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 March 31, 2025, NoRTEC had a total of $16,451,828 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 January 1, 2025, and March 31, 2025, 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.

There are no modifications for this quarter.

3. PY 2024/2025 Program Expenditure Report

a. Program Expenditure Rate Requirements - This report shows each service provider's total available balance for the second quarter of the program year (July 1, 2025, to March 31, 2025), the cumulative expenditures for the quarter ended March 31, 2025, and the remaining balance on March 31, 2025, 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 March 31, 2025. On March 31, 2025, the NoRTEC Administrative Entity had expended 58% of its Operating budget and 59% of its Other Projects budget. Overall, the Administrative Entity spent 58% 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 March 31, 2025. On March 31, 2025, the WDB/Governing Board had expended 50% of its total budget.

   There are no items of concern.

B. NoRTEC Fiscal Monitoring

The first round of service provider monitoring for PY 24/25 is in progress. Results of these reviews will be reported upon completion.

C. State Fiscal and Procurement Monitoring of NoRTEC

Currently no monitoring has been scheduled.

Recommended Action:

WDB approval of the first quarter finance report.

Governing Board approval of the first quarter finance report.

XII. PY 2025/2026 NORTEC ADMINISTRATIVE ENTITY BUDGET (ACTION)

Staff has prepared the budget for PY 2025/2026. The proposed budget changes are the result of the restructuring of various line-item budget amounts to reflect prior year expenditure rates and decreased staffing levels; the overall budget has decreased by 8% from the prior year's budget. The Administrative Entity Operating Budget is proposed at $1,560,000 or a $176,496 decrease. The Administrative Other Projects Budget is proposed at $545,000 with no change from the prior year. Individual line item changes are noted in the budget narrative.

All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

Proposed PY 2025/2026 Administrative Entity Budget

Narrative for Proposed PY 2025/2026 Administrative Entity Budget

Recommended Action:

WDB approval of the PY 2025/2026 NoRTEC Administrative Entity Operating Budget for $1,560,000 and the PY 2025/2026 Administrative Other Projects Budget for $545,000 subject to availability of funding.

Governing Board approval of the PY 2025/2026 NoRTEC Administrative Entity Operating Budget for $1,560,000 and the PY 2025/2026 Administrative Other Projects Budget for $545,000 subject to availability of funding.

XIII. PY 2025/2026 WDB/Governing Board Budget

Staff has prepared the budget for PY 2025/2026. The proposed budget is $92,000, a decrease of $5,000 from PY 2024/2025.

All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

Proposed PY 2025/2026 WDB/Governing Board Budget

Narrative for Proposed PY 2025/2026 WDB/Governing Board Budget

Recommended Action:

WDB approval of PY 2025/2026 WDB/Governing Board Budget at $92,000 subject to the availability of funding.

Governing Board approval of the PY 2025/2026 WDB/Governing Board Budget at $92,000 subject to availability of funding.

XIV. ACCEPTANCE OF THE JUNE 30, 2024, SINGLE AUDIT REPORT (ACTION)

NoRTEC has received its June 30, 2024, Single Audit Report for the administrative entity. The audit was "clean" meaning there were no findings, questioned costs, or recommendations resulting from the audit.

A copy of the audit report may be accessed here: NoRTEC Single Audit Report

Recommended Action:

WDB acceptance of the June 30, 2024, Single Audit Report.

Governing Board acceptance of the June 30, 2024, Single Audit Report.

XV. AUTHORIZATION TO CONTRACT WITH WIOA SERVICE PROVIDERS (INFORMATION)

The Ad Hoc RFP Review Committee met on March 12, 2025, to consider SMART Workforce Center's application to provide WIOA Career Services in Shasta, Trinity, Siskiyou and Del Norte Counties. At that meeting, the Committee reviewed additional information provided by SMART and recommended NoRTEC staff to enter into contract negotiations with SMART for services to begin July 1, 2025.

