# Agenda - APRIL 24, 2008

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, APRIL 24, 2008
10:00 A.M. - 2:00 P.M.
CHECKERS RESTAURANT
OROVILLE, CA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES, JANUARY 24, 2008 (ACTION)

   The minutes from the January 24, 2008, meeting are attached: Minutes

   ***Recommended Action:***

   ***WIB approval of the January 24, 2008, minutes, with revisions if needed, as posted.***

   ***Governing Board approval of the January 24, 2008, 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)

   Several WIB terms will be expiring on June 30, 2008. Several letters have been received for those members seeking reappointment. Additional nominations may be submitted from the floor on the day of the meeting, if received after the posting of this agenda. Members whose nomination letters are not received in time for consideration at this meeting will be presented at the July 24, 2008, meeting. (Click here for WIB and Governing Board member list and term expiration dates): Member List

Letters have been received for:

| | | |
|---|---|---|
| Tom Cochran | Private Industry - Del Norte County | Nomination Letter |
| Ron Sandler | Private Industry - Del Norte County | Nomination Letter |
| Dwight Beeson | Private Industry - Modoc County | Nomination Lettter |
| Michele Piller | CBO - Plumas County | Nomination Letter |
| Dennis Maderios | Private Industry - Shasta County | Nomination Letter |
| Carol Roberts | TANF/CalWORKS - Sierra County | Nomination Letter |
| Joan Smith Freeman | Economic Development - Siskiyou County | Nomination Letter |
| Linda Wright | TANF/CalWORKS - Trinity County | Nomination Letter |
| Jesse Cox | Private Industry - Trinity County | Nomination Letter |
| Chuck Braun | Public Employment - At Large | Nomination Letter |

***Recommended Action:***

***Governing Board appointment of the above named individuals to the NoRTEC WIB.***

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 January meeting. Following is the upcoming monitoring schedule:

April 22-23 - Butte PIC
May 5-9 - Alliance for Workforce Development (Lassen, Modoc, Plumas, and Sierra Counties)
June 13-14, 16 - Rural Human Services (Del Norte County)
June 17-18 - Siskiyou Training & Employment Program
June 19-20 - Job Training Center of Tehama County
June 30-July 3 - SMART (Shasta and Trinity Counties)

2. State Monitoring

As reported at the January 2008 meeting, the State monitored NoRTEC and three of its Service Providers in October. All areas of noncompliance have been resolved, with the exception of the issue of the NoRTEC Youth Council.

The Job Training Center (JTC) is now staffing the NoRTEC Youth Council. NoRTEC staff are working with JTC to secure a slate of appropriate potential Youth Council members for presentation to the NoRTEC WIB for their approval. Once the council is appointed and holds its first meeting, the finding will be resolved.

3. Client Numbers
    1. One Stop Centers - Job Seekers Accessing One-Stop Centers
    2. WIA Enrollments - Job Seekers Enrolled in the WIA Program
    3. Client Exits - Outcome Information On Customers Leaving The Programs
    4. Core Service - One Stop Center Utilization Information

    5. Employer Service - One Stop Center Employer Service Information
4. Contract Performance
    1. WIA Service Provider Contract Performance - Adult ProgramsWIA 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. If a service provider is not meeting contract objectives by the end of the second quarter, they are required to submit a corrective action plan. Corrective action plans have been requested, and are due from the Service Providers by April 25, 2008. There are no areas of concern at this time.

Two special projects ended on December 31, 2007. One was the MCLAUS V (Multiple Closures, Layoffs and Unemployment Services). The second was the LVN-RN program (LVNs upgrading their skills and license to that of an RN). Individuals enrolled in these programs that were still active after the closing date of the contract were transferred into other WIA program. NoRTEC met all contractual goals with the State for these programs. Following is a synopsis of individuals that were placed in jobs as a result of participation in this program:

MCLAUS V - Report (Click on the name of the county tab at the bottom of the page to see results for each county)

LVN to RN - Report

2. WIA Business Services Performance

   This website has training opportunities for local business (Website Initiative, Internet Classroom), and a number of reports on business service usage, events and outcomes (Business Services Usage, Internet Learning Usage, Business Websites, the Community Coordinator Reports, and the most recent Market All showing number of services and market share).

5. National Emergency Grant (NEG) - Storm Project 2005/2008

   NoRTEC was awarded a grant of $2,004,441 in February 2006 to employ Dislocated Workers to help clean up damage from the winter storms of December 2005/2006 in Del Norte, Lassen, Plumas, Siskiyou, and Trinity Counties. This round of funding ended on June 30, 2007.

   NoRTEC submitted a request in March 2007 for an additional $2,455,700 to complete clean-up in the five county area. Funding was awarded, but at a level much lower than requested. NoRTEC was allocated $598,887. A similar amount was to be allocated in September, but two of the four entities did not spend their funding in a timely manner, so the second increment was delayed (NoRTEC was one of the two that spent in a timely manenr).

