Agenda - October 29, 2009

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, OCTOBER 29, 2009
9:00 A.M. - 12:00 P.M.
STONEHOUSE RESTAURANT
GRASS VALLEY, CA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES, JULY 23, 2009 (ACTION)

   The minutes from the July 23, 2009, meeting are attached:Minutes

   Recommended Action:

   WIB approval of the July 23, 2009, minutes, with revisions if needed, as posted.

   Governing Board approval of the July 23, 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 no vacancies 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

   Betti Austin, NoRTEC's Program Services Director, completed on-site adult, dislocated worker, and year-round youth program monitoring in each of the eleven counties during the summer months. Austin verified Service Providers were appropriately documenting participant eligibility and service provision. Program design and implementation were reviewed and appeared to be in order. There were no findings requiring corrective action.

   A review of the ARRA Summer Youth program was also conducted by Austin. All information necessary to document youth participants eligibility and their progress through the program was contained in the participant files. As part of this special program monitoring, youth worksites in each county were visited to ascertain if youth participants were receiving some form of academic enrichment, including an integration of work and learning, and basic work and life skills training--all in accordance with the established objectives of NoRTEC's ARRA Summer Youth program. It was apparent from observation and discussions with Summer Youth participants and their worksite supervisors the youth were busy in meaningful, well supervised, and well organized "real work" projects. Overall program perceptions of those youth and worksite supervisors interviewed were very positive.

2. State Monitoring

   The State reviewed NoRTEC's ARRA summer youth program the week of August 17, 2009. The monitor visited several of NoRTEC's programs and interviewed worksite supervisors and participants. As of the posting of this agenda, a formal report had not been issued. An update will be given 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

Staff 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 VII (Multiple Closures, Layoffs and Unemployment Services).

5. Plant Closure Update

   There have been more than 40 closures/layoffs since July 1, 2009, and more than 400 workers have been laid off in the eleven county area of NoRTEC. The plant closure web site address is updated as additional closures occur. To view the report, click on the link below, and enter ">= " and "07/01/2009" in the "Date Closed" field.

   Plant Closure Update

6. "Headline" Program Reports

   Following are direct links to the Community Coordinator reports received for the quarter ending September 30, 2009:

   (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 (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 - Business Services Staff assisted Grocery Outlet with hiring needs for a store scheduled to open in Oroville

on November 1, 2009. Staff pre-screened more than 400 job seekers for the new store. Of the original 400+ applicants pre-screened, 150 were scheduled for interviews with middle management staff to interview. Those 150 were narrowed to 50 to be interviewed by the Grocery Outlet owners. Thirty-one individuals will eventually be hired. The owners of the new business expressed their gratitude for the assistance with their business start-up, and are sharing their positive experience with others in the community.

- Del Norte County - Rural Human Services partnered with Del Norte High School to bring "Optimal Resume" to more than 600 local students. This on-line educational software helps students create resumes, cover letters, and practice for job interviews. In addition to providing workforce transition services to students, the software also allows a user to compile an on-line portfolio of one's work. DNHS's Principal was excited about this feature, as all seniors must create a portfolio of their scholastic achievements before they graduate. Check out the website at: http://optimalresume.com.
- Lassen County - Each month, Plumas Bank (Susanville branch) "features" a local non-profit organization they believe provide valuable services to the local community. In August, the Alliance for Workforce Development (AFWD) was the featured entity. The branch displayed AFWD posters and had copies of brochures available for interested individuals. Good job AFWD!
- Modoc County - Several of the NoRTEC Service Providers, as part of the WIRED initiative, are conducting entrepreneurial bootcamps for local youth to foster the entrepreneurial spirit, teach skills they will need to be strong and successful business owners, and to provide opportunities and incentives to pursue business ideas. The AFWD office in Modoc County conducted their boot camp in mid-July, and the top two "campers" received an all expense paid trip to the "Ultimate Life Summit" at Disneyworld in Florida during the last week of July. In addition to the opportunity to listen to some inspiring and empowering speakers (all owners and CEOs of multi-million dollar companies), the attendees competed against each other in a national competition. The winner this year was Cassidy Aarstad, the winner of the Modoc County bootcamp. Cassidy's business idea is to utilize a sofware program and a website to record "modern music" played on a keyboard connected to a laptop. The program would record the music played on the keyboard and create sheet music to sell on the website. Cassidy received a cash prize for winning the competition, but more importantly, he also received the personal phone numbers and e-mail addresses of the speakers at the event who promised support, encouragement, and advice as he embarks upon his own entrepreneurial adventure.
- Nevada County - The number of youth enrolled in the Stonehouse Hospitality program increased as two summer youth participants were added to the training program at the beginning of October. This staffing increase was necessary due to the expansion of the baking program--the Stonehouse supplies baked goods to five locations throughout the county: Natural Valley Health Foods, Beach Hut Deli, Afternoon Deli, Loma Rica Organic Farm, and the County of Nevada-Rood Center Cafe.
- Plumas County - AFWD has been busy assisting workers laid off from Sierra Pacific Industries and Collins Pine (along with others who were laid off from smaller businesses in the area). While the stress of losing a good paying job in a rural community is stressful for anyone, some workers are excited about the opportunity AFWD is providing to improve their skills and enter employment in a different occupational area. Retraining varies, based upon each individual's aptitudes and interests. A few of the occupational areas these workers are being retrained in include: diesel technician, law enforcement, building inspector, welding, marine engine technician, truck driver, paramedic, linemen, and utility scale wind technician. AFWD staff are doing their best to help these laid-off workers transition into new employment.

