Minutes - January 24, 2008

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, JANUARY 24, 2008
REDDING, CA

1. CALL TO ORDER

   The meeting was called to order by J. Madden, WIB Chair, and W. Reiss, Governing Board Chair, at 10:00 a.m.

2. ROLL CALL

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

   J. Madden requested that everyone introduce themselves.

3. WIB APPROVAL OF MINUTES, OCTOBER 25, 2007

   A motion by T. Cochran, seconded by G. Mistal, for WIB approval of the October 25, 2007, minutes as posted, passed the WIB unanimously.

   A motion by M. Dunn, seconded by J. Cook, for Governing Board approval of the October 25, 2007, minutes as posted, passed the Governing Board.

4. APPROVAL OF AGENDA

   J. Allred made a motion, seconded by T. Cochhran to approve the agenda as posted, with the exception of the Small Business Update Report from G. Mistal which was moved to the Public Comment section. The motion passed the WIB unanimously.

   M. Dunn made a motion, seconded by G. Russell to approve the agenda as posted, with the exception of the Small Business Update Report from G. Mistal which was moved to the Public Comment section. The motion passed the Governing Board unanimously.

5. WIB APPOINTMENTS

   Mitchell Crooks was nominated to fill an "At-Large" Labor Seat on the NoRTEC WIB.

A motion by G. Russell, seconded by J. Chapman, to appoint Mitchell Crooks to fill a Labor seat on the NoRTEC WIB, passed the Governing Board unanimously.

6. PUBLIC COMMENT

G. Mistal gave the Small Business Update Report. She stated there were currently two bills in the State legislature being sponsored by Small Business California. They involved the development of guidebook for employers so they properly dealt with employees that retrun to work after a workers compensation injury, and a bill increasing the fines levied on employers that do not provide workers compensation insurance.

7. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee Report.

1. NoRTEC Monitoring

   M. Piller noted there had been no program monitoring since the October meeting.

2. State Monitoring

   T. Brown reported the State monitored NoRTEC during the first week of October, and there were a few issues to address, the most serious of which was an inactive Youth Council. Brown said NoRTEC had awarded a contract to the Job Training Center of Tehama County to staff the Youth Council. A kick-off event and membership drive was held by the Job Training Center on January 10, 2008. Brown said the Job Training Center is still filling slots for the Council.

   Brown reported that the other four findings were policy issues that require clarification and/or revision to four of NoRTEC's policy statements.

3. Client Numbers

   The following reports were reviewed and discussed. No problems were noted. (See agenda for links to reports.)

   - Job Seekers Accessing One-Stop Centers
   - Job Seekers Enrolled in the WIA Program
   - Outcome Information On Customers Leaving The Programs
   - One Stop Center Utilization Information
   - One Stop Center Employer Service Information

4. Contract Performance

The members reviewed contract performance. There were no concerns.

5. National Emergency Grant (NEG) - Storm Project 2005/2007

   T. Brown gave a brief update on the project, stating NoRTEC finally received its final increment of funding in the amount of $473,584. Brown said that each of the five counties involved in the project would receive a little over $85,000. The funding expires on June 30, 2008.

6. Plant Closure Update

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

7. "Headline" Program Reports

   Each program in the consortium gave a brief report:

   Bill Finley, Butte PIC, reported on a recent recruitment and hiring event for Appleby's Restaurant. Finley said they assisted with the screening of about 500 applications. Finley said about 100 individuals were hired including five graduates of his youth "Checkers Restaurant Training Program." Finley also reported that he would soon open a retail store training program for youth, and that he was working with the county welfare department to increase their participation rates.

   Tim Hoone, Rural Human Serivces, reported that over the past 12 months his agency had helped 544 people find jobs. Hoone also reported that RHS had been involved with a recent recruitment and hiring event for a Starbucks that opened in Crescent City. He said 208 individuals applied for 25 position.

   Traci Holt, Alliance for Workforce Development, reported AFWD held a focus group event in November to work with employers in the hospitality sector. She said they will host a job faire in the spring to help employers meet their seasonal hiring needs. Holt also reported AFWD was working with Sierra County to post county job openings, and to perform CalWORKS assessments.

   Holt said AFWD was continuing to assist Plumas Bank with employee training through the on-line "Element K" website, and was working on Project Management Training for executives. AFWD had also assisted with hiring for the new Quiznos in Alturas, and had recently put on labor law workshops through the four county area. Holt said she was also excited about the collaboration between AFWD and Plumas Rural Services (PRS). PRS was in negotiation with AFWD to provide HR services to more than 100 employess throughout PRS' four county service area.

   Anna Bengtsson, Shasta SMART, reported her agency was working with the First 5 Commission to disseminate information to employees of more than 500 businesses.

Jeanne Hough, STEP, reported her agency will be co-sponsoring an economic summit event in Siskiyou County this spring. Hough also reproted that they were working with the welfare department to provide assessment to Welfare to Work clients and were going to cosponsor some hospitality employee training.

