NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, JULY 25, 2013
10:00 AM – 2:00 PM
CANYON OAKS COUNTRY CLUB
999 YOSEMITE DRIVE
CHICO, CA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, APRIL 25, 2013 (ACTION)

The minutes from the April 25, 2013, meeting are attached: Minutes

Recommended Action:
WIB approval of the April 25, 2013, minutes, with revisions if needed, as posted.
Governing Board approval of the April 25, 2013, 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. PUBLIC COMMENT

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

VI. WORKFORCE INVESTMENT BOARD APPOINTMENTS (INFORMATION)

There is currently one vacancy on the NoRTEC WIB. It is for an At-Large One Stop Partner seat, filled by an employee of EDD (Employment Development Department).

Tammy Gildea, Employment Program Manager II, has been nominated to fill this seat. She is stationed at the Employment Development Department office in Redding. Her service area includes Shasta, Siskiyou, Tehama, and Trinity Counties.

Nomination Letter
Workforce Investment Board Application

Recommended Action: Governing Board appointment of Tammy Gildea to fill the At-Large One Stop Partner seat, representing the Employment Development Department.
VII. **NORTEC EXECUTIVE DIRECTOR**

A. **Resignation of Executive Director (Information)**

   Stewart Knox resigned as NoRTEC’s Executive Director, effective July 19, 2013.

   A copy of letter may be accessed here: [Resignation Letter](#)

B. **Appointment of Interim Director (Action)**

   In order to ensure that ongoing NoRTEC business can be conducted, staff recommends an Interim Director be appointed by the WIB and Governing Board until a permanent director can be hired.

   **Closed Session**

   The WIB and Governing Board may wish to go into closed session to discuss the appointment of an Interim Executive Director. NoRTEC Counsel has advised the discussion of this staff appointment is allowable in closed session per California Code Section 54957(b)(1).

   **Recommended Action:**

   **WIB appointment of an Interim Executive Director to serve until a permanent Executive Director is hired.**

   **Governing Board appointment of an Interim Executive Director to serve until a permanent Executive Director is hired.**

C. **Executive Director Hiring Committee (Action)**

   The Operating Agreement between the WIB and Governing Board stipulates the WIB and Governing Board will jointly decide on the hiring, compensation, and discharge of the Executive Director.

   After consulting with Counsel, Staff is recommending that an Executive Director Hiring Committee be established to discharge these duties.

   Staff is proposing the Committee have equal representation of four (4) members from each board, elected by each board, for a committee of eight (8) total members.

   The Committee would be tasked with soliciting and screening applications, interviewing candidates, determining compensation, making a hiring recommendation, and negotiating an employment contract.

   The Committee would make recommendations to the full WIB and Governing Board, which shall make final decisions regarding the Executive Director’s employment and compensation.

   In the interest of getting the process started, it is recommended that the boards elect their committee members prior to the adjournment of this meeting.
**Recommended Action:**

WIB approval of an eight (8) member Executive Director Hiring Committee, composed of four WIB members elected by the WIB, and four Governing Board members elected by the Governing Board, to solicit and screen applications, interview candidates, determine compensation, make a hiring recommendation, and negotiate an employment contract for the NoRTEC Executive Director. The Committee would make recommendations to the full WIB and Governing Board, which shall make final decisions regarding the Executive Director’s employment and compensation.

Governing Board approval of an eight (8) member Executive Director Hiring Committee, composed of four WIB members elected by the WIB, and four Governing Board members elected by the Governing Board, to solicit and screen applications, interview candidates, determine compensation, make a hiring recommendation, and negotiate an employment contract for the NoRTEC Executive Director. The Committee would make recommendations to the full WIB and Governing Board, which shall make final decisions regarding the Executive Director’s employment and compensation.

**VIII. WIB AND GOVERNING BOARD OPERATING AGREEMENT**

Supervisor Jim Chapman of Lassen County sent a letter to the NoRTEC Governing Board Chair, Les Baugh, requesting changes be made to the Operating Agreement between the WIB and Governing Board.

[Letter from Supervisor Chapman](#)

[Current NoRTEC Operating Agreement](#)

Staff recommends the WIB and Governing Board Annual Retreat planning session, scheduled for October 23-24, 2013, be devoted to an overall discussion of the governance of NoRTEC, including an orientation and discussion of the roles and responsibilities of both the WIB and Governing Board, as well as a discussion of the Operating Agreement between the two boards.

