Minutes - July 24, 2008

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

1. CALL TO ORDER

   The meeting was called to order by T. Cochran, WIB Vice-Chair, and W. Reiss, Governing Board Chair, at 10:01 a.m.

2. ROLL CALL

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

3. WIB APPROVAL OF MINUTES, APRIL 24, 2008

   A motion by B. Maffett, seconded by G. Beeson, for WIB approval of the January 24, 2008, minutes as posted, passed the WIB unanimously.

   A motion by J. Cook, seconded by P. Huebner, for Governing Board approval of the January 24, 2008, minutes as posted, passed the Governing Board.

4. APPROVAL OF AGENDA

   G. Mistal made a motion, seconded by D. Withrow to approve the agenda as posted, passed the WIB unanimously.

   J. Chapman made a motion, seconded by P. Huebner to approve the agenda as posted, passed the Governing Board unanimously.

5. WIB APPOINTMENTS

   The slate of WIB nominees presented in the agenda, plus one from the floor were presented to the Governing Board. T. Brown

confirmed with W. Reiss that the nominations were correctly documented and presented:

Connie Barton, CBO- Lassen County
Judi Madden, Private Industry - Plumas County
Sally LaBriere, TANF/CalWORKS - Siskiyou County
Alison Lehman, Private Industry - Nevada County
Douglas Houston, Community College President - At-Large

A motion by J. Chapman, seconded by J. Cook, to appoint the above slate of nominations to the NoRTEC WIB, passed the Governing Board unanimously.

6. PUBLIC COMMENT

An announcement was made that Claudia Martin, WIB member, was recently hired as the Executive Director of the Tehama Local Development Corporation.

7. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee Report.

1. NoRTEC Monitoring

   B. Austin reported the programs were doing a great job and were providing much needed (and appreciated) services to job seekers and the business community. Austin reported there were no areas of concern at this time.

2. State Monitoring

   M. Piller noted there had been no state monitoring since the January meeting. No future visits have 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 areas of concern. T. Brown noted that year end data was still being finalized, and an update (if needed) would be given at the October 2008, meeting.

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

   T. Brown reported the program ended on June 30, 2008, and NoRTEC had met contractual obligations with the State.

   Brown also reported that discussions were underway with the State to fund a new NEG project to deal with clean-up after the summer fire season.

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

   The members reviewed the Community Coordinator reports as presented in the agenda (see agenda for summaries and links to full reports). Regular program updates were skipped at this meeting to allow time for a WIRED update under section VII.H.2. of the agenda.

8. One Stop Business Services
    1. The members noted the websites addressing business services throughout the program. (See agenda for links.)
    2. WIRED Update
        - S. Knox, gave a brief update on the WIRED Project, noting that health care had been added as an industry cluster. Knox also reported on the Venture Island, Chico event, noting 350 people attended, and the winner was the California Academy of Nursing. The Academy's project was to open a campus in Chico to increase training capacity to help address the nursing shortage in California. Knox also reported on STEM (Science, Technology, Engineering and Math) and how it fits with WIRED, as we have been working with local employers in STEM fields. Knox also reported on employer focus groups in the 16 county area, facilitated by Chabin Concepts, Entrepreneurial Boot Camps, Examining CDBG grants as an additional training source, talent development and training opportunities in the WIRED region, Golden Capital Network and the progress made on their "hub and spokes" model, and the WIRED Incubator model.
        - A. Bengtsson reported on Venture Island, North State, which will cover a ten county region. Bengtsson said the process would begin in August and finish on November 6 in Redding, and had been a great outreach tool for the SMART Center to connect with employers.
        - T. Holt gave an update on alternative energy issues in in Lassen and Sierra Counties. She briefed the members on plans to build a wind farm in Lassen County. Holt said AFWD was working with potential employers to bring

partners together in order to facilitate talent development and hiring.