   On January 11, 2008, the State notified NoRTEC in an e-mail that the Feds were going to release the second increment of funding, but it was to be at a reduced level. The amount allocated to NoRTEC was $473,584. This funding was allocated to the programs, and they geared up this temporary jobs program (for the fourth time). Each of the five counties received a little over $85,000.

   Photos of the damage are available to view but clicking on the following link: Storm Damage Photos

   More than 290 individuals have been enrolled in this program, which is due to end June 30, 2008.

6. Plant Closure Update

   There have been several plant closures in the ten county area of NoRTEC over the past several years. The following web site address is being updated as additional closures occur. Items in red are those additions since the last regularly scheduled WIB and Governing Board meeting.

   Plant Closure Update

7. "Headline" Program Reports

   Following are direct links to the Community Coordinator reports received for the quarter ending March 31, 2008:

(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
Rural Human Services (Del Norte)
Alliance for Workforce Development (Lassen)
Alliance for Workforce Development (Modoc)
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 - The Business Resource teams through the One Stops continue to work with numerous employers to fill requests for employee recruitment and hiring. Some of the businesses include: Bidwell Marina, Applebee's, Chico City Police Department, Scrambles Restaurant, Ponderosa Property Management Confident Care, American Fencing, Sundance Storage, Guy Rents, and Improvement Direct.
- Del Norte County - The Workforce Center is providing staffing to the Crescent City Chamber of Commerce for their receptionist position. Rather than hire an employee directly, the Chamber chose to lease an employee from the Workforce Center. This arrangement is working out well for the Chamber, and helps the Workforce Center by generating revenue.
- Lassen County - Invenergy, LLC is in the early exporation stage of bringing wind energy to Lassen County. If approved, the project will be completed by the end of 2010. In order to have qualified workers for the proposed wind farm, Envenergy, AFWD, and Lassen Community College are working with other key community partners to develop a training curriculum which will not only train workers for Invenergy, but for other renrewable energy companies in Northeastern California.
- Modoc County - A 2008 Labor Law Update workshop was held at the Modoc Employment Center in early February. Over 15 employers from throughout the county attended the popular annual workshop. Holly Schirmer, AFWD's Director of Business Services filled the attendees in on the latest changes to state and federal employment law. Topics covered included legislation addressing the increase to state and federal minimum wage, military spouse leave, cell phone usage while driving, I-9 form changes, earned income tax credit, the use of social security numbers, and Cal/OSHA reporting.
- Plumas County - The Plumas Work Connection has been busy with customized recruitments this past quarter. In addition to hiring a recpetion for their Quincy office, they worked with American Valley Aviation and Stoney's Restaurant to help them fill some open positions. The Work Connection is also recruiting for Plumas Rural Services, and assisting the organization with revising their performance appraisal system. (NoRTEC Program Committee Chair, Michele Piller, is the Executive Director of Plumas Rural Services.)

- Sierra County - The Work Connection is continuing to establish relationships with local employers, as they enter the last half of their second year in operation in Sierra County. In addition to providing services from their Loyalton office, they have started providing services to local employers and job seekers in Downieville twice a month. As spring gets underway and summer approaches, local employers are beginning to hire seasonal workers for their tourism based businesses. The Work Connection is striving to be the "go to" place for employers looking to hire and for job seekers who are looking for work.
- Shasta County - This quarter, five successful local entrepreneurs led four workshops to identify and offer help to businesses that are starting up or ready to grow. The workshops filled quickly and more than 50 people were assisted with various aspects of running a business. Three of the five entrepreneurs that assisted with this workshops sit on the NoRTEC WIB: Jim Jungwirth, Ginne Mistal, and Hiram Oilar.
- Siskiyou County - Shasta College collaborated with STEP and other agencies in Siskiyou County to develop training for employees of the hospitality industry within the county. Training was focused on three areas: Wine and Food Services Education, Safety and Sanitation, and Hospitality Marketing.
- Tehama County - The Job Training Center's Business One Stop Services Department is certainly busy! Their report contains a long list of workshops and speaking engagements by staff members within Tehama County's communities. They have three sessions of "Optimizing Your Professional Success" scheduled at various locations on April 22, 23, and 24. More than 120 people have already signed up to attend these fee-based workshops. The Coordinator report also noted NoRTEC WIB member Claudia Martin was recently appointed Interim Director of the Tehama Economic Development Corporation. Congratulations Claudia!
- Trinity County - The Smart Business Resource Center officially opened its One Stop Centers in Weaverville and Hayfork on February 4, 2008. Since Smart took over the provision of WIA programs and services in Trinity County on January 1, most of their efforts have been poured into hiring staff and opening the center. The quarterly report contains pictures of the new center, and a few photos of work on the storm project clean-up efforts.