Kathy Schmitz, Job Training Center of Tehama County and Business One Stop Services, reported they had just completed a recruitment and hiring event for Big 5 Sporting Goods. She said 584 people applied over a two day period for about 30 part-time positions. Schmitz said job seekers began lining up at 8 a.m. on the first day for the event that was not scheduled to begin until 10 a.m. Schmitz also reported the Job Training Center's youth crews were totally backed-up with work repairing recent storm damage.

Debbie DeCoito reported that the SMART offices in Trinity County would be opening in Weaverville and Hayfork on February 4. DeCoito said that even though the doors are not currently "officially" open, clients are still being enrolled.

8. One Stop Business Services

   The members noted the websites addressing business services throughout the program. (See agenda for links.)

9. Staff Training

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

10. Policy Update and Addition

    The members discussed an update and addition to NoRTEC's program policies.

    The update was to the Self-Sufficiency Standard that was set by the WIB in 2001, defining NoRTEC's self-sufficiency threshold at $15 an hour for full-time employment ("full-time" defined as at least 35 hours of work per week). The new threshold is proposed to be $18 and hour, effective December 1, 2007.

    The policy addition discussed was a "Standards of Conduct" statement to be signed by Service Provider staff regarding issues of confidentiality and privacy for WIA participants (see agenda for details of the statement).

    A motion made by B. Maffet, and seconded by H. Oilar, for WIB approval of an increase in the Self-Sufficiency threshold to $18 an hour, passed unanimously.

    A motion made by B. Maffett, and seconded by T. Cochran, for WIB approval of a requirement for Service Provider staff to sign a Standards of Conduct statement reagrding customer confidentiality and privacy, passed unanimously.

    A motion made by J. Chapman, and seconded by G. Russell, for Governing Board approval of an increase in the Self-

Sufficiency threshold to $18 and hour and a requiremtn for Service Provider staff to sign a Standards of Conduct statement regarding customer confidentiality and privacy, passed unanimously.

11. Youth Council Report

K. Schmitz reported on Youth Council activities as presented in the agenda. Schmitz said she was working on the recruitment of Council members to meet WIA requirements.

A motion made by B. Hamby, and seconded by J. Smith Freeman, for WIB approval of the Second Quarter Program Committee Report, passed unanimously.

A motion made by G. Russell, and seconded by J. Cook, for Governing Board approval of the Second Quarter Program Committee Report, passed unanimously.

8. FINANCE COMMITTEE REPORT

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

1. PY 2007/2008 Funding

B. Hamby reported NoRTEC has $14,286,365 in available funds for the PY 2007/2008 Program Year, and has requested an additional $5,104,680. Hamby commended the programs that have transitioned to business services.

2. Approval of PY 2007/2008 Second Quarter Financial Reports

Second quarter financial reports for PY 2007/2008 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 T. Cochran, and seconded by D. Beeson, for WIB approval of the PY 2007/2008 Second Quarter expenditure reports passed unanimously.

A motion made by J. Chapman, and seconded by M. Dunn, for Governing Board approval of the PY 2007/2008 Second Quarter expenditure reports passed unanimously.

3. Increase Administrative Entity Special Projects Budget to Purchase WIB and Governing Board Computers

   The members discussed this item as presented in the agenda, noting that the WIB and Governing Board computers are more than five years old and need to be replaced. B. Hamby said the special projects budget needed to be increased by $50,000 to cover this purchase. M. Cross stated sufficient funds were available to pay for the purchase with the proposed $50,000 increase.

   A motion made by D. Withrow, and seconded by D. Beeson, for WIB approval of a $50,000 increase in the special projects budget, passed unanimously.

   A motion made by M. Dunn, and seconded by S. Thrall, for Governing Board approval of a $50,000 increase in the special projects budget, passed unanimously.

A motion made by T. Cochran, and seconded by D. Beeson, for WIB approval of the Second Quarter Finance Committee Report passed unanimously.

A motion made by M. Dunn, and seconded by G. Russell, for Governing Board approval of the Second Quarter Finance Committee Report passed unanimously.

9. STATUS OF FUNDING APPLICATIONS
   1. Prior Approval

      C. Brown reported the MCLAUS VI application for $2,000,000 to serve dislocated workers was funded with a start date of October 1, 2007.

   2. New Applications

      There were no new applications submitted this quarter.

10. NEVADA COUNTY UPDATE

    The members discussed this item as presented in the agenda. C. Brown said he did not anticipate any problems obtaining State approval for the merger.

11. SMALL BUSINESS UPDATE

    G. Mistal her Small Business California update under the Public Comment, Item VI., above.

12. OLD BUSINESS

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

13. NEW BUSINESS

    The members noted the next WIB and Governing Board meeting would be held in Chico on Thursday, April 24, 2008.

14. ADJOURNMENT

    There being no further Old or New Business, the meeting was adjourned at 12:15 p.m.

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