

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, JANUARY 23, 2014
CHICO, CA

I. CALL TO ORDER

The meeting was called to order by T. Cochran, WIB Vice Chair, and L. Baugh, Governing Board Chair, at 10:05 a.m.

II. ROLL CALL

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

III. APPROVAL OF MINUTES, OCTOBER 24, 2013

A motion made by L. Osborne, and seconded by R. Sandler, for WIB approval of the October 23, 2013, minutes passed the WIB unanimously.

A motion made by E. Scofield, and seconded by G. Hemmingsen, for Governing Board approval of the October 24, 2013, minutes passed the Governing Board. L. Baugh abstained.

IV. APPROVAL OF AGENDA

A motion made by J. Cook, and seconded by R. Sandler, for WIB approval of the January 23, 2014, agenda passed the WIB unanimously.

A motion made by S. Thrall, and seconded by P. Huebner, for Governing Board approval of the January 23, 2014, agenda passed the Governing Board unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. WORKFORCE INVESTMENT BOARD APPOINTMENTS

T. Brown noted there were three vacancies on the NoRTEC WIB but no nominations had been received.

VII. PROGRAM PRESENTATION

Prem Chand, CEO of Milestone, shared his experience with the Alliance for Workforce Development's Business Services Program.

VIII. PROGRAM COMMITTEE REPORT

T. Brown gave the Program Committee Report.

A. Program Monitoring

The members reviewed the program monitoring report outlined in the agenda noting the finding at Rural Human Services had been resolved. The members noted a new finding at AFWD's operation in Plumas County regarding insufficient documentation of dislocated worker eligibility had been addressed by AFWD staff.

B. Boyer, NoRTEC Program Services Director, would review the issue during the next on-site review to verify the issue was resolved.

T. Brown stated the next program review would be conducted April-June 2014.

B. State/Federal Monitoring

The members noted there had been no State or Federal monitoring visits conducted or scheduled since the October meeting.

C. Client Enrollment and Contract Performance

The members reviewed the following reports as presented in the agenda:

- Job Seekers Enrolled in the WIA Program
- WIA Service Provider Contract Performance (Adults/Dislocated Workers)
- WIA Service Provider Contract Performance (Youth)

The members noted AFWD was not meeting the Dislocated Worker **Employed in the Quarter After Exit** standard, and RHS was missing three standards: Adult **Employed in the Quarter After Exit**, the Dislocated Worker **Employed in the Quarter After Exit**, and the Youth **Placement in Employment or Education**.

T. Brown reported staff would continue to monitor performance in the upcoming quarter to assure the service providers were on-track to meet performance goals.

D. Plant Closure Updates

The members reviewed the plant closure update as presented in the agenda, noting there were more than 40 businesses who had laid-off workers since the last meeting in October.

E. Business Services Report

The members reviewed the business services report as presented in the agenda.

F. Headline Program Reports

The members reviewed the program reports as presented in the agenda.

G. Staff Training

The members reviewed the information as presented in the agenda.

H. Youth Council Report

Each Service Provider gave a brief report on Youth Council activities in their service area(s).

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

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

IX. FINANCE COMMITTEE REPORT

C. Martin, Finance Committee Chair, presented the Finance Committee report.

A. PY 2013/2014 Funding

C. Martin noted there was \$14,899,668 in available funding for PY 2013/2014.

B. Approval of the PY 2013/2014 Second Quarter Financial Reports

The members reviewed the following reports as presented in the agenda.

- PY 2013/2014 Contracts Summary
- PY 2013/2014 Service Provider Contract Modifications
- PY 2013/2014 Program Expenditure Report
- PY 2013/2014 NoRTEC Administrative Entity Expenditure Report
- PY 2013/2014 WIB/Governing Board Expenditure Report

A motion made by C. Barton, and seconded by W. Hagge, to approve the Second Quarter Finance Reports passed the WIB unanimously.

A motion made by G. Hemmingsen, and seconded by P. Huebner, to approve the Second Quarter Finance Reports passed the Governing Board unanimously.

