

NORTEC  
WDB AND GOVERNING BOARD AGENDA  
THURSDAY, JANUARY 24, 2019  
10:00 AM – 2:00 PM  
BUTTE CREEK COUNTRY CLUB  
CHICO, CA

**Our Vision**

***Partners combining their diverse strengths to support healthy and thriving communities.***

**Our Mission**

***To develop strategic partnerships that meet the workforce needs of businesses and job seekers, promoting the economic growth of our region.***

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA (ACTION)

**Recommended Action:**

***WDB 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 DEVELOPMENT BOARD APPOINTMENTS (INFORMATION)

Judi Madden, a Private Industry representative on the NoRTEC Workforce Development Board, has resigned. Judi and her husband own a heating and plumbing company in Quincy, and she has served on the NoRTEC Board since January 1984 (only Tom Cochran has served longer). She started as a member of the NoRTEC PIC (Private Industry Council), continued as a member of the NoRTEC WIB (Workforce Investment Board), and up until her resignation, she was the Private Industry representative from Plumas County on the NoRTEC Workforce Development Board.

An application to fill the seat in Plumas County has been received from Tim O'Brien who resides in Chester, California. Mr. O'Brien is a real estate broker and owner of TOB Adventures. He has been in real estate sales and vacation property management for over 40 years in Plumas County. Mr. O'Brien was nominated by the Lake Almanor Area Chamber of Commerce.

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

There are two additional Private Industry vacancies on the Workforce Development Board—a seat designated for a Siskiyou County resident and a seat designated as at-large. These seats were formerly held by Steven Drageset and Sam Roy. Staff are working on securing nominations for these vacant seats by the April 2019, meeting.

**Recommended Action:**

***Governing Board appointment of Tim O'Brien to fill the vacant Plumas County Private Industry Seat on the NoRTEC Workforce Development Board.***

VII. NORTEC STRATEGIC GOALS (INFORMATION)

A. Strategic Goal #4 – Increase Awareness of NoRTEC Activities, Fostering Regional Awareness and Partnerships

The Camp Fire that raged through the community of Paradise in November 2018 killed 86 people, burned more than 19,000 buildings, and displaced thousands of residents. The Camp Fire has been deemed the most expensive natural disaster in the world in 2018, with losses totaling an estimated \$16.5 billion.

NoRTEC, and its AJCC operator, the Alliance for Workforce Development (AFWD), have been working with a host of local agencies and businesses to provide support to fire evacuees and business owners.

Michael Cross, NoRTEC's Executive Director, Traci Holt, AFWD's Executive Director, and several AFWD staff members will provide information on efforts taken to assist fire evacuees and business owners as they work towards recovering from this catastrophe.

B. Strategic Goal #3 – Promote Open Communication Among Local and Regional Workforce Partners to Create a Shared Vision and Regional Strategy

In 2018, residents of the NoRTEC area withstood some of the most damaging forest fires in California history in the Carr Fire and the Camp Fire. Regions most heavily impacted include Shasta and Butte Counties. Due to the economic interconnectedness of the various communities in the region, however, all eleven counties in the NoRTEC service area experienced some level of impact.

Thomas P. Miller & Associates (TPMA) has donated staff time to help NoRTEC understand the economic impacts of these two forest fires on the region by conducting an economic impact analysis (EIA) on various regions within the NoRTEC area. These results will be presented by TPMA economist, Brian Points. The regions to be analyzed include individual EIA reports for Butte, Shasta, and Trinity Counties. A combined regional EIA for the eleven county NoRTEC region will also be presented. Staff greatly appreciates Thomas P. Miller's generous donation.

VIII. CONSENT AGENDA (ACTION)

In order to assure that an in-depth review of the Program and Finance Reports occurs on a regular basis, these reports are reviewed on alternating basis each quarter. The

Finance Reports are reviewed during the October and April meetings, and Program Reports are reviewed during the January and August meetings.

Click on the link for each item below to view the full document:

A. [WDB/Governing Board Meeting Minutes, October 25, 2018](#)

Click on the link above for access to the minutes from the October meeting.

B. [Financial Report](#)

This quarter’s report provides routine information on available funding and expenditures for the first two quarters of the program year (July 1 - December 31, 2018), as well as information about on-site monitoring of the Service Providers by NoRTEC.

There are no other areas of concern.

The Finance Committee has reviewed the information and recommends approval of the Financial Report to the WDB and Governing Board.

