

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, JANUARY 24, 2013
REDDING, CA

I. CALL TO ORDER

The meeting was called to order by H. Oilar, WIB Chair, and L. Baugh, Governing Board Chair, at 10:00 a.m.

II. ROLL CALL

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

III. APPROVAL OF MINUTES, October 25, 2012

A motion made by T. Cochran, and seconded by R. Sandler, for WIB approval of the October 25, 2012, minutes passed the WIB unanimously.

A motion made by B. Williams, and seconded by S. Lambert, for Governing Board approval of the October 25, 2012, minutes passed the Governing Board. M. Kobseff abstained.

IV. APPROVAL OF AGENDA

S. Knox asked the members agree to move Item XIV. Survey of Health Occupations in Northern California to follow the Program Committee Report, as Linda Zorn, the presenter, had time constraints.

A motion made by G. Mathew, and seconded by T. Cochran, to approve the agenda with the item order change, passed the WIB unanimously.

A motion made by J. Chapman, and seconded by S. Thrall, to approve the agenda as with the item order change, passed the Governing Board unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. WORKFORCE INVESTMENT BOARD APPOINTMENTS

A motion made by S. Thrall, and seconded by J. Fenley, to appoint Joe Wilson to fill the Butte County Private Industry Seat on the NoRTEC Workforce Investment Board passed the Governing Board unanimously.

A motion made by J. Chapman, and seconded by M. Kobseff, to appoint Jim Cook to fill an At-Large Private Industry Seat on the NoRTEC Workforce Investment Board passed the Governing Board unanimously.

VII. PROGRAM COMMITTEE REPORT

T. Brown, Program Operations Director for NoRTEC, gave the Program Committee Report.

A. Program Monitoring

T. Brown reported program monitoring visits had been conducted for the Adult, Dislocated Worker, Youth, and special projects by B. Boyer in October-November 2012. There were no findings reported for the Alliance for Workforce Development, the Siskiyou Employment and Training Program, the Smart Center, and the Job Training Center. Brown stated there was a finding at Rural Human Services that a financial needs analysis documenting the need for supportive services for participants was not being consistently conducted in accordance with NoRTEC policy. She stated a request for corrective action had been requested and the finding would remain open until the next on-site review scheduled for Spring of 2013.

B. State/Federal Monitoring

T. Brown reported NoRTEC was still waiting on the final report from the OJT NEG monitoring conducted in May 2012 by the Department of Labor.

Brown also reported the Compliance Review Division (CRD) of the State monitored NoRTEC the week of October 8, 2012. She said the primary focus of the monitoring was the Youth program. The CRD monitor visited the NoRTEC Administrative Office and reviewed participant files at Smart and the Alliance for Workforce Development. Results of that review will be shared with the members when the monitoring report is received.

C. Client Numbers

The members reviewed the client enrollment and contract performance reports as presented in the agenda (see agenda for link to reports).

D. NoRTEC Performance

The members reviewed NoRTEC performance for PY 2010/2011 and PY 2011/2012 as presented in the agenda (see agenda for link to reports). There were no questions.

E. Plant Closure Updates

The members reviewed the business closures and layoffs that had taken place since the last meeting (see agenda for link to report). There were no questions.

F. Business Service Reports

The members review the business service reports as presented in the agenda. There were no questions.

G. "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). There were no questions.

H. Staff Training

T. Brown reported there had been no staff development since the last meeting.

I. Youth Council Report

The members reviewed the Youth Council Report. There were no questions.

J. Orientation to Youth Programs

T. Brown gave a brief orientation to the Youth Program, followed by brief reports from each of the programs about a youth participant's experience in their local program.

A motion made by L. Osborne, and seconded by T. Cochran, for approval of the Second Quarter Program Committee Report passed the WIB unanimously.

A motion made by G. Hemmingsen, and seconded by S. Thrall, for approval of the Second Quarter Program Committee Report passed the Governing Board unanimously.

VIII. SURVEY of HEALTH OCCUPATIONS IN NORTHERN CALIFORNIA

Linda Zorn, Economic and Workforce Development Director at Butte College, presented data on a survey of health occupations in Northern California. The survey focused on health care providers, their projected hiring needs in 15 key health occupations, and the projected gaps in the supply of workers in Northern California. (See agenda for links to the reports.)

