

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, JULY 28, 2011
10:00 AM – 2:00 PM
CANYON OAKS COUNTRY CLUB
999 YOSEMITE DRIVE
CHICO, CA 95928

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, APRIL 28, 2011 (ACTION)

The minutes from the April 28, 2011, meeting are attached: ➡ [Minutes](#)

Recommended Action:

WIB approval of the April 28, 2011, minutes, with revisions if needed, as posted.

Governing Board approval of the April 28, 2011, minutes, with revisions if needed, as posted.

IV. APPROVAL OF AGENDA (ACTION)

Recommended Action:

WIB approval of the agenda, with revisions if needed, as posted.

Governing Board approval of the agenda, with revisions if needed, as posted.

V. WIB APPOINTMENTS (ACTION)

Douglas Houston resigned from his community college representative seat on the NoRTEC WIB, as he is leaving the area to take another position. NoRTEC is in the process of securing appropriate nominations to fill this WIB seat. Nomination(s) will be presented to the Governing Board at the October meeting.

VI. PUBLIC COMMENT

Members of the public will be invited to make brief comments regarding any aspect of NoRTEC business.

VII. NORTEC NON-PROFIT (INFORMATION)

The Articles of Incorporation for the NoRTEC non-profit have been submitted to the California Secretary of State. The name "North State Partnership" was already taken, so the name was changed to "Northern Rural Communities Development." The Articles

and the Bylaws are attached for interested members. Aaron Stewart, NoRTEC's attorney, will be present to answer any questions.

➡ [Articles of Incorporation](#)

➡ [Bylaws](#)

VIII. PROGRAM COMMITTEE REPORT

Michele Piller, Program Committee Chair, will present the Program Committee report.

A. Program Monitoring (Information)

1. Program Monitoring – An on-site program services standard compliance review for all funding sources was conducted by Betti Austin, NoRTEC Program Services Director, at Rural Human Services, Alliance for Workforce Development, SMART, Siskiyou Training and Employment Program, and the Job Training Center of Tehama County during the April-June 2011.

Austin reviewed participant eligibility, documentation of customer service progression, client tracking and reporting of outcomes, assessment and training plan development procedures, coordination of client training with PELL and other financial aid resources, the Youth Program, and follow-up services to clients who have exited the program. There were no findings.

While there were no findings as a result of this monitoring, Austin provides daily technical assistance and in-service training to the programs to remediate any deficiencies noted during monitoring visits so they do not become compliance issues.

The next on-site review of the programs will take place in the October-December quarter.

2. Compliance Review of the "Tsunami" National Emergency Grant – Terriane Brown and Jeanne Hough of NoRTEC traveled to Crescent City on July 13-15, 2011, to perform an on-site review of Rural Human Services' "Tsunami Grant." The purpose of this grant is to put unemployed adults to work cleaning up and repairing public lands and facilities that were damaged by the March 2011 tsunami.

As of July 15, 2011, 166 individuals were put to work in full-time, temporary jobs that will last for six months or \$12,000 of gross wages (whichever comes first). An additional 100 participants will be put to work by mid August, bringing the total served under this grant to more than 265.

NoRTEC reviewed participant files, worksite agreements, worker and supervisor handbooks, timecards, and Rural Human Services' cost allocation plan. In addition, Brown and Hough visited worksites, observed participants at work, and talked with project supervisors, city officials, and the Harbormaster.

Review the Tsunami Survival plan posted in the Harbor District Office ➡ [Plan](#)

Rural Human Services has put together a meaningful, well organized project in a very short amount of time, and is providing a needed and valuable service to the residents of Del Norte County. There were no findings.

B. State/Federal Monitoring (Information)

NoRTEC has not been reviewed by the State or the Department of Labor since the April meeting, and no monitoring visits have been scheduled.

C. Client Enrollment and Contract Performance (Information)

Job Seekers Enrolled in the WIA Program ➡ [Enrollments](#)

WIA Service Provider Contract Performance ➡ [Adults/Dislocated Workers](#)

WIA Service Provider Contract Performance ➡ [Youth](#)

D. Plant Closure Updates (Information)

There have been over a thousand plant closures and several thousand workers laid off throughout NoRTEC since we began tracking this information in PY 2000. The plant closure website is updated as additional closures occur.

