

NORTEC
WDB AND GOVERNING BOARD MINUTES
THURSDAY, APRIL 26, 2018
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by G. Mathew, WDB Chair, and E. Scofield, 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 WDB and Governing Board: [Roster](#)

IV. APPROVAL OF AGENDA

A motion made by T. Cochran, seconded by D. Beeson, for WDB approval of the April 26, 2018, agenda passed unanimously.

A motion made by J. Fenley, seconded by P. Roen, for Governing Board approval of the April 26, 2018, agenda passed unanimously.

V. PUBLIC COMMENT

M. Cross reported news of the California Workforce Association's Charlie Brown Workforce Professional of the Year award, awarded this year to Heather Alexander, Youth Program Manager of Alliance for Workforce Development. She will receive the award at the CWA Workcon 2018 Conference May 2, 2018.

M. Cross introduced new NoRTEC staff: JJ Berndt, Project Coordinator of Grow Manufacturing and Stephanie Evans, Executive Assistant at NoRTEC.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

E. Scofield stated there was a vacancy on the Workforce Development Board due to Shane Mortensen's relocation from the area. E. Scofield reported a nomination received for Ron Copeland to fill the seat in the Organized Labor sector.

E. Scofield introduced R. Copeland, Labor relations Representative for UPEC 792 (United Public Employees of California).

A motion made by S. Thrall, seconded by P. Roen, for Governing Board appointment of Ron Copeland to fill the At-Large Organized Labor seat on the NoRTEC Workforce Development Board passed unanimously.

VII. NORTEC STRATEGIC GOALS

A. Strategic Goal #1 – Increase Connections with Employers to Understand Current and Emerging Business Needs and Increase Awareness of the Services that are Available to Businesses

A short video explaining the goals of industry sector partnerships was shown, followed by an update of industry sector partnership activities, accomplishments and goals for the upcoming year.

1. Shavati Karki-Pearl, Program Director of Nevada County Economic Research Council, provided an update of the Nevada County Tech Connection’s efforts to increase education and recruitment in the digital media sector.
2. Wendy Porter, Managing Director of ChicoStart, provided an update on growTECH’s identified shared challenges in the industry and shared information about new quarterly strategy sessions.
3. Kathy Sarmiento, Executive Director of the Job Training Center, provided an update of the agricultural partnership priorities of their goals for labor recruitment and sequencing in Tehama County.
4. JJ Berndt, Project Coordinator of Grow Manufacturing Initiative (GMI), reviewed momentum builders from 2017. Hope Seth of Shasta County GMI provided an update of the efforts in Shasta County’s work in increasing resources in the region.
5. Traci Holt, Executive Director of Alliance for Workforce Development, provided an update of the Rural Healthcare Sector Partnership’s work to align resources with education and workforce.

B. Strategic Goal #1 – Increase Connections with Employers to Understand Current and Emerging Business Needs and Increase Awareness of the Services that are Available to Businesses

M. Cross provided an overview of a pilot youth employment summer program in 2018. NoRTEC and Service Providers are working to expand Del NoRTEC’s E3 (Experience, Education, Employment) program model in more counties. M. Cross also asked for board member participation in publicizing the program locally and asked for that any interested members who also have local businesses to consider participating in the program.

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

M. Cross reviewed the information previously presented by Jason Schwenkler, the Director of the Geographical Information Center (GIC) at Chico State University, regarding broadband expansion in the NoRTEC region. M. Cross stated that NECCC and UCCC staff are willing to provide a forum for board members interested in participating directly with local broadband expansion efforts.

VIII. CONSENT AGENDA

G. Mathew discussed the consent agenda items. G. Mathew asked if any members wanted items pulled from the consent agenda for further discussion. There were no requests.

A motion made by D. Beeson, seconded by T. Cochran, for WDB approval of the consent agenda reports passed unanimously.

A motion made by P. Roen, seconded by S. Thrall, for Governing Board approval of the consent agenda reports passed unanimously.

IX. FINANCE REPORT

M. Cross gave the Finance report.

A. PY 2017/2018 Funding

M. Cross stated noted NoRTEC currently had \$19,402,079 in available funding which is a \$4,078,458 from the previous program year.

B. Approval of the 2018/2018 Third Quarter Financial Reports

M. Cross reviewed the third quarter financial reports (listed below). There were no questions from the members.

1. PY 2017/2018 Contracts Summary
2. PY 2017/2018 Service Provider Contract Modifications Report
3. PY 2017/2018 Program Expenditure Report
4. PY 2017/2018 NoRTEC Administrative Entity Expenditure Report
5. PY 2017/2018 NoRTEC WDB/Governing Board Expenditure Report

C. NoRTEC Fiscal Monitoring

M. Cross stated the monitoring review schedule of the Service Providers by NoRTEC was outlined in the agenda.

D. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross said the review of NoRTEC by the State had been conducted the week of March 19, 2018. He said the State had one finding, but it was arcane. NoRTEC, said

Cross, reports expenditures on an accrual basis, meaning when we report expenditures, we include accruals in our totals (some workforce areas do not). We did not go to the trouble to break out our accruals from regular expenditures on the report, because the expenditure totals do not change. But, the State monitor insisted that we do so. So, we agreed to report accruals separately in the future.