IX. FINANCE COMMITTEE REPORT

Dwight Beeson, Finance Committee member, presented the Finance Committee report.

A. PY 2012/2013 Funding

D. Beeson reported NoRTEC had \$16,036,898 in available funding to start the new year.

B. Approval of the PY 2012/2013 Second Quarter Financial Reports

Second quarter reports for PY 2012/2013 were presented to the members for approval. (See agenda for link to reports.)

- PY 2012/2013 Contracts Summary
- PY 2012/2013 Service Provider Contract Modifications
- PY 2012/2013 Program Expenditure Reports
- PY 2012/2013 NoRTEC Administrative Entity Report
- PY 2012/2013 NoRTEC WIB and Governing Board Expenditure Report

A motion made by T. Cochran, and seconded by W. Hagge, approving the Second Quarter finance reports passed the WIB unanimously.

A motion made by B. Williams, and seconded by G. Hemmingsen, approving the Second Quarter finance reports passed the Governing Board unanimously.

C. NoRTEC Fiscal Monitoring

D. Beeson noted fall fiscal monitoring visits were conducted for all Service Providers during October-November 2012, and there were no findings at Alliance for Workforce Development, Smart, the Siskiyou Training and Employment Program, and the Job Training Center. He said there were no new findings at Rural Human Services, but two previous issues (implementation of WIA enrollment policies and procedures, and documentation of WIA expenses) remain open.

D. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross said the State had conducted their annual fiscal and procurement review of NoRTEC on May 7-11, 2012. Cross said that a final report had not been received, but when it is received, results would be communicated to the WIB and Governing Board.

A motion made by M. Piller, and seconded by J. Wilson, for approval of the Second Quarter Finance Committee report passed the WIB. Ron Sandler abstained.

A motion made by M. Kobseff, and seconded by J. Chapman, for approval of the Second Quarter Finance Committee Report passed the Governing Board unanimously.

X. NORTEC APPRENTICESHIP TRAINING POLICY

S. Knox explained the proposed policy, as presented in the agenda.

A motion made by L. Osborne, and seconded by R. Sandler, to approve the proposed Apprenticeship Training Policy, effective January 24, 2013, passed the WIB unanimously.

A motion made by J. Weston, and seconded by J. Chapman, to approve the proposed Apprenticeship Training Policy, effective January 24, 2013, passed the Governing Board unanimously.

XI. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported an additional \$500,000 for the previously approved NEG-OJT grant had been received.

B. New Applications

S. Knox reported an application for \$2,750,000 (MCLAUS X) to provide intensive and training services to workers laid off in NoRTEC's eleven county area was still pending.

No new applications have been submitted.

XII. ELECTION OF A WORKFORCE INVESTMENT BOARD CHAIR AND VICE-CHAIR

Ballots were handed out to Workforce Investment Board members to vote for a WIB Chair and Vice-Chair to serve a two year term (2013-2014). Hiram Oilar was elected WIB Chair. Tom Cochran was elected WIB Vice-Chair.

XIII. JOINT MEETING OF THE NORTEC WIB AND GOVERNING BOARD AND THE NORTH CENTRAL COUNTIES WIB AND GOVERNING BOARD

With the intent of fostering coordination and regionalism in response to reduced funding and higher expectations placed on the WIBs by the passage of SB 698, S. Knox led a discussion about the possibility of hosting a joint meeting of the WIBs and Governing Boards of NoRTEC and North Central Counties Consortium.

After discussion, the members decided to table the idea for discussion at a future meeting.

XIV. WORKFORCE DEVELOPMENT PLAN

S. Knox led a discussion on the new workforce development planning process as presented in the agenda. He said that if the State released the final instructions early enough, a draft plan would be presented to the members at the April 25, 2013, meeting. If it was released later, the members would have a chance to review the plan before approval was required at the July 25, 2013, meeting.

XV. OLD BUSINESS

No Old Business items were discussed.

XVI. NEW BUSINESS

The members noted the next meeting would be April 25, 2013, and would be held at the Gaia Hotel in Anderson.

The July 25, 2013, meeting would be held in Chico at Canyon Oaks Country Club.

The October meeting/retreat would be held on October 23-24, 2013, at a location to be determined.

M. Cross reminded the members that future meeting dates were posted on the NCEN website.

XVII. ADJOURNMENT

The meeting was adjourned at 1:00 p.m.