NORTEC WIB/GOVERNING BOARD AGENDA - April 23, 2009

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, APRIL 23, 2009
10:00 AM - 2 PM
HOLIDAY INN
REDDING, CALIFORNIA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES, JANUARY 22, 2009 (ACTION)

   The minutes from the January 22, 2009, meeting are attached:☞Minutes

   Recommended Action:

   WIB approval of the January 22, 2009, minutes, with revisions if needed, as posted.

   Governing Board approval of the January 22, 2009, minutes, with revisions if needed, as posted.

4. APPROVAL OF AGENDA (ACTION)

   Recommended Action:

   WIB approval of the agenda, with revisions if needed, as mailed.

   Governing Board approval of the agenda, with revisions if needed, as mailed.

5. WIB APPOINTMENTS (ACTION)

   There are currently three vacancies on the NoRTEC WIB. There are two private industry seats (both representing Nevada County), and one "At-Large" organized labor seat.

   Nominations were received for all three seats:

   Lawrence (Larry) Russell, a member of the Five Counties Central Labor Council, was nominated by this Council to fill the At-Large,

Organized Labor seat:
☞Application
☞Nomination Letter

Lee Osborne, a private business owner (AllOne Consulting and Training), was nominated by the Grass Valley/Nevada County Chamber of Commerce to fill a Private Industry seat in Nevada County:
☞Application
☞Nomination Letter

Sandy Frizzell, a private business owner (Sierra Mountain Coffee Roasters, Inc.), was nominated by the Grass Valley/Nevada County Chamber of Commerce to fill a Private Industry seat in Nevada County:
☞Application
☞Nomination Letter

Recommended Action:

Governing Board appointment of the above three individuals to fill the three vacant seats on the NoRTEC Workforce Investment Board.

6. PUBLIC COMMENT (INFORMATION)

Members of the public will be invited to make brief comments regarding any aspect of NoRTEC business.

7. PROGRAM COMMITTEE REPORT (ACTION)

M. Piller will present the Program Committee Report.

1. Program Monitoring

There have been no monitoring visits to the WIA Service Providers since the last meeting. Tentative dates for upcoming monitoring visits are as follows:

May 4: Nevada County
May 5-6: Butte PIC
May 7-8: Job Training Center of Tehama County
May 18-22: Alliance for Workforce Development (Lassen, Modoc, Plumas, and Sierra Counties)
June 11-12: SMART (Shasta and Trinity Counties)
June 15-17: Rural Human Services (Del Norte County)
June 18-19: Siskiyou Training & Employment Program

2. State Monitoring
    1. As reported at the last meeting, the State conducted a programmatic review of NoRTEC during the week of November 17, 2008, focusing primarily on the youth program. After visiting the administrative office, the monitor reviewed participant files at the Butte PIC (Oroville), AFWD (Quincy, Susanville, Alturas), and STEP (Weed).

       On February 5, 2009, the official monitoring report was received. There were no findings.
       ☞Monitoring Report

    2. The State conducted a review of NoRTEC's WIRED program on March 24-25, 2009. In addition to reviewing documentation at the NoRTEC Administrative Office, the monitor also visited a CNA training program and attended an economic development meeting in Trinity County. As of the posting of this agenda, an official report has not been issued. Stewart Knox, WIRED Project Director, will give an update at the meeting.
3. Client Numbers
    1. ☞ One Stop Centers - Job Seekers Accessing One-Stop Centers
    2. ☞ WIA Enrollments - Job Seekers Enrolled in the WIA Program
4. Contract Performance

☞WIA Service Provider Contract Performance - Adult Programs
☞WIA Service Provider Contract Performance - Youth Programs

As agreed, NoRTEC has not focused a lot of attention on the details of participant performance since WIA was implemented, choosing instead to focus on meeting local business needs. Staff do, however, monitor service provider performance against objectives written into the contracts (on a quarterly basis), including cost per enrollment, placement rates, and a variety of program quality measures including average wage at placement. Generally, if a service provider is not meeting contract objectives at the end of a quarter, they are required to submit a corrective action plan.