- K. Schmitz discussed the WIRED Newsletter being written by the Job Training Center's own Kathy Garcia (NoRTEC's WIRED Communications Director). This newsletter will have several issues, and will tell the WIRED story. Schmitz also reported that due to efforts through the WIRED program, Shasta College had worked with the Job Training Center to establish a local Pharmacy Tech Training Program. This program was developed after talking with local employers and determining what their local needs were for training. Schmitz reported that about one-half of the trainees in the program will be employees of these local businesses looking to upgrade their skills--a win-win for the business and the employee.
- B. Finley reported on the partnership between the Butte PIC, Butte College, and PG&E to develop a specialized welding program to meet PG&E's talent development needs. The program built upon the already established welding program at Butte College, and provided six additional weeks of specialized welding training. Finley also reported on an Entrepreneurial Boot Camp, focused on local adults with ideas for their own business. The Boot Camp emphasized how important it was to have a business plan mapped out before actually trying to open a small business. Thirty-two people attended, and Finley said he hopes to duplicate the program in Nevada County.

9. Staff Training

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

10. Youth Council Report

    K. Schmitz reported on Youth Council activities, reporting that the Council was meeting monthly and focusing on 16-18 year olds and entrepreneurial training. Schmitz said the work of the Youth Council was improving relationships with local educational entities. C. Brown said the WIB is supposed to approve/appoint the membership of the Council. It was an oversight not to have it on this agenda. He said Youth Council membership approval will be on the October agenda.

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

A motion made by P. Huebner, and seconded by J. Cook, for Governing Board approval of the Fourth Quarter Program Committee Report, passed unanimously.

8. FINANCE COMMITTEE REPORT

H. Oilar, Finance Committee member, presented the Finance Committee Report in B. Hamby's absence.

1. PY 2008/2009 Funding

   H. Oilar reported NoRTEC has $14,697,161 in available funds for the PY 2008/2009 Program Year, with an additional $1,859,400 in WIRED funding that has been awarded but has not been incorporated in a contract with NoRTEC. When this

funding is received, Oilar noted NoRTEC will have $16,556,561 in available funding for the 2008/2009 Program Year. This would be $2,439,868 more than we had available to start the 2007/2008 program year. (See agenda for breakout of available funding by title.)

2. PY 2007/2008 Funding

H. Oilar reported NoRTEC had a total of $18,439,601 available during the 2007/2008 program year. (See agenda for breakout of available funding by title.)

3. Approval of PY 2007/2008 Fourth Quarter Preliminary Financial Reports

Preliminary fourth quarter financial reports for PY 2007/2008 were presented to the members for approval. Oilar 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 J. Smith Freeman, and seconded by C. Barton, for WIB approval of the PY 2007/2008 Fourth Quarter preliminary expenditure reports passed unanimously.

A motion made by P. Huebner, and seconded by J. Cook, for Governing Board approval of the PY 2007/2008 Fourth Quarter preliminary expenditure reports passed unanimously.

4. PY 2008/2009 NoRTEC Administrative Entity Budget

H. Oilar reported the Finance Committee was recommending approval of the Administrative Entity budget at $929,597 for PY 2008/2009. He said the budget was about a 4% increase over the amount approved in PY 2007/2008, and the increases were due primarily to a 3.5% increase in the cost of living, and the addition of Stewart Knox's (NoRTEC WIRED Project Director) salary to the budget. (See agenda for details.)

Oilar also reported that the Finance Committee was recommending approval of the Administrative Entity's Other Projects Budget at $1,325,000. (See agenda for details.)

A motion made by M. Piller, and seconded by D. Beeson, for WIB approval of the PY 2008/2009 NoRTEC Administrative

Entity Operating Budget at $929,597, and the Other Projects Budget at $1,325,000, subject to availability of funding, passed unanimously.

A motion made by G. Russell, and seconded by P. Huebner, for Governing Board approval of the PY 2008/2009 NoRTEC Administrative Entity Operating Budget at $929,597, and the Other Projects Budget at $1,325,000, subject to availability of funding, passed unanimously.