E. PY 2018/2019 NoRTEC Administrative Entity Budget

The members reviewed the proposed Administrative Entity Budget as presented in the agenda.

A motion made by H. Oilar, seconded by M. Dent, for WDB approval of the PY 2018/2019 NoRTEC Administrative Entity Operating Budget for \$1,389,166 and the PY 2018/2019 Administrative Entity Other Projects Budget for \$605,000, subject to availability of funding, passed unanimously.

A motion made by E. Valenzuela, seconded by P. Roen, for Governing Board approval of the PY 2018/2019 NoRTEC Administrative Entity Operating Budget for \$1,389,166 and the PY 2018/2019 Administrative Entity Other Projects Budget for \$605,000, subject to availability of funding, passed unanimously.

F. PY 2018/2019 WDB/Governing Board Budget

The members reviewed the proposed WDB/Governing Board Budget as presented in the agenda.

A motion made by T. Cochran, seconded by M. Piller, for WDB approval of the PY 2018/2019 WDB/Governing Board Budget at \$90,000 subject to availability of funding, passed unanimously.

A motion made by J. Fenley, seconded by S. Morgan, for Governing Board approval of the PY 2018/2019 WDB/Governing Board Budget at \$90,000 subject to availability of funding, passed unanimously.

G. Acceptance of the June 30, 2017, Single Audit Report

The members reviewed the audit report.

A motion made by M. Dent, seconded by L. Zorn, for WDB acceptance of the June 30, 2017, Single Audit Report passed unanimously.

A motion made by S. Thrall, seconded by P. Roen, for Governing Board acceptance of the June 30, 2017, Single Audit Report passed unanimously.

A motion made by L. Russell, seconded by Joe Wilson, for WDB approval of the Third Quarter Financial Report passed unanimously.

A motion made by E. Valenzuela, seconded by S. Morgan, for Governing Board approval of the Third Quarter Financial Report passed unanimously.

X. EXECUTIVE COMMITTEE REPORT

E. Scofield, Executive Committee Chair, reported to the members that the Executive Committee had met that morning to conduct an annual performance review for Michael Cross, NoRTEC's Executive Director.

Scofield said the committee had given Cross high marks and they were happy to have both a strategic plan and timely progress reports on how the plan was being implemented.

Scofield also reported that Cross requested a review of NoRTEC's service delivery model. The committee directed Cross to secure a facilitator to work with the committee on this issue before the next quarterly meeting.

XI. AJCC CERTIFICATION

T. Brown discussed AJCC Baseline and Hallmarks of Excellence certification processes for NoRTEC's 13 AJCCs. Brown reported the Baseline Certification was completed and submitted to the State by the December 31, 2017, deadline. Brown said Hallmarks Certification had recently been completed and was reviewed by the Program Committee. Brown said the Program Committee was recommending approval of the Hallmarks of Excellence AJCC Certification documentation for submission to the State.

A motion was made by M. Piller, seconded by T. Cochran, to approve the Hallmarks of Excellence AJCC Certification documents for submission to the State passed unanimously.

XII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported the Milestone/Sears/Rideout Additional Assistance Project (\$275,000), the Workforce Accelerator Fund 6.0 Project (\$250,000), the Regional Plan Implementation Project (\$1,00,000), and the Fire 2017 National Dislocated Worker Emergency Grant Project (\$1,500,000) were all funded.

B. New Applications

M. Cross discussed an application NoRTEC submitted to the Employment Training Panel (ETP), in coordination with Department of Rehabilitation, for the development and implementation of a summer youth employment program for students with disabilities. NoRTEC was awarded \$250,000, conditionally based upon legislative review of the awards scheduled for the end of April, and Cross requested approval to accept the funding.

A motion made by J. Wyse, seconded by R. Duvarney, for WDB approval of staff accepting \$250,000 of funding from ETP to implement a summer youth employment program for students with disabilities passed unanimously.

A motion made by S. Morgan, seconded by P. Roen, for Governing Board approval of staff accepting \$250,000 of funding from ETP to implement a summer youth employment program for students with disabilities passed unanimously.

XIII. OLD BUSINESS

There was no Old Business.

XIV. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

M. Cross shared the upcoming meetings schedule with the members:

- Thursday, August 23, 2018, 10:00 am – 2:00 pm, Canyon Oaks Country Club, in Chico.
- Thursday, October 25, 2018, 10:00 am – 2:00 pm, Gaia Hotel and Spa, in Anderson.

B. Other New Business

G. Mathew stated a new slate of potential officers for the WDB and Governing Board (Chair and Vice Chair), including WDB members interested in serving on the Executive Committee, should express their interest at the upcoming August 2018 meeting so they could be voted on at the October meeting and take office in January 2019.

E. Scofield said he was nominating J. Fenley, current Vice Chair of the Governing Board, to serve as Chair beginning in January 2019. Fenley stated he was willing to do so.

T. Brown reminded WDB members that both the Chair and the Vice Chair must be representatives of private industry, and would automatically be part of the Executive Committee. She continued that the remaining three WDB members on the Executive Committees could be any WDB member.

G. Mathew stated members interested in serving should contact T. Brown before the April meeting.

XV. ADJOURNMENT

The meeting adjourned at 12:10 p.m.