Corrective action plans have been requested from a few of the service providers. Staff will review the plans when they are submitted, and continue to monitor performance.

- Plant Closure Update

  There have been several hundred plant closures and over 2,000 laid off in the eleven county area of NoRTEC since we started tracking in PY 2000. The plant closure web site address is updated as additional closures occur. There have been more than 80 plant closures/layoffs since our last meeting, and more than 2,000 workers have lost their jobs. To view the report, click on the link below, and enter ">= " and "01/01/2009" in the "Date Closed" field.

  ☞Plant Closure Update

- "Headline" Program Reports

What's Happening? - Each of the Program Directors will take a few minutes to share some aspect of their program (accomplished, current or future) with the WIB and Governing Board members.

Following are direct links to the Community Coordinator reports received for the quarter ending March 31, 2009:

(Note: If the link does not take you directly to the report for the January-March quarter, look for a menu selection on the web page entitled Community Coordinator or Community Coordinator Reports.)

Butte PIC (Butte County)
Rural Human Services (Del Norte)
Alliance for Workforce Development (Lassen)
Alliance for Workforce Development (Modoc)
Butte PIC (Nevada County)
Alliance for Workforce Development (Plumas)
Alliance for Workforce Development (Sierra)
Smart Business Resource Center (Shasta)
STEP (Siskiyou)
Job Training Center of Tehama County
Smart Business Resource Center (Trinity)

A few highlights from this quarter's reports are:

- Butte County - In February, the Oroville Economic Development Corporation held its annual dinner. More than 250 people attended this dinner, including staff from the Butte PIC. The PIC was presented the President's Award for their role in promoting economic development in their local business community.
- Del Norte County - The Workforce Center will debut its "Hospitality 101" course in March. This course was developed after talking with local employers in the hospitality industry and asking them, "What do you need?" They responded with a request for employees well trained in customer service. Individuals completing the course will be considered "ambassadors" and will earn a certificate and college credit for the course.
- Lassen County - After months of planning and preparation, *Independent City 2009* was conducted at the Lassen County Fairgrounds on February 27, 2009. About 70 Lassen County youth participated in this event. Each youth was given a "life" for the day that included a job and a monthly income. Then, each youth went through Independent City and selected roommates, set-up a bank account, found a place to live, decided on transportation, and made choices on what kind of "extras" they could afford on their monthly income (including such things as phone, cable, internet services, a food budget, etc.). More than 30 adults volunteered to help the Lassen Career Network make this event a useful, life-skills training ground. In addition to learning some valuable skills, the youth also had the opportunity to win prizes donated by local businesses and agencies. Who knew learning could actually be fun!