- Sierra County - A new business has just opened in Loyalton. The owner of "Quinn's Pizza" is excited about opening his own restaurant, and is looking to AFWD for assistance with employee recruitment and business information. The owner is also pleased he does not have to leave the county to obtain assistance.
- Shasta County - SMART teamed up with Mayers Memorial Hopsital to provide Certified Nurse Assistant training in the Fall River Mills/Burney area. Those individuals completing the training will become certified CNAs and through the training and job experiences, they will also be exposed to the higher paying fields of nursing and allied health. This training was part of the NoRTEC-wide WIRED initiative.
- Siskiyou County - STEP placed 83 youth at 72 different worksites throughout the county as part of the summer youth program funded by the American Recovery and Reinvestment Act (ARRA). Youth participating in the program had a summer job for seven weeks and were eligible for a $100 bonus at the end of the program.
- Tehama County - During the week of July 20, the Job Training Center partnered with Shasta College to bring a Renewable Energy Camp to Tehama County. The goal was to introduce the attendees (27 of Tehama's summer youth participants) to the renewable energy concept during the five-day camp. Each day of the camp featured a different resource including wind, solar, photovoltaic, and geothermal. Students learned about energy concepts, career opportunities, and available training resources. Shasta College also brought their mobile renewable energy lab to the camp, allowing students "hands-on" opportunities like solar-powered race cars.
- Trinity County - On September 12, 2009, a fire raged through the Trinity River Lumber Company, and the resulting closure of the facility is permanent. Sixty-three workers lost their jobs. SMART is working with these laid-off employees to assist them with finding new jobs. Thirty of these may be absorbed at a mill in Anderson--Anderson is more than an hour's drive from Weaverville.

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 efforts.

7. WIRED Update (Information)

   Stewart Knox, NoRTEC WIRED Project Director, will provide an update on WIRED activities in the region. This program will officially end on December 31, 2009.

8. Staff Training (Information)
   1. Service Provider Staff Training and Development

      Betti Austin, NoRTEC Program Services Director, provided the following training during the first quarter of PY 2009/2010:

      - A training session to Butte County staff on July 22, 2009, focusing on a review of Adult and Dislocated Worker program eligibility, OJT/Classroom training, and Youth program issues.
      - A follow-up training session to Del Norte County staff on August 21, 2009, to assist in their continuing effort to

develop and implement effective and efficient adult/youth program systems and procedures.

- NoRTEC sponsored Youth Entrepreneurship Teacher Training was provided to twenty-six (26) service provider staff on October 7-9, 2009. The workshop, delivered by Juan Casimiro, a nationally known youth entrepreneurship trainer/coach, was offered as an in-service training for NoRTEC staff who are, or will be, involved in fostering entrepreneurship education for WIA program youth. The focus of the training was on strategies and tools for customizing and delivering innovative youth/adult leadership programs.