Staff recommends that a facilitator with experience in local Workforce Investment Area governance be engaged to provide to lead the discussion. In light of the current leadership transition at NoRTEC, staff also recommends that the facilitator lead a planning session on the future direction of NoRTEC.

**Recommended Action:**

WIB approval of devoting the planning session at the annual retreat to a broad discussion of the governance of NoRTEC, including an orientation and discussion of the roles and responsibilities of each board and how the two boards can work together to conduct business. This discussion should include a discussion of the Operating Agreement between the WIB and Governing Board and a general planning session on the future direction of NoRTEC.
Governing Board approval of devoting the planning session at the annual retreat to a broad discussion of the governance of NoRTEC, including an orientation and discussion of the roles and responsibilities of each board and how the two boards can work together to conduct business. This discussion should include a discussion of the Operation Agreement between the WIB and Governing Board and a general planning session on the future direction of NoRTEC.

IX. PROGRAM COMMITTEE REPORT

Judi Madden will present the Program Committee Report.

A. New NoRTEC Staff Member

NoRTEC has filled a previously approved staff position. Patrick Bradley has been hired as the Management Information System (MIS) Administrator. He will manage the computerized system utilized to track WIA participants, provide support and technical assistance to our Service Providers, and assist with additional program duties as assigned.

Welcome Patrick!

B. Program Monitoring (Information)

Spring program reviews were conducted on the following dates:

- Rural Human Services – March 27-29, 2013
- Alliance for Workforce Development – April 8-9, 15-16, 29-30, May 1-2
- Siskiyou Training and Employment Program – April 22-23, 2013
- Smart Center – May 13-14, 2013
- Job Training Center – May 28-29, 2013

Brian Boyer conducted the program reviews and verified that participant eligibility and service provision for adults, dislocated workers, and youth were properly documented. Program design was also reviewed.

Eligibility determination appeared to be in order for all programs. The paperwork trail documenting adult and dislocated worker movement through the system was adequate. Program design and implementation in all programs appeared to be in order. There were no new findings or requests for corrective action.

There was a finding at Rural Human Services from the Fall of 2012 review that remains open. As reported at the January 24, 2013, meeting, there was a finding that financial needs analyses for participant supportive services was not being consistently conducted in accordance with NoRTEC policy. Rural Human Services submitted a corrective action plan that, on paper, appears to address the finding. There was not, however, a sufficient number of supportive service payments available during this review to ascertain whether or not the revised policy was being followed. This issue will be reviewed for compliance at the next on-site program monitoring review that will take place in the Fall of 2013.
C. State/Federal Monitoring (Information)

1. State Monitoring of NoRTEC - The Compliance Review Division (CRD) monitored NoRTEC the week of October 8, 2012. The primary focus of the monitoring was the Youth program. In addition to visiting the NoRTEC Administrative Office, the monitor reviewed youth participant files in Oroville (AFWD) and Redding (Smart). The draft report has been received and it contains three findings:

   - The Compliance Review Division (CRD) does not believe the “working papers” NoRTEC creates while monitoring our Service Providers are adequate. NoRTEC was aware of this issue after the review was completed last October and took steps during the Spring 2013 program monitoring to remedy this perceived deficiency. Staff believes the “working papers” from the Spring 2013 program monitoring will be sufficient to close this finding.

   - CRD questioned an outcome claimed for a youth in one of the participant files. Staff reviewed the participant file in question and does not agree with CRD’s finding. Additional documentation will be collected and presented in NoRTEC’s response to the draft report.

   - CRD claimed participants were not exited from the program in a timely manner in two instances. Staff reviewed the participant files in question and does agree with CRD’s findings. Additional documentation will be collected and presented in NoRTEC’s response to the draft report.

The final report will be shared with the members when it is received.

2. No additional program monitoring reviews have been scheduled by the State, but it is anticipated another program review will be scheduled for the Fall of 2013.

