

NORTEC  
WDB AND GOVERNING BOARD MINUTES  
THURSDAY, OCTOBER 25, 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 R. Sandler, for WDB approval of the October 25, 2018, agenda passed unanimously.***

***A motion made by J. Fenley, seconded by S. Thrall, for Governing Board approval of the October 25, 2018, agenda passed unanimously.***

V. PUBLIC COMMENT

D. Speers, WDB member, introduced her staff from the Department of Rehabilitation.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

E. Scofield introduced Susan Marie, Owner of Susan Marie & Associates, as a nominee to fill the Private Industry seat in Trinity County that became vacant after Duane Heryford's resignation.

J. Fenley, Governing Board representative from Trinity County, thanked Duane for his service to both NoRTEC and Trinity County. Fenley said Duane would be greatly missed.

Susan Marie stated she was looking forward to serving on the NoRTEC Workforce Development Board.

***A motion made by J. Fenley, seconded by L. Baugh, for Governing Board appointment of Susan Marie to fill the Trinity County Private Industry seat on the NoRTEC Workforce Development Board passed unanimously.***

VII. NORTEC STRATEGIC GOALS

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

Heather Alexander Chavez, AFWD Youth Program Manager, Ron Kimberling, Butte County Probation Officer, and Griselda Lopez, AFWD Case Manager, gave a presentation

about the successful partnership that has been developed between AFD and Butte County Probation. This partnership provides wrap-around, holistic services to youth, ages 18-24 that are involved in the justice system. In addition to providing information and statistics about the successful program, Brandon Infranca, a recent graduate of the program, shared with the members how the program helped him turn his life around.

VIII. 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 J. Wyse, seconded by D. Beeson, for WDB approval of the consent agenda reports passed unanimously.***

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

IX. FINANCE COMMITTEE REPORT

J. Hough, NoRTEC Fiscal Director, gave the report.

A. PY 2018/2019 Funding

J. Hough reported NoRTEC currently has \$16,675,606 of available funding. She noted there is also an additional \$1,333,000 of Carr Fire NDWG funding and \$95,000 of Prison to Employment Initiative funding that is pending allocation. Hough stated that when all funding is received, NoRTEC's total funding will be \$18,103,606.

B. Approval of the 2018/2019 First Quarter Financial Reports

1. PY 2018/2019 Contracts Summary – This information was presented as outlined in the agenda. There were no questions.
2. PY 2018/2019 Service Provider Contract Modifications Report – This information was presented as outlined in the agenda. There were no questions.
3. PY 2018/2019 Program Expenditure Report – This information was presented as outlined in the agenda. Hough noted all programs were meeting expenditure rate requirements. There were no questions.
4. PY 2018/2019 NoRTEC Administrative Entity Expenditure Report – This information was presented as outlined in the agenda. There were no questions.
5. PY 2018/2019 NoRTEC WDB/Governing Board Expenditure Report – This information was presented as outlined in the agenda. There were no questions.

C. NoRTEC Fiscal Monitoring

J. Hough reported fall monitoring visits were underway and the results of the reviews would be shared with the members at the January 2019 quarterly meeting.

D. Statement Fiscal Procurement Monitoring of NoRTEC

J. Hough reported no reviews of NoRTEC had been scheduled by the State.

***A motion made by R. Sandler, and seconded by M. Piller, for WDB approval of the Finance Committee Report passed unanimously.***

***A motion made by P. Roen, and seconded by E. Cavasso, for Governing Board approval of the Finance Committee Report passed unanimously.***

X. NORTEC POLICIES

A. Transitional Jobs Policy

***A motion made by T. Cochran, and seconded by R. Sandler, for WDB approval of the Transitional Jobs Policy passed unanimously.***

***A motion made by G. Hemmingsen, and seconded by E. Valenzuela, for Governing Board approval of the Transitional Jobs Policy passed unanimously.***

B. WDB/Governing Board Travel Policy

***A motion made by R. Sandler, and seconded by M. Dent, for WDB approval of the WDB/Governing Board Travel Policy passed unanimously.***

***A motion made by R. Sandler, and seconded by M. Dent, for Governing Board approval of the WDB/Governing Board Travel Policy passed unanimously.***

XI. RFP GUIDING PRINCIPLES

M. Cross reported to the members that the RFP Guiding Principles developed by the Executive Committee and presented for approval at the August 23, 2018, meeting had been tabled until the October meeting in order to make some requested changes by board members. Cross reported the document had been changed and was subsequently sent out to all WDB and Governing Board members for review. Cross reported he had not received any questions or comments on the revised document.

