I. CALL TO ORDER
The meeting was called to order by J. Cook, WIB Chair, and S. Thrall, Governing Board Chair, at 10:00 a.m.

II. PLEDGE OF ALLEGIANCE
The pledge was recited.

III. ROLL CALL
There was a quorum of both the WIB and Governing Board: Roster

IV. APPROVAL OF MINUTES, JANUARY 22, 2015
A motion made by M. Pillar, and seconded by T. Cochran, for WIB approval of the January 22, 2015, minutes passed the WIB unanimously.

A motion made by P. Huebner, and seconded by L. Baugh, for Governing Board approval of the January 22, 2015, minutes passed the Governing Board unanimously.

V. APPROVAL OF AGENDA
A motion made by L. Russell, and seconded by T. Cochran, for WIB approval of the April 23, 2015, agenda passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by S. Lambert, for Governing Board approval of the April 23, 2015, agenda passed the Governing Board unanimously.

VI. PUBLIC COMMENT
There was no public comment.

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS
T. Brown reported there were four vacancies on the NoRTEC WIB: Private Sector (Lassen County), Economic Development (At-Large), Organized Labor (At-Large), and Education (At-Large). Brown explained these seats would not be filled until the Workforce Investment Board was transitioned to the Workforce Development Board under the new legislation.

VIII. PROGRAM COMMITTEE REPORT
T. Brown gave the Program Committee Report.
A. **Program Presentation**

Sheila Stock, Labor Market Analyst for the Labor Market Information Division (LMID) of the Employment Development Department, presented an occupational study for the NoRTEC region.

A copy of the presentation and handouts may be accessed here:

- Presentation
- Handout – Bachelor’s Degree or Higher
- Handout – Associate’s Degree or Certificate

Traci Holt (AFWD), Debbie DeCoito (SMART), and Carrie Ferchaud (JTC) participated in a panel discussion after S. Stock’s presentation. The panel talked about how they use LMID data locally, and the industry sectors they were focusing their training and job placement efforts in.

B. **Program Monitoring**

T. Brown reported on-site program monitoring for the Spring of 2015 had been scheduled and results of the on-site reviews would be discussed at the July 2015, meeting.

C. **State/Federal Monitoring**

T. Brown reported there were no reviews of NoRTEC scheduled.

D. **Client Enrollment and Contract Performance**

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

- Universal Services Tracking (Career Center Visits)
- Job Seekers Enrolled in the WIA Program
- WIA Service Provider Contract Performance (Adults/Dislocated Workers)
- WIA Service Provider Contract Performance (Youth)

T. Brown reported the information in the agenda was for the third quarter of the program year, and requests for corrective action had been requested from the programs who were missing standards. Brown said that while some of the programs might not meet all standards by the end of the program year, it appeared NoRTEC would meet goals with the State.

E. **Plant Closure Updates**

The members reviewed the plant closure update as presented in the agenda, noting there were 74 businesses who had laid-off over 900 workers since the last meeting in January.

F. **Business Services Report**

The members reviewed the business services report as presented in the agenda, noting that over 3,600 businesses had received more than 13,500 discrete business services since July 1, 2014.
G. **Headline Program Reports**
   The members reviewed the program reports as presented in the agenda.

H. **Staff Training**
   The members reviewed the information as presented in the agenda.

I. **Youth Council Report**
   The members reviewed the information as presented in the agenda.

   *A motion made by M. Pillar, and seconded by D. Beeson, for approval of the Third Quarter Program Committee Report passed the WIB unanimously.*

   *A motion made by P. Huebner, and seconded by G. Hemmingsen, for approval of the Third Quarter Program Committee Report passed the Governing Board unanimously.*

