Agenda - October 25, 2007

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, OCTOBER 25, 2007
9:00 A.M. - 11:30 A.M.
MT. SHASTA RESORT
MT. SHASTA, CA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES, JULY 26, 2007 (ACTION)

   The minutes from the July 26, 2007, meeting are attached: Minutes

   Recommended Action:

   WIB approval of the July 26, 2007, minutes, with revisions if needed, as posted.

   Governing Board approval of the July 26, 2007, 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 no vacancies on the NoRTEC WIB.

6. PUBLIC COMMENT (INFORMATION)

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

to include Nevada County in the NoRTEC Consortium will be accepted during the discussion of that item on this agenda.

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.

2. State Monitoring

   The State visited NoRTEC and three of its Service Providers the first week in October. An exit conference was conducted, but an official letter has not been received.

   In the exit conference, the monitor indicated there were a few issues NoRTEC would need to adddress. The most serious was an inactive Youth Council. At the last meeting, NoRTEC staff received approval to let an RFP to staff the Youth Council, and one proposal was received.

   There were other issues, but they were minor policy changes. An update will be given at the meeting if the official letter is received.

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 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. NoRTEC, does not, however, require corrective action plans at the end of the first quarter. Performance after only three months of

operation is not generally a reliable indicator of how the remainder of the year will progress. There are no areas of concern at this time.

The performance report also includes information on MCLAUS V (Multiple Closures, Layoffs and Unemployment Services), and the LVN-RN program (LVNs upgrading their skills and license to that of an RN).

- MCLAUS V began on July 1, 2006, and will end on December 31, 2007. This "special project" funding is to serve dislocated workers (primarily those that were laid off due to a substantial layoff or business closure).
- LVN-RN began on January 1, 2006, and will end December 31, 2007. This program is in its final stages, and NoRTEC has met enrollment requirements with the State.

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 2005/2007

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 has been delayed (NoRTEC was one of the two that spent in a timely manenr).

Due to the second increment being delayed, Rural Human Services and Alliance for Workforce Development had to shut down their projects in September. STEP and TOT will shut their projects down by the end of October. Word from the State is that the second increment of funding will not be available until late November.

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

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

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 September 30, 2006:

(Note: If the link does not take you directly to the report for the July-September 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
Trinity Occupational Training (Trinity)

A few highlights from this quarter's reports are:

- Butte County - Butte's monthly Customer Service Training continue to be very successful in both centers. Oroville is hosting the October training and 33 people have signed up. Seven are job seekers from the center and the rest are employees of local business. The Butte PIC is becoming well known in their business community for conducting these excellent workshops. The workshops are rotated monthly between Chico and Oroville.
- Del Norte County - Storm damage repair continues in Del Norte County. The report has a before and after photo that show clean-up and restoration of the Lighthouse path. The results are dramatic.
- Lassen County - AFWD's Director of Business Services, Holly Schirmer, attended the 59th Annaul SHRM conference in Las Vegas on June 24-27, 2007. The conference was the largest gathering of human resource professionals in the world to date. More than 20,000 attendees gathered to attend a full range of sessions on HR topics ranging from effective recruiting, managing a diverse workforce, HR law update, HR's role in strategic planning, preventing discrimination in the workplace, compensation programs, and employee handbooks.
- Modoc County - Amee Albrecht, AFWD's HR Consultant in Modoc County, assisted the new Alturas Subway with training on August 10, 2007. The online Subway University training covered everything from Subway standards and

dress code to the preparation of ingredients and how to build a Subway sandwich. Eighteen newly hired employees and two managers attended the eight hour training. Subway officially opened on August 18, 2007.

