Minutes - July 23, 2009

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, JULY 23, 2009
REDDING, CA

I. CALL TO ORDER

The meeting was called to order by J. Madden, WIB Chair, and G. Russell, Acting Governing Board Chair, at 10:02 a.m.

II. ROLL CALL

There was a quorum of both the WIB and the Governing Board. Roster

III. WIB APPROVAL OF MINUTES, APRIL 23, 2009

A motion by T. Cochran, seconded by H. Oilar, for WIB approval of the April 23, 2009, minutes as posted, passed the WIB unanimously.

A motion by L. Baugh, seconded by J. Bullock, for Governing Board approval of the April 23, 2009, minutes as posted, passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

A motion by T. Cochran, seconded by C. Martin, for WIB approval of the agenda as posted, passed the WIB unanimously.

A motion by P. Huebner, seconded by J. Spencer, for Governing Board approval of the agenda as posted, passed the Governing Board unanimously.

V. WIB APPOINTMENTS

There were no vacancies on the NoRTEC WIB.

VI. PUBLIC COMMENT

There was no public comment.

VII. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee Report.

A. NoRTEC Monitoring

B. Austin explained the monitoring schedule posted in the agenda had changed. Austin reported she had to postpone some of her earlier scheduled visits to later in the summer months so she could incorporate monitoring of the ARRA summer youth program. Specifically, she noted the SMART Center would be monitored on August 12-14 (Weaverville and Redding), STEP on August 15 and 17 (Weed), and Rural Human Services (Crescent City) on August 18-21, 2009.

B. State Monitoring

T. Brown reported the State would be monitoring NoRTEC's summer youth program the week of August 17, 2009. She said in addition to the administrative office, the monitor would likely visit the Butte PIC, SMART (the Redding office), and STEP (the Weed office).

C. Client Numbers

The following reports were reviewed and discussed. (See agenda for links to reports.)

- Job Seekers Accessing One-Stop Centers
- Job Seekers Enrolled in the WIA Program

Piller noted there had been an increase in the average number of visits over the past few months. She said it used to average around 13,000 visits per month in the NoRTEC programs and now it was up to between 16,000-18,000 per month.

D. Contract Performance

The members reviewed contract performance. There were no concerns.

E. Plant Closure Update

The members reviewed the business closures that had taken place since the last meeting (see agenda for link to report).

F. American Recovery and Reinvestment Act (ARRA) Update

The members noted the ARRA summer youth program was in full swing in all eleven NoRTEC counties.

G. "Headline" Program Reports

Each program in the consortium gave a brief report:

Bill Finley, Butte PIC, reported the summer youth program was up and running in both Butte and Nevada Counties. He also reported a food service program had been started in Nevada County, similar to the Checkers Program in Oroville. Finley stated the members would be dining at this new restaurant during the WIB and Governing Board Annual Retreat to be held in Grass Valley in October. He also briefly discussed the Energy Farm program being implemented in Butte County. Handouts showing the layout of the energy farm site (Oroville Airport Business Park) were distributed. M. Harrington, WIB member, asked Finley if he knew the lineman training program being operated at the site was uncertified. Finley replied the training program had no affiliation with the energy farm, which was there before the energy farm was opened.

Tim Hoone, Rural Human Serivces, discussed the Entrepreneurial Boot Camp for youth that was recently held in Crescent City. He also reported RHS was partnering with the National Park Service to create summer youth positions for Yurok Tribal members. The park service had contributed $50,000 to the effort. Hoone also gave an update on the Hospitality 101 grant Rural Human Services was running.

Traci Holt, Alliance for Workforce Development, reported AFWD was organizing a follow-up one day, twelve hour session to all businesses who had previously participated in the Business Bootcamp in AFWD's four county service area. Holt also reported AFWD was dealing with the Sierra Pacific Industries plant closure in Quincy, which caused 175 workers to lose their jobs. Holt also updated the board on service to dislocated workers from the Collins Pine and Northeastern Rural Health layoffs.

Debbie DeCoito, Shasta SMART, reported on their GED program in Shasta County. She reported that 70 participants sat for the GED exam on June 12, 2009, and 61 passed (a 77% success rate).

Josephine Wyatt, STEP, reported the summer youth program in Siskiyou County. Wyatt said more than 100 businesses expressed initial interest in working with youth during the summer, and 81 followed through and submitted worksite requests. Wyatt also reported 21 of the LVNs enrolled in the WIA program just became RNs through training received in a partnership between College of the Siskiyous and STEP.

Kathy Garcia, Job Training Center of Tehama County and Business One Stop Services, reported on Tehama County's "Jump Start" summer youth program. Garcia said in addition to putting lots of youth to work over the summer months, this program helped JTC make new, positive connections with local employers.

Jesse Cox, NoRTEC WIB member, reported on the firefighter trainining program "Firestorm" in Trinity County.

H. WIRED Update

Stewart Knox gave a brief update on the WIRED program, reporting NoRTEC had enrolled more than 900 individuals enrolled,

mostly in the Allied Health field. Additional presentations on WIRED activities were given by Tim Hoone on the Youth Entrepreneur Academy in Crescent City, Traci Holt, on the Summer Youth program in Lassen, Modoc, Plumas, and Sierra Counties, and Sally Martin, NoRTEC WIB, on the Energy Efficiency Conservation Block grant (EECBG) program for small cities and rural counties/

I. Staff Training

B. Austin reported on staff training/development as outlined in the agenda.

J. Youth Council Report

Kathy Garcia gave an update on Youth Council activities. She reported there were four youth entrepreneurial camps being conducted throughout NoRTEC (compared to one held last year). Garcia also said E-Clubs were continuing at Red Bluff, Corning, and Los Molinos High Schools.