- Modoc County - On January 16, 2009, AFWD presented their annual Labor Law Update workshop to a packed house. Twenty-eight employers throughout Modoc County attended the popular annual workshop, where their received information on the latest changes to state and federal employment laws. Some of the topics were mandatory poster changes for 2009, I-9 form changes, meal and rest period compliance, and Cal/OSHA reporting.
- Nevada County - Services provided in the Grass Valley One Stop Center are continuing to expand, as the center gains more visibility locally. More than 115 youth have been registered for 50 available slots for the upcoming summer youth program. In addition, 18 individuals were enrolled in the entrepreneurial boot camp held in late March 2009.
- Plumas County - This quarter brings bad news to Plumas County. In March, Sierra Pacific Industries announced the closure of their mill in Quincy. More than 150 individuals will lose their jobs when the mill closes in May. Bad news was also delivered to the employees of Collins Pine in Chester. Their 150 person workforce was laid-off on March 13, with no concrete promise of the mill reopening. Staff at the Alliance for Workforce Development have been busy responding to these closures by providing much needed information and assistance to the workers who are losing their jobs.
- Sierra County - A small start-up company in Chilcoot (in Sierra County) is working diligently to begin production at their new biodiesel plant in April 2009. Simple Fuels is the name of the new company, and when the plant is in full production, they hope to increase their workforce from three to seven or eight. The Alliance for Workforce Development will be working with Simple Fuels to recruit and train new employees. This company has been in the start-up phase for almost four years. The fuel will be sold to end users of equipment and vehicles that run on biodiesel.
- Shasta County - Shasta SMART' held their annual *Spring Hiring Fair* on March 10. Nineteen businesses participated and advertised 78 open jobs. SMART staff knew they were in for a busy day when 432 customers came into the SMART Center the day before the event to register and update their resumes. Even more surprising was the actual number of job seekers that attended the event--1,069! This is a 50% increase over the largest crowd they have ever had at previous Hiring Fairs. Unfortunately, this is a sign of the times...
- Siskiyou County - STEP, like many of the other NoRTEC Service Providers, has become involved in Youth Entrepreneur Academies. STEP is sponsoring an academy, geared towards youth aged 16-18 years. The academy will be held on the College of the Siskiyous campus for youth interested in learning how to start a business. The week long program is designed to help young entrepreneurs understand the opportunities and challenges of starting a business, work through a business plan, develop marketing strategies, and learn about budgeting. There will be hands-on activities and creative exploration of their ideas and skills.
- Tehama County - The report was not accessible on-line by the posting date of this agenda. Link will be activated when report becomes available.
- Trinity County - Trinity SMART teamed up with their local hospital to launch the first of three CNA training courses to be offered in the county this year. Their is a shortage of CNAs in the county, and these classes were developed to help meet the needs of local employers. These classes are being funded through the WIRED initiative.

Please take a few minutes to read the reports from all eleven counties. They are informative and fun. Our Community

Coordinators are putting a lot of work into keeping you informed. We like to let them know how much we appreciate their effort.

- WIRED Update (Information)

  Stewart Knox, NoRTEC WIRED Project Director, will provide a brief update on WIRED activities in the region.

  Traci Holt, AFWD Director, will introduce Brent Smith, Sierra Economic Development Corporation, and Penny Artz, local Susanville business owner. The three of them will talk about a project born of a partnership between Alliance for Workforce Development, Inc., the Butte PIC, and Sierra Economic Development Corporation to deliver an Entrepreneurial Boot Camp in Nevada, Lassen, Plumas, and Sierra Counties.

- Staff Training (Information)

  B. Austin, NoRTEC Program Services Director, provided the following training during the third quarter of PY 2008/2009:

  - Conducted an informal file review and a follow-up training session for Rural Human Services (Del Norte County) on January 19-20, 2009. This training session focused on Youth and Dislocated Worker Program eligibility, MIS/Enrollment/Case Management issues, and Youth Program planning.
  - Conducted Nevada County staff training on February 3-4, 2009. This training session was a follow-up to the training session provided on December 3, 2008, and focused primarily on a review of WIA program eligibility and key elements of the Youth, Adult and Dislocated Worker programs, and on the overall progress Nevada County is making toward development and implementation of effective and efficient program services.
  - Conducted an informal file review and a follow-up training session for Lassen, Plumas, Sierra, and Modoc Counties (AFWD) on February 19-20, 2009. This training session focused on a review of Dislocated Worker eligibility, WIRED enrollments, and MIS entries/common errors.
  - Facilitated a "Summer Jobs Program" planning session on March 11, 2009 for youth program managers/staff. This session focused on program design and implementation plans for the youth summer job creation and training program funded by the American Recovery & Reinvestment Act (ARRA) of 2009. ☞Agenda for the Planning Session
  - Provided Rural Human Services staff (Del Norte County) with refresher training on March 16 -17, 2009. The focus of the training was on review of Dislocated Worker Program eligibility and MIS entries/common errors. Also facilitated discussion session with management/staff regarding RHS's final design and implementation plans for a year-round WIA Youth Program.
  - Provided Butte County staff refresher training on March 18, 2009. This training session focused on a review of Dislocated Worker eligibility, key elements of the Youth Program, and MIS entries/common errors.
  - Provided Nevada County staff training on March 19, 2009, to assist them in their continuing effort to development effective and efficient systems/procedures for the delivery of quality WIA customer services.

