

NORTEC
WDB AND GOVERNING BOARD MINUTES
THURSDAY, AUGUST 23, 2018
CHICO, 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 C. Martin, for WDB approval of the August 23, 2018, agenda passed unanimously.

A motion made by L. Baugh, seconded by E. Valenzuela, for Governing Board approval of the August 23, 2018, agenda passed unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

E. Scofield stated there was a vacancy on the Workforce Development Board due to Harry Ellis' retirement from the Department of Rehabilitation. Scofield reported a nomination was received for Debra Speers to fill the seat in the Rehabilitation sector.

A motion made by J. Fenley, seconded by S. Thrall, for Governing Board appointment of Debra Speers to fill the At-Large Rehabilitation seat on the NoRTEC Workforce Development Board passed unanimously.

VII. EXECUTIVE COMMITTEE REPORT

E. Scofield, Committee Chair, stated the committee had met for a facilitated planning session to discuss the future of NoRTEC's operational structure and service delivery model. Scofield said the Committee had developed a set of guiding principles for staff to use in the development of the Request for Proposal (RFP) document that would soon be let for WIOA services beginning on July 1, 2019. Scofield then asked M. Cross,

NoRTEC’s Executive Director, to provide a brief history of NoRTEC’s funding levels and the impact these levels have had on the NoRTEC service delivery system.

John Chamberlin, consultant, introduced the guiding principles for the RFP developed by the Executive Committee and facilitated a lengthy discussion on what has been done in the past, along with new ideas for the future—particularly the idea of having multiple access points throughout the consortium without committing to a “bricks and mortar” AJCC in every county.

Several members of both boards expressed concern about the provision of services to job seekers in the counties they represent and stated they would like an opportunity to visit their local AJCCs and consider the issue before approving the proposed guiding principles. L. Baugh and S. Thrall asked that the decision be postponed until the October meeting.

M. Cross stated NoRTEC was already under a tight timeline with respect to the development and release of the RFP. Cross stated the members would need to reach consensus no later than the October meeting or staff would not be able to develop the RFP and allow sufficient time for responses.

E. Scofield said it was important to gather input, but he and the committee members were also concerned about the timeline and the fact that funding had been steadily declining for NoRTEC over the past several years. He then acknowledged the consensus of both bodies seemed to be to table approval of the guiding principles until the next quarterly meeting in October 2018. Scofield asked for a motion to table the issue.

A motion made by L. Zorn, and seconded by Joe Wilson, to table the motion until the October 25, 2018, meeting passed the WDB with G. Mathew and T. Cochran abstaining.

A motion made by J. Fenley, and seconded by S. Thrall, to table the motion under the October 25, 2018, meeting passed the Governing Board unanimously.

VIII. NORTEC STRATEGIC GOALS

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

K. Sarmiento provided an overview of the Job Training Center of Tehama County’s 2018 summer youth program.

IX. CONSENT AGENDA

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

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

A motion made by E. Valenzuela, seconded by L. Baugh, for Governing Board approval of the consent agenda reports passed unanimously.

X. PROGRAM COMMITTEE REPORT

M. Piller gave the Program report.

A. Program Monitoring

M. Piller noted all of NoRTEC's Service Providers had been monitored by NoRTEC staff and there were no findings.

B. State/Federal Monitoring of NoRTEC

M. Piller noted NoRTEC's NDWG Storm Project had been monitored by the State. She reported there was one finding which had to do with updates to NoRTEC's grievance procedure and staff were working on revising the policy.

Piller also noted NoRTEC was scheduled for another program review by the State during the first week in November with a focus on the Adult and Dislocated Worker program.

C. Universal Services, Client Enrollment, and Contract Performance

M. Piller review the reports as presented in the agenda, noting that STEP and SMART both missed performance standards during the program year. Piller reminded the members there was a long lag time (12-18 months) between time the job seekers left the program and their employment circumstances were reviewed for performance calculations.

D. Customer Satisfaction

M. Piller noted the low response rates for the customer satisfaction surveys and reported staff were working with the local service providers to develop a method that would boost response rates to the survey.

E. Plant Closure Update: Closures/Layoffs

M. Piller reviewed the report as presented in the agenda.

F. Employer Services: NoRTEC Employer Services Report

M. Piller reviewed the report as presented in the agenda.

G. Headline Program Reports

M. Piller reviewed the reports as presented in the agenda and encouraged all members to thoroughly read the reports, especially the one that highlighted events in their county of residence.

H. Staff Training

M. Piller reviewed the information as presented in the agenda.

M. Piller asked if there were any questions on any of the reports. W. Meith asked if missing performance standards had any impact on future funding for Service Providers.

M. Cross answered that it could, especially if a program misses performance two years in a row, as it could result in contract termination.

A motion made by L. Russell, seconded by P. Hagata, for WDB approval of the Fourth Quarter Program Report passed unanimously.

A motion made by L. Baugh, seconded by J. Fenley, for Governing Board approval of the Fourth Quarter Program Report passed unanimously.

XI. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported an application submitted to the Employment Training Panel to provide soft skills training and paid work experience to at least 50 youth during the summer of 2018 had been funded for the requested \$250,000.

B. New Applications

1. Regional Planning Grant – M. Cross requested permission to submit an application for \$100,000 to the California Workforce Development Board for a regional planning grant to fund collaborative development of partnerships to serve formerly incarcerated and other justice involved individuals.

A motion made by T. Cochran, seconded by J. Wyse, for approval of staff submitting a \$100,000 planning grant application to fund collaborative development of partnerships to serve formerly incarcerated and justice involved individuals passed the WDB unanimously.

A motion made by D. Teeter, seconded by E. Valenzuela, for approval of staff submitting a \$100,000 planning grant application to fund collaborative development of partnerships to serve formerly incarcerated and justice involved individuals passed the Governing Board unanimously.

2. Carr Fire NDWG Project – M. Cross requested permission to submit a \$2,000,000 application to the State for a National Dislocated Worker Grant to provide temporary jobs for individuals to assist with clean-up of damage from the Carr Fire. Cross said the project would put a minimum of 100 people to work.

A motion made by R. DuVarney, seconded by D. Platz, for approval of staff submitting a \$2,000,000 NDWG application to the State to address clean-up after the Carr Fire passed the WDB unanimously.

A motion made by L. Baugh, seconded by G. Hemmingsen, for approval of staff submitting a \$2,000,000 NDWG application to the State to address clean-up after the Carr Fire passed the Governing Board unanimously.

XII. OLD BUSINESS

G. Mathew reminded members that new officers would be taking office in January 2019. Mathew stated he thought the members should vote on the new officers at the October

2018 meeting. Mathew said he was nominating current WDB Vice Chair, Wade Meith, for Chair, and Joe Wilson for Vice Chair.

Mathew stated additional nominations for the three WDB at-large seats on the Executive Committee would be sought.

E. Scofield said he was nominating J. Fenley, currently Vice Chair of the Governing Board to serve at Chair. B. Williams was nominated for the Vice Chair position.

Mathew and Scofield directed members to submit their nominations to Michael before the October 25, 2018, quarterly meeting agenda is posted.

XIII. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

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

- Thursday, October 25, 2018, 10:00 am – 2:00 pm, Gaia Hotel and Spa, in Anderson.
- Thursday, January 24, 2019, 10:00 am – 2:00 pm, Butte Creek Country Club, in Chico.

B. Other New Business

There was no additional New Business.

XIV. ADJOURNMENT

The meeting adjourned at 12:20 p.m.