

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, OCTOBER 24, 2019
10:00 AM – 2:00 PM
GAIA HOTEL AND SPA
ANDERSON, 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 (ACTION)**

There are two Private Industry vacancies on the NoRTEC Workforce Development Board, one in Siskiyou County and a second At-Large position due to the passing of Jesse Cox. A nomination has been received for the Siskiyou County Private Industry seat.

Michael Clarno has been nominated by the Dunsmuir Chamber of Commerce to fill the Siskiyou County Private Industry seat. Michael is the Human Resources Manager for the Mt. Shasta Ski Park.

[Application](#)

[Nomination Letter](#)

Recommended Action:

Governing Board appointment of Michael Clarno to fill the vacant Siskiyou County Private Industry seat on the NoRTEC Workforce Development Board.

VII. WORKFORCE DEVELOPMENT BOARD ORIENTATION (INFORMATION)

Staff will provide a brief orientation to NoRTEC for the Workforce Development Board and the Governing Board members.

VIII. NORTEC STRATEGIC GOALS (INFORMATION)

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

A. Grow Manufacturing Initiative

Sabrina Marquez will provide an update on Grow Manufacturing Initiative activities.

B. Smart Center Job Fair

Wendy Zanotelli, Executive Director of Smart, will present on Smart's October 2019 job fair.

IX. 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 an alternating schedule. The Finance Reports are reviewed during the October and April meetings, and Program Reports are reviewed during the January and August meetings. The minutes from the previous quarterly meeting are also included on the consent agenda.

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

1. [WDB/Governing Board Meeting Minutes, August 22, 2019](#)

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

2. [Program Report](#)

This quarter's report provides routine information on first quarter performance measures under WIOA and routine quarterly program reports. It should be noted that if NoRTEC and/or a Service Provider is not meeting performance objectives after the first quarter of the program year, it is not normally a concern.

The Program Report also outlines final performance for PY 2018/2019, as data was not available for the August 22, 2019, meeting. NoRTEC and all four of its Service Providers exceeded all performance objectives in the Adult, Dislocated Worker, and Youth programs for last program year (July 1, 2018-June 30, 2019).

The Program Committee has reviewed the information and recommends approval of the Program Report by the WDB and Governing Board.

Recommended Action:

WDB approval of the consent agenda reports.

Governing Board approval of the consent agenda reports.

X. PY 2019/2020 FUNDING (INFORMATION)

NoRTEC currently has \$16,684,066 in available funds for the 2019/2020 program year. An additional \$1,333,000 for the Carr Fire 2018, \$3,947,525 for Camp Fire Workforce Development, \$5,833,333 for Camp Fire Temporary Jobs and \$1,666,666 for Severe Storms 2019 may be allocated incrementally by the State. Prison to Employment Implementation for \$764,750 and Supportive Services for \$1,085,516 will be allocated by next quarter. If all funds are allocated, NoRTEC will have \$31,314,856. This is a decrease of \$6,023,465 over 2018/2019 Program Year funding. This decrease is the result of the completion of various grant-funded projects.

Project	PY 2019/2020 Funds Available	Additional Funds Requested/Pending Allocation	Total
Adult	\$2,963,292	\$0	\$2,963,292
Youth	\$2,956,590	\$0	\$2,956,590
Dislocated Worker	\$2,490,294	\$0	\$2,490,294
Rapid Response	\$667,816	\$0	\$667,816
Rapid Response – Layoff Aversion	\$168,606	\$0	\$168,606
CA Manufacturing (CMTC)	\$131,006	\$0	\$131,006
Storms 2017	\$585,977	\$0	\$585,977
CA Wildfires 2017	\$152,241	\$0	\$152,241
Carr Fire 2018	\$390,025	\$1,333,000	\$1,723,025
Workforce Accelerator 6.0	\$23,037	\$0	\$23,037
Prison to Employment Planning	\$24,372	\$0	\$24,372
Additional Asst. Camp Fire	\$416,340	\$0	\$416,340
Camp Fire Workforce Developmt	\$1,703,615	\$3,947,525	\$5,651,140
Camp Fire Temporary Jobs	\$2,659,202	\$5,833,333	\$8,492,535
Slingshot 2.0 Regional Planning	\$225,000	\$0	\$225,000
North State Regional Planning	\$151,332	\$0	\$151,332
Prison to Employment Implementation	\$0	\$764,750	\$764,750
Prison to Employment Supportive Services	\$0	\$1,085,516	\$1,085,516
Accelerator 7.0	\$141,987	\$0	\$141,987
Severe Storms 2019	\$833,334	\$1,666,666	\$2,500,000
TOTAL	\$16,684,066	\$14,630,790	\$31,314,856

XI. FINANCE REPORT (INFORMATION/ACTION)

Jeanne Hough, NoRTEC’s Fiscal Director, will give the report.

A. Approval of the 2019/2020 First Quarter Financial Reports (Action)

1. PY 2019/2020 Contracts Summary

This report shows the total allocation of funding in subgrants and contracts, the source of that funding, and its allocation within NoRTEC for the 2019/2020 program year. As of September 30, 2019, NoRTEC had a total of \$16,684,066 available in subgrants and contracts for the 2019/2020 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. PY 2019/2020 Service Provider Contract Modifications Report

This report shows the changes between July 1, 2019, and September 30, 2019, in the service provider contract amounts available for expenditure in the current program year. This report shows only contract amounts available in the current year. Contract amounts expended in prior years are not included.