- AFWD staff training to be provided on April 21, 2009. This session will cover training services and how to write a training plan.

NoRTEC sponsored Job & Career Transition Coach Certification training is scheduled to be provided to thirty-two (32) service provider staff on May 18-20, 2009. This training, which is designed for career practitioners who must advise, coach, guide, or counsel adults through short or long-term job/career transitions, will bring the total number of certified Job Coaches within the consortium to 114.

- Youth Council Report (Information)

The last meeting of the Council was held on January 27, 2009. Kathy Garcia, from the Job Training Center, will report on the meeting, the new E-Clubs at Red Bluff and Corning High Schools, the upcoming Business Challenge (to be held on April 29), and the Entrepreneur Academies planned for this summer in Tehama, Siskiyou, Del Norte, and Modoc Counties.

Recommended Action:

The Program Committee recommends approval of the Third Quarter Program Committee Report

WIB approval of the Third Quarter Program Committee Report.

Governing Board approval of the Third Quarter Program Committee Report.

8. FINANCE COMMITTEE REPORT (ACTION)

B. Hamby, Finance Committee Chair, will present the Finance Committee report.

1. PY 2008/2009 Funding (Information)

NoRTEC currently has $26,012,871 in available funds for the PY 2008/2009 Program Year. An additional $3,810,000 in funding has been requested. If all this funding is received, NoRTEC will have $29,822,871 in available funding for the 2008/2009 Program Year. This would be an increase of $11,375,809 over PY 2007/2008 Program Year funding.

This would be, by far, the largest amount of funding that NoRTEC has ever had available, exceeding the previous record of $19,371,045 in PY 2006/2007 by $10,451,826.

Project	Funds Available from July 1, 2008	Additional Funds Requested	Total

Adult	$3,206,458	$0	$3,206,458
Youth	$3,446,370	$0	$3,446,370
Dislocated Worker	$2,738,493	$0	$2,738,493
Rapid Response	$713,817	$0	$713,817
Adult ARRA Stimulus	$1,815,642	$0	$1,815,642
Youth ARRA Stimulus	$4,311,949	$0	$4,311,949
Dislocated Worker ARRA Stimulus	$3,376,394	$0	$3,376,394
Rapid Response ARRA Stimulus	$1,269,835	$0	$1,269,835
MCLAUS VI	$1,618,187	$0	$1,618,187
State WIRED	$250,000	$0	$250,000
Federal WIRED	$2,220,232	$1,860,000	$4,080,232
LVN to RN Step-Up	$448,598	$0	$448,598
DW Stimulus	$317,306	$0	$317,306

MCLAUS VII	$0	$2,000,000	$2,000,000
Disability Navigator	$22,590	$33,000	$55,590
USDA Green Collar Jobs	$0	$150,000	$150,000
Butte College Green Technology	$24,000	$0	$24,000
TOTAL	$26,012,871	$3,810,000	$29,822,871

2. Approval of PY 2008/2009 Third Quarter Financial Reports (Action)
    1. ☞PY 2008/2009 Contracts Summary (Information)

       This report shows the total amount of funding in contracts with the State, the source of that funding and its allocation within NoRTEC for the 2008/2009 program year. As of March 31, 2009, NoRTEC had a total of $26,012,871 available in State contracts for the 2008/2009 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

    2. ☞PY 2008/2009 Service Provider Contract Modifications

       This report shows the changes between December 31, 2008, and March 31, 2009, in the 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.

