Minutes - July 26, 2007

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, JULY 26, 2007
REDDING, CA

1. CALL TO ORDER

   The meeting was called to order by J. Madden, WIB Chair, and W. Reiss, Governing Board Chair, at 10:05 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, APRIL 26, 2007

   A motion by T. Cochran, seconded by L. Bosetti, for WIB approval of the April 26, 2007, minutes as posted, passed the WIB unanimously.

   A motion by S. Thrall, seconded by G. Russell, for Governing Board approval of the April 26, 2007, minutes as posted, passed the Governing Board.

4. APPROVAL OF AGENDA

   A motion by D. Beeson, seconded by T. Cochran, for WIB approval of the July 26, 2007, agenda as posted, passed unanimously.

   A motion by G. Russell, seconded by L. McNamer, for Governing Board approval of the July 26, 2007, agenda as posted, passed unanimously.

5. WIB APPOINTMENTS

   John Peace was nominated to fill a private industry seat on the NoRTEC WIB, representing Butte County. Mickey Harrington and Michael Gentry were nominated to fill At-Large labor seats on the NoRTEC WIB.

A motion by G. Russell, seconded by S. Thrall, to appoint John Peace to fill a Private Industry seat in Butte County, and Mickey Harrington and Michael Gentry to fill At-Large Labor seats on the NoRTEC WIB, passed the Governing Board unanimously.

6. PUBLIC COMMENT

There was no public comment.

7. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee Report.

1. NoRTEC Monitoring

M. Piller noted B. Austin, the NoRTEC Program Services Director, had completed program monitoring of the NoRTEC One Stops, and there were no findings.

2. State Monitoring

M. Piller reported there had been no program monitorings of NoRTEC since the last meeting, and none had been scheduled.

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 had received an additional $598,887 to continue with storm damage clean up, and expected a similar amount to be awarded in September. Brown reported this was a substantial reduction in the amount NoRTEC had requested, so the decision was made to spread the amount evenly among the five counties participating in the project.

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 the PIC's handling of the Koret plant closure in Chico. Finley said it was difficult for his staff to deal with this closure, because the PIC was instrumental in bringing the company to Chico in the 1980s. He said staff were working with the terminated employees to help them find new jobs.

   Larry Lakes, Rural Human Serivces, reported a film crew was coming to Del Norte County in August to do a film about a "ghost" in the local lighthouse. Lakes also reported that over the past program year, RHS had seen a 43% increase in visits to the One Stops, and served 168 adults. An average of 43 people a month got jobs through the One Stop, and RHS had run over $500,000 through the company putting people to work cleaning up damage from the winter storm of 2005/2006. Lakes also stated that a Youth & Community Center would soon be opened in Crescent City.

   Traci Holt, Alliance for Workforce Development, reported AFWD had recently reorganized and she was now the Executive Director. She said independent film makers were coming to Lassen County to do a documentary called "prison town" and focus on the two state and one federal prison in the county. Holt also reported on a customized training program AFWD had just written with Plumas Bank in Pluma County, and she reported on an "Economic Gardening" event in Lassen County that focused on local entrepreneurs. She also talked about "The Buzz" workshop delivered in Sierra County, and the Sexual Harrassment Prevention training AFWD delivered to more than 40 business in Modoc County.

   Inez Bays, Shasta SMART, handed out a catalog published for Shasta County that listed all of the workshops in the area for local businesses. Bays said SMART was distributing the catalog to local businesses and using it as a gateway activity.

   Jeanne Hough, STEP, reported on the College of the Siskiyous/STEP collaboration on a newly developed nurse training program that allowed current LVNs to upgrade their skills and licenses to that of an RN. Hough also reported STEP working on expanding Siskiyou County's enterprise zone.

   Kathy Schmitz, Job Training Center of Tehama County, reported on JTC's decision to develop focus groups of JTC staff to work with employers in one of four identified industry sectors in Tehama County. The four sectors are: manufacturing health-care, construction, and automotive.