**Recommended Action:**

***WDB approval of the consent agenda reports.***

***Governing Board approval of the consent agenda reports.***

IX. PY 2018/2019 FUNDING (INFORMATION)

NoRTEC currently has \$23,025,474 in available funds for the 2018/2019 program year. An additional \$1,333,000 of Carr Fire 2018 and \$10,500,000 of Camp Fire will be allocated incrementally by the State. The Slingshot 2.0 Regional Planning for \$225,000 and North State Regional Planning for \$157,200 has been awarded and will become available for use on April 1, 2019. When these funds are allocated, NoRTEC will have \$35,240,674. This would be an increase of \$15,677,277 from 2017/2018 Program Year funding, primarily due to the receipt of funding for the Butte County Camp Fire.

| Project                          | PY 2018/2019 Funds Available | Additional Funds Requested/Pending Allocation | Total       |
|----------------------------------|------------------------------|---|-------------|
| Adult                            | \$3,132,316                  | \$0   | \$3,132,316 |
| Youth                            | \$3,122,681                  | \$0   | \$3,122,681 |
| Dislocated Worker                | \$2,620,088                  | \$0   | \$2,620,088 |
| Rapid Response                   | \$655,963                    | \$0   | \$655,963   |
| Rapid Response – Layoff Aversion | \$215,431                    | \$0   | \$215,431   |
| Regional Training Coordinator    | \$99,938                     | \$0   | \$99,938    |
| CA Manufacturing (CMTC)          | \$110,308                    | \$0   | \$110,308   |
| Storms 2017                      | \$3,878,023                  | \$0   | \$3,878,023 |
| Slingshot Additional             | \$106,949                    | \$0   | \$106,949   |
| Milestone/Sears/Rideout          | \$260,297                    | \$0   | \$260,297   |

|                                 |                     |                     |                     |
|---------------------------------|---------------------|---------------------|---------------------|
| CA Wildfires 2017               | \$903,450           |                     | \$903,450           |
| Carr Fire 2018                  | \$667,000           | \$1,333,000         | \$2,000,000         |
| Workforce Accelerator 6.0       | \$241,247           | \$0                 | \$241,247           |
| Regional Plan Implementation    | \$450,000           | \$0                 | \$450,000           |
| ETP Grant                       | \$217,283           | \$0                 | \$217,283           |
| Prison to Employment Planning   | \$95,000            | \$0                 | \$95,000            |
| Additional Asst. Camp Fire      | \$999,500           | \$0                 | \$999,500           |
| Camp Fire                       | \$5,250,000         | \$10,500,000        | \$15,750,000        |
| Slingshot 2.0 Regional Planning | \$0                 | \$225,000           | \$225,000           |
| North State Regional Planning   | \$0                 | \$157,200           | \$157,200           |
| <b>TOTAL</b>                    | <b>\$23,025,474</b> | <b>\$12,215,200</b> | <b>\$35,240,674</b> |

X. PROGRAM REPORT (INFORMATION/ACTION)

Michele Piller, Program Committee Chair, will give the report.

A. Program Monitoring

As noted during the October meeting, NoRTEC staff scheduled fall monitoring visits in each of the programs to review the on-going Adult, Dislocated Worker, and Youth programs, as well as special projects. Monitors review documentation of participant eligibility, the creation and implementation of employment plans, participant progress through the system, a participant's status when they exit the program, and a participant's employment status in the second quarter and the fourth quarter after they exit the program.

Program reviews were conducted at both STEP (September 27-28) and the Job Training Center of Tehama County (November 1-2). There were no findings in either of these programs.

Program reviews were scheduled for the Alliance for Workforce Development on November 13 and 20, and on November 14-15 for SMART. Due to the chaos and workload from the Camp Fire disaster, both of these monitoring visits were postponed. They will be rescheduled in February 2019.

B. State/Federal Monitoring of NoRTEC

The State scheduled a review of NoRTEC's Adult and Dislocated Worker programs during the week of November 5-9, 2018. Several of our AJCC sites were reviewed and the final site was to be the Chico AJCC on the afternoon of November 8 and the morning of November 9. Due to the Camp Fire, the monitor returned to Sacramento late afternoon on November 8. As far as NoRTEC is aware, the monitor did not have any findings. As we have not had any additional contact with this monitor since November 8, we are unsure if the monitor will want to return to the Chico AJCC to complete his file review.