       The primary contract modifications for the quarter were the addition of ARRA Stimulus funds. Please see report for individual program amounts. Additional contract modifications included the allocation of WIRED funding for special projects to Butte ($500,000), Lassen, Modoc, Plumas, and Sierra ($70,000), and Siskiyou ($12,500); and (2) the allocation of an additional $29,700 of Disability Navigator funding to Del Norte. These amounts include any unspent funds carried forward from the prior year. See report for detail.

    3. ☞PY 2008/2009 Program Expenditure Report

       This report shows each subcontractor's total available balance for the program year (July 1, 2008, to June 30, 2009), the cumulative expenditures for the quarter ended March 31, 2009, and the remaining balance at March 31, 2009, 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.

All service provider expenditures were within quarterly target rates at March 31, 2009. There are no items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocation by the end of the program year. For the convenience of monitoring, NoRTEC uses a 20% per quarter expenditure rate as a guide for assessing expenditures throughout the fiscal year (20% first quarter, 40% second quarter, 60% third quarter and 80% final quarter). 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 quarterly expenditures vary by more than 10% from the quarterly target rate. 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.

4. ☞PY 2008/2009 NoRTEC Administrative Entity Expenditure Report

   This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the nine months ended March 31, 2009. At March 31, 2009, the NoRTEC Administrative Entity had expended 71% of its Operating budget and 58% of its Other Projects budget.

   There are no items of concern.

5. ☞PY 2008/2009 NoRTEC WIB and Governing Board Expenditure Report

   This report shows the WIB and Governing Board expenditures against the annual line item budget for the nine months ended March 31, 2009. At March 31, 2009, the WIB/Governing Board expended 69% of its total budget.

   There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2008/2009 Third Quarter Finance Reports.

WIB approval of the PY 2008/2009 Third Quarter Finance Reports.

Governing Board approval of the PY 2008/2009 Third Quarter Finance Reports.

3. PY 2009/2010 NoRTEC Administrative Entity Budget (Action)

The WIB Finance Committee is recommending that the PY 2009/2010 Administrative Entity Operating Budget be approved at $939,097. This is a 1% increase over the amount approved for PY 2008/2009. The increase reflects four small line-item increases to cover anticipated costs. Please see the attached AE Budget for detail.

The WIB Finance Committee is recommending that the PY 2009/2010 Administrative Entity Other Projects Budget be approved at $1,325,000, which is the same amount approved for PY 2008/2009. The Other Projects Budget includes Special Projects, Capacity Building, WIRED Project, One-Stop Operator Contract, and Youth Council Contract.

Sufficient funding to cover these budgets is available. Please see the attached budget and narrative for details.

1. Proposed PY 2009/2010 AE Budget
2. Narrative for the Proposed PY 2009/2010 AE Budget

Recommended Action:

The WIB Finance Committee is recommending:

WIB approval of the PY 2009/2010 NoRTEC Administrative Entity Operating Budget at $939,097, and the Other Projects Budget at $1,325,000, subject to the availability of funding.

Governing Board approval of the PY 2009/2010 NoRTEC Administrative Entity Operating Budget at $939,097, and the Other Projects Budget at $1,325,000, subject to the availability of funding.

4. PY 2009/2010 NoRTEC WIB/Governing Board Budget (Action)

The WIB Finance Committee is recommending that the PY 2009/2010 WIB/Governing Board Budget be approved at $115,000. This is the same amount budgeted in PY 2008/2009.

Sufficient funding to cover these budgets is anticipated. Please see the attached budget and narrative for details.

1. Proposed PY 2009/2010 WIB/Governing Board Budget
2. Narrative for the Proposed PY 2009/2010 WIB/Governing Board Budget

Recommended Action:

The WIB Finance Committee is recommending:

WIB approval of the PY 2009/2010WIB/GB budget at $115,000, subject to the availability of funding.

Governing Board approval of the PY 2009/2010 WIB/GB budget at $115,000, subject to the availability of funding.