   Carol Spring, TOT, reported on technical workshops offered to job seekers and employers in Trinity County since 2,000. Spring said 1,162 indivdiausl had attended these workshops.

8. One Stop Business Services

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

   There was one business services presentation:

   Anna Bengtsson, Shasta SMART, introduced Mary Fox from the EDC of Shasta County. Ms. Fox reported on a new website, ShastaBiz.com, developed as a resource for local employers to reduce confusion on what agency provides what service to business in Shasta County. Ms. Fox handed out a brochure to the members.

9. Staff Training

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

10. Youth Council Report

    M. Piller reported there was no Youth Council meeting this quarter to report on.

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

A motion made by J. Cook, and seconded by G. Russell, for Governing Board approval of the Fourth 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 $18,778,403 in available funds for the PY 2007/2008 Program Year. Hamby said if the additional funding that has been requested, but not yet received comes in, NoRTEC will recieve $5,273,399 more than was received in PY 2006/2007.

2. PY 2006/2007 Funding

   B. Hamby reported NoRTEC's total available funding for PY 2006/2007 was $15,594,676. He said it was only a small increase over 2005/2006 funding, but the increase was impressive in light of all the federal funding reductions.

3. Approval of the PY 2006/2007 Fourth Quarter Financial Reports

Fourth quarter financial reports for PY 2006/2007 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 2006/2007 Contracts Summary
- PY 2006/2007 Service Provider Contract Modifications
- PY 2006/2007 Program Expenditure Report
- PY 2006/2007 Administrative Entity Expenditure Report
- PY 2006/2007 NoRTEC WIB and Governing Board Expenditure Report

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

A motion made by J. Reese, and seconded by M. Piller, for WIB approval of the PY 2006/2007 Fourth Quarter expenditure reports passed unanimously.

A motion made by P. Huebner, and seconded by J. Cook, for Governing Board approval of the PY 2006/2007 Fourth Quarter expenditure reports passed unanimously.

4. PY 2007/2008 Administrative Entity Operating Budget Increase

C. Brown reported that staff was looking for new office space, as the current office in Paradise was no longer suitable. Brown said staff needed to move the office to Chico to allow for a more practical location for involvement with the WIRED project. He also reported that moving would require a significant increase in the budget, as office space in Chico was more expensive than the space currently occupied in Paradise.

A motion made by J. Madden, and seconded by D. Beeson, for WIB approval of a PY 2007/2008 Administrative Entity Operating Budget incrase of $28,300 to a total of $840,984 for the anticipated increase in office space cost, passed unanimously.

A motion made by G. Russell, and seconded by S. Thrall, for Goerning Board approval of a PY 2007/2008 Administrative Entity Operating Budget incrase of $28,300 to a total of $840,984 for the anticipated increase in office space cost, passed unanimously.

5. NoRTEC Fiscal Monitoring

M. Cross reported fiscal monitoring of the service providers had been completed, and there were no findings.

6. State Fiscal and Procurement Monitoring of NoRTEC

M. Cross reported the State had monitored NoRTEC during the week of May 14, 2007. The monitoring visit included a visit to

the service provider offices in Shasta and Tehama Counties.

Cross said the draft monitoring report had been received, and there were four findings: (1) NoRTEC Service Providers are not appropriately tracking their administrative costs as One Stop Operators; (2) An MOU was missing for Sierra County; and two findings related to procurement issues in the Shasta SMART program.

Cross said the first finding was being addressed later in the agenda, the Sierra MOU was being developed, and he was working with Shasta SMART to resolve the procurement issues.

7. Acceptance of June 30, 2006, Single Audit Report

M. Cross reported the audit for the period ending June 30, 2006, had been completed, and there were no findings, questioned costs, or recommendations resulting from the audit.

