Minutes - OCTOBER 29, 2009

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, OCTOBER 29, 2009
GRASS VALLEY, CA

1. CALL TO ORDER

   The meeting was called to order by J. Madden, WIB Chair, and W. Reiss, Governing Board Chair, at 9:06 a.m.

2. ROLL CALL

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

3. WIB APPROVAL OF MINUTES, JULY 23, 2009

   A motion by T. Cochran, seconded by S. Martin, for WIB approval of the July 23, 2009, minutes as posted, passed the WIB unanimously.

   A motion by P. Huebner, seconded by J. Bullock, for Governing Board approval of the July 23, 2009, minutes as posted, passed the Governing Board with W. Reiss abstaining..

4. APPROVAL OF AGENDA

   B. Maffett made a motion, seconded by T. Cochran to approve the agenda as posted passed the WIB unanimously.

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

5. WIB APPOINTMENTS

   There were no vacancies and no appointments to the NoRTEC WIB.

6. PUBLIC COMMENT

   Keith Logan, member of a Bio Mass Task Force in Nevada County gave the members a brief report on local renewable energy and bio

mass task force happenings.

Brian Boyer was introduced as the new Grants Manager for NoRTEC.

7. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee Report.

1. NoRTEC Monitoring

   B. Austin reported she conducted on-site monitoring visits of all the service providers with a special emphasis on the ARRA summer youth program. Austin reported there were no findings as a result of her review.

2. State Monitoring

   Piller reported the State monitored NoRTEC's ARRA summer youth program in mid-August, but a formal report had not yet been issued.

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 areas of concern. T. Brown added NoRTEC met all performance standards for the PY 2008/2009 period.

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

   The members reviewed the Community Coordinator reports as presented in the agenda (see agenda for summaries and links to full reports).

7. WIRED Update

S. Knox reported on WIRED (Workforce Innovations and Regional Economic Development) activities.

Knox stated the program would end on December 31, 2009. He said for the remaining two months, the focus would be on the sustainability of successful WIRED projects, particularly with respect to two of NoRTEC's identified industry clusters: health care and renewable energy.

Knox highlighted the Clean Tech Innovation Center that would soon open in Oroville, and said the WIB and Governing Board might have their April 2010 meeting at this site. He also reported NoRTEC was working within a partnership to apply for California Energy Commission funds for renewable energy projects throughout the NoRTEC region, and work on Allied Health initiatives was continuing.

8. Staff Training

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

9. Youth Council Report

   Kathy Schmitz reported on Youth Council activities. She said the focus was current on youth entrepreneurial training. Thus far, E-Clubs had been established on the Red Bluff, Los Molinos, and Corning High School campus. Youth were involved in busienss plan competitions and several had participated in the annual youth entrepreneurial camps held over the summer. She also stated the members would hear more about these activities on Friday morning from Juan Casimiro, the consultant who was assisting them with local entrepreneurial activites.

10. Summer Youth Report

    T. Brown presented a few highlights from the summer's ARRA summer youth program, noting: (1) more than 2,100 young adults applied for the program; (2) 1,068 were actually funded for summer employment; (3) NoRTEC summer youth contributed 231,607 hours of work to area business and public agencies; (4) youth were placed at 386 different worksites; (5) summer youth participants received work readiness training, customer service training, professionalism, interview and application skills, and heat illness prevention and safety training; (6) four week-long *Future CEO Academies* were held during the program; and (7) 83 youth were retained by their host employer after the program was over.

    Brown handed out a *"NoRTEC Summer Youth 2009"* report created by Kathy Garcia of the Job Training Center.

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

A motion made by P. Huebner, and seconded by J. Bullock, 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 2009/2010 Funding

B. Hamby reported NoRTEC has $24,443,024 in available funds for the PY 2009/2010 Program Year, about $9 million more than in the past program year. (See agenda for breakout of available funding by title.)

G. Russell asked if we were actually better off than we were five years ago, since we have added counties since then. M. Cross stated that relatively speaking, NoRTEC funding was about double what it was five years ago.