Please take a few minutes to read the reports from all ten 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 efforts.

8. One Stop Business Services
    1. Business Service Web Sites - NoRTEC has a number of websites addressing business services.

       NoRTEC Business Services - An overview of the NoRTEC Business Services program.

       All the NoRTEC counties have developed local business services websites that present their local business services program:

| | | | |
|---|---|---|---|
| Butte | Modoc | Sierra | Trinity |
| Del Norte | Plumas | Siskiyou | |
| Lassen | Shasta | Tehama | |

2. NoRTEC Business Service Presentation (WIRED Update)

   The WIRED project is well underway. The programs will provide a brief update on our progress.

   - WIRED Overview and Venture Island (Stewart Knox)
   - Financing Your Business, Broadband, amd Alternative Energy (Traci Holt, Brent Smith)
   - Seeds of Opportunity (Kathy Schmitz, Jeanne Hough)
   - Entrepreneur Workshops and Trinity County Business Appreciation (Anna Bengtsson)
   - Entrepreneur Bootcamp, Youth Incubator, STEM, IT, and PG&E (Bill Finley)
   - Next Steps=Historian, Venture Island Redding, and Focus Groups (Stewart Knox, Anna Bengtsson, Kathy Garcia)

9. Staff Training and Development (Information)

   Betti Austin, NoRTEC Program Serivces Director, conducted an informal file review and follow-up training session for RHS staff on February 12-15 and for AFWD staff on March 11-14, 2008. Both training sessions focused on key elements of the Adult and Youth programs, and were provided to assist RHS and AFWD management and program staff in their continuing efforts to develop systems and procedures to ensure outstanding service delivery.

   Betti Austin also completed the Society of Human Resource Management (SHRM) Essentials of Human Resource Management program at Chapman University in March 2008. This program, which provides a comprehensive overview of human resource roles and responsibilities, culiminates in the attainment of a SHRM certificate. This certificate is one of the three Workforce Development certificates that Service Provider staff may attain to meet NoRTEC's minimum qualifications for staff providing business services. (The other two certifications are "Certified Workforce Development Professional" or CWDP, and the "California Accredited Consultant" or CAC. Click on the following to see a list of NoRTEC and Program Staff credentials: Certification List.)

   The importance of the SHRM Essentials of Human Resource Management program is its provision of knowledge and skills that staff can use to assist business customers in improving their own abilityto handle challenging Human Resource (HR) issues. Such issues include, but are not limited to, application of key HR legislation (i.e., employee protection laws), employee recruitment and selection, key elements of employee compensation and benefits, employee development, and performance management. Austin joins fourteen (14) others within NoRTEC who have successfully completed this program.

10. Youth Council Report (Information)

    The Job Training Center of Tehama County was selected to staff the NoRTEC Youth Council. A "kick-off" and member recruitment event was held on January 10, 2008. Consistent with NoRTECs WIRED grant, the Council will be researching, planning, and implementing innovative programs designed to foster the entrepreneurial spirit, teach the requisite skills, and provide opportunities and incentives to pursue business ideas. The Council will call upon schools, businesses and the community to help develop a model program. Recruitment is underway to gather nominations for appointment by the WIB to the Youth Council. Kathy Schmitz, the Job Training Center's Executive Director, will give an update at the meeting.

***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 2007/2008 Funding (Information)

NoRTEC currently has $15,824,566 in available funds for the PY 2007/2008 Program Year. An additional $3,459,600 in WIRED funding has been awarded but has not been incorporated in a contract with NoRTEC. When this funding is received, NoRTEC will have $19,284,166 in available funding for the 2007/2008 Program Year. This would be an increase of $3,689,297 over PY 2006/2007 Program Year funding.

| Project | Funds Available from July 1, 2007 | Additional Funds Requested | Total |
|---|---|---|---|
| Adult | $2,907,210 | $0 | $2,907,210 |
| Youth | $3,096,277 | $0 | $3,096,277 |
| Dislocated Worker | $2,078,258 | $0 | $2,078,258 |
| Rapid Response | $655,809 | $0 | $655,809 |
| MCLAUS VI | $2,000,000 | $0 | $2,000,000 |

| | | | |
|---|---|---|---|
| State WIRED | $213,354 | $250,000 | $463,354 |
| Federal WIRED | $1,556,063 | $3,209,600 | $4,765,663 |
| MCLAUS V | $976,099 | $0 | $976,099 |
| Regional Small Business/WIRED | $125,706 | $0 | $125,706 |
| Storm 2006 | $1,071,227 | $0 | $1,071,227 |
| LVN to RN Step-Up | $600,000 | $0 | $600,000 |
| Disability Navigator | $86,682 | $0 | $86,682 |
| LVN-RN | $426,942 | $0 | $426,942 |
| HCE Youth | $28,049 | $0 | $28,049 |
| Incentive | $2,890 | $0 | $2,890 |
| TOTAL | $15,824,566 | $3,459,600 | $19,284,166 |

