Minutes - January 22, 2009

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, JANUARY 22, 2009
OROVILLE, 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

   W. Reiss welcomed two new Governing Board members: Jeff Bullock from Modoc County and Les Baugh from Shasta County.

   Sandy Dumont, from the Nevada County One Stop introduced two potential WIB members: Sandy Frizzell and Lee Osborne. Dumont said both would be representing private industry if they decided to seek a nomination to the NoRTEC WIB.

3. WIB APPROVAL OF MINUTES, OCTOBER 23, 2008

   A motion by G. Mistal, seconded by C. Martin, for WIB approval of the October 23, 2008, minutes as posted, passed the WIB unanimously.

   A motion by P. Huebner, seconded by J. Cook, for Governing Board approval of the October 23, 2008, minutes as posted, passed the Governing Board. Les Baugh, Jim Chapman, and Jeff Bullock abstained.

4. APPROVAL OF AGENDA

   A motion by J. Smith Freeman, seconded by B. Hamby, for WIB approval of the agenda as posted, passed the WIB unanimously.

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

5. WIB APPOINTMENTS

There were no WIB appointments.

6. PUBLIC COMMENT

There was no public comment.

7. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee Report.

1. NoRTEC Monitoring

   B. Austin stated there had been no monitoring visits prior to the last meeting. She said spring monitoring visits would be scheduled in April-June. Austin briefly explained the monitoring process to new members.

2. State Monitoring

   T. Brown reported the State monitored NoRTEC during the week of November 17, 2008, focusing primarily on the youth program. Brown said an official report had not been issued, and the members would be updated at the next meeting in April.

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

4. Contract Performance

   The members reviewed contract performance. There were no concerns.

5. Plant Closure Update

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

6. "Headline" Program Reports

   Each program in the consortium gave a brief report:

   Bill Finley, Butte PIC, reported an increase in the number of people coming to the One Stops due to the tough economic times.

He said staff were working diligently to assist both youth and adults to find training programs. He also reported that the youth training program at Checkers was expanding. In addition to serving lunch and dinner, the restaurant was now doing catering. He said youth that graduated from the Checker's Training program were sought after employees throughout the county, with the casinos being one of the biggest employers. He also said the opening of Applebees had recently decimated his cooking staff, which he was trying to rebuild. Finley also reported that as visibility has grown in the communities in Nevada County, they were seeing an increase in customers in the Grass Valley One Stop.

Tim Hoone, Rural Human Serivces, reported the Hospitality Grant launched it's advertising campaign in September 2008, with a projected start-up of classes in March 2009. Hoone also announced that Terri McCune had been hired as the new Executive Director of Rural Human Services.

Traci Holt, Alliance for Workforce Development, reported AFWD was very busy in their four county area. In Modoc, AFWD was involved in a "Vitality Group" that is loooking for ways that AFWD and NoRTEC can assist with restoring economic vitality to the county, and there were plans for a June Entrepreneurial Boot Camp. Holt also reported AFWD and Plumas Rural Services (Executive Director, Michele Piller) were considering plans to have Plumas Rural Services open an office in the Modoc One Stop. In Sierra County, AFWD was partnering with Western Sierra Medical Center and Sierra County to assist employees with skills training on a new computer program the company was planning on using. AFWD is also working with Feather River College to start a CNA class in the area. In Plumas County, AFWD is busy assisting Plumas Rural Services with HR services, and is working with a start-up bio-diesel company in Chilcoot. In Lassen County, the new One Stop had just opened in early November.

Anna Bengtsson, Shasta SMART, reported they have a much better relationship with local employers than they did in the 1980s and 1990s, and employers were finding a big labor pool to choose from when they needed to hire additional employees. She said local employers were benefitting from a talented labor pool. W. Reiss spoke up and gave SMART a kudo for the work they had done thus far in Trinity County. She said there was initially a reluctance by the Board of Supervisors to have a "Shasta County" organization come in and take over their workforce development program, but they were over it now. Reiss said the Hayfork office alone has connected with more than 52 local area businesses.

Josephine Wyatt, STEP Community Coordinator, reported lots of happenings in Siskiyou County, including a partnership with Shasta College to provide Job Corp with job skills training for 22 people, their partnership with College of the Siskiyous in the RN training program, and their work with the county on a green jobs program.

Kathy Garcia, Job Training Center of Tehama County and Business One Stop Services, reported Executive Director Kathy Schmitz had been selected "Business Woman of the Year" at the Tehama County Farm Bureau's annual dinner. The agency was excited that Schmitz was seen as a "business woman" and not as the director of an agency. Garcia also reported an increase in the number and quality of the job seekers in theiir local labor pool.

