

**NORTEC  
WDB AND GOVERNING BOARD AGENDA  
THURSDAY, APRIL 28, 2022  
GAIA HOTEL AND SPA  
4125 RIVERSIDE PLACE  
ANDERSON, CA 96007  
10:00 AM – 2:00 PM**

**Additional remote sites available for meeting attendance by the public:**

**115 Montgomery Street  
Crescent City, CA 95531**

**1189 Hanover Court  
Redding, CA 96003**

**1200 E Lincoln Way  
Sparks, NV 89434**

*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's Workforce Development Board members serve four year terms with staggered expiration dates. Every June 30, in an "even" calendar year, about half of the terms expire, with the remaining half expiring in the next "even" year, two years later. At the end of June 2022, 15 of the 33 Workforce Development Board seats will expire.

A. Members Seeking Reappointment

1. Connie Barton has been nominated by the Alliance for Workforce Development to serve another four-year term in an At-Large CBO seat on the NoRTEC WDB. Ms. Barton has been on the NoRTEC Workforce Development Board for many years and is currently serving as Chair of the Alliance for Workforce Development Board of Directors.

- [Application](#)
  - [Nomination](#)
2. Michael Clarno has been nominated by the Dunsmuir Chamber of Commerce to continue in a Private Industry seat on the NoRTEC WDB for Siskiyou County. Mr. Clarno is the Human Resources Manager at the Mt. Shasta Ski Park in Mt. Shasta City.
    - [Application](#)
    - [Nomination](#)
  3. Mike Dent has been nominated by the CEO of Nevada County to continue on the NoRTEC WDB in a Governmental/Community Development seat. Mr. Dent is the Director of Child Support Services and Collections for the county.
    - [Application](#)
    - [Nomination](#)
  4. Megan Enyeart has been nominated by the Grow Manufacturing Initiative, a group of manufacturing employers in Butte and surrounding counties, to continue in a Private Industry seat on the NoRTEC WDB. Ms. Enyeart is the Talent Acquisition Manager for Project Fusion (Fifth Sun), a global licensed apparel wholesaler whose ecommerce business is based in, and manufactured out of, Chico, California.
    - [Application](#)
    - [Nomination](#)
  5. Susan Marie has been nominated by the Weaverville Chamber of Commerce to continue in a Private Industry Seat in Trinity County. Ms. Marie is the owner and founder of Susan Marie & Associates, a strategic direct marketing consulting business.
    - [Application](#)
    - [Nomination](#)
  6. Wade Meith has been nominated by the Grow Manufacturing Initiative, a group of manufacturing employers in Butte and surrounding counties, to continue in a Private Industry seat on the NoRTEC WDB. Mr. Meith is the Senior Manager of Business Operations for Graphic Packaging International, a company that manufactures folding cartons for the food and beverage industry.
    - [Application](#)
    - [Nomination](#)
  7. Tim O'Brien has been nominated by the Lake Almanor Area Chamber of Commerce to continue in a Private Industry seat on the NoRTEC WDB. Mr. O'Brien is the owner of TOB Adventures, Inc., a real estate sales and vacation property management company in Plumas County.
    - [Application](#)
    - [Nomination](#)

8. Dena Platz has been nominated by the Redding Chamber of Commerce to continue in a Private Industry seat on the NoRTEC WDB. Ms. Platz is Director of Human Resources for Dignity Health Mercy Medical Center Redding.
  - [Application](#)
  - [Nomination](#)
9. Joe Wilson has been nominated by the Chico Chamber of Commerce to continue in a Private Industry seat on the NoRTEC WDB. Mr. Wilson is the
  - [Application](#)
  - [Nomination](#)
10. Amber Yearton has been nominated by the Employment Development Department (EDD) to fill a Governmental and Community Development seat on the NoRTEC WDB. Ms. Yearton is an Employment Program Manager with EDD, operating out of Redding, California.
  - [Application](#)
  - [Nomination](#)

***Recommended Action:***

***Governing Board appointment of the ten members seeking reappointment to the NoRTEC Workforce Development Board.***

**B. New Members**

Applications and nominations for the following seats have been received:

1. Gil Mathew has been nominated by the Nevada County Economic Resource Council to fill an At-Large Governmental and Community Development seat on the NoRTEC WDB. Mr. Mathew was previously a member of the NoRTEC WDB as a Private Industry representative and he served a Chair of the WDB for two years during his previous term.
  - [Application](#)
  - [Nomination](#)

