

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, APRIL 22, 2021
10:00 AM – 12:00 PM

Join Zoom Meeting:
<https://us02web.zoom.us/j/82436174576>
Dial by your location
+1 669 900 9128 US (San Jose)
Meeting ID: 826 4131 7030

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. ROLL CALL

III. 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.

IV. PUBLIC COMMENT

Members of the public will be invited to make brief comments regarding any aspect of NORTEC business.

V. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (ACTION)

NORTEC currently has five openings on the Workforce Development Board. Two are At-Large Private Industry seats, the third is a Private Industry seat for Del Norte County, and the remaining two seats are At-Large seats representing Organized Labor.

One application has been received for an Organized Labor seat:

Russell Butler, Secretary/Treasurer of Teamster Local 137, has been nominated by the Five Counties Central Labor Council in Redding.

[Application](#) [Nomination Letter](#)

Recommended Action:

Governing Board appointment of Russell Butler to serve as a representative for Organized Labor on the NORTEC Workforce Development Board through June 30, 2022.

VI. 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 normally reviewed during the October and April meetings, and Program Reports are reviewed during the January and August meetings. Due to COVID and NoRTEC's temporary move to virtual meetings, both the Program and Finance reports have been placed on the Consent Agenda for this meeting.

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

1. [WDB/Governing Board Meeting Minutes, January 28, 2021](#)

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

2. [Program Report](#)

This report contains routine information on performance and service to job seekers and employers.

As explained in the prior meeting, performance negotiations based upon data that corresponds with demographics of the participants we serve and the economic conditions we are now facing are being utilized throughout the State. NoRTEC is not meeting the Employment Rate in the 4th Quarter After Exit for the Dislocated Worker (goal 74%, actual 63%) and Youth (goal 70%, actual 67%) program, and the Measureable Skills Gain measures for the Adult (goal 65%, actual 53%), Dislocated Worker (goal 72%, actual 49%), and Youth programs (goal 48%, actual 43%).

Staff believe the Measureable Skill Gains performance will likely improve in the fourth quarter. Staff do not believe the Service Providers can do much more than they are already doing to improve the Employment Rate in the 4th Quarter After Exit, and it is possible these two goals will be met with the inclusion of the fourth quarter of data.

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

3. [Financial Report](#)

This quarter's report provides routine information on available funding and expenditures for the first three quarters of the new program year (July 1, 2020 – March 31, 2021).

There are no areas on concern on the standard quarterly reports, but proposed budgets for PY 2021/2022 for NoRTEC Administration and the WDB/Governing Board and the Audit Report for PY 2019/2020 have been included on the main agenda as Items IX., X., and XI. below.

The Finance Committee has reviewed the information and recommends approval of the Financial Report to the WDB and Governing Board.

Recommended Action:

WDB approval of the consent agenda reports.

Governing Board approval of the consent agenda reports.

VII. **NORTEC STRATEGIC GOALS (INFORMATION)**

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

The California Workforce Development Board (CWDB) awards “Workforce Accelerator” grants through a competitive annual process. These grants are generally meant to be utilized by local workforce development boards to implement new and creative ideas without the worry that their overall program performance will be negatively impacted.

NoRTEC’s Service Providers have been awarded several of these projects over the years. One of those projects that was multi-year funded was the development and implementation of a collaborative program between AFWD, Butte County Probation, and Juvenile Hall. The plan was to foster collaboration between the three entities and leverage funding in an attempt to develop and implement a comprehensive program to help young, justice involved individuals turn their lives around and to reduce the recidivism rate. It has been very successful, and even though the project no longer receives special funding, all three partners continue to work together and provide needed services to this population.

This partnership was recently selected by the CWDB as one of their “Workforce Heroes.” A video was put together to profile workforce providers and showcase the difference the program has made in the community. The video highlights the innovation, collaboration, and systems change that came from the investment of these funds into our local community.

Following is a link to the three minute video:

<https://www.youtube.com/watch?v=CMYRZ-ddDdc>

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

1. Wendy Zanutelli, Executive Director of the Smart Center (Del Norte, Shasta, Siskiyou, and Trinity Counties), will provide an overview of a *Regional Healthcare Heroes* hiring event scheduled for April 20, 2021, in counties served by both Smart and AFWD. Zanutelli will touch on innovative ways to find job seekers, data on unemployment numbers, and the return on investment on the various outreach methods being utilized.
2. Traci Holt, Executive Director of the Alliance for Workforce Development (Butte, Lassen, Modoc, Nevada, Plumas, Sierra Counties), will provide an overview of the *Partnership Health Plan (PHP)* partnership that is being developed, including a new informational webpage with a resume repository for relocating healthcare workers.