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

Final fourth 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 2008/2009 Contracts Summary
- PY 2008/2009 Service Provider Contract Modifications
- PY 2008/2009 Program Expenditure Report
- PY 2008/2009 Administrative Entity Expenditure Report
- PY 2008/2009 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 R. Sandler, for WIB approval of the PY 2008/2009 Fourth Quarter final expenditure reports passed unanimously.

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

3. Approval of PY 2009/2010 First Quarter Financial Reports

First quarter financial reports for PY 2009/2010 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 2009/2010 Contracts Summary
- PY 2009/2010 Service Provider Contract Modifications
- PY 2009/2010 Program Expenditure Report

- PY 2009/2010 Administrative Entity Expenditure Report
- PY 2009/2010 NoRTEC WIB and Governing Board Expenditure Report

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

A motion made by B. Maffett, and seconded by T. Cochran, for WIB approval of the PY 2009/2010 First Quarter expenditure reports passed unanimously.

A motion made by P. Huebner, and seconded by G. Russell, for Governing Board approval of the PY 2009/2010 First Quarter expenditure reports passed unanimously.

4. NoRTEC Fiscal Monitoring

M. Cross reported fiscal monitoring of the Alliance for Workforce Development (Lassen, Modoc, Plumas, and Sierra Counties) was conducted in September. He reported there were no findings.

5. State/Federal Fiscal and Procurement Monitoring of NoRTEC

M. Cross reported the Department of Labor conducted a program and fiscal monitoring of NoRTEC's WIRED program during the week of August 31, 2009. Cross stated no formal report had been received.

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

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

9. STATUS OF FUNDING APPLICATIONS
    1. Prior Approval

    S. Knox reported NoRTEC was awarded (1) $20,000 from the City of Chico for green job development, (2) $40,000 of planning money from the California Workforce Association for a surgical tech training program, and (3) $919,312 of state funding for a Green Jobs Corp project.

    2. New Applications

    S. Knox requested approval for staff to submit applications for the following grants:

        1. Pathways out of Poverty - $4,000,000 (details in the agenda)

A motion made by J. Allred, and seconded by T. Cochran, for WIB approval to submit a $4,000,000 application for the Pathways Out of Poverty grant, passed unanimously.

A motion made by J. Cook, and seconded by J. Bullock, for Governing Board approval to submit a $4,000,000 application for the Pathways Out of Poverty grant, passed unanimously.

2. Heath Information Technology - $5,000,000 (details in the agenda)

A motion made by G. Mistal, and seconded by D. Beeson, for WIB approval to submit a $5,000,000 application for the Health Information Technology grant, passed unanimously.

A motion made by G. Russell, and seconded by P. Huebner, for Governing Board approval to submit a $5,000,000 application for the Health Information Technology grant, passed unanimously.

3. Green Building and Energy Retraining Partnerships - $1,000,000 (details in the agenda)
4. Green Building and Clean Energy Pre-Apprenticeship Training Partnerships - $1,000,000 (details in the agenda)

A motion made by T. Cochran, and seconded by D. Beeson, for WIB approval to submit a $1,000,000 application for the Green Building and Energy Retraining Partnerships and a $1,000,000 application for the Green Building and Clean Energy Pre-Apprenticehsip Training Partnerships, passed unanimously.

A motion made by J. Cook, and seconded by P. Huebner, for Governing Board approval to submit a $1,000,000 application for the Green Building and Energy Retraining Partnerships and a $1,000,000 application for the Green Building and Clean Energy Pre-Apprenticehsip Training Partnerships, passed unanimously.

10. SMALL BUSINESS UPDATE

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

11. NORTEC LEGISLATIVE COMMITTEE

W. Reiss, Governing Board Chair, led a discussion about the possible establishment of a Legislative Committee. The concensus of the members was avoid the creation of a legislative committee, as staff kept up on legislative issues pertaining to the Workforce Investment Act and workforce development issues. The members decided to share relevant information via e-mail, rather than through a formal committee structure.

12. OLD BUSINESS

No Old Business items were discussed.

13. NEW BUSINESS

The members noted the next WIB and Governing Board meeting would be held in Redding on January 28, 2010.

14. ADJOURNMENT

There being no further Old or New Business, the meeting was adjourned at 12:07 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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