

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, JULY 24, 2014
10:00 AM – 2:00 PM
CANYON OAKS COUNTRY CLUB
999 YOSEMITE DRIVE
CHICO, CA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES, APRIL 24, 2014 (ACTION)

The minutes from the April 24, 2014, meeting are attached: [Minutes](#)

Recommended Action:

WIB approval of the April 24, 2014, minutes, with revisions if needed, as posted.

Governing Board approval of the April 24, 2014, minutes, with revisions if needed, as posted.

V. 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.

VI. PUBLIC COMMENT

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

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS (INFORMATION)

A. Vacant Seats

There are currently five vacancies on the NORTEC WIB: Economic Development (At-Large), Organized Labor (At-Large—two seats), Private Industry (Lassen County), and Private Industry (Sierra County).

Nominations have been received for the Private Industry seat in Lassen County, and one of the At-Large Organized Labor seats. Staff is working with the programs to secure nominations for the remaining three seats at the October 2014 meeting.

1. Rick Stewart, President of the Susanville Supermarket IGA, has been nominated by the Lassen County Chamber of Commerce to serve on NoRTEC's Workforce Investment Board, representing Private Industry.

- [Application](#)
- [Nomination Letter](#)

Recommended Action: Governing Board appointment of Rick Stewart to fill the Lassen County Private Industry Seat on the NoRTEC Workforce Investment Board.

2. Shane Mortensen, Business Representative for the International Union of Operating Engineers, Stationary Local No. 39, has been nominated by the Five Counties Central Labor Council to serve on NoRTEC's Workforce Investment Board, representing Organized Labor.

- [Application](#)
- [Nomination Letter](#)

Recommended Action: Governing Board appointment of Shane Mortensen to fill an At-Large Organized Labor Seat on the NoRTEC Workforce Investment Board.

B. Expired Seats Seeking Reappointment

There are also several seats on the WIB with terms that expired on June 30, 2014. Nomination letters have been submitted for reappointment of the following current Workforce Investment Board members:

- Dwight Beeson, Private Industry (Modoc County) – [Nomination Letter](#)
- Tom Cochran, Economic Development (At-Large) – [Nomination Letter](#)
- Jesse Cox, Private Industry (Trinity County) – [Nomination Letter](#)
- Steve Drageset, Private Industry (Siskiyou County) – [Nomination Letter](#)
- Cathi Grams, One Stop Partner (At-Large) – [Nomination Letter](#)
- Claudia Martin, Private Industry (Tehama County) – [Nomination Letter](#)
- Lee Osborne, Private Industry (Nevada County) – [Nomination Letter](#)
- Michele Piller, Community-Based Organization (At-Large) – [Nomination Letter](#)
- Larry Russell, Organized Labor (At-Large) – [Nomination Letter](#)
- John Wilson, Organized Labor (At-Large) – [Nomination Letter](#)

Recommended Action: Governing Board reappointment of the above listed individuals to the NoRTEC Workforce Investment Board.

VIII. PROGRAM COMMITTEE REPORT (ACTION)

A. Program Monitoring (Information)

Spring program reviews were conducted on the following dates:

Rural Human Services – April 2-3, 2014

Siskiyou Training and Employment Program (STEP) – May 14-15, 2014

Job Training Center – May 28-29, 2014

Smart Center – June 9-10, 2014

Alliance for Workforce Development (AFWD) – June 17-18, 2014

There were no findings in any of the programs.

B. State/Federal Monitoring (Information)

There have been no State or Federal monitoring visits conducted since the April 2014 meeting. The State has scheduled a program monitoring of the Youth program the week of September 29 – October 3. The monitor will visit the NoRTEC Administrative Office and at least two of the programs. The actual programs that will be reviewed will not be finalized until early September.

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](#)

NoRTEC Service Providers are meeting all three Youth program performance standards.

Preliminary data for the Adult and Dislocated Worker program performance is attached, but cannot be finalized until UI Base Wage files are distributed by the State. It appears that all of the Service Providers met all standards except for Rural Human Services (Del Norte County) who missed the Entered Employment Rate percentage in the Adult Program (Goal: 77%, Actual: 74%). Staff will update the WIB and Governing Board at the October meeting if the statistics substantially changed, based on data from the State.

D. Plant Closure Updates (Information)

Since April 1, 2014, there have been 36 businesses within NoRTEC that have closed or reported layoffs. Almost 450 workers have been affected.

The plant closure website includes all closures and layoffs since WIA's inception in PY 2000. This data is searchable by date, business name, and county location of the business, and is updated as closures/laysos occur.