D. 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

All programs met the Adult and Dislocated Worker performance standards. The Job Training Center (Nevada and Tehama Counties) did not meet the Placement in Employment or Education Youth performance standard. Smart (Shasta/Trinity) did not meet the Attainment of Degree or Certificate performance standard. Rural Human Services (Del Norte) did not meet the Literacy/Numeracy Gains performance standard.

This program year, NoRTEC modified the time period for the youth program performance with respect to which group of exit cohorts would be measured to report performance.
Because of this change, the Service Providers only had three months to make changes to their program design. It was anticipated this would likely cause some problems for one or more of the Service Providers during this program year’s performance calculations.

As NoRTEC exceeded all performance goals for the time period, there will be no sanctions applied to those programs who did not meet performance during this program year.

E. 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 “04/01/2013” in the “Date Closed” field to review closures/layoffs reported since April 1, 2013 (45 company closures/layoffs and 892 workers affected): Plant Closure Report

F. Business Services Report (Information)

NoRTEC, through its Service Providers, implemented a business services program after transitioning from the Job Training Partnership Act (JTPA) to the Workforce Investment Act (WIA) in 2000. WIB members, NoRTEC staff, and the Service Providers believed the local employer community should receive as much attention as local job seekers if the goal was to strengthen our local economy.

For the past year, NoRTEC staff and the Service Providers have been working together to develop a report that would reflect the services being provided to local employers by each Service Provider. The reports that were developed include data for some predefined data elements, as well as the option for a narrative to provide additional highlights or information.

A summary report for all NoRTEC Service Providers with respect to specific data elements is available here: NoRTEC Business Services Report

Over 4,500 businesses have received more than 25,000 discrete business services from the Service Providers.

For detailed information from each program, including additional narrative information, access the individual Service Provider reports by clicking on the following links:

- Rural Human Services (Del Norte County)
- Alliance for Workforce Development (Butte, Lassen, Modoc, Plumas, and Sierra Counties)
- Smart (Shasta and Trinity Counties)
- Siskiyou Training and Employment Program (Siskiyou County)
- Job Training Center (Nevada and Tehama Counties)
G. **Headline Program Reports (Information)**

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, 2013:

- **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** – AFWD partnered with Butte College in March 2013 and provided services to 30 individuals enrolled in a 12 week Certified Nursing Assistant/Home Health Aide certification program. In May, about four weeks before the trainees were scheduled to complete their certification exams, AFWD invited seven employers to come to the Oroville Butte College campus to meet the trainees. All of the students attended this event and spent considerable time with all of the employers gathering information about the employer’s facilities and employment opportunities. Many of the students filled out job applications and completed the application process before leaving the event. The employers were appreciative of the recruitment event and requested that a similar event be held to coincide with any future certification classes. Both employers and job seekers took advantage of a great service!

- **Del Norte County** – The Workforce Center recently sponsored five participants for Certified Nurse Assistant training through a local chapter of the Red Cross.

- **Lassen County** – With the implementation of AB 109 (California Department of Rehabilitation and Corrections realignment), the Lassen office of AFWD has partnered with county departments to develop the Day Reporting Center for ex-offenders. This center provides ex-offenders with an opportunity to attend valuable workshops and counseling sessions to assist them with reentry into society. AFWD holds weekly workshops in the areas of resume writing, interviewing skills, customer service, networking, basic life skills, transferrable skills, and work readiness and verbal communication.
- **Modoc County** – A new business will be opening in Alturas soon and AFWD’s Business and Career Network is there to help with hiring needs. The new business is a credit union, and AFWD assisted with the recruitment and hiring of a branch manager. Once the branch manager secures a location, AFWD will assist with additional hiring.

- **Nevada County** – The Business and One Stop Career Center in Nevada County has been busy this past quarter providing service to job seekers and employers. This past program year, they partnered with 20 local businesses (a list of the businesses is included in the report) and contracted for 30 on-the-job (OJT) training placements. Eleven of the 30 are still in progress, and of the remaining 19 OJT’s, 16 individuals are permanently employed with local businesses.

- **Plumas County** – AFWD’s staff assisted with the recruitment and hiring for two new Dollar General Stores that opened for business in Quincy and Chester in May. More than 20 new jobs were created!