5. Acceptance of June 30, 2008, Single Audit Report (Action)

The NoRTEC Administrative Entity has received its June 30, 2008, Single Audit Report. The audit was "clean," meaning that there were no findings, questioned costs, or recommendations resulting from the Audit. The WIB Finance Committee has reviewed the audit report and has recommended that the WIB accept the audit report.

Copies of the Single Audit Report are available for review by interested members.

Recommended Action:

The Finance Committee recommends:

WIB acceptance of the June 30, 2008, Single Audit Report.

Governing Board acceptance of the June 30, 2008, Single Audit Report.

6. NoRTEC Fiscal Monitoring (Information)

Fiscal monitoring of NoRTEC service providers is scheduled for May and June. The results of those monitorings will be reported at the next WIB/GB meeting.

7. State Fiscal and Procurement Monitoring of NoRTEC (Information)

The State conducted a monitoring of the WIRED program during the week of March 23, 2009. The monitor visited the NoRTEC office as well as a WIRED-funded CNA training program at Trinity Hospital in Weaverville. The results of that monitoring will be communicated when received.

NoRTEC is expecting a fiscal and procurement review from the Employment Development Department during the week of

May 4, 2009.

Recommended Action:

The Finance Committee recommends approval of the Third Quarter Finance Committee Report.

WIB approval of the Third Quarter Finance Committee Report.

Governing Board approval of the Third Quarter Finance Committee Report.

9. STATUS OF FUNDING APPLICATIONS (UPDATE/ACTION)
    1. Prior Approval
        1. Community Based Job Training Grant - This application was not funded.
        2. California Gang Reduction, Intervention and Prevent (CalGRIP) Initiative- This application was not funded.
        3. MCLAUS VII - This application was funded for $2,000,000.
        4. New Applications
            1. WAL-MART - $245,000 to conduct outreach to businesses in the region through multi-sources to create awareness of a North State Green Jobs Initiative and services/resource available to help businesses. Working within the WIRED clusters, manufacturing and ag-processing businesses: Promoting Lean & Green workshops; offering businesses a carbon-footprint baseline assessment and checklist for improving their energy efficiency notifying availability of Green Team to assist with financing, permitting, market access, workforce training; pilot training project, create a training program for dislocated workers in energy audits and carbon footprint measuring. Dislocated trained workers would provide the service, teaching entrepreneurs and potential new business start-ups... Est. 25-35 jobs.
            2. Butte College - $24,000 for the development of a team of CEOs that will meet quarterly with WIB staff and Butte College staff to design and articulate courses around green jobs/renewable energy programs.
            3. USDA Rural Business Enterprise Grant - $150,000 to use CEO Roundtables, workshops and outreach to identify 10-15 small and emerging businesses that are creating new green technologies or products to provide in-depth assistance - business plans, access funds, marketing, feedstock and resources to produce and market their products; estimate 25-50 new jobs.

Recommended Action:

WIB approval for NoRTEC staff to submit an application to WAL-MART for $245,000, to Butte College for $24,000, and to the United States Department of Agriculture for $150,000 for the purposes described herein.

Governing Board approval for NoRTEC staff to submit an application to WAL-MART for $245,000, to Butte College for $24,000, and to the United States Department of Agriculture for $150,000 for the purposes described herein.

2. EXECUTIVE COMMITTEE REPORT (ACTION)

***Note*: The recommendations for each item below are empty because the Executive Committee will not meet until the day before this meeting. The Executive Committee's recommendations will be presented at the meeting. Staff recommendations for the items listed below are on the Executive Committee agenda.** ☞ */wgb/meetings/agenda/eca_042209.html*

1. Health Insurance Coverage for NoRTEC Retirees (Action)

   Staff propose NoRTEC will pay 50% of the cost of health insurance coverage for employees who have provided 15 years of continuous service, and are at least 55 years old at the time of retirement. This coverage shall begin on the date of retirement and continue until the employee is eligible for Medicare coverage.