- Plumas County - In an on-going partnership with Plumas Bank, AFWD developed and presented two customized training sessions: *Essentials of Communication* in July and *The Art of Delegating* in September. Prior to each workshop AFWD's Training Coordinator met with representatives from Plumas Bank to determine their desired goals and objectives. The curriculum for each section was then customized to incorporate scenarios and issues specific to Plumas Bank. Approximately 25 employees attended each four hour training session.
- Sierra County - The Sierra Work Connection has been quite busy since July 1, 2007. The team has worked with 29 businesses, 61 job seekers and 44 other visitors. The center is open four days a week from 8am-5pm. The other day is spent traveling throughout the county providing services to businesses and job seekers.
- Shasta County - On September 12, 2007, the Smart Business Resource Center brought together area businesses who were hiring and qualified candidates of all skill levels at the annual Fall Hiring Fair. Four hundred and forty-nine candidates attended; applicants were interviewed for jobs on the spot. The event was held from 10 a.m. to 2 p.m. at the Smart Center in Downtown Redding and a concurrent live remote was broad-cast by 99.3 FM where many employers promoted their businesses on the air.
- Siskiyou County - The Workforce Connection celebrated Workforce Development month in September by hosting a Customer Appreciation week (September 24-28) for local businesses and job seekers. To celebrate, the Community Employment Centers In Weed and Yreka gave away pens and notepads. Refreshments were provided daily and individuals were given a chance to enter a drawing for two $25 gas gift certificates.
- Tehama County - The Tehama staff report on Phase I of their Industry Sector Work. They call it *"Becoming Sector Savvy."* There are in-depth reports on the following four industry sectors: Healthcare, Automotive, Construction, and Manufacturing.
- Trinity County - "Meet the Lenders: Financing for Business" was held September 18 at the Trinity County Office of Education. The workshop was well attended and well received. Presenters covered topics on the subject of financing small businesses, including: business planning and the business plan; financing options; what lenders look for to make their credit decision; and other business services and products, including checking, savings, credit cards and credit union; and other services available to support business 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
    - Traci Holt, Executive Director, will report on the Alliance for Workforce Development's efforts to fully implement the "Business First" philosophy in their four county region.
    - Anna Bengtsson, Executive Director, SMART, will report on the Business Services Mentoring of Snohomish County, Washington, provided by NoRTEC.
    - Kathy Garcia, Business Services Manager, Job Training Center, will report on the celebration of Customer Service Week in Tehama County.

9. Staff Training (Information)

    Service Provider Staff Development

    Betti Austin, NoRTEC Program Services Director, presented two full days of WIA and NoRTEC-specific Policies and Procedures training to Alliance for Workforce Development's (AFWD) management and service provider staff on August 6-8, and August 31-September 1, 2007. In addition to facilitating an in-depth discussion of the NoRTEC Business First! philosophy with AFWD staff, specific program services training was provided in the areas of Adult and Dislocated Worker policies and procedures, eligibility systems, customer tracking, outcome reporting, and program performance requirements. An overview of NoRTEC's MIS system and training in navigating NoRTEC's Staff and Business web sites was also provided..

    Austin participated in AFWD's two day All Staff Team Meeting on October 1-3, 2007. Training was provided to assist AFWD management and program staff in their continuing effort to develop systems and procedures that will ensure the delivery of integrated client and business services.

    NoRTEC sponsored *Job & Career Transition Coach Certification* training is scheduled to be provided to thirty (30) service provider staff on November 26-28, 2007. This training, 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 eight-four (84).

    NoRTEC Staff Development

    Betti Austin, NoRTEC's designated EO Officer, attended the 2007 National Equal Opportunity Professional Development Forum in Washington, DC on September 12-14, 2007, for the purpose of enhancing her knowledge on workforce systems civil rights and regulations.

10. Youth Council Report (Information)

There was no Youth Council meeting this quarter.

Recommended Action:

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

WIB approval of the First Quarter Program Committee Report.

Governing Board approval of the First 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 $12,266,365 in available funds for the PY 2007/2008 Program Year. An additional $7,104,680 in funding has been requested. If this funding is received, NoRTEC will have $19,371,045 in available funding for the 2007/2008 Program Year. This would be an increase of $3,776,178 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	$0	$2,000,0000	$2,000,000

State WIRED	$213,354	$250,000	$463,354
Federal WIRED	$545,663	$4,220,000	$4,765,663
MCLAUS V	$976,099	$0	$976,099
Regional Small Business/WIRED	$125,706	$0	$125,706
Storm 2006	$597,643	$596,035	$1,193,678
LVN to RN Step-Up	$600,000	$0	$600,000
Disability Navigator	$12,465	$38,645	$51,110
LVN-RN	$426,942	$0	$426,942
HCE Youth	$28,049	$0	$28,049
Incentive	$2,890	$0	$2,890
TOTAL	$12,266,365	$7,104,680	$19,371,045

2. Approval of Final PY 2006/2007 Fourth Quarter Financial Reports (Action)

Preliminary Fourth Quarter Financial Reports for PY 2006/2007 were presented at the July 2007, WIB and Governing Board meeting. The final reports presented for approval here include some minor changes, but the final reports are not substantively different than the preliminary reports.