To view the report, click on the link below and enter ">=" and "05/01/2011" in the "Date Closed" field to review closures/layoffs reported since the April meeting (over 40 company closures/layoffs and 600+ workers affected):

➡ [Plant Closure Report](#)

E. Headline Program Reports (Information)

Traci Holt, Executive Director of the Alliance for Workforce Development, and Kathy Schmitz, Executive Director of the Job Training Center, will provide brief updates on their progress setting up One Stops in Butte and Nevada Counties.

In addition to the "Headline" presentation, members are encouraged to read the Community Coordinator Reports. These reports are prepared to inform interested members of the events and happenings in their respective counties. Following are links for the reports received for the period ending June 30, 2011:

[Alliance for Workforce Development \(Butte County\)](#)

[Rural Human Services \(Del Norte County\)](#)

[Alliance for Workforce Development \(Lassen County\)](#)

[Alliance for Workforce Development \(Modoc County\)](#)

[Job Training Center \(Nevada County\)](#)

[Alliance for Workforce Development \(Plumas County\)](#)

[Smart Business Resource Center \(Shasta County\)](#)

[Alliance for Workforce Development \(Sierra County\)](#)

[STEP \(Siskiyou County\)](#)

[Job Training Center \(Tehama County\)](#)

[Smart Business Resource Center \(Trinity County\)](#)

A few highlights from this quarter's reports are:

- Butte County – This quarter's report provides an update on the "goings on" in Butte County since the Alliance for Workforce Development began the operation of the WIA program. The agency is on track to open a One Stop by September 1, 2011.
- Del Norte County – Check out the update on the Tsunami project on the first page of the report!
- Lassen County – There's a lot going on in Lassen County these days! One of the successful activities this past quarter was a job fair attended by more than 300 job seekers and several employers. Employers appreciate the opportunity to meet with job seekers in an environment away from the day-to-day operations of their business.
- Modoc County – The first "Buy Local" Poker Run was held in Alturas March 18-April 29. During this time period, people who shopped locally were given a poker card in a sealed envelope each time they spent at least \$20 at a local business. After April 29, shoppers could turn in their still sealed envelopes at the Alturas Chamber of Commerce booth at the Home Show. Those with the best "poker hands" won prizes. This event was made possible by a Rural Microentrepreneur Assistance Program Grant from the USDA. Check out the report for more details.
- Nevada County – The Job Training Center has begun the operation of the WIA program and is focusing on the needs of local employers and job seekers. As of July 1, 2011, a new law went into effect requiring any California employee involved in the preparation, storage, or service of food in a food facility to be trained in safe food handling procedures. The One Stop Business and Career Center helped local businesses and their employees receive the needed training.
- Plumas County – The Alliance for Workforce Development assisted a local business, Simple Fuels, with growth management, marketing and sales, and staff training. With AFWD's assistance, this business has expanded its market throughout Northern California and Nevada, has increased its number of grease suppliers, and has been able to hire and train new employees.
- Shasta County – In April, Smart held its 5th Annual "Best Company to Work for in Shasta County." One hundred and sixty-seven (167) businesses were nominated, and a winner was chosen in each of four categories: (1) Non-Profit Business, (2) Large Company (51+ employees), (3) Medium Company (16-50 employees), and (4) Small Company (1-15 employees).

- Sierra County – The Alliance for Workforce Development brought a series of three workshops to Sierra County to help entrepreneurs and small business operators. The topics of these three workshops were selected after polling 100 trainees who participated in the Business Boot Camps conducted in 2009. The topics of the workshops were: Marketing Plan Development, Business Planning and Financial Analysis, and Internet Marketing.
- Siskiyou County – The Siskiyou Training and Employment Program also provided an opportunity to allow food handlers to obtain the certification they need to work in the food services industry. More than 30 Siskiyou County residents attended the Serv Safe training and received their completion certificates.
- Tehama County – Check out Page 4 of the Job Training Center’s report for an impressive list of businesses/organizations that received hiring services during the second quarter of 2011.
- Trinity County – Check out Smart’s report for a participant success story.

F. Staff Training (Information)

Service Provider Staff Training and Development – Betti Austin, NoRTEC Program Services Director, conducted a training session for Nevada County staff on April 29, 2011. This training, which focused on development of more effective adult and youth program systems and procedures, was provided in conjunction with training from the Job Training Center staff. The Job Training Center is now the service provider for Nevada County.