## C. Universal Services, Client Enrollment, and Contract Performance

### 1. Universal Services Tracking: [Career Center Visits](#)

The Workforce Innovation and Opportunities Act provides for “universal services” which means anyone who walks in the door may access basic services without enrolling in the WIOA program. This would include “self-services” such as job postings, labor market information, computer access, etc., that do not require much staff attention. NoRTEC’s service providers track the total number of visits, as well as the number of unique visitors. The report contained in the link above shows the number of visits for the second quarter of the 2018-2019 program year (July 1 – December 31, 2018). Over 19,000 unique individuals accessed our thirteen centers during the year and over 41,000 visits were recorded.

### 2. Job Seekers Enrolled in the WIOA Program: [Enrollments](#)

The number of individuals enrolled in each program in each county in the consortium can be accessed by clicking on the above link. During the first two quarters of the 2018-2019 program year, over 2,000 individuals were enrolled in the Adult, Dislocated Worker, Youth, Storm NWDG, Milestone/Sears/Rideout, Carr Fire NDWG, Additional Assistance (related to Camp Fire), Camp Fire NWDG, and STEPS programs.

### 3. WIOA Service Provider Contract Performance: [Adults, Dislocated Workers, and Youth](#)

NoRTEC’s performance under the Adult, Dislocated Worker, and Youth programs is evaluated based upon the following performance measures:

- Employment Rate in the Second Quarter After Exit
- Median Earnings in the Second Quarter After Exit
- Employment Rate in the Fourth Quarter After Exit
- Credential/Degree Attainment Rate in the Fourth Quarter After Exit
- Measurable Skills Gain during the Program Year

The Measurable Skills Gain measure, which is new this program year, is only a “baseline” measure for the 2018-2019 program year. The State and the Department of Labor (DOL) are gathering data to help them set minimum performance goals in the future. For this data gathering year, the State asked all workforce development areas to set a goal of 50% for the Adult and Dislocated Worker programs and 40% for the Youth program. If a workforce development area does not meet these goals for this program year, there will be no sanctions. As of the end of the second quarter of the program year, NoRTEC is meeting the skills gain percentages in all three programs.

While NoRTEC is meeting performance benchmarks in every measure for all three funding categories, two of NoRTEC’s programs are missing one or more performance benchmarks. Detailed information is outlined below.

- a. Adult Program – NoRTEC is meeting all the benchmarks for the Adult program for the program year.

AFWD, SMART, and STEP are meeting all of the Adult performance measures.

The Job Training Center (Tehama) is meeting four of the five measures, but is not meeting the *Credential/Degree Attainment Rate in the Fourth Quarter After Exit* (goal 56.5%; actual 50.0%). Only four participants are included in the denominator for this measure, which is a very small number. The Job Training Center is reviewing information on the exiters that fall into the last two quarters of the measurement period to project their performance by the end of the program year. This information will be shared with members at the meeting.

- b. Dislocated Worker Program - NoRTEC is meeting all of the benchmarks for the Dislocated Worker program for the program year.

AFWD, SMART, and STEP are meeting all of the Dislocated Worker performance measures.

The Job Training Center (Tehama) is meeting three of the five measures, but is not meeting the *Median Earnings in the Second Quarter After Exit* (goal \$6,760; actual \$5,898) and the *Measureable Skills Gain* (goal 50.%; actual 40.0%).

The Job Training Center is reviewing information on the exiters that fall into the last two quarters of the measurement period to project their performance by the end of the program year. This information will be shared with members at the meeting.

- c. Youth Program – NoRTEC is meeting all the benchmarks for the Youth program for the program year.

AFWD, STEP, and the Job Training Center are meeting all of the Youth performance measures.

SMART is not meeting the *Employment or Education Rate in the Fourth Quarter After Exit* (goal 65.4%; actual 60.6%). Of the 33 youth that are included in the denominator of this measure for SMART, 20 were still employed a year after leaving the program.

SMART is reviewing information on the exiters that fall into the last two quarters of the measurement period to project their performance by the end of the program year. This information will be shared with members at the meeting.

D. Customer Satisfaction Survey: [Results](#)

In addition to monitoring performance, NoRTEC wants to ensure the needs of our clients are met in a helpful and professional manner. To that end, NoRTEC has created a survey to measure the “satisfaction” of customers accessing our centers.

Walk-In clients fill out surveys at the AJCCs, either directly on-line or through paper surveys. Of the over 800 survey responses collected, the results were overwhelmingly positive.

Enrolled participants and employers are given a link to an online survey or a paper survey that allows the client to remain anonymous. The results of those surveys are then available to NoRTEC. NoRTEC has received 17 responses from enrolled participants and 41 responses from employers, the results of which were overwhelmingly positive.