5. PY 2008/2009 NoRTEC WIB/Governing Board Budget

   H. Oilar reported the Finance Committee was recommending approval of the WIB and Governing Board budget at $115,000.

   A motion made by K. Theobald, and seconded by D. Beeson, for WIB approval of the WIB and Governing Board budget at $115,000, subject to the availability of funding, passed unanimously.

   A motion made by J. Chapman, and seconded by P. Huebner, for Governing Board approval of the WIB and Governing Board budget at $115,000, subject to the availability of funding, passed unanimously.

6. NoRTEC Fiscal Monitoring

   M. Cross reported that fiscal monitoring of the service providers by NoRTEC was completed for all Service Providers except for AFWD. Cross reported that road closures in June due to forest fires had prevented him from completing his monitoring by June 30.

   Cross reported that for all programs that were visited, there were no findings or items of concern. He stated that he would communicate the results of his monitoring of AFWD at the October meeting.

7. State Fiscal and Procurement Monitoring of NoRTEC

   M. Cross reported the State conducted the current year's Fiscal and Procurement monitoring of NoRTEC during the week of April 7, 2008. Cross said the EDD monitor visited the NoRTEC Administrative Office as well as the administrative offices of the Butte PIC, and results would be communicated to the members as soon as the final report is received. As of the date of the meeting, the final report had not been received.

A motion made by B. Maffett, and seconded by J. Smith Freeman, for WIB approval of the Fourth Quarter Finance Committee Report passed unanimously.

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

9. STATUS OF FUNDING APPLICATIONS
    1. Prior Approval

        C. Brown reported the STEM concept paper was accepted by DOL, and NoRTEC was invited to submit a full proposal for this $2,000,000 project.

    2. New Applications

        C. Brown requested approval for staff to submit an application to the State for National Emergency Grant (NEG) funds to help with fire damage clean-up in the affected counties, with the funding level still to be determined.

        A motion made by B. Maffett, and seconded by J. Sisson, for WIB approval for NoRTEC to submit an application for NEG funds to assist with fire damage cleanup, passed unanimously.

        A motion made by P. Huebner, and seconded by G. Russell, for Governing Board approval for NoRTEC to submit an application for NEG funds to assist with fire damage cleanup, passed unanimously.

10. NoRTEC MOU UPDATE AND CONTRACT EXTENSION

    C. Brown asked for approval to update the NoRTEC MOU and renew the One-Stop Operator contract with NCCC for another year. (See agenda for link to proposed updated MOU.)

    A motion by S. Wages, seconded by G. Mistal, for WIB approval for staff to update the NoRTEC MOU and to extend the One Stop Operator contract with NCCC for PY 2008/2009, passed, with only J. Smith Freeman voting "No."

    A motion by G. Russell, seconded by M. Dunn, for Governing Board approval for staff to update the NoRTEC MOU and to extend the One Stop Operator contract with NCCC for PY 2008/2008, passed unanimously.

11. SMALL BUSINESS UPDATE

    G. Mistal presented provided an update on pending legislation affecting small business.

12. OLD BUSINESS

    G. Russell asked about the status of the policy on how big NoRTEC wanted to become. M. Cross stated this was to be a topic of discussion at the October WIB/Governing Board Annual Retreat.

    S. Wages asked when the County Profiles would be handed out. Staff replied they hoped at the October meeting.

13. NEW BUSINESS

The members noted the next WIB and Governing Board meeting would be held in Mt. Shasta on October 23-24, 2008.

J. Jungwirth complimented the local service providers on their efforts working with local entrepreneurs. He said he thought they were doing an excellent job working with start-ups and helping to prevent business failures. He said he would like the programs to think about offering support for young, successful businesses in the 1-5 year range as they "evolve." He said he thought this would lead to more job creation as most businesses hire during this time period.

14. ADJOURNMENT

There being no further Old or New Business, the meeting was adjourned at 1:50 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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