NoRTEC staff planned and organized a retreat/conference for 100 NoRTEC Service Provider staff members at the Gaia Hotel in Anderson, California, on May 11-12, 2011. The highly interactive two day affair included a “Fireside Chat” with NoRTEC’s Executive Director, Stewart Knox. This discussion focused on NoRTEC’s vision and expectations, a general funding outlook and discussion of special projects, and an opportunity for each program to showcase a community service they implemented in their respective county(ies). The retreat culminated in a facilitated strategic planning exercise, facilitated by NoRTEC’s Grants Manager, Brian Boyer. The exercise attempted to address the question, “Where do we go from here?” NoRTEC is committed to continuing to work with the service providers to achieve goals and initiatives identified during this planning session.

NoRTEC Staff Development – Brian Boyer, NoRTEC’s Grants Manager, attended the Society for Human Resource Management (SHRM) conference in June. This conference provided attendees the opportunity to enhance and expand their personal and professional skills through conference sessions that addressed a wide variety of Human Resource (HR) topics and other business related topics.

G. Technology Update (Information)

NoRTEC's new website will be briefly previewed.

H. Youth Council Report (Information)

The Youth Council continues to foster youth activities in Tehama County. An update will be given at the meeting.

Recommended Action:

WIB approval of the Fourth Quarter Program Committee Report.

Governing Board approval of the Fourth Quarter Program Committee Report.

IX. FINANCE COMMITTEE REPORT (ACTION)

Bill Hamby, Finance Committee Chair, will present the Finance Committee report.

A. PY 2011/2012 Funding (Information)

Note: PY 2011/2012 funding amounts include unspent carry-forward funding from the 2010/2011 program year. The carry-forward amounts will not be finalized until Service Providers submit final 2010/2011 expenditure reports on August 12, 2011. Any differences in the final carry-forward amounts should be small and not significantly affect the total available funding for PY 2011/2012.

NoRTEC currently has \$21,051,648 in available funds for the PY 2011/2012 Program Year. This is a decrease of \$10,983,503 from PY 2010/2011 Program Year funding.

The reduction in available funding is primarily due to the expenditure of one-time ARRA funding in PY 2010/2011.

Project	PY 2011/2012 Funds Available
Adult	\$2,898,283
Youth	\$3,235,508
Dislocated Worker	\$3,105,136
Rapid Response	\$857,155
Pathways Out of Poverty	\$1,317,700
MCLAUS VIII	\$674,314
SESP	\$209,031
Energy Efficiency Conservation Block Grant	\$307,508
Governor's Challenge Grant	\$1,676,691

NEG OJT Grant	\$671,408
AB 118 Alternative Energy Grant	\$432,763
USDA Rural Community Development Initiative	\$175,000
Butte/Nevada Dislocated Services	\$577,093
High Concentration of Eligible Youth	\$100,000
NEG Disaster - Tsunami	\$4,814,057
TOTAL	\$21,051,648

B. PY 2010/2011 Funding (Information)

For the recently ended 2010/2011 Program Year, NoRTEC had a total \$32,035,151 in available funds. This was a decrease of \$8,486,569 from PY 2009/2010 Program Year funding.

The reduction in available funding is primarily due to the expiration of ARRA funding.

Project	PY 2010/2011 Funds Available
Adult	\$3,048,115
Youth	\$3,185,688
Dislocated Worker	\$3,249,096
Rapid Response	\$751,827
Adult ARRA Stimulus	\$193,577
Youth ARRA Stimulus	\$312,866
Dislocated Worker ARRA Stimulus	\$692,208
Rapid Response ARRA Stimulus	\$362,975
MCLAUS VII	\$399,887
Green Job Corps	\$600,577
Green Building Partnerships	\$253,035
Green Building Pre-Apprenticeships	\$457,097
Disability Navigator	\$3,458
Prisoner Re-Entry	\$4,605
ARRA Additional Assistance	\$403,924
Pathways Out of Poverty	\$3,508,971
MCLAUS VIII	\$2,459,000
SESP	\$900,000
Energy Efficiency Conservation Block Grant	\$307,508