   Michael prepared a cost analysis (☞/cb/WIB/Retiree_Health_Benefits_04042009.pdf). A "worst case" scenario would be if all three eligible NoRTEC employees retired on July 1, 2009. In that case, NoRTEC would incur a total cost of $8,701.92 for the 2009/2010 program year. For the subsequent four program years, the total cost to NoRTEC would be $5,800.28 per year. That cost would drop to $2,900.64 per year after that.

   Our insurance company will only allow retiree health benefits if NoRTEC agrees to pay 1/2 (or more) of the monthly premium.

   Recommended Action:

2. Executive Director Succession Plan (Action)

   Staff Recommendation: The NoRTEC Executive Director will hire Stewart Knox as the NoRTEC Assistant Director, effective July 1, 2009, with the understanding that he will become the Executive Director when the current Executive Director steps down.

   1. NoRTEC has a hire from within policy, so does not need to advertise the position, unless it wants to.
   2. The Executive Director has the authority to hire staff, but only the WIB and Governing Board can hire/fire the Executive Director, so they need to approve the plan up-front.
   3. The current Executive Director would like to stay in this position until July 1, 2010, but the progression of his neurological disorder is unpredictable and may lead to a much earlier resignation.
   4. The current Executive Director will stay on after resignation as a consultant to work on the NoRTEC management information system, if needed and able.
   5. Stewart is an excellent choice for the next Executive Director of NoRTEC.
      1. He has practical, relevant experience. He began his career in Workforce Development working for

Kathy Schmitz in Tehama County as a teacher in their Summer Youth program. He was soon promoted to the position of Community Coordinator. From there he moved on to run the One Stop in Colusa County, then the Verdugo consortium in southern California, where he was the Executive Director of their WIB. Most recently, he returned to northern California as the Executive Director of the North Central Counties Consortium before returning to NoRTEC as our WIRED Project Director. Stewart is on numerous State committees, he is a sought after speaker at conferences and forums, and is currently in his second year as President of the California Workforce Association.

2. In addition to his ample experience, he has a deep respect for our programs, he believes administration's role is to support the programs, he is a proponent of our business first model, he is recognized in the State as a leader in the developing field of renewable energy, he is a successful fund raiser, he is a good public speaker, and he is proud to be a part of NoRTEC.

Recommended Action:

3. Service Provider Proposals for the NoRTEC Workforce Investment Area (Action)

NoRTEC advertised for propoals to serve one or more counties in the NoRTEC service area. Proposals were due to the NoRTEC Administrative Offices by April 15, 2009. Staff compiled them into an electronic format and emailed them to the committee members on April 16, 2009. Staff prepared a written evaluation of each proposal in time for the committee's April 22, 2009, meeting.

A copy of the Request For Proposals is online at ☞/rfp_2009_2010/nortec.html

A copy of the proposals is online at ☞/rfp_2009_2010/proposals.html

Note: Only one proposal for each county was received; therefore there was no "competition." Only our current service providers submitted a proposal for their current county(ies) delivery area. We have not received a competitive proposal since we began advertising in the late 1980s.

Recommended Action:

4. Planning for Stimulus Projects (Action)

NoRTEC saff are aggressively pursuing stimulus funding opportunities for our area. A caveat is that their first priority is to the base programs funded by the Department of Labor. We are receiving over $10 million in stimulus funds to augment/expand our basic programs: adult ($1.8 million), dislocated workers ($1.37 million), rapid response ($1.26 million) and youth ($4.3 million). We are obligated to make this a success. Our next step is to explore the opportunity to

partner with Community Colleges for special projects through the Chancellors Office and the Governor's initiatives, as well as looking at DOL national funding priorities for renewable energy and health care projects. Approximately $750 million will be made available in the upcoming months through a competitive process from DOL; $500 million towards green jobs, and $250 million around allied health careers.We anticipate working with the programs to apply for project funding from both of these DOL funding opportunities.

