Minutes - October 25, 2007

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, OCTOBER 25, 2007
MT. SHASTA, CA

1. CALL TO ORDER

   The meeting was called to order by J. Madden, WIB Chair, and W. Reiss, Governing Board Chair, at 9:08 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, JULY 26, 2007

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

   A motion by J. Cook, seconded by P. Huebner, for Governing Board approval of the July 26, 2007, minutes as posted, passed the Governing Board.

4. APPROVAL OF AGENDA

   A motion by B. Maffet, seconded by J. Smith-Freeman, for WIB approval of the October 27, 2007, agenda as posted, passed unanimously.

   A motion by G. Russell, seconded by J. Cook, for Governing Board approval of the October 27, 2007, agenda as posted, passed unanimously.

5. WIB APPOINTMENTS

   There were no appointments to the NoRTEC WIB

6. PUBLIC COMMENT

T. Brown reported that B. Austin, NoRTEC Staff, as she had been evacuated from her home due to forest fires. Brown reported that Austin's home did not burn, and that she hoped to return to the house within the next 48 hours.

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 July 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 let an RFP to staff the Youth Council and one proposal was received from the Job Training Center of Tehama County.

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 still not received the second increment of funding from the State. Brown said programs were shut down in all five counties because the money had been 100% expended. She said there was a chance the funding might come in before the end of the calendar year.

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:

   No report was given for the Butte Pic.

   Tim Hoone, Rural Human Serivces, reported that over the past 11 months 551 people had found jobs through the Workforce Center. Hoone also reported that RHS was partnering with the WIA program in Curry County, Oregon, to submit a grant to train hospitality workers over a three year period.

   Traci Holt, Alliance for Workforce Development, reported AFWD had renewed their focus on a business first philosophy. She reported that AFWD was doing some customized trianing for Plumas Banka nd Northeastern Rural Health. Holt also reported that AFWD was excited to be contracting with Plumas Rural Services to provide human resource services. (The Executive Director or Plumas Rural Services is our own Michele Piller!)

   Debbie DeCoito, Shasta SMART, reported her agency was focusing on customized training for businesses and negotiation was currently underway to provide training to hospital employees.

   Josephine Wyatt, STEP, reported that work was continuing to expand Siskiyou County's enterprise zone. Wyatt said the application was due November 15.

   Kathy Garcia, Job Training Center of Tehama County and Business One Stop Services, reported that Brian Boyer, a business consultant with their agency had just received Professional Human Resource Management Certification. She also reported that Business One Stop Services just completed a big recruitment and hiring effort for the opening of a second Starbucks in Red Bluff. Garcia reported that staff are continuing with their focus on four industry sectors in their labor market.

   Carol Spring, TOT, reported on recent workshops, and announced that after 25 years of service to Trinity County Communities, TOT would be closing its doors on December 31 due to reductions in funding. Spring said that the Smart Center would take over the provision of WIA services in Trinity County.

8. One Stop Business Services

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

   Traci Holt and Holly Schirmer reported on the Alliance for Workforce Development's efforts to fully implement the "Business First" philosopy in their four county region. The pair reported on services provided to following employers in their four county region: Plumas Bank, Starburcks, Subway, Fed Ex, Sierra Pacific Industries, Super 8 Motel, Northeaster Rural Health Clinic,

American Valley Aviation, the Carriage House Inn, Haws, Theobald, & Auman, and the Department of Corrections.

Anna Bengtsson, Shasta SMART, reported on the experience of mentoring Snohomish County, Washington, in the area of Business Services.

Kathy Garcia, Job Training Center of Tehama County/Business One Stop Services, reported on the success of the 4th Annual Customer Service Week in Tehama County. Garcia said new activities were added this year, one of which was the development of one hour "customer service training camps." Garcia reported Busienss One Stop Services put on 22 of these one hour camps in a three week period.

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 First Quarter Program Committee Report, passed unanimously.

A motion made by L. McName, and seconded by P. Huebner, for Governing Board approval of the First 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 $12,266,365 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 $3,776,178 more than was received in PY 2006/2007.