NoRTEC is working on developing a “postcard” response for employers which can be submitted at the AJCC or mailed.

E. Plant Closure Update: [Closures/Layoffs](#)

From July 1 – December 31, 2018, 227 employers have laid off approximately 2,356 employees.

The majority of these layoffs and closures, 203 employers and 2,045 employees, were a result of the Camp Fire in Paradise. The business closure information for the Camp Fire was obtained directly by AFWD staff from the individual businesses. In some cases, the information is incomplete or may have changed.

A significant number of businesses that closed due to the Camp Fire have reopened. The Paradise Ridge Chamber of Commerce is maintaining a list of reopened businesses: [Updated Local Ridge Business Status](#).

NoRTEC Service Providers are providing rapid response and dislocated worker services as needed.

F. Employer Services: [NoRTEC Employer Services Report](#)

From July 1 – December 31, 2018, over 1,300 employers throughout the consortium accessed 7,800 discrete services.

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, and they contain several participant success stories. A highlight from each report appears below, but please take a moment to review all of the reports. Our Service Providers are doing a great job providing services to the job seekers and businesses in their communities!

Following are links for the reports received for the period ending December 31, 2018:

[Alliance for Workforce Development \(Butte County\)](#)

[Del Norte Workforce Center \(Del Norte County\)](#)

[Alliance for Workforce Development \(Lassen County\)](#)

[Alliance for Workforce Development \(Modoc County\)](#)

[Alliance for Workforce Development \(Nevada County\)](#)

[Alliance for Workforce Development \(Plumas County\)](#)  
[Smart Business Resource Center \(Shasta County\)](#)  
[Alliance for Workforce Development \(Sierra County\)](#)  
[Siskiyou Training and Employment Program \(Siskiyou County\)](#)  
[Job Training Center \(Tehama County\)](#)  
[Smart Business Resource Center \(Trinity County\)](#)

A few highlights from this quarter's reports are:

- [Butte County](#) – AFWD included extensive information on their activities in the Chico and Oroville AJCCs after the Camp Fire.
- [Del Norte County](#) – The Del Norte Workforce Center collaborated with National Parks to host an informational event about jobs with the National Park Service. There was so much interest from job seekers that it was standing room only in the facility where the event was held.
- [Lassen County](#) – AFWD assisted a local entrepreneur through their Technical Assistance program that was designed to assist microenterprise businesses (with five or fewer employees) with their customized business needs. The services are tailored to each individual, and are often provided through expert consultants. Be sure to read about how this program helped a local baker realize her dream of opening her own shop of delectable treats.
- [Modoc County](#) – In addition to several job seeker success stories, AFWD also reported on their participation in the 2018 College and Career Fair at Modoc High School. More than 300 high school students attended the event.
- [Nevada County](#) – AFWD staff participated in the annual Nevada County All Veterans Stand Down (NCAVSD) event in Grass Valley this past October. NCAVSD, an all volunteer group, operates all year to provide much needed services to local veterans.
- [Plumas County](#) – AFWD's efforts to provide services to Camp Fire evacuees took unusual form. When escape routes became clogged with thousands of people attempting to get out of Paradise, many people in Magalia and Sterling City had no other option for escape except driving 60 miles over some challenging mountain roads, eventually ending up in the small town of Chester, located in Plumas County. Chester immediately became an unplanned evacuation site. AFWD staff and the incredible community of Chester provided food, clothing, shelter, and a listening ear. AFWD staff helped the evacuees file for disaster unemployment insurance and also assisted with job search services. Several of the evacuees decided to remain in Chester and make it their home.
- [Shasta County](#) – SMART continues to work with Whiskeytown National Park and the Western Shasta Resource Conservation District to clean-up and repair damage caused by the Carr Fire.



- Sierra County – AFWD staff recently assisted a local disabled veteran obtain employment as an Environmental Services Technician with Eastern Plumas Health Care in Loyalton.
- Siskiyou County – STEP staff members volunteered time at the Local Assistance Center (LAC) in Chico to assist with services to Camp Fire evacuees. STEP also reported on three participant success stories this last quarter.
- Tehama County – Awards for exemplary customer service continue in Tehama County. For the last 14 years, the Job Training Center has put together a team of secret shoppers to catch local businesses in the act of providing great customer service. Following the awards ceremony this past October, Job Training Center staff delivered a customer service workshop in the form of a TV game show.
- Trinity County – SMART staff members in Trinity County collaborate with other agencies, schools, businesses, and individuals in the “Trinity Together Cradle to Career Partnership.” The goal of this group is to promote career opportunities for young people in the county through a variety of methods.

