

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY OCTOBER 22, 2015
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by J. Cook, WIB Chair, and S. Thrall, Governing Board Chair, at 10:01 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. ELECTION OF GOVERNING BOARD VICE CHAIR

A motion made by L. Baugh, and seconded by J. Fenley to elect Ed Scofield as the Vice Chair of the NoRTEC Governing Board passed the Governing Board unanimously.

V. APPROVAL OF MINUTES, JULY 23, 2015

A motion made by L. Russell, and seconded by G. Mathew, for WIB approval of the July 23, 2015, minutes passed the WIB unanimously.

A motion made by B. Williams, and seconded by G. Hemmingsen, for Governing Board approval of the July 23, 2015, minutes passed the Governing Board unanimously.

VI. APPROVAL OF AGENDA

A motion made by R. Sandler, and seconded by T. Cochran, for WIB approval of the October 22, 2015, agenda passed the WIB unanimously.

A motion made by J. Wills, and seconded by J. Fenley, for Governing Board approval of the October 22, 2015, agenda passed the Governing Board unanimously.

VII. PUBLIC COMMENT

There was no public comment.

VIII. WORKFORCE INVESTMENT BOARD APPOINTMENTS

The members noted there were no WIB appointments.

IX. WORKFORCE DEVELOPMENT BOARD

J. Cook informed the members that the Executive Committee had met and discussed, in depth, the options available for workforce development board composition. Cook said

the committee had an option, but he said before that opinion was shared, the committee wanted M. Cross to provide the same information to the full WIB and Governing Board. Cook also said that while the ultimate decision was the Governing Board's, the WIB should be allowed to provide input.

M. Cross explained the current WIB structure and provided information on the minimum requirements, and options for a small, medium, and large board, including pros and cons.

The members discussed the options, including adding some additional members to incorporate community representatives that while not required, would be beneficial.

J. Wills suggested a representative from behavioral/mental health. C. Grams reported that while this county department was not under her direct jurisdiction, she could provide input on county mental health programs.

S. Mortensen asked about faith-based organizations as they often service the homeless and/or the poor. M. Cross replied that the poor and homeless often access services in our local employment centers, but it might be worthwhile to consider another community-based organization that provides these services.

C. Barton remarked that a large board, that would require more organized labor seats might not be a very good idea as NoRTEC is already struggling to find members to fill the five seats already on the WIB.

W. Hagge asked what the Governing Board thoughts were. S. Thrall responded that the Executive Committee does not have a formal recommendation, but the group was leaning towards a medium sized board. The suggested size (31-33 members) would provide adequate opportunity for equitable memberships from the full eleven counties, but would still be small enough to be manageable. W. Hagge stated he thought the medium size proposal would work well.

G. Hemmingsen asked M. Cross if it would be difficult to fill 33 seats, up from the 29 on the current WIB. Cross replied he did not think so, and that staff would recommend a medium size board with a total of 33 members.

Several WIB members expressed their support of a 33 member board. J. Cook thanked the Governing Board for allowing the WIB to provide input.

E. Scofield asked if the WIB would have to fill nine seats right away. M. Cross replied we would have to fill the full 33 seats, as the Workforce Investment Board would have to be dissolved and the new Workforce Development Board would need to be appointed. Cross also shared that NoRTEC was under a mandate to have a WIOA compliant board seated by March 31, 2016, and that he hoped to present a full slate of nominees to the Governing Board at the January 28, 2016, meeting.

Several members asked about representation per county. Cross said at least one private industry seat would be allotted to each county, with the remainder of the seats being At-Large. He said the goal would be to get equal representation from each county, but

the reality was this would be very difficult due to the small size of many of our counties. The Service Providers, who assist with board member recruitment, agreed with issue.

B. Williams asked what would happen if there was more than one candidate per seat.

M. Cross replied it would be the Governing Board's decision on who they wanted to appoint.

A motion made by G. Hemmingsen, and seconded by J. Wills, to seat a 33 member Workforce Development Board, with 17 Private Industry seats, four Organized Labor seats, one apprenticeship/training program seat, two community-based organization seats, two TANF seats, one Wagner-Peyser seat, one Adult Education seat, one Higher Education seat, one Economic Development seat, and two Community Representative seats, passed the Governing Board unanimously.