Regional Industry Clusters	\$234,871
Governor's Challenge Grant	\$3,499,503
NEG OJT Grant	\$725,462
AB 118 Alternative Energy Grant	\$500,000
USDA Rural Community Development Initiative	\$175,000
Adult Incentive Funds	\$6,641
ARRA Incentive Funds	\$6,679
ARRA Disability Navigator	\$145,581
Butte/Nevada Dislocated Worker Services	\$600,000
High Concentration of Eligible Youth	\$100,000
NEG Disaster - Tsunami	\$5,000,000
TOTAL	\$32,035,151

C. Approval of the PY 2010/2011 Fourth Quarter Financial Reports (Action)

1. ➡ [PY 2010/2011 Contracts Summary \(Information\)](#)

This report shows the total amount of funding in contracts with the State, the source of that funding and its allocation within NoRTEC for the 2010/2011 program year. As of June 30, 2011, NoRTEC had a total of \$31,860,151 available in State contracts for the 2010/2011 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. ➡ [PY 2010/2011 Service Provider Contract Modifications](#)

This report shows the changes between March 31, 2011, and June 30, 2011, in the service provider contract amounts available for expenditure in the current program year. This report shows only contract amounts available in the current year. Contract amounts expended in prior years are not included.

The contract modifications during this period included the addition of Tsunami Clean-up funding, the Butte/Nevada Dislocated Worker Services funding, the AB-118 Alternative Energy Grant, and the PGE Challenge Grant. Please see the attached report for individual program amounts.

3. ➡ [PY 2010/2011 Program Expenditure Report](#)

Note: This report is preliminary, but is not expected to vary significantly from the final report.

This report shows each subcontractor's total available balance for the program year (July 1, 2010, to June 30, 2011), the cumulative expenditures for the quarter ended June 30, 2011, and the remaining balance at June 30, 2011, for each

specific funding title and program type. This report shows only contract amounts available in the current year. Contract amounts expended in a prior year are not included.

All service provider expenditures are meeting the quarterly minimum target expenditure rates at June 30, 2011. Due to the loss of ARA funding, the normal WIA Allocated funding expenditure requirements were waived for the 2010/2011 Program Year.

There are no items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocation by the end of the program year. For the convenience of monitoring, NoRTEC uses a 20% per quarter expenditure rate as a guide for assessing expenditures throughout the fiscal year (20% first quarter, 40% second quarter, 60% third quarter and 80% final quarter). A corrective action plan (an explanation from the service provider of how they intend to utilize the funds by the end of the funding period) is automatically required from a service provider if quarterly expenditures vary by more than 10% from the quarterly target rate. The required expenditure rates apply to regular funding titles only and do not apply to special projects.

"Excess" funds may be voluntarily returned by a service provider or recaptured by NoRTEC if it appears that a service provider will not be able to effectively utilize them by the end of the funding period. These funds are then redistributed to other NoRTEC service providers demonstrating a greater need, or returned to the State if they cannot be effectively utilized within the consortium. Early detection and correction of expenditure problems is important because it allows time for the funds to be put to good use by service providers in other consortium counties. In addition, the effective use of funds directly affects NoRTEC's ability to secure additional funding in future years.

4. ➡ [PY 2010/2011 NoRTEC Administrative Entity Expenditure Report](#)

Note: This report is preliminary, but is not expected to vary significantly from the final report.

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the twelve months ended June 30, 2011. At June 30, 2011, the NoRTEC Administrative Entity had expended 91% of its Operating budget and 55% of its Other Projects budget.

There are no items of concern.

5. ➡ [PY 2010/2011 NoRTEC WIB/Governing Board Expenditure Report](#)

Note: This report is preliminary, but is not expected to vary significantly from the final report.

This report shows the WIB and Governing Board expenditures against the annual line item budget for the twelve months ended June 30, 2011. At June 30, 2011, the WIB/Governing Board expended 82% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2010/2011 Fourth Quarter Finance Reports.

WIB approval of the PY 2010/2011 Fourth Quarter Finance Reports.

Governing Board approval of the PY 2010/2011 Fourth Quarter Finance Reports.

D. NoRTEC Fiscal Monitoring (Information)

Fiscal monitoring visits of NoRTEC Service Providers were conducted April-June, 2011. There were no findings.