7. <u>One Stop Business Services</u>

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

8. WIRED Update

   Stewart Knox reported NoRTEC was looking for a no cost extension to the WIRED grant through November 2011. The reason for the request was the first year of the contract (January-November 2006) was spend fine tuning the plan. Knox reviewed the WIRED industry clusters: IT, Advanced Manufacturing, Renewable Energy, Agri-Tech, Small Business, and Healthcare. Knox said the program was forging public/private partnerships and strengthening infrastrucutre. He reported on a number of WIRED activities throughout the region, including Venture Island, the Renewable Energy Forum held on December 4 in Chico, and several training programs including Pharmacy Tech, Medical Assistant, CNA, and Phlebotomy training. Knox said business outreach continued to be the number one priority.

9. Staff Training

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

10. Youth Council Report

    Kathy Garcia gave an updated on Youth Council activities. Garcia said the council had last met on January 27, and they were moving forward with E Club activities at local high schools. She said an update on their activities would be given at the April 2009 meeting.

A motion made by G. Mistal, and seconded by T. Cochran, for WIB approval of the Second Quarter Program Committee Report, passed unanimously.

A motion made by J. Chapman, and seconded by L. Baugh, 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 2008/2009 Funding

   B. Hamby reported NoRTEC has $14,982,051 in available funds for the PY 2008/2009 Program Year, and has requested an additional $3,893,000. Hamby also gave the members an overview on how the committee works, and discussed the possibility of a few million additional dollars coming to NoRTEC for a 2009 summer youth program.

2. Approval of PY 2008/2009 Second Quarter Financial Reports

Second 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. L. Baugh asked if there was an administrative cap on the funds coming into NoRTEC. M. Cross, NoRTEC Financial Officer, reported the cap was 6.5% on regular funding, and up to 10% on Special Projects.

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

A motion made by J. Chapman, and seconded by J. Cook, for Governing Board approval of the PY 2008/2009 Second Quarter expenditure reports passed unanimously.

3. Fiscal Monitoring

   M. Cross reported no fiscal monitorings of the service provider providers by NoRTEC had been conducted since the last meeting. Cross updated new members on the process, which is generally conducted in April-June.

4. State Fiscal and Procurement Monitoring of NoRTEC

   M. Cross reported the State reviews NoRTEC annually, and the alst visits was conducted during the week of April 7, 2008. Cross stated a final report had not been issued.

A motion made by K. Theobald, and seconded by R. Sandler, for WIB approval of the Second Quarter Finance Committee Report passed unanimously.

A motion made by P. Huebner, and seconded by J. Bullock, for Governing Board approval of the Second Quarter Finance Committee Report passed unanimously.

9. STATUS OF FUNDING APPLICATIONS
   1. Prior Approval

      T. Brown reported the MCLAUS VII application was likely to be funded at $2,000,000, but official word had not been received.

Brown also reported the STEM and Community Based Job Training applications were not funded, and the Young Parents Demonstration Program application, the Youth Build application, and the CalGRIP applications were not submitted.

2. New Applications

There were no new applications submitted this quarter.

10. WORKFORCE INVESTMENT IN THE STIMULUS PACKAGE

S. Knox gave a report on the proposed stimulus package. He reported that more than $1.2 billion would be released for a summer youth program, if the bill was signed. Knox also stated that LWIAs had been hoping for a temporary job creation component (similar to past National Emergency Grant projects) in the package, but it did not appear this would happen.

11. SIZE REDUCTION OF THE NORTEC WORKFORCE INVESTMENT BOARD

This item was discussed as presented in the agenda. The concensus of the members as to discuss this issue from time to time, but unless we added another county to the consortium, to leave the size and makeup of the Workforce Investment Board as it is.

12. RETIREMENT HEALTH BENEFIT INSURANCE

This item was discussed as presented in the agenda. The consensus of the members was to refer this to the Executive Committee for review and discussion, prior to the next regularly schedule WIB and Governing Board meeting in April 2009.

A motion by T. Cochran, and seconded by D. Beeson, to send this item to the Executive Committee for further review, passed the WIB unanimously.

A motion by L. Baugh, and seconded by J. Chapman, to send this item to the Executive Committee for further review, passed the Governing Board unanimously.

13. SMALL BUSINESS UPDATE

G. Mistal asked to give her update during lunch. The members agreed.

14. OLD BUSINESS

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

15. NEW BUSINESS

The members noted the next WIB and Governing Board meeting would be held in Redding on Thursday, April 23, 2009. Several of

the members said they enjoyed meeting at Checkers, and thanked Bill Finley and the youth for hosting the meeting.

16. ADJOURNMENT

There being no further Old or New Business, the meeting was adjourned at 2:00 p.m.

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