A motion made by T. Cochran, and seconded by H. Oilar, for WIB approval of the Fourth Quarter Program Committee Report, passed unanimously.

A motion made by L. Baugh, and seconded by P. Huebner, for Governing Board approval of the Four Quarter Program Committee Report, passed unanimously.

VIII. FINANCE COMMITTEE REPORT

B. Hamby, Finance Committee Chair, presented the Finance Committee Report.

A. PY 2009/2010 Funding

B. Hamby reported NoRTEC has $24,457,479 in available funds for the PY 2009/2010 program year, $9.7 million more than last year at this time.

B. PY 2008/2009 Funding

B. Hamby reported NoRTEC has $27, 932, 873 in available funds for the PY 2008/2009 program year.

C. Approval of PY 2008/2009 Fourth Quarter Financial Reports

Fourth quarter financial reports for PY 2008/2009 were presented to the members for approval. Hamby reported there were no areas of concern from the Finance Committee (see agenda for link to reports):

- PY 2007/2008 Contracts Summary

- PY 2007/2008 Service Provider Contract Modifications
- PY 2007/2008 Program Expenditure Report
- PY 2007/2008 Administrative Entity Expenditure Report
- PY 2007/2008 NoRTEC WIB and Governing Board Expenditure Report

The members engaged in a brief discussion of each of the reports.

A motion made by D. Withrow, and seconded by T. Cochran, for WIB approval of the PY 2008/2009 Fourth Quarter expenditure reports passed unanimously.

A motion made by P. Huebner, and seconded by J. Bullock, for Governing Board approval of the PY 2008/2009 Fourth Quarter expenditure reports passed unanimously.

D. PY 2009/2010 NoRTEC Administrative Entity Budget Increase

B. Hamby reported the Finance Committee was recommending an increase in the PY 2009/2010 Administrative Entity operating budget of $120,000 to fund the salary and benefits of an additional NoRTEC staff member. Hamby noted the Executive Director had the full authority to hire and fire staff without board action, but a budget increase was needed to fund the extra position.

A motion made by M. Piller, and seconded by J. Madden, for WIB approval to increase the PY 2009/2010 NoRTEC Administrative Entity Operating Budget by $120,000 to fund the salary and benefits of an additional NoRTEC staff member, passed unanimously.

A motion made by P. Hueber, and seconded by J. Bullock, for Governing Board approval to increase the PY 2009/2010 NoRTEC Administrative Entity Operating Budget by $120,000 to fund the salary and benefits of an additional NoRTEC staff member, passed with a majority of member votes. Ayes: J. Bullock, J. Spencer, S. Thrall, L. Baugh, P. Huebner, G. Russell. Noes: J. Chapman.

E. NoRTEC Fiscal Monitoring

M. Cross reported fiscal monitoringof most of the NoRTEC service providers was conducted in May-June 2009, and their were no findings. The fiscal monitoring of AFWD (Lassen, Modoc, Plumas, Sierra Counties) was postponed until August.

F. State Fiscal and Procurement Monitoring of NoRTEC

M. Cross reported the State had conducted a monitoring of the NoRTEC's WIA programs during the week of May 18, 2009, but no official report had been received.

A motion made by T. Cochran, and seconded by H. Oilar, for WIB approval of the Fourth Quarter Finance Committee Report passed unanimously.

A motion made by P. Huebner, and seconded by L. Baugh, for Governing Board approval of the Fourth Quarter Finance Committee Report passed unanimously.

IX. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox noted the Butte College application for $24,000 (to fund a team of CEOs to meet quarterly with NoRTEC and Butte college staff to design and articulate courses around green jobs/renewable energy programs), and a USDA Rural Businss Enterprise Grant for $99,000 (to identify small and emerging business that are creating new green technologies or products) were both funded. Knox noted the WalMart grant to conduct business outreach and create awareness of a Northstate Green Jobs Initiative was not funded.

B. New Applications

S. Knox requested the WIB/Governing Board approval to submit the following applications (see agenda for more details):

1. City of Chico - A $20,000 application to provide direct servcies to local manufacturers to create 20-25 new green collar jobs.
2. California Workforce Association - A $44,000 application to assist with the development of a career pathway to allied health occupations.
3. Green Jobs Corp - A $919,312 appication to prepare 200 students for work in the environmental resources field.

A motion made by T. Cochran, and seconded by H. Oilar for WIB approval for NoRTEC Staff to submit an application to the City of Chico for $20,000, to the California Workforce Association for $44,000, and to the Governor's 15% Green Jobs Corp grant for $919,132 for the purposes described in the agenda, passed unanimously.

A motion made by P. Huebner, and seconded by S. Thrall for Govenring Board approval for NoRTEC Staff to submit an application to the City of Chico for $20,000, to the California Workforce Association for $44,000, and to the Governor's 15% Green Jobs Corp grant for $919,132 for the purposes described in the agenda, passed with a majority of member votes. Ayes: J. Bullock, J. Spencer, S. Thrall, L. Baugh, P. Huebner, G. Russell. Noes: J. Chapman.

X. SMALL BUSINESS UPDATE

G. Mistal was unable to attend the meeting, so no report was given.

XI. OLD BUSINESS

No Old Business items were discussed by the WIB and Governing Board.

XII. NEW BUSINESS

The members noted the next WIB and Governing Board meeting would be held in Grass Valley on October 29-30, 2009, at the Stone House Restaurant.

XIII. ADJOURNMENT

There being no further Old or New Business, the meeting was adjourned at 1:50 p.m.

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