- **Shasta County** – During the past quarter, in response to local employer need, Smart helped expand the training capacity in the Redding area for Certified Nursing Assistants. The first class of 12, conducted in April, resulted in all twelve successfully completing the training. Six have already obtained their license and are working as CNAs. Licenses are pending for the remaining six who completed the training. A second class was held in May, and six additional individuals were successfully trained. One of the six has received her license and licenses are pending for the remaining five.

- **Sierra County** – The Sierra office of AFWD helped several local residents complete the application process for jobs with Sierra Army Depot.

- **Siskiyou County** – The Siskiyou Training and Employment Program is very busy working with youth in their communities. Several staff members participated on Senior Project panels at Weed High School and hosted an Interview Fair for high school juniors. STEP also partnered with College of the Siskiyous to work with juniors and seniors in the high schools throughout the county to teach them the basic elements of conducting success job search by covering topics such as how to conduct a job search, resume writing, and interviewing skills. Students are also given information on the One Stop Center and are encouraged to visit to obtain additional assistance.

- **Tehama County** – On page 3 of the Job Training Center’s report, you will find a heartwarming story of client success due to a “Complete Job Ready Makeover.” “Erika” moved from Humboldt to Tehama County and was having no success finding a job locally, in spite of her impressive 15+ years of experience as an X-Ray Tech and Medical Assistant. After coming in to the One Stop for full on “job ready” makeover, Erika landed a position as the Back Office Manager for a medical officer, making $25 per hour. Erika is very excited about her new job and credits Job Training Center for helping her to make it happen.
• **Trinity County**—Weaverville is getting a new business—The Aztec Grill. Construction should be completed shortly and the business hopes to open its doors in August. It is anticipated that 20 new jobs will be available once the business opens. Smart is collecting resumes for a variety of the new positions.

**H. Staff Training (Information)**

1. **Service Provider Staff Development**—B. Boyer conducted a one day training for AFWD staff. The training focused on Individual Employment Plan (IEP) development, participant assessment, activity action plans, and strategies to maximize participant engagement.


**I. Youth Council Report (Information)**

As noted at the April 25, 2013, meeting, Youth Council activity will expand beyond Tehama County. Each of our Service Providers is busy putting together local Youth Councils in their respective regions. These Councils are in the planning stages and should be fully operational by October 1. An update will be given at the October 24, 2013, WIB/Governing Board meeting.

The Fourth Quarter Youth Council Report is available for review: [Report](#).

**Recommended Action:**

- **WIB approval of the Fourth Quarter Program Committee Report.**
- **Governing Board approval of the Fourth Quarter Program Committee Report.**

**X. FINANCE COMMITTEE REPORT (ACTION)**

Claudia Martin will present the Finance Committee report.

**A. PY 2013/2014 Funding (Information)**

*Note:* PY 2013/2014 funding amounts include unspent carry-forward funding from the 2012/2013 program year. The carry-forward amounts will not be finalized until Service Providers submit final 2012/2013 expenditure reports in mid August. Any differences in the final carry-forward amounts should be small and not significantly affect the total available funding for PY 2013/2014.

NoRTEC’s currently has $14,966,759 in available funds for the 2013/2014 Program Year. This is a decrease of $1,070,139 from 2012/2013 Program Year funding.
The reduction in available funding for the 2013/2014 Program Year is primarily due to the dwindling availability of special project funding. NoRTEC’s allocated funding allocation only dropped 2.7% this year, which was a significantly smaller reduction than we were expecting.

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<th>Additional Funds Requested</th>
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**B. PY 2012/2013 Funding (Information)**

For the recently ended 2012/2013 Program Year, NoRTEC had a total of $16,036,898 of available funding.

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C. Approval of the PY 2012/2013 Fourth Quarter Financial Reports (Action)

1. **PY 2012/2013 Contracts Summary**

   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 2012/2013 program year. As of June 30, 2013, NoRTEC had a total of $16,036,898 available in State contracts for the 2012/2013 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. **PY 2012/2013 Service Provider Contract Modifications Report**

   This report shows the changes between March 31, 2013, and June 30, 2013, 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.

   There were no contract changes during the quarter. There are no items of concern.

3. **PY 2012/2013 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, 2012, to June 30, 2013), the cumulative expenditures for the quarter ended June 30, 2013, and the remaining balance at June 30, 2013, 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.

   There are no other items of concern.

