

NORTEC
WDB AND GOVERNING BOARD MINUTES
THURSDAY, OCTOBER 24, 2019
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by W. Meith, WDB Chair, and J. Fenley, Governing Board Chair, at 10:02 a.m.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

There was a quorum of the Workforce Development Board and the Governing Board.
[Roster](#)

IV. APPROVAL OF AGENDA

A motion made by L. Russell, seconded by M. Enyeart, for WDB approval of the October 24, 2019 agenda passed unanimously.

A motion made by D. Teeter and seconded by E. Valenzuela for Governing Board approval of the October 23, 2019 agenda passed unanimously.

V. PUBLIC COMMENT

There were no public comments.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

E. Valenzuela introduced Michael Clarno, Human Resources Manager for the Mt. Shasta Ski Park, as a nominee to fill the vacant Siskiyou County Private Industry seat on the Workforce Development Board.

A motion made by E. Valenzuela, seconded by S. Thrall, for Governing Board appointment of Michael Clarno to fill the Private Industry seat on the NoRTEC Workforce Development Board passed unanimously.

VII. WORKFORCE DEVELOPMENT BOARD ORIENTATION

M. Cross, Executive Director of NoRTEC, presented an overview of NoRTEC history, structure, and goals. T. Brown, Assistant Director of NoRTEC, presented a synopsis of NoRTEC's programs and performance goals. [Click here to view the presentation](#)

VIII. NORTEC STRATEGIC GOALS

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

A. Grow Manufacturing Initiative

M. Cross introduced Sabrina Marquez, Program Coordinator for the Grow Manufacturing Initiative. S. Marquez presented information about the Initiative. [Click here to view the presentation](#)

B. Smart Center Job Fair

Wendy Zanotelli, Executive Director of Smart, presented information about the Smart Business Resource Center's October 2019 job fair. The fair hosted 68 employers and served over 200 job seekers in the Redding area. [Click here to view her presentation](#)

IX. CONSENT AGENDA

W. Meith 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 W. Hagge and seconded by D. Beeson for Workforce Development Board approval of the consent agenda reports passed unanimously.

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

X. PY 2019/2020 FUNDING

J. Hough, NoRTEC Fiscal Director, reported that NoRTEC currently has \$16,684,066 in available funds for the 2019/2020 program year. M. Cross noted that the high number of grants contributed to differences in funding amounts compared to average years. If all funds are allocated, NoRTEC will have \$31,314,856 in total funding.

XI. FINANCE REPORT

J. Hough presented the Finance Report.

A. 2019/2020 First Quarter Financial Reports

1. PY 2019/2020 Contracts Summary - This information was presented as outlined in the agenda. There were no questions.
2. PY 2019/2020 Service Provider Contract Modifications Report - This information was presented as outlined in the agenda. There were no questions.
3. PY 2019/2020 Program Expenditure Report
 - a. Program Expenditure Rate Requirements – J. Hough noted that STEP is currently underspent in Youth and Dislocated Worker and has submitted a corrective action plan. There were no other items of concern.
 - b. Training Expenditure Rates – This information was presented as outlined in the agenda. There were no questions.
4. PY 2019/2020 NoRTEC Administrative Entity Expenditure Report

This information was presented as outlined in the agenda. There were no questions.

5. PY 2019/2020 NoRTEC WDB/Governing Board Expenditure Report

This information was presented as outlined in the agenda. There were no questions.

A motion made by H. Oilar and seconded by M. Piller for Workforce Development Board approval of the first quarter financial reports passed unanimously.

A motion made by E. Valenzuela and seconded by B. Williams for Governing Board approval of the first quarter financial reports passed unanimously.

B. NoRTEC Fiscal Monitoring

J. Hough noted that 2019 fall reviews are in progress and states there will be an update in January.

C. State Fiscal and Procurement Monitoring of NoRTEC

J. Hough noted that no monitoring of NoRTEC by the State has been scheduled.

A motion made by W. Hagge, seconded by C. Martin, for Workforce Development Board approval of the first quarter Finance Report passed unanimously.

A motion made by D. Teeter, seconded by L. Baugh, for Governing Board approval of the first quarter Finance Report passed unanimously.

XII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross noted that 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

M. Cross stated that NoRTEC is requested permission to apply for a Regional Planning Implementation RFP from the California Workforce Development Board for up to \$400,000.

A motion made by J. Wyse and seconded by P. Hagata for Workforce Development Board approval of staff applying for up to \$400,000 of RPI 3.0 funding from the California Workforce Development Board passed unanimously.

A motion from E. Cavasso and seconded by S. Thrall for Governing Board approval of staff applying for up to \$400,000 of RPI 3.0 funding from the California Workforce Development Board passed unanimously.

XIII. QUARTERLY MEETING SCHEDULE

W. Meith reviewed the staff recommendation to leave the meeting schedule as is due to the results of the ballots distributed during the previous meeting. B. Williams commented on his ability to attend the future meetings as currently scheduled as the fourth Thursday in the months of January, April August and October.

XIV. OLD BUSINESS

There was no Old Business.

XV. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

W. Meith announced the next two meeting dates as outlined in the agenda.

B. Other New Business

L. Zorn asked when budget information is given to committee members. M. Cross stated that details are given at the meetings in April.

XVI. ADJOURNMENT

The meeting adjourned at 11:48 a.m.