To view the report, click on the link below and enter ">=" and "04/01/2014" in the "Date Closed" field to review closures/laysos reported since April 1, 2014: [Plant Closure Report](#)

E. Business Services Report (Information)

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

Since July 1, 2013, almost 5,000 businesses have received more than 20,000 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:

- [Alliance for Workforce Development \(Butte, Lassen, Modoc, Plumas, and Sierra Counties\)](#)
- [Rural Human Services \(Del Norte County\)](#)
- [Smart \(Shasta and Trinity Counties\)](#)
- [Siskiyou Training and Employment Program \(Siskiyou County\)](#)
- [Job Training Center \(Nevada and Tehama Counties\)](#)

F. [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. These reports are also full of actual job seeker success stories. In addition to reviewing the report highlights summarized below, please take a moment to review these success stories. Our Service Providers have helped many individuals make important changes in their lives!

Following are links for the reports received for the period ending June 30, 2014:

- [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 is collaborating with Butte County Juvenile Hall and Probation to help youth wanting to make positive changes in their lives. The Fresh Start Youth Farm is just one program that has developed out of this collaborative effort. Through this program, at-risk you will be given an opportunity to be exposed to positive social experience, learn some job skills, and give back to their community.

- Del Norte County – The Workforce Center reported a reduction in the number of participants placed in the April-June 2014 period compared to the same time period in 2013.
- Lassen County – A dislocated worker who lost her job as a Materials Handler at Sierra Army Depot took advantage of AFWD’s assistance and landed a new job with Lassen Works. After updating her clerical skills through some short-term training programs in Excel and Quickbooks, “Sheena” worked with her Career Center Advisor to update her resume and practice interviewing skills. Equipped with tips she learned during some mock interviews, Sheena aced her interview and got the job. Sheena is telling everyone she knows who is looking for work to go the Business and Career Network (the Lassen County office of AFWD). Word of mouth is often the best form of advertising!
- Modoc County – The Modoc County office of AFWD was approached last quarter by the Modoc Medical Center to provide customer service training for 130 of their employees. AFWD leaped into action and conducted a total of eight two hour training sessions that gave employees the opportunity to participate in an interactive, informative, and fun program.

Nevada County – The Nevada County office of the Job Training Center submitted a nine page report packed full of information and activities from the past quarter. The list of fourth quarter businesses served (on page 2) is extremely impressive, along with fourteen new OJT contracts during the quarter. Allie Aguilar, Career Development Consultant for Job Training Center, also received some much deserved praise from the business community for her work with several dislocated workers who recently lost their jobs. Good job, Allie!

- Plumas County – The Plumas County office of AFWD helped a local job seeker realize his dream of becoming a fire fighter. First, AFWD assisted “Kevin” to obtain two part-time jobs so he could survive financially while attending school. After completing coursework and obtaining the necessary certifications, AFWD staff used their employer connections to get Kevin an interview with the USFS. He made an outstanding impression and was hired at a competitive salary. The USFS is happy, Kevin is happy, and AFWD staff are proud of Kevin’s accomplishments.
- Shasta County – The Smart Center was busy with hiring fairs in June. They helped Blue Shield recruit and fill over 40 open customer service representative and data entry positions in Redding. Smart staff also assisted GameStop with hiring several individuals.
- Sierra County – The Sierra County office of AFWD has a new location. They have moved from Loyalton to a more centralized location in Sierraville. The office at the new location offers a large computer lab, a mini conference area, and a study/tutoring area available for job seekers and employers.

- Siskiyou County – Sexual harassment is a form of discrimination and employers are obligated to maintain a harassment-free workplace for employees. To assist local employers with this obligation, STEP hosted two Sexual Harassment Prevention training sessions for Managers and Supervisors. The training was conducted by an attorney from a law practice in Redding and both sessions were well attended.
- Tehama County – More than 75 high school seniors and parents attended a first ever “Senior Send-Off” event in June. This event is part of the “Expect More” movement in Tehama County and is focused on connecting students throughout the county to others attending their college, allowing students time to talk to current college students home for the summer, and celebrating this big step in their lives. Seven college students shared their college experiences with the seniors and gave some much appreciated advice.
- Trinity County – Smart assists local employer through their business services program. This past quarter, Smart worked with Trinity River Lumber and Tops Supermarket with outreach, recruitment, and employer testing. The employers report this has helped improve the quality of candidates applying for work at their businesses.