   **Background:** NoRTEC service providers are generally required to spend 80% of each year’s allocated funding (Adult, Youth and Dislocated Worker) by the end of the program year. NoRTEC has reduced the required allocated funding expenditure rate from 80% to 70% for this program year only in anticipation of reduced funding in PY 13/14. This will allow service providers to carry forward a larger amount of funding into the next program year.

   The normal quarterly expenditure rate requirements are as follows: (1) First Quarter – between 10% and 35%, (2) Second Quarter – between 30% and 60%, (3) Third Quarter – between 50% and 85%. 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 any allocated funding title’s expenditure rate falls outside the quarterly
requirements. 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 2012/2013 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, 2013. At June 30, 2013, the NoRTEC Administrative Entity had expended 104% of its Operating budget and 13% of its Other Projects budget. Overall, the Administrative Entity spent 42% of its budget.

   The overage in the Operating budget was primarily due to year end accruals for staff vacation/sick leave payable and an unexpected failure of the air conditioning equipment in the NoRTEC server room.

   There are no items of concern.

5. **PY 2012/2013 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, 2013. At June 30, 2013, the WIB/Governing Board had expended 76% of its total budget.

   There are no items of concern.

   **Recommended Action:**

   *The Finance Committee recommends approval of the PY 2012/2013 Fourth Quarter Finance Reports.*

   *WIB approval of the PY 2012/2013 Fourth Quarter Finance Reports.*

   *Governing Board approval of the PY 2012/2013 Fourth Quarter Finance Reports.*
D. NoRTEC Fiscal Monitoring (Information)

Spring fiscal monitoring of the five NoRTEC Service Providers was completed during the months of March-May 2013.

The results of the review for Rural Human Services and the Alliance for Workforce Development were reported at the April meeting. The Smart Center, the Job Training Center, and STEP were monitored after the April meeting.

There were no findings.

The next on-site reviews will be conducted in the Fall of 2013. The schedule will be shared with the members at the October 24, 2013, meeting.

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

The Employment Development Department’s Compliance Review Division conducted its annual fiscal and procurement review of NoRTEC during the week of May 20, 2013. The final monitoring letter has been received and there were no findings.

As reported at the April 25, 2013, meeting, NoRTEC received a draft monitoring report from the State’s fiscal and procurement review conducted during the week of May 7-11, 2012. NoRTEC has responded to the draft report, but we have not received the final monitoring report from the State.

There are no items of concern.

**Recommended Action:**

*WIB approval of the Fourth Quarter Finance Committee Report.*

*Governing Board approval of the Fourth Quarter Finance Committee Report.*

XI. NoRTEC PLAN (ACTION)

As noted in the January 24, 2013, meeting, NoRTEC, along with the other 48 Local Workforce Investment Boards in California, is required to develop a local strategic workforce plan for Program Years 2013-2017 and submit it to the California Workforce Investment Board (CWIB) by July 1, 2013.

NoRTEC’s plan was developed based on guidance issued by the CWIB, advertised as available for review in the legal section of one or more newspapers in each of NoRTEC’s eleven counties, posted on NoRTEC’s website, and made available for a 30 day public review and comment period. No public comments were received.

**NoRTEC Strategic Workforce Plan**

The final step in the process is to obtain WIB and Governing Board approval of the plan.
Recommended Action:

WIB approval of NoRTEC’s Strategic Workforce Plan for Program Years 2013-2017, as posted.

Governing Board approval of NoRTEC’s Strategic Workforce Plan for Program Years 2013-2017, as posted.

XII. STATUS OF FUNDING APPLICATIONS (ACTION)

A. Prior Approval

MCLAUS X – An application for $2,750,000 to provide intensive and training services to workers laid off in NoRTEC’s eleven county area was funded on July 10, 2013.

Veteran’s Grant – An application for $400,000 to the State to help veterans transition into high-wage, high-growth occupations was not funded.

B. New Applications

No new applications have been submitted.

XIII. OLD BUSINESS (INFORMATION)

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

XIV. NEW BUSINESS (INFORMATION)

A. Upcoming WIB/Governing Board Meetings

The next WIB/Governing Board meeting will the annual retreat, schedule for October 23-24, 2013, at the Holiday Inn in Redding, California.

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.

XV. ADJOURNMENT