2. NoRTEC Staff Development

   Betti Austin attended the U.S. Department of Labor (DOL) Wage and Hour Division's Regional Prevailing Wage Conference 2009 in Long Beach on September 15-18, 2009. Conference presentations addressed issues associated with the administration and enforcement of the Davis-Bacon Act and the labor standards provisions of the American Recovery and Reinvestment Act (ARRA) of 2009. Attendance at this conference was another effort on NoRTEC's part to stay abreast of DOL laws and regulations, and to assure compliance of same.

9. Youth Council Report (Information)

   The Youth Council continues to foster youth activities in Tehama County. Kathy Schmitz will give a brief update at the meeting.

10. Summer Youth Report (Information)

    Terrianne Brown, NoRTEC's Program Operations Director, will give a brief presentation on the ARRA Summer Youth programs throughout NoRTEC.

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 2009/2010 Funding (Information)

NoRTEC currently has $27,443,024 in available funds for the PY 2009/2010 Program Year. An additional $9,000,000 in funding has been requested. If this funding is received, NoRTEC will have $36,443,024 in available funding for the 2009/2010 Program Year. The amount of currently available funding is $9,792,734 more than we had at the end of the first quarter in the 2008/2009 program year. This increase is primarily attributable to ARRA Stimulus funding.

Project	PY 2009/2010 Funds Available	Additional Funds Requested	Total
Adult	$3,491,771	$0	$3,491,771
Youth	$3,696,404	$0	$3,696,404
Dislocated Worker	$3,535,192	$0	$3,535,192
Rapid Response	$752,268	$0	$752,268
Adult ARRA Stimlus	$1,433,511	$0	$1,433,511
Youth ARRA Stimulus	$3,183,123	$0	$3,183,123
Dislocated Worker ARRA Stimulus	$2,960,637	$0	$2,960,637
Rapid Response ARRA Stimulus	$1,206,769	$0	$1,206,769
DW State Stimlulus	$81,096	$0	$81,096
MCLAUS VII	$1,919,739	$0	$1,919,739

Federal WIRED	$1,918,259	$0	$1,918,259
Green Job Corps	$919,132	$0	$919,132
CWA Health Care Collaboration	$44,000	$0	$44,000
Green Building Partnerships	$1,000,000	$0	$1,000,000
Green Building Pre-Apprenticeships	$1,000,000	$0	$1,000,000
Disability Navigator	$38,516	$0	$38,516
Prisoner Re-Entry	$143,606	$0	$143,606
Pathways Out of Poverty	$0	$4,000,000	$4,000,000
Health Information Technology	$0	$5,000,000	$5,000,000
USDA Green Collar Jobs	$99,000	$0	$99,000
City of Chico Green Collar Jobs	$20,000	$0	$20,000
TOTAL	$27,443,024	$9,000,000	$36,443,024

2. Approval of Final PY 2008/2009 Fourth Quarter Financial Reports (Action)

Preliminary Fourth Quarter Financial Reports for PY 2008/2009 were presented at the July 2009 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 2008/2009 Contracts Summary

   No changes.

2. Final PY 2008/2009 Service Provider Contract Modifications

   No changes.

3. Final PY 2008/2009 Program Expenditure Report

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

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

   Some changes to individual line-items. Total Administrative Entity expenditures remain within the budgeted amount.

5. Final PY 2008/2009 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 2008/2009 Fourth Quarter Finance Reports.

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

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

3. Approval of PY 2009/2010 First Quarter Financial Reports (Action)
   1. PY 2009/2010 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 2009/2010 program year. As of September 30, 2009, NoRTEC had a total of $27,443,024 available in State contracts for the 2009/2010 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. PY 2009/2010 Service Provider Contract Modifications

This report shows the changes between June 30, 2009, and September 30, 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 contract modifications during this period consisted entirely of the addition of new 2009/2010 program year funding. These amounts include any unspent funds carried forward from the prior year. See report for detail.

The contract modifications are detailed in the attached report. There are no items of concern.

3. PY 2009/2010 Program Expenditure Report

This report shows each subcontractor's total available balance for the program year (July 1, 2009, to June 30, 2010), the cumulative expenditures for the year ended September 30, 2009, and the remaining balance at September 30, 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.

Currently, Shasta/Trinity is underspent in the Youth and Dislocated Worker programs, and Siskiyou is underspent 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. All other programs are in compliance with the required expenditure rates.

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 2009/2010 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, 2009. At September 30, 2009, the NoRTEC Administrative Entity had expended 22% of its Operating budget, and 22% of its Other Projects Budget.