XVI. WIOA MEMORANDUM OF UNDERSTANDING (ACTION)

The Workforce Innovation and Opportunity Act (WIOA) Section 121(c) requires the Workforce Development Board (WDB) to develop Memorandum of Understanding (MOU) agreements with all required partners present in the local workforce development area regarding the operation and funding of our workforce system services. WIOA mandates the make-up of the required partners in the local area. MOUs must be updated every three years per statute. The current NoRTEC MOU is scheduled to end June 30, 2025.

Over the past months, NoRTEC held various meetings with all MOU partners to review the agreed-upon strategy for customer services, an updated cost sharing mechanism, and per-

organization breakdown of the Infrastructure Cost sharing agreement. Like the previous MOU, the updated MOU is an "umbrella agreement" that outlines the vision for program alignment and establishes a financial plan to fund the services and operating costs of our AJCC system. The document has been reviewed and will be signed by required partners.

In order to execute the MOU, signatures are required from the Chair of the Governing Board and Chair of the Workforce Development Board. This new updated MOU will be for the period of July 1, 2025 - June 30, 2028, in compliance with EDD Directive WSD1812.

Memorandum of Understanding (MOU)

AJCC Services Referral

Infrastructure Budgets

Recommended Action:

WDB approval for the Chair of the Workforce Development Board to sign/execute the negotiated partner MOU.

Governing Board approval for the Chair of the Governing Board to sign/execute the negotiated partner MOU.

XVII. REGIONAL AND LOCAL PLAN UPDATE (ACTION)

The Workforce Innovation and Opportunity Act (WIOA) requires the creation of comprehensive regional and local workforce development strategic plan every four years. As outlined under WIOA Section 106, Regional Plans address how the region will support industry sector engagement, drive workforce development outcomes, and expand career pathways for individuals who experience barriers to employment. Local Plans expand on this information by articulating how each AJCC throughout the 11-county region will coordinate with workforce and educational partners to ensure the goals of the Regional Plan are implemented on a local level.

As part of the community engagement process, information was provided from workforce partners, businesses, residents and other stakeholders when possible. In addition, NoRTEC has drawn on the data collected and the California Jobs First (CJF) planning and input process to inform this plan to ensure alignment between WIOA Title I investments and the regional economic development priorities.

The Plans were available for a 30-day public comment period, public notices were placed in local newspapers, and informational community listening sessions were held. The Regional and Local Plans have been developed consistent with EDD Directive WSD 24-09 "Regional and Local Planning Guidance for PY 2025-2028". As required by the Directive, the Plans were submitted to the CWDB with all public comments on April 27, 2025.

The WDB and the Governing Board must now review and approve both the Local and Regional Plans and submit required signature pages from the Local Board Chair and Governing Board Chair to the CWDB.

Copies of both documents may be accessed via NoRTEC's website, or by clicking on the direct links below:

NoRTEC 25-28 Regional Plan

NoRTEC 25-28 Local Plan

Recommended Action:

WDB approval of the NoRTEC Regional Plan Modification, as published.

Governing Board approval of the NoRTEC Local Plan Modification, as published.

XVIII. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications

There are no new applications.

B. Prior Approval

NoRTEC received notification that our application for funding through the EDD Department of Rehabilitation for a Disability Access, Equity and Inclusion grant has been awarded. This grant will be funded at $993,000. We have yet to receive actual contract documentation however, the funds are scheduled to be released in the new fiscal year PY 2025/2026.

XIX. RECESS TO CLOSED SESSION PER CALIFORNIA GOVERNMENT CODE SECTION 54954.5, PUBLIC EMPLOYEE PERFORMANCE GOALS AND AGENCY GOALS

Position: Executive Director

XX. RECONVENE TO OPEN SESSION

XXI. REPORT OF ACTION FROM CLOSED SESSION

If appropriate, the WDB and Governing Board will report on action during the closed session.

XXII. OLD BUSINESS (INFORMATION)

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

XXIII. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The next board meeting is scheduled for Thursday, August 28, 2025, at the Gaia Hotel in Anderson.

2. The following board meeting is scheduled for Thursday, October 23, 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.

XXIV. ADJOURNMENT