1. Final PY 2006/2007 Contracts Summary

   No changes.

2. Final PY 2006/2007 Service Provider Contract Modifications

   No changes.

3. Final PY 2006/2007 Program Expenditure Report

   Service Provider expenditures were adjusted to reflect final closeout expenidture reporting to NoRTEC. No significant changes.

4. Final PY 2006/2007 NoRTEC Administrative Entity Expenditure Report

   Minor changes to individual line-items with total expenditures remaining within budgeted amounts.

5. Final PY 2006/2007 NoRTEC WIB and Governing Board Expenditure Report

   Minor changes to individual line-items with total expenditures remaining within budgeted amounts.

Recommended Action:

The Finance Committee recommends approval of the final PY 2006/2007 Fourth Quarter Finance Reports.

WIB approval of the final PY 2006/2007 Fourth Quarter Finance Reports.

Governing Board approval of the final PY 2006/2007 Fourth Quarter Finance Reports.

3. Approval of PY 2007/2008 First 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 September 30, 2007, NoRTEC had a total of $12,266,365 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 June 30, 2007, and September 30, 2007, 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 the addition of new 2007/2008 program year funding. 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 September 30, 2007, and the remaining balance at September 30, 2007, 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. Currently, Lassen, Modoc, Plumas and Sierra is under spent in the Youth program.

   Because we are only at the end of the first quarter, the expenditure variance does not appear to pose a problem at this time. However, NoRTEC staff will continue to monitor the situation.

   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 September 30, 2007. At September 30, 2007, the NoRTEC Administrative Entity had expended 22% of its Operating

budget, 21% of its Special Projects budget, 5% of its Capacity Building budget, and 13% 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 September 30, 2007. At September 30, 2007, the WIB/Governing Board expended 25% of its total budget.

   There are no items of concern.

Recommended Action:

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

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

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

4. Approval of NoRTEC Allowable Costs Policy (Action)

One of the outcomes of last year's US Department of Labor monitoring was a finding that NoRTEC must have a written allowable costs policy. An allowable costs policy provides guidance about the types of costs that may be charged to the WIA program.

The NoRTEC allowable costs policy has always been to follow the State Allowable Costs Policy. However, USDOL says that it not sufficient to follow the State policy. USDOL says that the NoRTEC WIB must officially adopt the State policy. In order to resolve this issue, NoRTEC staff has agreed to ask the WIB to officially adopt the State Allowable Cost Policy as NoRTEC policy.

Please see the attached Draft NoRTEC Allowable Costs Policy.

Recommended Action:

The Finance Committee recommends adopting the Draft NoRTEC Allowable Costs Policy .

WIB approval of the Draft NoRTEC Allowable Costs Policy.

Governing Board approval of the Draft NoRTEC Allowable Costs Policy.

Recommended Action:

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

WIB approval of the First Quarter Finance Committee Report.

Governing Board approval of the First Quarter Finance Committee Report.

9. STATUS OF FUNDING APPLICATIONS (UPDATE/ACTION)
    1. Prior Approval

        MCLAUS VI - We have been told this $2,000,000 application to the State to serve dislocated workers will be funded, but we are still awaiting official approval.

    2. New Applications

        There are no new applications for this quarter.

10. ADDING NEVADA COUNTY TO THE NORTEC CONSORTIUM (ACTION)

    At the October 28, 2005, meeting, the NoRTEC WIB and Governing Board approved adding additional counties to the consortium and the Joint Powers agreement, as long as they agree to join and abide under the same terms and conditions as the current NoRTEC members.

    Nevada County has asked to join NoRTEC. This will require the approval of the NoRTEC WIB and Governing Board, as well as the Governor of California.

    NOTE: Public Comment will be heard prior to voting on the recommended action to make Nevada County a part of NoRTEC.

    Copy of Application to add Nevada County to the NoRTEC Consortium

    Copy of Nevada County Supervisor Rationale For Joining NoRTEC

    Recommended Action:

    WIB approval of the NoRTEC application to add Nevada County to the NoRTEC Local Workforce Investment Area.