2. Approval of Final PY 2006/2007 Fourth Quarter Financial Reports

   Final fourth quarter financial reports for PY 2006/2007 were presented to the members for approval. Hamby reported there were few changes from the figures reported at the July 26, 2007, meeting (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 T. Cochran, and seconded by D. Beeson, 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.

3. Approval of PY 2007/2008 First Quarter Financial Reports

First 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 K. Theobald, and seconded by T. Cochran, for WIB approval of the PY 2007/2008 Ffirst Quarter expenditure reports passed unanimously.

A motion made by L. McNamer, and seconded by P. Huebner, for Governing Board approval of the PY 2007/2008 First Quarter expenditure reports passed unanimously.

4. Apporval of NoRTEC Allowable Costs Policy

The members discussed the proposed policy as presented in the agenda.

A motion made by M. Piller, and seconded by G. Mistal, for WIB approval of the proposed Allowable Costs Policy, passed unanimously.

A motion made by J. Cook, and seconded by P. Huebner, for Governing Board approval of the proposed Allowable Costs Policy, passed unanimously.

A motion made by T. Cochran, and seconded by K. Theobald, for WIB approval of the First Quarter Finance Committee Report passed unanimously.

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

9. STATUS OF FUNDING APPLICATIONS
    1. Prior Approval

        C. Brown reported unofficial word from the State was the MCLAUS VI application, to serve dislocated workers in the ten county area of NoRTEC, was going to be funded.

    2. New Applications

        There were no new applications submitted this quarter.

10. ADDING NEVADA COUNTY TO THE NORTEC CONSORTIUM

    Members discussed the advantages for NoRTEC and Nevada County if they joined the consortium.

    A motion made by D. Beeson, and seconded by T. Cochran to add Nevada County to the NoRTEC Local Workforce Investment Area passed the WIB unanimously.

    A motion made by G. Russell, and seconded by L. McNamer to add Nevada County to the NoRTEC Local Workforce Investment Area passed the Governing Board unanimously.

11. PLAN MODIFICATION

    A motion made by T. Cochran, and seconded by G. Mistal, for WIB approval of the 2007/2008 plan modification, passed unanimously.

    A motion made by P. Huebner, and seconded by J. Cook, for Governing Board approval of the 2007/2008 plan modification, passed unanimously.

12. APPROVAL OF SPECIAL CONTRACTS

A motion made by M. Piller, and seconded by T. Cochran, for WIB approval of awarding a $25,000 One Stop Operator contract to North Central Counties, Inc., and a $25,000 Youth Council contract ot the Job Training Center of Tehama Council, passed unanimously.

A motion made by J. Cook, and seconded by G. Russell, for Governing Board approval of awarding a $25,000 One Stop Operator contract to North Central Counties, Inc., and a $25,000 Youth Council contract ot the Job Training Center of Tehama Council, passed unanimously.

13. APPROVAL OF RESOLUTIN AND MOU FOR EMPLOYEE HEALTH BENEFITS

A motion made by G. Russell, and seconded by P. Huebner, for Governing Board approval of of the Special District Risk Managmenet Authority Resolution and Memorandum of Understanding allowing NoRTEC staff to participate in the Special District Risk Managemnet Authority Medical Benefits Program, passed unanimously.

14. SHASTA SMART BUSINESS RESOURCE CENTER TO SERVE TRINITY COUNTY

Anna Bengtsson, Executive Director of Shasta Smart, briefed the members about her agency taking over the provision of WIA programs and services in Trinity County. Bengtsson reported that she and board member G. Mistal met with TOT staff, J. Cox, and W. Reiss earlier in the quarter to discuss the change.

15. SMALL BUSINESS UPDATE

G. Mistal gave a brief report, stating SB 869 (insurance) and AB 338 (disability) had been signed by the Governor. Mistal said AB 8 had been vetoed.

J. Madden announced she had joined Small Business California.

16. OLD BUSINESS

B. Hamby asked if staff had ordered new board member computers. C. Brown said it was in the works and special project funding in the budget would cover this expenditure.

C. Brown reported NoRTEC had found suitable office space in Chico and would be moving to Wall Street the first week in November.

17. NEW BUSINESS

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

18. ADJOURNMENT

There being no further Old or New Business, the meeting was adjourned at 11:50 a.m.

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

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