Contract modifications during this quarter reflect the new contract allocations for PY 2019/2020.

3. PY 2019/2020 Program Expenditure Report

a. Program Expenditure Rate Requirements - This report shows each service provider's total available balance for the program year (July 1, 2019, to June 30, 2020), the cumulative expenditures for the quarter ended September 30, 2019, and the remaining balance at September 30, 2019, for each specific funding title and program type. This report shows only contract amounts available in the current year. Contract amounts expended in a prior year are not included.

Currently, STEP is underspent in Youth and Dislocated Worker. STEP has submitted corrective action plans detailing how they plan to address the issue.

There are no other items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocated funding (Adult, Youth and Dislocated Worker) by the end of the program year.

The normal quarterly expenditure rate requirements are as follows: (1) First Quarter – between 10% and 35%, (2) Second Quarter – between 30% and 60%, (3) Third Quarter – between 50% and 85%. A corrective action plan (an explanation from the service provider of how they intend to utilize the funds by the end of the funding period) is automatically required from a service provider if any allocated funding title's expenditure rate falls outside the quarterly requirements. The required expenditure rates apply to regular funding titles only and do not apply to special projects.

"Excess" funds may be voluntarily returned by a service provider or recaptured by NoRTEC if it appears that a service provider will not be able to effectively utilize them by the end of the funding period. These funds are

then redistributed to other NoRTEC service providers demonstrating a greater need, or returned to the State if they cannot be effectively utilized within the consortium. Early detection and correction of expenditure problems is important because it allows time for the funds to be put to good use by service providers in other consortium counties. In addition, the effective use of funds directly affects NoRTEC's ability to secure additional funding in future years.

- b. Training Expenditure Rates - California law requires that a minimum of 32.1% of total expenditures in the Adult and Dislocated Worker programs be spent on out-of-pocket training costs for participants. These training expenditures include such expenses as OJT reimbursements to employers and tuition payments to training vendors on behalf of participants. Per NoRTEC policy, failure to meet the expenditure requirements may result in disallowed costs, recapture of funds or contract termination.

All service providers were meeting the requirement. There are no other items of concern.

4. [PY 2019/2020 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the quarter ended September 30, 2019. At September 30, 2019, the NoRTEC Administrative Entity had expended 15% of its Operating budget and 4% of its Other Projects budget. Overall, the Administrative Entity spent 12% of its budget.

There are no items of concern.

5. [PY 2019/2020 NoRTEC WDB/Governing Board Expenditure Report](#)

This report shows the WDB and Governing Board expenditures against the annual line item budget for the quarter ended September 30, 2019. At September 30, 2019, the WDB/Governing Board had expended 20% of its total budget.

There are no items of concern.

Recommended Action:

WDB approval of the first quarter financial reports.

Governing Board approval of the first quarter financial reports.

B. NoRTEC Fiscal Monitoring (Information)

Fall monitoring for all service providers is underway. It will not be completed until mid-December. A full report will be provided to the WDB and Governing Board at the January 23, 2020, meeting.

C. State Fiscal and Procurement Monitoring of NoRTEC (Information)

At this time, no monitoring of NoRTEC by the State has been scheduled.

Recommended Action:

WDB approval of the first quarter Finance Report.

Governing Board approval of the first quarter Finance Report.

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

A. **Prior Approval**

NoRTEC was awarded \$2,500,000 to place 125 job seekers in temporary jobs to assist with clean-up from severe winter storms last spring in Del Norte, Modoc, Shasta, and Trinity Counties.

B. **New Applications**

The California Workforce Development Board will be issuing an RFP for Regional Planning Implementation funds at the end of October. Staff are requesting permission to apply for up to \$400,000 of funding. This funding is meant to assist regional planning units (like NoRTEC) to continue to work with projects that enhance sector initiatives (e.g. Grow Manufacturing Initiative), collaborate with career pathways programs, and implement strategies in NoRTEC's regional and local plans.

Recommended Action:

WDB approval of staff applying for up to \$400,000 of RPI 3.0 funding from the California Workforce Development Board.

Governing Board approval of staff applying for up to \$400,000 of RPI 3.0 funding from the California Workforce Development Board.

XIII. **QUARTERLY MEETING SCHEDULE (DISCUSSION)**

At the August 2019 meeting, Bob Williams, Governing Board Vice Chair from Tehama County, requested a discussion about the possibility of moving our quarterly meetings to a different day of the week.

Ballots were distributed to the attending members at the August meeting (11 Governing Board members were in attendance, and 25 WDB members were in attendance). There were six options and the members were asked to indicate their first, second, and third choices for meeting dates. One of the six options was the current schedule (the fourth Thursday of January, April, August, and October).

Staff tallied the votes. Six of the eleven Governing Board members indicated they wished to keep the meeting schedule as is for their first choice. Sixteen of the 25 WDB members indicated they wished to keep the meeting schedule as is, as well. There was no overwhelmingly clear choice of an alternative meeting date for those members whose first choice was something other than the current schedule.

Staff recommends leaving the meeting schedule as is, with quarterly meetings being held on the fourth Thursdays of January, April, August, and October.

XIV. OLD BUSINESS (INFORMATION)

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

XV. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The January 23, 2020, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Butte Creek Country Club in Chico.
2. The April 23, 2020, 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.

XVI. ADJOURNMENT