3. Kathy Garcia, Business Services and Marketing Manager for the Job Training Center, will provide an overview of a Small Business Mastermind Class for 6-9 small businesses. The Job Training Center received a generous donation from the Community Foundation of the North State to partner with *Kate & Co.* to offer a six-month small business mastermind class that will focus on (1) understanding financial elements (2) ecommerce and social media marketing, (3) merchandising, and (4) how to adjust an existing business model. The training will be delivered in groups and one-on-one at different locations.

VIII. PY 2020/2021 FUNDING (INFORMATION)

NoRTEC currently has \$28,364,890 in available funds for the 2020/2021 program year. An additional \$299,999 for Severe Storms 2019, \$1,200,000 for August Fire NDWG, \$1,300,000 for September Fire NDWG, and \$300,000 for Slingshot 4.0 may be allocated incrementally by the State. If all funds are allocated, NoRTEC will have \$31,464,889. This is a decrease of \$3,261,448 over 2019/2020 Program Year funding. This decrease is the result of the completion and near completion of various grant-funded projects.

Project	PY 2020/2021 Funds Available	Additional Funds Requested/ Pending Allocation	Total
Adult	\$3,314,668	\$0	\$3,314,668
Youth	\$3,374,414	\$0	\$3,374,414
Dislocated Worker	\$2,295,332	\$0	\$2,295,332
Rapid Response	\$650,017	\$0	\$650,017
Rapid Response – Layoff Aversion	\$155,667	\$0	\$155,667
CA Manufacturing (CMTC)	\$185,842	\$0	\$185,842
Carr Fire 2018	\$660,837	\$0	\$660,837
Additional Asst. Camp Fire	\$504,075	\$0	\$504,075
Camp Fire Workforce Development	\$4,857,346	\$0	\$4,857,346
Camp Fire Temporary Jobs	\$6,023,578	\$0	\$6,023,578
Slingshot 2.0 Regional Planning	\$100,476	\$0	\$100,476
North State Regional Planning	\$97,540	\$0	\$97,540
Prison to Employment Direct Services	\$729,750	\$0	\$729,750
Prison to Employment Supportive Services	\$1,085,516	\$0	\$1,085,516
Accelerator 7.0	\$81,677	\$0	\$81,677
Severe Storms 2019	\$1,425,509	\$299,999	\$1,725,508
Slingshot 3.0 Regional Planning	\$400,000	\$0	\$400,000
Corona Additional Assistance	\$787,049	\$0	\$787,049
Corona Supportive Services	\$35,597	\$0	\$35,597
Corona Temporary Jobs NDWG	\$1,200,000	\$0	\$1,200,000
August Fire NDWG	\$400,000	\$1,200,000	\$400,000
September Fire NDWG	\$0	\$1,300,000	\$1,300,000
Slingshot 4.0	\$0	\$400,000	\$400,000
TOTAL	\$28,364,890	\$3,099,999	\$31,464,889

IX. PY 2021/2022 NORTEC ADMINISTRATIVE ENTITY BUDGET (ACTION)

Staff has prepared the budget for PY 2021/2022. The proposed budget remains the same as the PY 2020/2021 budget; the Administrative Entity Operating Budget is proposed at \$1,666,666 and the Administrative Other Projects Budget at \$605,000. .

All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

[Proposed PY 2021/2022 Administrative Entity Budget](#)

[Narrative for Proposed PY 2021/2022 Administrative Entity Budget](#)

Recommended Action:

WDB approval of the PY 2021/2022 NoRTEC Administrative Entity Operating Budget for \$1,666,666 and the PY 2021/2022 Administrative Other Projects Budget for \$605,000 subject to availability.

Governing Board approval of the PY 2021/2022 NoRTEC Administrative Entity Operating Budget for \$1,666,666 and the PY 2021/2022 Administrative Entity Other Projects Budget for \$605,000 subject to availability.

X. PY 2021/2022 WDB/GOVERNING BOARD BUDGET (ACTION)

Staff has prepared the budget for PY 2021/2022. The proposed budget remains the same as the PY 2020/2021 budget at \$97,000.

All budgets are approved subject to the availability of funding. Sufficient funding to cover the budget is anticipated.

See attached for details:

[Proposed PY 2021/2022 WDB/Governing Board Budget](#)

[Narrative for Proposed PY 2021/2022 WDB/Governing Board Budget](#)

Recommended Action:

WDB approval of PY 2021/2022 WDB/Governing Board Budget at \$97,000 subject to the availability of funding.