L. Baugh asked how these guiding principles would shape NoRTEC's future vision.

E. Scofield replied the intent was to increase services to job seekers and employers through a change of structure.

M. Piller added the intent was to encourage innovation within the NoRTEC structure because funding has been steadily decreasing over the years and has made it very difficult to keep the original structure of NoRTEC, which included a separate service provider in each of the eleven counties. Piller said we have already had to drop from eleven service providers to four due to funding reductions.

L. Baugh then asked if this opened the door to continued shut-down of offices and a push towards a single service provider.

M. Piller replied that was not the immediate intent, but it could happen over time.

L. Baugh asked M. Cross for an administrative perspective on the issue. M. Cross replied administration was in favor of a strong service provider in every county, but he said he did not believe it would require a separate entity in each of the eleven counties. Cross said he was hoping the change in guiding principles would forestall more consolidation by allowing proposers to develop creative solutions.

L. Baugh stated he understood the need for consolidation, but he would not be in favor of a single service provider for the entire region.

E. Scofield stated he believed smaller counties needed services as much as the larger ones, but these services in rural counties would probably look a lot different after the next RFP cycle was complete. Scofield stated he also expected innovation in the larger counties, not just the smaller ones.

G. Hemmingsen stated his biggest concern was that an outside entity would come in and bid on only the “profitable” counties, leaving out services to the smaller less “profitable” ones. Cross assured the members that services in some form would be available in all eleven counties.

***A motion made by R. DuVarney, and seconded by T. Cochran, for WDB adoption of the RFP Guiding Principles as posted passed unanimously.***

***A motion made by S. Thrall, and seconded by P. Roen, for Governing Board adoption of the RFP Guiding Principles as posted passed unanimously.***

## XII. STATUS OF FUNDING APPLICATIONS

### A. Prior Approval

1. Regional Planning Grant – M. Cross reported the application submitted for a regional planning grant to fund collaborative development of partnerships to serve formerly incarcerated and other justice involved individuals was funded at \$95,000.
2. Carr Fire NDWG Project – M. Cross reported the application submitted for a National Dislocated Worker Grant to provide temporary jobs for individuals to assist with clean-up of damage from the Carr Fire was funded for \$2,000,000.

### B. New Applications

There were no new applications requiring approval by the members.

## XIII. WORKFORCE DEVELOPMENT BOARD/GOVERNING BOARD ELECTIONS

### A. Governing Board Chair and Vice Chair Elections

#### 1. Election of Governing Board Chair

***A motion made by L. Baugh, and seconded by E. Valenzuela to elect John Fenley to serve as Governing Board Chair for a two-year term beginning in January 2019 passed the Governing Board unanimously.***

2. Election of Governing Board Vice Chair

***A motion made by J. Fenley, and seconded by L. Baugh to elect Bob Williams to serve as Governing Board Vice Chair for a two-year term beginning in January 2019 passed the Governing Board unanimously.***

B. Workforce Development Board Chair and Vice Chair Elections

1. Election of WDB Chair

***A motion made by T. Cochran, and seconded by M. Piller, to elect Wade Meith to serve as the Workforce Development Board Chair for a two-year term beginning in January 2019 passed the WDB unanimously.***

2. Election of WDB Vice Chair

***A motion made by W. Hagge, and seconded by D. Beeson, to elect Joe Wilson to serve as the Workforce Development Board Vice Chair for a two-year term beginning in January 2019 passed the WDB unanimously.***

C. Three Additional Workforce Development Board Members to Serve on the Executive Committee

***A motion made by T. Cochran, and seconded by R. Sandler, to elect Dwight Beeson, Jesse Cox, and Michele Piller as the additional three WDB members to the Executive Committee for a two-year term beginning in January 2019 passed the WDB unanimously.***

XIV. OLD BUSINESS

There was no Old Business.

XV. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

E. Scofield announced the next two meeting dates as outlined in the agenda.

B. Other New Business

There was no additional New Business.

XVI. ADJOURNMENT

The meeting adjourned at 11:57 a.m.