   The budget expenditures are detailed in the attached line item report.

   There are no items of concern at this time.

5. PY 2009/2010 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, 2009. At September 30, 2009, the WIB/Governing Board expended 12% of its total budget.

   There are no items of concern at this time.

Recommended Action:

The Finance Committee recommends approval of the PY 2009/2010 First Quarter Finance Reports.

WIB approval of the PY 2009/2010 First Quarter Finance Reports.

Governing Board approval of the PY 2009/2010 First Quarter Finance Reports.

4. NoRTEC Fiscal Monitoring (Information)

   NoRTEC staff conducted fiscal monitoring of Lassen, Modoc, Plumas and Sierra in September. There were no findings as a result of the monitoring.

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

   The US Department of Labor conducted a program and fiscal monitoring of NoRTEC's WIRED program during the week of August 31, 2009. We have not received the results of the monitoring. The results will be communicated when received.

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
        1. City of Chico - The City granted $20,000 to NoRTEC to be included in a project being developed with the USDA to provide direct services to local manufacturers to create 20-25 new green collar jobs with the goals of reducing the greenhouse gas emissions of the businesses served, and the development of a Sustainability Certificate program with Butte College.
        2. California Workforce Association (CWA) - CWA granted $44,000 to NoRTEC to assist with the development of a career pathway to allied health occupations. The purpose of this grant is to investigate the possible development of a regional Surgical Tech training program for our area through a hybrid distance education approach.
        3. Green Jobs Corp - NoRTEC was awarded $919,312 to prepare 94 students for work in the environmental resources field through participation in an internship program sponsored by industry, community colleges, and NoRTEC's One Stops.
    2. New Applications
        1. Pathways out of Poverty - An application to the Department of Labor for $4,000,000 to provide training and placement services to 615 people to provide "pathways out of poverty" and into employment within green industries.

            Recommended Action:

            WIB approval of NoRTEC staff submitting an application to DOL for $4 million to fund a "Pathways out of Poverty" program.

            Governing Board approval of NoRTEC staff submitting an application to DOL for $4 million to fund a "Pathways out of Poverty" program.

        2. Health Information Technology - An application to the Department of Labor for $5,000,000 to work with other Workforce Investment Boards, employers, educational institutions, and the State of California to assist 1,500 individuals to receive training in the HIT field.

            Recommended Action:

            WIB approval of NoRTEC staff submitting an application to DOL for $5 million to fund a Health Information Technology program.

            Governing Board approval of NoRTEC staff submitting an application to DOL for $5 million to fund a Health Information Technology program.

3. Green Building and Energy Retraining Partnerships - An application to the State of California for $1,000,000 to develop a sequenced pathway from ROP/high schools to community colleges to universities to provide training on green building and energy. Butte College currently has a clean energy workforce training program which will be available for other community colleges in the NoRTEC region to adopt. The project proposes to serve 117 individuals.

   Recommended Action:

   WIB approval of NoRTEC staff submitting an application to the State of California for $1 million to fund a Green Building and Energy training program.

   Governing Board approval of NoRTEC staff submitting an application to the State of California for $1 million to fund a Green Building and Energy training program.

4. Green Building and Clean Energy Pre-Apprenticeship Training Partnerships - An application to the State of California for $1,000,000 similar to number 3 above. This project will allow the addition of green building apprenticeships, an on-line training component, and field lab work for remote rural areas. The project proposes to serve 117 individuals.

   Recommended Action:

   WIB approval of NoRTEC staff submitting an application to the State of California for $1 million to fund a Green Building and Energy Pre-Apprenticeship training program.

   Governing Board approval of NoRTEC staff submitting an application to the State of California for $1 million to fund a Green Building and Energy Pre-Apprenticeship training program.

10. SMALL BUSINESS UPDATE (INFORMATION)

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

11. A NoRTEC LEGISLATIVE COMMITTEE (DISCUSSION)

    Wendy Reiss will lead a discussion on lobbying and the establishment of NoRTEC Legislative Committee.

12. OLD BUSINESS (INFORMATION)

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

13. NEW BUSINESS (DISCUSSION)
    1. The next WIB and Governing Board meeting will be held on Thursday, January 28, 2010, in Redding.
    2. Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB/Governing Board

members.

14. ADJOURNMENT

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

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