A motion made by K. Theobald, and seconded by D. Beeson for WIB acceptance of the June 30, 2006, Single Audit Report passed unanimously

A motion made by J. Cook, and seconded by L. McNamer for Governing Board acceptance of the June 30, 2006, Single Audit Report passed unanimously

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

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

9. EXECUTIVE COMMITTEE REPORT

J. Madden gave the report.

1. Madden said the committee recommended increasing the PY 2007/2008 budget to allow the Executive Director to make staff salary adjustments and keep up with the cost of living.

A motion made by J. Madden, and seconded by L. Bosetti, to increase the 2007/2008 Administrative Entity Operating Budget by $59,004 to allow the Executive Director to make adjustment in staff salaries for the PY 2007/2008 program year passed unanimously.

A motion made by P. Huebner, and seconded by Jim Cook, to increase the 2007/2008 Administrative Entity Operating Budget by $59,004 to allow the Executive Director to make adjustment in staff salaries for the PY 2007/2008 program year

passed unanimously.

2. Madden said the committee recommended approval of staff letting an RFP to contract for staff support for the Youth Council.

   A motion made by M. Piller, and seconded by T. Cochran, for WIB approval to let an RFP for staff support to the NoRTEC Youth Council, with an annually renewable contract amount not to exceed $25,000, passed unanimously.

   A motion made by S. Thrall, and seconded by P. Huebner, for Governing Board approval to let an RFP for staff support to the NoRTEC Youth Council, with an annually renewable contract amount not to exceed $25,000, passed unanimously.

3. Madden said the committee recommended approval of staff seeking a State waiver of the requirement that NoRTEC have a One Stop Operator at the program level, and if this waiver fails, approve staff letting an RFP for a single One Stop Operator outside of the WIA programs.

   A motion made by D. Beeson, and seconded by T. Cochran, for WIB approval to (1) Seek a State waiver of the requirement to have a One Stop Operator at the program level, and instead assume this role at the Administrative Entity, or if this fails (2) Let an RFP for a single One Stop Operator from outside the NoRTEC WIA programs, with a maximum of $10,000 for the annually renewable contract, passed unanimously.

   A motion made by G. Russell, and seconded by P. Huebner, for Governing Board approval to (1) Seek a State waiver of the requirement to have a One Stop Operator at the program level, and instead assume this role at the Administrative Entity, or if this fails (2) Let an RFP for a single One Stop Operator from outside the NoRTEC WIA programs, with a maximum of $10,000 for the annually renewable contract, passed unanimously.

10. STATUS OF FUNDING APPLICATIONS

    1. Prior Approval

       There were no outstanding funding applications.

    2. New Applications

       C. Brown asked the members to approve the submission of a $2,000,000 application, MCLAUS VI, to serve dislocated workers.

       A motion made by M. Piller, and seconded by D. Beeson, for WIB approval for staff to submit a $2,000,000 application to the State to serve dislocated workers passed unanimously.

       A motion made by J. Cook, and seconded by P. Huebner, for Governing Board approval for staff to submit a $2,000,000 application to the State to serve dislocated workers passed unanimously.

11. REPORT OF THE EDUCATION/LEGISLATIVE COMMITEE

    G. Mistal gave a brief report, staing there were several bills pending, but in the interest of time, she would not go over them in detail at this meeting. She encouraged members to contact her if anyone wanted information or a copy of any of the bills.

12. OLD BUSINESS

    W. Reiss thanked staff for helping her remember the anniversary of Bob Reiss' death on July 26, 2004. J. Reese said he missed Bob and was happy the WIB and Governing Board were remembering him. J. Madden thanked W. Reiss to stepping up and seeking appointment as a Trinity County Supervisor, and for becoming the Governing Board Chair of NoRTEC.

13. NEW BUSINESS

    The members noted the next WIB and Governing Board meeting would be the annual retreat held in Mt. Shasta on October 25-26, 2007.

14. ADJOURNMENT

    There being no further Old or New Business, the meeting was adjourned at 12:20 p.m.

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

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