    Governing Board approval of the NoRTEC application to add Nevada County to the NoRTEC Local Workforce Investment Area.

11. PLAN MODIFICATION (ACTION)

NoRTEC submitted the original five year WIA plan in April 2000, for the period July 1, 2000, through June 30, 2005. This plan, originally meant to cover a five year period, has been granted a third, one year extension by the California Workforce Investment Board, pending WIA reauthorization legislation.

Each year during the planning cycle, the NoRTEC plan is "modified" to incorporate new funding levels for the upcoming program year, and to plan services to clients and employers in our ten county area. As part of the modification process, NoRTEC's local programs advertise and hold public meetings to discuss their local areas plans for WIA funding, and allow for a 30 day comment period. No public comments were received as a result of their local meetings.

The final step in the plan modification process is to obtain WIB and Governing Board approval.

The plan modification for Program Year 2007/2008 can be accessed by going to the NoRTEC home page (http://ncen.org), selecting the green Orientation button, the Workforce Investment Act folder, the NoRTEC Plan folder, and (finally) the Eighth Year Mod folder.

Recommended Action:

WIB approval of the Program Year 2007/2008 plan modification.

Governing Board approval of the Program Year 2007/2008 plan modification.

12. APPROVAL OF SPECIAL CONTRACTS (ACTION)

At the last meeting, the WIB and Governing Board approved the letting of two RFPs; one to be the One Stop Operator and another to staff the Youth Council. NoRTEC received one application for each. North Central Counties Consortium, Inc. submitted a $25,000 application to become the One Stop Operator, and the Job Training Center of Tehama County submitted a $25,000 application to staff the Youth Council.

Recommended Action:

WIB approval of awarding a $25,000 One Stop Operator contract to North Central Counties, Inc., and a $25,000 Youth Council contract to the Job Training Center of Tehama County.

Gpverning Board approval of awarding a $25,000 One Stop Operator contract to North Central Counties, Inc., and a $25,000 Youth Council contract to the Job Training Center of Tehama County.

13. APPROVAL OF RESOLUTION AND MOU FOR EMPLOYEE HEALTH BENEFITS (ACTION)

The Special District Risk Managment Authority (SDRMA) offers employee health insurance plans to independent special districts in California at attractive rates. This program allows small public entities to enroll in the California State Association of Counties

("CSAC") Excess Insurance Authority Small Group Medical Benefits Program. NoRTEC staff would like to participate in this program because it offers superior coverage at similar rates to the current staff plan.

In order for NoRTEC staff to participate in the program, the NoRTEC Governing Board is required to adopt a resolution and memorandum of understanding indicating its willingness to participate in the program.

By adopting the resolution and MOU, the Governing Board agrees to participate in the program for a minimum of three years, and also agrees to the possibility of future assessments or dividends if the program becomes under or over funded in the future. There is also language detailing the method of dispute resolution.

Participation in this program would not affect the NoRTEC budget because staff benefits are budgeted at a fixed percentage of salaries.

The complete resolution and memorandum of understanding are linked below:

Special District Risk Management Authority Resolution

Special District Risk Management Authority Memorandum of Understanding

Recommended Action:

Governing Board approval of the Special District Risk Management Authority Resolution and Memorandum of Understanding allowing NoRTEC staff to participate in the Special District Risk Management Authority Medical Benefits Program.

14. SHASTA SMART BUSINESS RESOURCE CENTER TO SERVE TRINITY COUNTY (INFORMATION)

    Citing insufficient funding, Trinity Occupational Training (TOT) has decided to end its contract with NoRTEC, effective December 31, 2007. To assure a continuation of services to Trinity County, TOT negotiated a deal with Shasta SMART and NoRTEC for Shasta SMART to be the WIA service provider for Trinity County. Wendy Reiss was very helpful in the process.

    Trinity County will be very well served by the SMART Business Resource Center, and we will fondly remember TOT.

15. SMALL BUSINESS UPDATE (INFORMATION)

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

16. OLD BUSINESS (INFORMATION)

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

17. NEW BUSINESS (DISCUSSION)
    1. The next WIB and Governing Board meeting will be held on Thursday, January 31, 2008, in Redding.
    2. Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB/Governing Board members.
18. ADJOURNMENT

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

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