G. Staff Training (Information)

1. Service Provider Staff Development – There has been no staff development provided to service providers since the last meeting. Consortium wide training for both youth and adult staff is planned for this fall.
2. NoRTEC Staff Development - Jeanne Hough, NoRTEC’s Fiscal Officer, attended a four day customized training session with an expert consultant on the accounting software utilized by NoRTEC.

H. Youth Council Report (Information)

All of the Service Providers in NoRTEC are working on establishing local Youth Councils. Reports on activities conducted over the last quarter are listed below.

- [Butte County Youth Council Report](#)
- [Nevada County Youth Council Report](#)
- [Shasta County Youth Council Report](#)
- [Siskiyou County Youth Council Report](#)
- [Tehama County Youth Council Report](#)

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)

Claudia Martin will present the Finance Committee report.

A. PY 2014/2015 Funding (Information)

Note: PY 2014/2015 funding amounts include unspent carry forward funding from the 2013/2014 program year. The carry forward amounts will not be finalized until Service Providers submit final 2013/2014 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 2014/2015.

NoRTEC currently has \$12,256,323 in available funds for the 2014/2015 Program Year. This is a decrease of \$2,768,345 from the 2013/2014 Program Year funding.

The reduction in available funding for the 2014/2015 Program Year is primarily due to the dwindling availability of special project funding. Additionally, NoRTEC's allocated funding dropped 5.57% this year.

If the Drought Assistance funding is awarded, NoRTEC's total available funding for PY 2014/2015 would be \$12,806,323.

Project	PY 2014/2015 Funds Available	Additional Funds Requested	Total
Adult	\$3,308,447	\$0	\$3,308,447
Youth	\$3,463,352	\$0	\$3,463,352
Dislocated Worker	\$3,136,253	\$0	\$3,136,253
Rapid Response	\$1,284,960	\$0	\$1,284,960
MCLAUS X	\$917,697	\$0	\$917,697
Workforce Accelerator	\$125,000	\$0	\$125,000
USDA RCDI	\$20,614	\$0	\$20,614
Drought Assistance	\$0	\$550,000	\$550,000
TOTAL	\$12,256,323	\$550,000	\$12,806,223

B. PY 2013/2014 Funding (Information)

NoRTEC had \$15,024,668 in available funds for the 2013/2014 Program Year. This was a decrease of \$1,012,230 from 2012/2013 Program Year funding.

The reduction in available funding for the 2013/2014 Program Year was primarily due to the dwindling availability of special project funding. NoRTEC's allocated funding allocation only dropped 2.7% last year, which was a significantly smaller reduction than we were expecting.

Project	PY 2013/2014 Funds Available	Additional Funds Requested	Total
Adult	\$3,200,443	\$0	\$3,200,443
Youth	\$3,529,301	\$0	\$3,529,301
Dislocated Worker	\$3,896,338	\$0	\$3,896,338
Rapid Response	\$965,174	\$0	\$965,174
MCLAUS X	\$2,742,017	\$0	\$2,742,017
NEG-OJT	\$469,390	\$0	\$469,390
USDA RCDI	\$97,005	\$0	\$97,005
Workforce Accelerator	\$125,000	\$0	\$125,000
TOTAL	\$15,024,668	\$0	\$15,024,668

C. Approval of the PY 2013/2014 Fourth Quarter Financial Reports (Action)

1. [PY 2013/2014 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 2013/2014 program year. As of June 30, 2014, NoRTEC had a total of \$15,024,668 in available in State contracts for the 2013/2014 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 2013/2014 Service Provider Contract Modifications Report](#)

This report shows the changes between July 1, 2013, and June 30, 2014, 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 modifications during the current quarter. There are no items of concern.

3. [PY 2013/2014 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, 2013, to June 30, 2014), the cumulative expenditures for the quarter ended June 30, 2014, and the remaining balance at June 30, 2014, 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.

Due to cuts made to the 2014/2015 funding amounts, Service Providers were allowed to carry forward a larger amount than usual. 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.

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 2013/2014 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 nine months ended June 30, 2014. At June 30, 2014, the NoRTEC Administrative Entity had expended 82% of its Operating budget and 48% of its Other Projects budget. Overall, the Administrative Entity spent 73% of its budget.

There are no items of concern.

5. [PY 2013/2014 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 nine months ended June 30, 2014. At June 30, 2014, the WIB/Governing Board had expended 80% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2013/2014 Fourth Quarter Finance Reports.

WIB approval of the PY 2013/2014 Fourth Quarter Finance Reports.

Governing Board approval of the PY 2013/2014 Fourth Quarter Finance Reports.

D. NoRTEC Fiscal Monitoring (Information)

On-site fiscal and procurement monitoring of the five NoRTEC Service Providers has been completed.