X. PROGRAM COMMITTEE REPORT

T. Brown gave the Program Committee Report.

A. Program Presentations

T. Brown and several Service Provider staff provided information/presentations on the National Dislocated Worker Grant Drought Project.

B. Program Monitoring

T. Brown reported the fall monitoring would be conducted as a desk review.

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)

E. Plant Closure Updates

The members reviewed the plant closure update as presented in the agenda.

F. Business Services Report

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

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. North State Manufacturing Expo – A Big Success

A. Campos gave a brief report on the second annual manufacturing expo. She reported there were more than 2,200 students at the event this year, more than double the attendance last year.

A motion made by M. Piller, and seconded by R. Sandler, for approval of the First Quarter Program Committee Report passed the WIB unanimously.

A motion made by L. Baugh, and seconded by E. Valenzuela, for approval of the First Quarter Program Committee Report passed the Governing Board unanimously.

XI. FINANCE COMMITTEE REPORT

C. Martin gave the Finance Committee report.

A. PY 2015/2016 Funding

C. Martin reported there was \$15,082,667 in available funding for PY 2015/2016.

B. Approval of the Final PY 2014/2015 Fourth 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 W. Hagge, and seconded by T. Cochran, to approve the Final Fourth Quarter Finance Reports passed the WIB unanimously.

A motion made by E. Scofield, and seconded by J. Fenley, to approve the Final Fourth Quarter Finance Reports passed the Governing Board unanimously.

C. Approval of the PY 2015/2016 First 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 T. Cochran, and seconded by S. Mortensen, to approve the First Quarter Finance Reports passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by J. Wills, to approve the First Quarter Finance Reports passed the Governing Board unanimously.

D. NoRTEC Fiscal Monitoring

Jeanne Hough, NoRTEC Fiscal Officer, explained the fiscal findings at Rural Human Services as presented in the agenda. She said a corrective action plan had been submitted. An update will be given at the next meeting.

E. State and Fiscal Procurement Monitoring of NoRTEC

C. Martin reported no monitoring has been scheduled.

F. Independent Auditor Selection

C. Martin reported four responses were received for audit services and staff selected R.J. Ricciardi, CPA.

A motion made by T. Cochran, and seconded by D. Beeson, for approval of the First Quarter Finance Committee report, passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by L. Baugh, for approval of the First Quarter Finance Committee Report, passed the Governing Board unanimously.

XII. EXECUTIVE COMMITTEE REPORT

J. Cook reviewed the items in the Executive Committee agenda. He reported the committee spent the majority of their time focused on the composition of the Workforce Development Board. He reported the members had also discussed the Butte PIC questioned costs issue, and that staff were dealing with the issue. Cook also reported that the Executive Committee would begin meeting the day before most quarterly WIB and Governing Board meetings.

XIII. STATUS OF FUNDING APPLICATIONS

M. Cross reported there were no outstanding applications or new applications needing approval.

XIV. WORKFORCE INNOVATION AND OPPORTUNITIES ACT IMPLEMENTATION

M. Cross provided an update to the members on the following items:

A. Joint Powers Agreement

M. Cross reported legal counsel had reviewed the Joint Powers Agreement and did not believe it needed to be revised.

B. NoRTEC Regional Plan

M. Cross reported staff were currently laying the groundwork for a regional WIOA planning process and he would keep the members updated.

C. Regional Workforce information RFP

M. Cross reported staff had released an RFP for Regional Workforce and Industry Sector Analysis.

XV. OLD BUSINESS

There was no Old Business.

XVI. NEW BUSINESS

M. Cross reported the next meeting would be held on January 28, 2016, at the Gaia Hotel and Spa in Anderson.

XVII. ADJOURNMENT

The meeting was adjourned at 1:05 p.m.