E. State and Fiscal Procurement Monitoring of NoRTEC (Information)

As reported at the last meeting, the draft monitoring report for the fiscal and procurement review of NoRTEC by EDD in May 2010, was received. NoRTEC staff responded to the State's concerns and we are still waiting for the report to be issued in final form.

The State conducted another fiscal and procurement review of NoRTEC during the week of May 16-20, 2011. The monitor visited the NoRTEC administrative office, but did not visit any of the service provider offices. We have not received a report from this monitoring. Results will be communicated when received.

Recommended Action:

WIB approval of the Fourth Quarter Finance Committee Report.

Governing Board approval of the Fourth Quarter Finance Committee Report.

X. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. Prior Approval

1. USDA Rural Community Development Initiative (RCDI): – This application for \$300,000 to work with six non-profits to design a comprehensive strategy to address specific needs and a plan to address community and economic development needs, job creation, and economic growth was funded at \$175,000.
2. National Emergency Grant (Tsunami) – This application for \$5,000,000 to employ more than 250 workers in temporary jobs to assist with the clean-up and restoration of the Crescent City Harbor and city and county public areas was funded.

B. New Applications

1. Dislocated Worker Funding for Butte and Nevada Counties – Application for \$600,000 to work with Dislocated Workers in Butte and Nevada Counties.
2. High Concentration of Eligible Youth (Nevada County) – Application for \$100,000 to partner with Nevada Joint Union High School District to provide a vocational program for disadvantaged youth who have an interest in the production and marketing of wood products.
3. MCLAUS IX – Application for \$2.75 million to provide intensive and training services to workers laid-off in NoRTEC’s eleven county area.

Recommended Action:

WIB approval of staff submitting applications for (1) \$600,000 for a Dislocated Worker project in Butte and Nevada Counties, (2) \$100,000 for a youth project in Nevada County, and (3) \$2.75 million for a Dislocated Worker project (MCLAUS IX) for the eleven counties in NoRTEC.

Governing Board approval of staff submitting applications for (1) \$600,000 for a Dislocated Worker project in Butte and Nevada Counties, (2) \$100,000 for a youth project in Nevada County, and (3) \$2.75 million for a Dislocated Worker project (MCLAUS IX) for the eleven counties in NoRTEC.

XI. PLAN MODIFICATION (ACTION)

NoRTEC submitted the original five year WIA plan in April 2000, for the period July 1, 2000, through June 30, 2005. This plan, originally meant to cover a five year period, has been granted numerous “extensions” as the system continues to wait for reauthorization legislation.

Each year, during the planning cycle, the NoRTEC plan is “modified” to incorporate new funding levels for the upcoming program year, and to plan services to clients and employers in our eleven county area. As part of the modification process, NoRTEC’s local programs advertise in the local media and hold public meetings to discuss their local area plans for WIA funding, followed by a 30-day comment period.

The public meetings were held, and no public comments were received.

The final step in the process is to obtain WIB and Governing Board approval.

To review a copy of NoRTEC’s plan, click on the following links:

➡ [Narrative](#)

➡ [Budget and Participant Summaries](#)

Recommended Action:

WIB approval of the Program Year 2011/2012 plan modification as posted.

Governing Board approval of the Program Year 2011/2012 plan modification as posted.

XII. NORTEC INDUSTRY SECTOR, ENTREPRENEUR AND GREEN SURVEY ANALYSIS (INFORMATION)

Jocie Boyer of EDD's Labor Market Information Division will present an analysis of economic and workforce data focused on industry sectors within NoRTEC's region. This analysis was conducted as part of the Regional Industry Clusters of Opportunity Grant. A hard copy of the report will be distributed to WIB and Governing Board members.

Click here to preview document  [Report](#)

XIII. SMALL BUSINESS UPDATE

GINNE Mistal will provide a brief update on items of interest to Small Business.

XIV. OLD BUSINESS (INFORMATION)

Old Business items may be brought up for discussion at the pleasure of the NoRTEC WIB/ Governing Board members.

XV. NEW BUSINESS (INFORMATION)

A. Upcoming WIB/Governing Board Meeting

The next WIB/Governing Board meeting will be held on Wednesday-Thursday, October 26-27, 2011. The Gaia Hotel in Anderson has been reserved for these meetings.

B. Other New Business

Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB and Governing Board members.

XVI. ADJOURNMENT