#### H. Staff Training

There was no staff training to report in the last quarter.

#### **Recommended Action:**

***WDB approval of the second quarter Program Report.***

***Governing Board approval of the second quarter Program Report.***

#### XI. RFP FOR WIOA SERVICE PROVIDERS (INFORMATION)

At the October 2018 meeting, the members approved the Executive Committee’s Guiding Principles for WIOA Service Providers. These principles were to be utilized by staff to use in the development of a Request for Proposal (RFP) document for WIOA services beginning July 1, 2019.

In order to meet deadlines associated with the RFP process, the RFP itself was to have been developed and let by the end of November, with responses due in early March. WIOA service providers would have been selected and approved by the WDB/Governing Board at their quarterly meeting on April 25, 2019. The selected service providers would then begin providing services on July 1, 2019.

Due to the Camp Fire, these deadlines were impossible to meet. Staff is currently planning to issue the RFP in the fall of 2019 to select service providers to begin providing services on July 1, 2020.

#### XII. STATUS OF FUNDING APPLICATIONS (INFORMATION/ACTION)

##### A. Prior Approval

There were no new application requests at the last meeting in October.

B. New Applications

1. Regional Planning Grant - Staff is requesting permission to submit an application to the State for \$225,000 that will support the implementation of NoRTEC's regional plan.

**Recommended Action:**

***WDB approval to submit an application to the State for \$225,000 to support implementation of NoRTEC's regional plan.***

***Governing Board approval to accept \$225,000 to support implementation of NoRTEC's regional plan.***

2. Regional Organizer and Regional Training Grant - Staff is requesting permission to submit an application to the State for \$157,200 to continue Regional Organizer and regional training activities throughout the NoRTEC region.

**Recommended Action:**

***WDB approval to submit an application to the State for \$157,200 to continue Regional Organizer and regional training activities throughout the NoRTEC region.***

***Governing Board approval to accept \$157,200 to continue Regional Organizer and regional training activities throughout the NoRTEC region.***

3. Additional Assistance Grant (Camp Fire) - Staff is requesting permission to submit an application to the State for \$999,500 to provide immediate services to individuals who lost their jobs due to the Camp Fire.

**Recommended Action:**

***WDB approval to submit an application for \$999,500 to the State to provide immediate services to individuals who lost their jobs due to the Camp Fire.***

***Governing Board approval to submit an application for \$999,500 to the State to provide immediate services to individuals who lost their jobs due to the Camp Fire.***

4. Camp Fire National Dislocated Worker Grant (NDWG) - Staff is requesting permission to submit an application to the State for \$15,750,000 to be utilized to develop temporary jobs to help public and private non-profit entities clean up and repair damage from the Camp Fire. This application also includes funding to provide career and training services to job seekers beyond the temporary job assignment.

**Recommended Action:**

***WDB approval to submit an application to the State for \$15,750,000 of National Dislocated Worker Grant (NDWG) funding to develop temporary jobs to help clean-up after the Camp Fire and provide career and training services to job seekers beyond the temporary job assignment.***

***Governing Board approval to submit an application to the State for \$15,750,000 of National Dislocated Worker Grant (NDWG) funding to develop temporary jobs to help clean-up after the Camp Fire and provide career and training services to job seekers beyond the temporary job assignment.***

5. Prison to Employment: Implementation and Direct Services Grant - Staff is requesting permission to submit an application to the State for up to \$2,000,000 to implement regional Prison to Employment plans and serve the formerly incarcerated and other justice system involved individuals throughout the NoRTEC region.

**Recommended Action:**

***WDB approval to submit an application to the State for up to \$2,000,000 to implement NoRTEC's Prison to Employment plan throughout the region.***

***Governing Board approval to submit an application to the State for up to \$2,000,000 to implement NoRTEC's Prison to Employment plan throughout the region.***

XIII. OLD BUSINESS (INFORMATION)

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

XIV. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The April 25, 2019, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Gaia Hotel and Spa in Anderson.
2. The August 29, 2019, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at Canyon Oaks Country Club in Chico.
3. The October 23, 2019, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Gaia Hotel and Spa in Anderson.

B. Other New Business

Additional New Business items may be brought up for discussion at the pleasure of the NoRTEC WDB and Governing Board members.

XV. ADJOURNMENT