C. NoRTEC Fiscal Monitoring

C. Martin reported fiscal reviews of the Service Providers for the fall of 2013 had been completed and there were no new findings in any of the programs. Martin noted a prior finding at RHS had not been resolved and would continue to be monitored by staff.

D. State and Fiscal Procurement Monitoring of NoRTEC

C. Martin noted there had been federal or state monitoring reviews since the last meeting and there were none currently scheduled.

E. PY 2013/2014 NoRTEC Administrative Entity Budget Modification

M. Cross explained the reason for the request to reduce NoRTEC's Administrative Entity budget was due to a reduction of funds in NoRTEC's contract with Nevada County for the housing project. Cross reported the State of California had made it impossible for Nevada County to contract with NoRTEC to provide services, so they had reduced our contract and pulled a substantial portion of the funding back to the county level. Cross stated there were no negative ramifications between NoRTEC and the county over the issue.

A motion made by L. Russell, and seconded by R. Sandler, for approval of a modification to the PY 2013/2014 Administrative Entity Budget to reduce the

overall budget by \$2,134,000 to a total budget amount of \$1,618,866, passed the WIB unanimously.

A motion made by P. Huebner, and seconded by E. Scofield, for approval of a modification to the PY 2013/2014 Administrative Entity Budget to reduce the overall budget by \$2,134,000 to a total budget amount of \$1,618,866, passed the Governing Board unanimously.

A motion made by L. Osborne, and seconded by S. Drageset, for approval of the Second Quarter Finance Committee report, passed the WIB unanimously.

A motion made by B. Williams, and seconded by J. Fenley, for approval of the Second Quarter Finance Committee Report, passed the Governing Board unanimously.

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported there were no pending applications.

B. New Applications

M. Cross reported there were few grant opportunities and the few that were out were not a good fit for NoRTEC and its programs.

J. Cook asked Cross to be on the lookout for funding opportunities that were related to employment loss due to the drought. Cook said the drought would be affecting several NoRTEC communities throughout the upcoming year as fewer workers would be hired to harvest agricultural products and this would in turn have a ripple effect on local, small businesses in the region.

XI. NORTEC PLANNING SESSION

M. Cross discussed, as outlined in the agenda, the October planning session and the WIB and Governing Board's desire to form an ad hoc Governance Committee to review and update the current operating agreement between the WIB and Governing Board. Cross said the members indicated a need for a committee with equal representation from both boards and staff was recommending committee comprised of four Governing Board and four WIB members, elected by their respective bodies.

M. Piller requested the individuals chosen to sit on the committee not be the same as those who had served on the Executive Director Hiring Committee, so other members who had an interest had an opportunity to participate.

The boards broke into two separate groups to discuss the issue and came back with the following proposed committee members:

WIB

Jim Cook
Tom Cochran

Governing Board

Les Baugh
Jim Chapman

Michele Piller
Larry Russell
Lee Osborne (alternate)

Peter Huebner
Sherrie Thrall

A motion, made by W. Hagge, and seconded by S. Drageset, to approve an eight (8) member ad hoc Governance Committee, comprised of the above noted WIB and Governing Board members, to review the current WIB/LEO Operating Agreement and recommend necessary modifications to the agreement to the WIB and Governing Board at a future meeting, passed the WIB unanimously.

A motion, made by P. Huebner, and seconded by J. Fenley, to approve an eight (8) member ad hoc Governance Committee, comprised of the above noted WIB and Governing Board members, to review the current WIB/LEO Operating Agreement and recommend necessary modifications to the agreement to the WIB and Governing Board at a future meeting, passed the Governing Board unanimously.

XII. ETHICS TRAINING

The members noted the need to participate in Ethics Training and fax or mail proof of participation to the NoRTEC Administrative Office.

XIII. LMID PLANNING PROFILES

Copies of the LMID Planning Profiles were distributed to the members.

XIV. OLD BUSINESS

There was no Old Business.

XV. NEW BUSINESS

It was announced the next WIB and Governing Board meeting would be held on April 24, 2014, at Canyon Oaks Country Club in Chico.

XVI. ADJOURNMENT

The meeting was adjourned at 12:05 p.m.