Outside our own system, NoRTEC is partnering with the Department of Agriculture, Department of Commerce, HUD and the Department of Energy through the State Departments of the California Energy Commission, California Air Resource Board, and the Public Utilities Commission, to secure alternative funding for business assistance, training opportunities and job creation activities.

With the Department of Agriculture, staff have applied for a Rural Business Enterprise Grant (RBEG - through CEO Roundtables, workshops and outreach identify 10-15 small and emerging businesses that are creating new green technologies or products to provide in-depth assistance - business plans, access funds, marketing, feedstock and resources to produce and market their products; estimate 25-50 new jobs.). Staff is also looking at their newly created Rural Energy for America Program (REAP - provides grants (and loans) to rural small businesses and agricultural producers for up to 25% of the cost to purchase and install renewable energy generation systems). On another front, staff is meeting with United States Forest Service officials to explore training and employment opportunities for our local workforce. Anna Bengtsson, the Smart Center Executive Director Director, will provide an update.

The Department of Commerce is releasing funds for Wireless and Broadband Deployment and Broadband Technology grants. We are currently exploring opportunities for private sector business to expand Broadband in our area, and create some jobs while they are at it.

The State will also see a significant increase in funding around HUD weatherization projects and energy efficiency models within the Energy Commission. Bill Finley, Executive Director of the Butte PIC, will provide an update.

Within the State, the Governor's office has recently released funds through the California Conservation Corp that will be available to the WIBs in coordination with the Community Colleges.

The following is a list of potential funding sources for local training, job creation and business assistance projects.

Currently awaiting NOFAs to be released:
Department of Commerce: Broadband
Department of Energy: Energy Conservation and Training Grants
USDA Forest Service
Governor's Office of Volunteerism: California Conservation Corp
DOL: Green Jobs/Renewable Energy

DOL: Allied Health/Health Career Ladders
Governor's 15%: Health Career Ladders
DOL: Youth Build
Infrastructure Jobs: Currently developing local matrix of four EDA districts in conjunction with EDCs
Public Housing Rehabilitation projects
CSBG Weatherization projects
CDBG connection to shovel ready projects
Neighborhood Stabilization Program: redevelopment of foreclosed houses

The only one that we have in the hopper now is the RBEG grant (USDA Rural Business Enterprise Grant: $150,000).

Recommended Action:

5. Butte County Request to Change the NoRTEC Meeting Day (Action)

NoRTEC, since the late 1980s, meets quarterly, on the fourth Thursday of the month in January, April, July, and October. Thursday was selected to accommodate the Boards of Supervisors. Supervisor meetings are regularly scheduled for Tuesdays, leaving Monday, Wednesday, Thursday or Friday to select from. Because of travel distances, Mondays and Fridays were eliminated, leaving Wednesday and Thursday. One consideration was that overage from Supervisor's meetings spilled into Wednesdays. Another was that, due to the distances to be traveled, Wednesday meetings would require Tuesday night travel. With due consideration, Thursday was selected for the regularly scheduled NoRTEC meeting day.

The fourth week was selected to allow the quarterly reports to be presented. They are due to the State by the 20th of January, April, July, and October. Meeting sooner than the fourth Thursday following the end of a quarter would be too early to prepare the reports. Meeting in the following month would effect the timeliness of reporting this information to the WIB and Governing Board.

Unfortunately, the Butte County Board of Supervisors have their Butte County Association of Governments and Butte County Air Quality Management District meetings on the fourth Thursday of the month, and are unable to attend the NoRTEC meetings. According to their letter, these meetings require the attendance of every member of their Board (☞ /wgb/meetings/agenda/butte_sups_letter.pdf). "We ask that NoRTEC change its meeting day so that Butte County is allowed to have its representative attend the meetings."

Recommended Action:

3. SMALL BUSINESS UPDATE (INFORMATION)

Ginne Mistal will provide a brief update on items of interest to Small Business.

4. OLD BUSINESS (INFORMATION)

   Old Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB/Governing Board members.

5. NEW

NoRTEC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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