2. Approval of PY 2007/2008 Third Quarter Financial Reports (Action)
    1. PY 2007/2008 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 2007/2008 program year. As of March 31, 2008, NoRTEC has a total of $15,824,566 available in

State contracts for the 2007/2008 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. PY 2007/2008 Service Provider Contract Modifications

   This report shows the changes between December 31, 2007, and March 31, 2008, 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 contract modifications during this period were (1) additional TJC Storm Project funding for Del Norte ($130,245), Lassen and Plumas ($125,491), Siskiyou ($85,245) and Trinity ($85,245), (2) the addition of $24,390 of Disability Navigator funding for both Del Norte and Shasta, and (3) the addition of $9,000 in WIRED funding for Lassen, Modoc, Plumas and Sierra. These amounts include any unspent funds carried forward from the prior year. See report for detail.

3. PY 2007/2008 Program Expenditure Report

   This report shows each subcontractor's total available balance for the program year (July 1, 2007, to June 30, 2008), the cumulative expenditures for the quarter ended March 31, 2008, and the remaining balance at March 31, 2008, 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.

   The expenditures in italics represent funding titles where the service provider's expenditures vary by more than 10% from the quarterly target expenditure rate.

   At March 31, 2008, the only underexpenditure was Shasta and Trinity (SMART) in the Dislocated Worker Program. NoRTEC has requested a corrective action plan to assure that expenditures are at the required rate by the end of the program year. 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 2007/2008 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, 2008. At March 31, 2008, the NoRTEC Administrative Entity had expended 68% of its Operating budget, 76% of its Special Projects budget, 50% of its Capacity Building budget, and 37% of its WIRED budget.

   There are no items of concern.

5. PY 2007/2008 NoRTEC WIB and Governing Board Expenditure Report

   This report shows the WIB and Governing Board expenditures against the annual line item budget for the quarter ended March 31, 2008. At March 31, 2008, the WIB/Governing Board expended 75% of its total budget.

   There are no items of concern.

***Recommended Action:***

The Finance Committee recommends approval of the PY 2007/2008 Third Quarter Finance Reports.

***WIB approval of the PY 2007/2008 Third Quarter Finance Reports.***

***Governing Board approval of the PY 2007/2008 Third Quarter Finance Reports.***

3. Acceptance of June 30, 2007, Single Audit Report (Action)

The NoRTEC Administrative Entity has received its June 30, 2007, 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, 2007, Single Audit Report.***
***Governing Board acceptance of the June 30, 2007, Single Audit Report.***

4. NoRTEC Fiscal Monitoring (Information)

   Fiscal and procurement monitoring of service providers has been scheduled during the period April-June 2008. Results will be communicated at the July meeting.

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

   The State conducted the current year's Fiscal and Procurement monitoring of NoRTEC during the week of April 7, 2008. The EDD monitor visited the NoRTEC Administrative Office as well as the administrative offices of the Butte PIC. The results of the review will be communicated to the WIB and Governing Board when received.

***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

      There are no previously approved applications.

   2. New Applications

      Staff submitted an application to the Department of Labor (DOL) for a three year, $2,000,000 project to fund STEM (Science, Technology, Engineering, and Math) activities in NoRTEC. If funded, the project would begin around July 1, 2008. Concept Paper

      ***Recommended Action:***

      ***WIB approval for NoRTEC to submit an application for $2,000,000 to fund STEM activities in NoRTEC.***

      ***Governing Board approval for NoRTEC to submit an application for $2,000,000 to fund STEM activities in NoRTEC.***

10. NEVADA COUNTY UPDATE (INFORMATION)

    The Governor approved Nevada County joining NoRTEC on March 28, 2008. A copy of the approval letter is attached.Letter

11. SMALL BUSINESS UPDATE (INFORMATION)

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

12. Further NoRTEC Expansion (Information)

    The NoRTEC Joint Powers Agreement (JPA) requires 100% agreement among the member county Boards of Supervisors to make a change in the JPA. Adding a county requires a change in the JPA. It is important, then, for the NoRTEC Governing Board to be in agreement so staff will know how to proceed.

    W. Reiss will provide a summary of the Governing Board's discussion of the pros and cons of NoRTEC accepting additional counties into the NoRTEC Consortium. Refer to the April 23 Governing Board meeting agenda for a quick look at the concerns and benefits identified prior to their meeting.

13. OLD BUSINESS (INFORMATION)

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

14. NEW BUSINESS (DISCUSSION)
    1. The next WIB and Governing Board meeting will be held on Thursday, July 24, 2008, in Redding.
    2. Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB/Governing Board members.
15. ADJOURNMENT

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

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