Governing Board approval of the PY 2021/2022 WDB/Governing Board Budget at \$97,000 subject to availability of funding.

XI. ACCEPTANCE OF THE JUNE 30, 2020, SINGLE AUDIT REPORT (ACTION)

NoRTEC has received its June 30, 2020, Single Audit Report for the administrative entity. The audit was “clean” meaning there were no findings, questioned costs, or recommendations resulting from the audit. A copy of the audit report may be accessed here: [NoRTEC Single Audit Report](#)

XII. NORTEC WORKFORCE DEVELOPMENT BOARD CERTIFICATION (ACTION)

The Workforce Innovation and Opportunity Act (WIOA) requires the Governor to recertify local workforce areas and their respective workforce development board every two years. Our current designation as a local area with an approved workforce development board expires on June 30, 2021.

The Governor will approve our request for subsequent designation if:

1. The NoRTEC Workforce Development Board (WDB) composition meets statutory membership requirements;
2. NoRTEC met or exceeded performance accountability measures during the previous certification period; and
3. NoRTEC sustained fiscal integrity over the previous certification period.

NoRTEC has met all three requirements and staff propose to submit the following document to the State: [Application for Subsequent Local Area Designation and Local Board Recertification Program Year 2021-23](#)

Recommended Action:

WDB approval of the Application for Subsequent Local Area Designation and Local Board Recertification for submission to the State.

Governing Board approval of the Application for Subsequent Local Area Designation and Local Board Recertification for submission to the State.

XIII. REGIONAL AND LOCAL PLAN UPDATE (ACTION)

The Workforce Innovation and Opportunity Act (WIOA) requires the creation of comprehensive regional and local workforce development strategic plan every four years and updates to the Plans every two years. As outlined under WIOA Section 106, Regional Plans address how the region will support industry sector engagement, drive workforce development outcomes, and expand career pathways for individuals who experience barriers to employment. Local Plans expand on this information by articulating how each AJCC throughout the 11-county region will coordinate with workforce and educational partners to ensure the goals of the Regional Plan are implemented on a local level.

As part of the community engagement process, information was provided from workforce partners, businesses, residents and other stakeholders when possible. The Plans were available for a 30-day public comment period, public notices were placed in local newspapers, and two informational community listening sessions were held.

The Regional and Local Plans have been developed consistent with EDD Directive WSD 20-05 “*Regional and Local Planning Guidance for PY 21-24*” and must be submitted to the CWDB on April 30, 2021.

The WDB and the Governing Board must now approve both the local and regional plan modifications before they are submitted to the California Workforce Development Board.

Copies of both documents may be accessed via NoRTEC’s website, or by clicking on the direct links below:

[NoRTEC Regional Plan Modification](#)

[NoRTEC Local Plan Modification](#)

Recommended Action:

WDB approval of the NoRTEC Regional Plan Modification, as published.

Governing Board approval of the NoRTEC Local Plan Modification, as published.

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

A. **Prior Approval**

Staff requested permission to apply for \$1,600,000 to fund clean-up efforts on public property in Del Norte, Shasta, and Siskiyou Counties due to fires this past summer. On April 2, 2021, we were notified we were to be recipients of the first increment of funding for this project which totals \$500,000.

B. **New Applications**

Per a news article from the Lassen County Times, published on April 13, the California Department of Corrections and Rehabilitation (CDCR) announced the closure of the California Correctional Center in Susanville by June 30, 2022. Currently, there are 1,080 staff at the institution. Some of the staff may be offered jobs at other institutions throughout the State, but it sounds as though many of these employees will be without jobs after the prison closure.

AFWD will work with the affected workers, CDCR management, and Lassen County to assist the employees with new jobs, including helping those that may have to relocate to take a job at another facility. Staff are requesting permission to request up to \$500,000 to serve these workers. The actual amount requested may be less than \$500,000; staff will know more after AFWD interacts with the employees and facility management and conducts a needs assessment.

Recommended Action:

WDB approval for staff to request up to \$500,000 of Dislocated Worker funds from the State of California to assist workers affected by this closure.

Governing Board approval for staff to request up to \$500,000 of Dislocated Worker funds from the State of California to assist workers affected by this closure.

XV. **OLD BUSINESS (INFORMATION)**

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

XVI. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meeting

The August 26, 2021, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 pm at the Sheraton Redding Hotel at the Sundial Bridge (if necessary, this meeting will be held remotely).

The October 28, 2021, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 pm at the Canyon Oaks Country Club in Chico (if necessary, this meeting will be held remotely).

B. Other New Business

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

XVII. ADJOURNMENT