

NORTEC  
WIB AND GOVERNING BOARD MINUTES  
THURSDAY, OCTOBER 28, 2010  
MT. SHASTA, CA

I. CALL TO ORDER

The meeting was called to order by J. Madden, WIB Chair, and W. Otto, Governing Board Chair, at 9:00 a.m.

II. ROLL CALL

There was a quorum of both the WIB and Governing Board. ➡ [Roster](#)

III. APPROVAL OF MINUTES, JULY 22, 2010

***A motion made by B. Maffett, and seconded by T. Cochran, for WIB approval of the July 22, 2010, minutes passed the WIB unanimously.***

***A motion made by J. Chapman, and seconded by L. Baugh, for Governing Board approval of the July 22, 2010, minutes passed the Governing Board unanimously.***

IV. APPROVAL OF AGENDA

***A motion made by T. Cochran, and seconded by R. Sandler, to approve the agenda as posted passed the WIB unanimously.***

***A motion made by P. Huebner, and seconded by L. McNamer, to approve the agenda as posted passed the Governing Board unanimously.***

V. WIB APPOINTMENTS

***A motion made by J. Cook, and seconded by L. Baugh to appoint Duane Heryford and Henry Sanchez to the NoRTEC WIB passed the Governing Board unanimously.***

VI. PUBLIC COMMENT

Allison Lehman, WIB member, presented a plaque to John Spencer thanking him for his role in transforming workforce development in Nevada County. Spencer thanked Lehman for the recognition, stating he was pleased Nevada County was part of NoRTEC. He said the move had increased access to services for Nevada County residents and was much more cost effective, as NoRTEC spends 6.5% on administration instead of the 36% charged by the previous administrative entity.

VII. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee report.

A. Program Monitoring

M. Piller stated there had been no on-site monitoring visits to the programs since the July 2010 WIB/Governing Board meeting.

B. State Monitoring

M. Piller reported NoRTEC's ARRA programs were monitored by the State the week of March 8, 2010, the monitoring report had been received, and there were no findings.

C. Client Numbers

T. Brown reported NoRTEC had transitioned to a new client tracking system and reports were currently unavailable.

D. Contract Performance

T. Brown reported NoRTEC had transitioned to a new client tracking system and reports were currently unavailable.

E. Plant Closure Updates

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

F. "Headline" Program Reports

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

G. Staff Training

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

H. Youth Council Report

No report was given.

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

***A motion made by L. Baugh, and seconded by J. Cook for approval of the First Quarter Program Committee Report passed the Governing Board unanimously.***

VIII. FINANCE COMMITTEE REPORT

Bill Hamby, Finance Committee Chair, presented the Finance Committee report.

A. PY 2010/2011 Funding

Hamby reported NoRTEC currently has \$25,650,151 in available funding. An additional \$2,800,000 has been requested.

B. Approval of the Final PY 2009/2010 Fourth Quarter Financial Reports

Final fourth quarter 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 Reports
- PY 2009/2010 NoRTEC Administrative Entity Report
- PY 2009/2010 NoRTEC WIB and Governing Board Expenditure Report

***A motion made by T. Cochran, and seconded by R. Sandler, for approval of the Final PY 2009/2010 Fourth Quarter Financial Reports passed the WIB unanimously.***

***A motion made by J. Chapman, and seconded by P. Huebner, for approval of the Final PY 2009/2010 Fourth Quarter Financial Reports passed the Governing Board unanimously.***

C. Approval of the PY 2010/2011 First Quarter Financial Reports

First quarter reports for PY 2010/2011 were presented to the members for approval. (See agenda for link to reports.)

- PY 2010/2011 Contracts Summary
- PY 2010/2011 Service Provider Contract Modifications
- PY 2010/2011 Program Expenditure Reports
- PY 2010/2011 NoRTEC Administrative Entity Report
- PY 2010/2011 NoRTEC WIB and Governing Board Expenditure Report

Hamby reported there were some concerns about overexpenditure of funds in Butte/Nevada and Del Norte County programs.

L. Baugh asked if the overexpenditure would have a negative effect on the programs in other counties.

S. Knox said the expenditure levels would not affect the other programs. Knox said NoRTEC staff would continue to monitor the situation.

***A motion made by C. Barton, and seconded by J. Smith Freeman, for approval of the PY 2010/2011 First Quarter Financial Reports passed the WIB unanimously.***

***A motion made by J. Bullock, and seconded by P. Huebner, for approval of the PY 2010/2011 First Quarter Financial Reports passed the Governing Board unanimously.***

D. NoRTEC Fiscal Monitoring

M. Cross reported the fiscal monitoring of the Butte PIC had been completed in August. Cross said there was one finding at the Butte PIC regarding cost allocation to grants. The Butte PIC had responded with a plan that had not yet been fully implemented. Cross reported staff will continue to monitor the situation, and full implementation of the plan would be verified through additional on-site and/or desk review.

E. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross reported a draft monitoring report had been received from the State for the fiscal and procurement review of NoRTEC. There was one finding regarding State approval for a property purchase. Cross said NoRTEC had responded to the finding, and he believed the response would adequately address the State's concerns.

***A motion made by B. Maffett, and seconded by D. Withrow, for approval of the First Quarter Finance Committee report passed the WIB unanimously.***

***A motion made by L. Baugh, and seconded by J. Cook, for approval of the First Quarter Financial Committee Report passed the Governing Board unanimously.***

IX. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported the Energy Efficiency Community Block Grant (EECBG) application for \$270,842, a Governor's Challenge grant for \$3,500,000, and an NEG OJT grant for \$725,462 were funded.

The Public Sector Layoff NEG grant for \$2,800,000 is still pending.

B. New Applications

NoRTEC has not submitted any new applications since the previous WIB/Governing Board meeting.

X. PRIVATE NON-PROFIT ARM OF NORTEC

The members discussed establishing a non-profit arm of NoRTEC. S. Knox said the main purpose of establishing a 501(c)(3) was to make NoRTEC eligible to apply for funding available only to non-profit organizations. He said it would allow for community development on a regional basis.

The consensus of the members was to have W. Otto and S. Knox establish an Ad Hoc committee to explore the possibility and report to the WIB and Governing Board at the January meeting.

XI. SMALL BUSINESS UPDATE

Due to the abbreviated nature of the meeting, a Small Business Update was not given.

XII. OLD BUSINESS

There were no Old Business items discussed.

XIII. NEW BUSINESS

The members noted the next WIB/Governing Board meeting would be held on January 27, 2011. Staff are working on a site for the meeting, and it will likely be held in Corning.

W. Otto asked if NoRTEC tracked new business start-ups. S. Knox said service provider staff were going to be trained on some new software that would allow them to do so.

XIV. ADJOURNMENT

The meeting was adjourned at 9:54 a.m.