

NORTEC
WDB AND GOVERNING BOARD MINUTES
THURSDAY, APRIL 22, 2021
REMOTE MEETING

I. CALL TO ORDER

The meeting was called to order by J. Wilson, Workforce Development Board Chair, and B. Williams, Governing Board Vice-Chair, at 10:03 a.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

A motion made by T. Cochran, seconded by D. Beeson, for WDB approval of the agenda passed unanimously.

A motion was made by E. Cavasso, seconded by D. Lucero, for Governing Board approval of the agenda passed unanimously.

IV. PUBLIC COMMENT

Michael Cross introduced and welcomed new Governing Board member Debra Lucero, Butte County Supervisor.

V. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

Workforce Development Board Chair J. Wilson introduced Russ Butler, Secretary/Treasurer of Teamster Local 137, who was nominated for consideration to fill the At-Large Organized Labor seat by the Five Counties Central Labor Council in Redding.

A motion by L. Baugh, seconded by G. Hemmingsen, to approve Russ Butler to serve as a representative for Organized Labor on the NoRTEC Workforce Development Board through June 30, 2022, passed unanimously.

VI. CONSENT AGENDA

Due to the temporary move to virtual meetings for the Workforce Development Board/Governing Board, both Program Report and Finance Report were included in the Consent Agenda.

A motion made by A. Meredith and seconded by T. Cochran for Workforce Development Board approval of the consent agenda passed unanimously.

A motion made by E. Valenzuela and seconded by D. Lucero for Governing Board approval of the consent agenda passed unanimously.

VII. NORTEC STRATEGIC GOALS

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

Michael Cross, Executive Director of NoRTEC, reviewed information about the “Workforce Accelerator” grant awarded by the California Workforce Development Board (CWDB) to NoRTEC for a program to be implemented by NoRTEC’s WIOA Service provider, AFWD. AFWD’s collaboration with Butte County Probation and Juvenile Hall was selected as a “Workforce Hero.” A video was put together to profile workforce providers and showcase the difference the program has made in the community. [To view the three-minute video, click here.](#)

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

1. Wendy Zanutelli, Executive Director of the Smart Center, provided an overview of the Regional Healthcare Heroes hiring event on April 20, 2021. Zanutelli touched on innovative ways to find job seekers, data on unemployment numbers and the return on investment on the various outreach methods being utilized. [To view the presentation, click here.](#)
2. Traci Holt, Executive Director of the Alliance for Workforce Development provided an overview of the Partnership Health Plan (PHP) being developed, including a new informational webpage with a resume repository for relocating healthcare workers. [To view the presentation, click here.](#)
3. Kathy Garcia, Business Services and Marketing Manager for the Job Training Center, provided an overview of a Small Business Mastermind Class for 6-9 small businesses, made possible through a donation from the Community Foundation of the North State to partner with Kate & Co. to offer a six-month small business mastermind class. [To view the presentation, click here](#)

VIII. PY 2020/2021 FUNDING

M. Cross, Executive Director of NoRTEC, reviewed the financial report, noting extra funding application for National Dislocated Worker Grants (NDWGs) and Slingshot 4.0 to be allocated incrementally by the State.

IX. PY 2021/2022 NORTEC ADMINISTRATIVE ENTITY BUDGET

M. Cross reviewed the NoRTEC Administrative Entity Budget, proposed to remain the same as the previous fiscal year.

A motion made by L. Russell, seconded by T. Cochran, for WDB approval of the PY 2021/2022 NoRTEC Entity Operating Budget for \$1,666,666 and the PY 2021/2022 Administrative Other Projects Budget for \$605,000, subject to availability, passed unanimously.

A motion made by E. Cavasso, seconded by L. Baugh, for Governing Board approval of the PY 2021/2022 NoRTEC Entity Operating Budget for \$1,666,666 and the PY

2021/2022 Administrative Other Projects Budget for \$605,000, subject to availability, passed unanimously.

X. PY 2020/2021 WDB/GOVERNING BOARD BUDGET

M. Cross reviewed the WDB/Governing Board budget, noting the budget to remain the same as the previous fiscal year.

A motion by D. Beeson, seconded by T. Cochran, for WDB approval of PY 2021/2022 WDB/Governing Board Budget at \$97,000, subject to the availability of funding, passed unanimously.

A motion made by D. Lucero, seconded by E. Cavasso, for Governing Board approval of PY 2021/2022 WDB/Governing Board Budget at \$97,000, subject to the availability of funding, passed unanimously.

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

M. Cross reviewed the results of the June 30, 2020, Single Audit Report for NoRTEC's administrative entity. The audit was clean and returned no findings.

A motion made by D. Beeson, seconded by M. Enyeart, for WDB approval of the June 30, 2020, Single Audit Report passed unanimously.

A motion made by E. Scofield, seconded by E. Cavasso, for Governing Board approval of the June 30, 2020, Single Audit Report passed unanimously.

XII. NORTEC WORKFORCE DEVELOPMENT BOARD CERTIFICATION

M. Cross reviewed the WIOA-required state recertification process for local workforce boards. The current designation as a local area with an approved workforce development board expires June 30, 2021.

A motion made by T. Cochran, seconded by D. Beeson, for WDB approval of the Application for Subsequent Local Area Designation and Local Board Recertification for submission to the State passed unanimously.

A motion made by D. Lucero, seconded by E. Valenzuela, for Governing Board approval of the Application for Subsequent Local Area Designation and Local Board Recertification for submission to the State passed unanimously.

XIII. REGIONAL AND LOCAL PLAN UPDATE

M. Cross reviewed the Regional and Local Plan modification process.

A motion made by D. Beeson, seconded by T. Cochran, for WDB approval of the NoRTEC Regional Plan modification as published passed unanimously.

A motion made by E. Cavasso, seconded by G. Hemmingsen, for Governing Board approval of the NoRTEC Regional Plan modification as published passed unanimously.

XIV. STATUS OF FUNDING APPLICATIONS

M. Cross reviewed prior application to fund clean-up efforts due to fires in Del Norte, Shasta and Siskiyou Counties, noting that NoRTEC was awarded \$500,000 for the first increment.

M. Cross also reviewed a new application request for funds to assist workers affected by the June 30, 2022, closure of the California Correctional Center in Susanville, CA. The closure will affect the 1,080 workers at the institution.

A motion made by W. Hagge, seconded by T. Cochran, for WDB approval for staff to request up to \$500,000 of Dislocated Worker funds from the State of California to assist workers affected by the closure passed unanimously.

A motion made by D. Lucero, seconded by G. Bridges, for 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 the closure passed unanimously.

XV. OLD BUSINESS

There was no Old Business.

XVI. NEW BUSINESS

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 Sheraton Redding Hotel at the Sundial Bridge (if necessary, this meeting will be held remotely).

B. Other New Business

M. Cross discussed future meetings will continue as scheduled, with the possibility of in-person meetings to be determined by current California guidelines.

Also discussed was the current and projected state of drought and the resulting potential for another National Dislocated Worker Grant (NDWG) to address this in areas such as Modoc County.

XVII. ADJOURNMENT

The meeting was adjourned at 11:21 am.