IX. **FINANCE COMMITTEE REPORT**

   C. Martin gave the Finance Committee report.

   A. **PY 2014/2015 Funding**
      C. Martin reported there was $12,253,885 in available funding for PY 2014/2015.

   B. **Approval of the PY 2014/2015 Third Quarter Financial Reports**
      The members reviewed the following reports as presented in the agenda.
      - PY 2014/2015 Contracts Summary
      - PY 2014/2015 Service Provider Contract Modifications
      - PY 2014/2015 Program Expenditure Report
      - PY 2014/2015 NoRTEC Administrative Entity Expenditure Report
      - PY 2014/2015 WIB/Governing Board Expenditure Report

      *A motion made by D. Beeson, and seconded by R. Sandler to approve the Third Quarter Finance Reports passed the WIB unanimously.*

      *A motion made by L. Baugh, and seconded by E. Valenzuela, to approve the Third Quarter Finance Reports passed the Governing Board unanimously.*

   C. **NoRTEC Fiscal Monitoring**
      C. Martin reported the Spring on-site reviews of the service providers had been scheduled and the results of the reviews would be reported at the July meeting.

   D. **State and Fiscal Procurement Monitoring of NoRTEC**
      C. Martin reported a fiscal and procurement review of NoRTEC by the State had been scheduled for the week of June 8-12, 2015.

   E. **PY 2015/2016 NoRTEC Administrative Entity Budget**
      The members reviewed the proposed Administrative Entity budget for PY 2015/2016.
A motion made by J. Madden, and seconded by H. Oilar, approving the budget as presented in the agenda, passed the WIB unanimously.

A motion made by J. Fenley, and seconded by P. Huebner, approving the budget as presented in the agenda, passed the Governing Board unanimously.

F. PY 2015/2016 WIB/Governing Board Budget
   The members reviewed the proposed WIB/Governing Board budget for PY 2015/2016.
   
   A motion made by T. Cochran, and seconded by D. Beeson, approving the budget as presented in the agenda, passed the WIB unanimously.
   
   A motion made by J. Wills, and seconded by E. Scofield, approving the budget as presented in the agenda, passed the Governing Board unanimously.

   C. Martin reported NoRTEC’s PY 2013/2014 audit was “clean” and there were no issues. Martin said the Finance Committee was recommending the WIB and Governing Board accept the audit.
   
   A motion made by S. Drageset, and seconded by G. Mathew, to accept the audit, passed the WIB unanimously.
   
   A motion made by B. Williams, and seconded by S. Lambert, to accept the audit, passed the Governing Board unanimously.
   
   A motion made by D. Beeson, and seconded by C. Barton, for approval of the Third Quarter Finance Committee report, passed the WIB unanimously.
   
   A motion made by S. Lambert, and seconded by P. Huebner, for approval of the Third Quarter Finance Committee Report, passed the Governing Board unanimously.

X. STATUS OF FUNDING APPLICATIONS
   A. Prior Approval
      M. Cross reported NoRTEC was still awaiting approval of the MCLAUS XI proposal. Cross reported NoRTEC had received a $20,000 “Slingshot” planning grant.
   
   B. New Applications
      M. Cross reported there were no new applications.

XI. EXECUTIVE COMMITTEE REPORT
   S. Thrall, Executive Committee Chair, gave the report.
   
   A. Election of Executive Committee Officers
      S. Thrall reported she had been elected the Chair of the Executive Committee and J. Cook had been elected Vice Chair.
B. **Executive Director Evaluation**

S. Thrall reported the committee was pleased with Michael Cross’ performance and they had voted to add an additional $5,000 line item to the NoRTEC Administrative budget to be utilized by Cross for professional development.

C. **Ad Hoc Review Committee**

S. Thrall reported the Executive Committee had appointed themselves as the Ad Hoc RFP Review Committee along with an additional member—the Governing Board representative from Del Norte County, Gerry Hemmingsen. Thrall reported the job of the ad hoc committee would be to recommend WIOA Service Providers in each of the eleven counties of NoRTEC.

**XII. RFP REVIEW COMMITTEE AND SELECTION OF WIOA SERVICE PROVIDERS**

S. Thrall gave the report. She thanked STEP for “stepping outside the box” and bidding on a county in addition to Siskiyou.