STEP, Job Training Center, The Smart Center, and the Alliance for Workforce Development were monitored during the months of May and June.

There were no findings.

The next on-site reviews will be conducted in the Fall of 2014. The schedule will be shared with the Board at the October 2014 meeting.

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

There have been no State or Federal monitoring visits scheduled or conducted since the April 24 meeting.

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 APPLICATION (ACTION)

A. Prior Approval (Information)

1. YouthBuild 2014 – Staff submitted an application to the Department of Labor (DOL) in April for \$1,100,000 to develop and implement a YouthBuild program which will provide education, occupational skills training, and employment services to disadvantaged youth who will be performing meaningful work and services to their communities. This application is still pending.
2. H-1B Ready to Work Partnerships – Staff submitted an application in June for \$3,000,000 to the Department of Labor to provide long-term unemployed workers with individualized counseling, training and supportive and specialized services leading to employment in occupations and industries for which employers use H-1B visas to hire foreign workers. This application is still pending.
3. Drought Assistance – Staff submitted an application to the State of California for \$550,000 to reach out to businesses and workers affected by the drought, collect data on the effects of the drought, and provide services to those who have lost

their jobs due to the drought. It is expected that we will request additional drought funding once the full impact and need has been established.

B. New Applications (Action)

Staff is requesting approval to submit a Workforce Accelerator grant application to the California Workforce Investment Board (CWIB) for funding to run a pilot project in Butte County to assist court-involved youth develop employment skills and find jobs.

In mid-May, the CWIB issued the Workforce Accelerator Funds solicitation. Staff submitted a \$150,000 application to run a pilot of the proposed larger program an through NoRTEC. In late June, NoRTEC was notified the project was selected for funding at the reduced amount of \$125,000.

Recommended Action:

WIB approval of staff submitting an application to the California Workforce Investment Board for Workforce Accelerator funding for \$125,000.

Governing Board approval of staff submitting an application to the California Workforce Investment Board for Workforce Accelerator funding for \$125,000.

XI. WIB/LEO AGREEMENT (ACTION)

The Joint WIB and Governing Board Ad Hoc Governance Committee met on April 23, 2014, to discuss possible changes to the Operating Agreement between the WIB and Governing Board.

The Committee reached an agreement on recommended changes. A copy of the proposed agreement may be accessed here: [WIB/LEO Operating Agreement](#)

In summary, the committee recommended the following changes:

1. Establish a seven (7) member Joint WIB/Governing Board Executive Committee. This committee would be comprised of the Chair and Vice Chair of the WIB, the Chair and Vice Chair of the Governing Board, and three additional WIB members selected by a vote of the WIB members. This committee would assume the duties of the current WIB Executive Committee.
2. Establish a Business Service Plan Committee comprised of the private industry members of the WIB. This Committee was already voted on and passed by the WIB and Governing Board last July—this just adds the language to the Operating Agreement.
3. Relax the requirement that the WIB Finance and Program Committees contain a member from each NoRTEC county.

Recommended Action:

WIB approval of the WIB/LEO Operating Agreement developed by the Joint WIB and Governing Board Ad Hoc Governance Committee.

Governing Board approval of the WIB/LEO Operating Agreement developed by the Joint WIB and Governing Board Ad Hoc Governance Committee.

XII. **NRC D UPDATE (INFORMATION)**

Northern Rural Communities Development, Inc. (NRC D) applied for two grants in April. One was for \$2,000,000 to serve ex-offenders enroll in work release programs in Oroville. The second was for \$1,500,000 to help court-involved youth in Oroville develop employment skills and find jobs. Neither of these applications was funded.

XIII. **WORK-BASED LEARNING PRESENTATION**

The California Workforce Investment Board (CWIB) is currently soliciting proposals for projects to tackle a large regional issue. The Governor’s office is calling this the “Slingshot” initiative.

NoRTEC staff and partners have been looking at ways to develop better connections locally between employers and youth in our educational system. We are looking at submitting a work-based learning proposal that would pilot new approaches to connecting youth with work-based learning experiences.

One example of the types of projects that we are looking at developing further is the “Train the Trainer Beta” program developed by Chico manufacturer *Transfer Flow, Inc.* Bill Gaines of *Transfer Flow* and Jonathon Andrew of the *Butte County Office of Education* will present the program to the members and lead a discussion on how this type of program might be expanded to other employers in the NoRTEC region.

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 Meetings**

The next WIB/Governing Board meeting is scheduled for October 22-23, 2014, at the Holiday Inn in Redding.

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**