Thrall reported the committee was recommending the slate of service providers as noted in the agenda. She also said there were gaps in the proposals that were submitted, and staff would be requesting additional information from all of the programs during the contract negotiation process. Thrall said the negotiation process entails reviewing what the Service Provider is proposing to do and comparing it to what NoRTEC expected to see in the proposal.

The members asked why T. Cochran and R. Sandler were not part of the process, since Del Norte County was the only county where more than one proposal was received. M. Cross replied they were not asked because they are on the Board of Directors of one of the proposers—Rural Human Services. Cross said it would be a conflict of interest for them to vote on the outcome.

* A motion made by D. Beeson, and seconded by S. Drageset to award the Alliance for Workforce Development with contracts in Butte, Lassen, Modoc, Nevada, Plumas, and Sierra Counties passed the WIB, with C. Barton abstaining.

* A motion made by L. Baugh, and seconded by J. Chapman to award the Alliance for Workforce Development with contracts in Butte, Lassen, Modoc, Nevada, Plumas, and Sierra Counties passed the Governing Board unanimously.

* A motion made by R. Sandler, and seconded by T. Cochran to award SMART with contracts in Shasta and Trinity Counties passed the WIB unanimously.

* A motion made by J. Fenley, and seconded by L. Baugh to award SMART with contracts in Shasta and Trinity Counties passed the Governing Board unanimously.

* A motion made by S. Drageset, and seconded by D. Beeson, to award STEP with the contract in Siskiyou County passed the WIB unanimously.

* A motion made by E. Valenzuela, and seconded by P. Huebner, to award STEP with the contract in Siskiyou County passed the Governing Board unanimously.
A motion made by L. Osborne, and seconded by C. Martin, to award the Job Training Center with the contract in Tehama County passed the WIB unanimously.

A motion made by B. Williams, and seconded by E. Valenzuela, to award the Job Training Center with the contract in Tehama County passed the Governing Board unanimously.

A motion made by M. Pillar, and seconded by S. Mortensen, to award Rural Human Services with the contract in Del Norte County passed the WIB, with R. Sandler and T. Cochran abstaining.

A motion made by G. Hemmingsen, and seconded by J. Fenley, to award Rural Human Services with the contract in Del Norte County passed the Governing Board unanimously.

XIII. NORTEC MANUFACTURING SECTOR STRATEGY WINS CALED AWARD

M. Cross reported NoRTEC and PG&E had been presented a CALED Award of Excellence for their efforts to help organize and support the manufacturing sector in the North State.

XIV. WORKFORCE INNOVATION AND OPPORTUNITIES ACT IMPLEMENTATION

M. Cross reported on WIOA activities.

A. Initial Designation of Workforce Development Areas

M. Cross reported staff had submitted an application to the CWIB at the end of March requesting designation as a Workforce Development Area under WIOA and certification of the WIB as an interim Workforce Development Board until the membership could be reorganized to meet the rules under WIOA.

B. Planning Regions

M. Cross stated NoRTEC, due to its size and geographic sprawl, would likely be designated a planning region on its own.

C. Local Board Recertification

M. Cross explained the NoRTEC WIB would need to be recertified as a WIOA compliance Workforce Development Board by July 1, 2016.

D. Joint Powers Agreement

M. Cross reported it was possible NoRTEC might need a new Joint Powers Agreement under WIOA. He said he would consult legal counsel to ascertain whether or not it needed to be updated.

XV. OLD BUSINESS

There was no Old Business.
XVI. **NEW BUSINESS**

A. It was announced the next WIB and Governing Board meeting would be held on Thursday, July 23, 2015, at the Canyon Oaks Country Club in Chico.

B. Kathy Garcia, from the Job Training Center, presented a Customer Service award to Sheila Stock of LMID for her assistance with providing labor market information to the local programs.

XVII. **ADJOURNMENT**

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