***Recommended Action:***

***Governing Board appointment of Gil Mathew to fill an At-Large Governmental and Community Development seat on the NoRTEC Workforce Development Board.***

2. Shelby Boston has been nominated by the Chief Administrative Officer of Butte County to fill an At-Large TANF/CalWORKS seat on the NoRTEC WDB. Ms. Boston is the Director of the Butte County Department of Employment and Social Services.
  - [Application](#)
  - [Nomination](#)

**Recommended Action:**

***Governing Board appointment of Shelby Boston to fill an At-Large TANF/CalWORKS seat on the NoRTEC Workforce Development Board.***

3. Araceli GutierrezRenteria has been nominated by the Red Bluff/Tehama County Chamber of Commerce to fill an At-Large Private Industry seat on the NoRTEC WDB. Ms. GutierrezRenteria is the CEO/Owner of Araceli Gutierrez Marketing and Business Consulting in Red Bluff.
  - [Application](#)
  - [Nomination](#)

**Recommended Action:**

***Governing Board appointment of Araceli GutierrezRenteria to fill an At-Large Private Industry seat on the NoRTEC Workforce Development Board.***

VI. **CONSENT AGENDA (ACTION)**

In order to assure 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. Minutes from the previous quarterly meeting is usually included on the consent agenda.

A. [WDB/Governing Board Meeting Minutes, January 27, 2022](#)

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

B. [Program Report](#)

This quarter's report provides routine information on performance and service to job seekers and employers.

As detailed in the report:

1. Program monitoring was completed in March 2022 for all three WIOA Service Providers. There was a finding at AFWD that has already been corrected.
2. NoRTEC met performance goals for the previous program year (PY 2020/2021).
3. NoRTEC is on-track to meet performance for this program year (PY 2021/2022).

The Program Committee has reviewed the information and recommends approval of the Program 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)

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

A. Fifth Sun

The Alliance for Workforce Development (AFWD) will introduce Megan Enyeart, NoRTEC WDB member and Talent Acquisition Manager for Fusion LLC (Fifth Sun). AFWD initially partnered with this company because they were a recipient of a Cal Competes grant that aimed to assist with the development of young adults and increase their success in the workforce. AFWD continues to develop on-the-job training contracts (OJTs) with Fifth Sun that benefit youth with little to no job experience, justice-involved individuals, and job seekers in our Adult and Dislocated Worker programs.

The second speaker will be Deanna Carey, a job seeker who enrolled with AFWD in the WIOA program. Deanna is a single parent who was originally employed in a production job, working the night shift. Childcare issues made it difficult for Deanna to work nights and her employer was not able to accommodate her request for a different shift. AFWD worked with Fifth Sun and developed an OJT for Deanna that provided her with a position that met her working hour availability, gave her a better rate of pay, and provided her with room for growth and economic self-sufficiency.

B. Career Transition

Vernon McGuire previously held a job as an iron worker. The job required a great deal of heavy labor and his pay was not enough to give him a self-sufficiency level of income. Due to financial and health concerns, Vernon knew he would not be able to continue in this occupation so he contacted AFWD for assistance in obtaining his Commercial Class A driver's license. AFWD assisted Vernon with the cost of training through the Anthony Soto Class A Truck Driving School. He passed his test, obtained his Class A license, and got a job. Vernon now makes double the wage he made as an iron worker with the added benefit of being able to work locally.

VIII. PY 2021/2022 FUNDING (INFORMATION)

NoRTEC currently has \$25,986,730 in available funds for the 2021/2022 program year. An additional \$1,200,000 for August Fire NDWG, \$800,000 for September Fire NDWG, \$3,075,284 for 2021 Wildfires Temporary Jobs, and \$2,578,717 for 2021 Wildfires Workforce Development funding may be allocated incrementally by the State. If all funds are allocated, NoRTEC will have \$33,640,731. This is an increase of \$2,175,842 over 2020/2021 Program Year funding.

<b>Project</b>	<b>PY 2021/2022 Funds Available</b>	<b>Additional Funds Requested/ Pending Allocation</b>	<b>Total</b>
Adult	\$3,062,049	\$0	\$3,062,049
Youth	\$3,148,831	\$0	\$3,148,831
Dislocated Worker	\$2,440,431	\$0	\$2,440,431
Rapid Response	\$601,989	\$0	\$601,989
Rapid Response – Layoff Aversion	\$183,029	\$0	\$183,029
CA Manufacturing (CMTC)	\$94,975	\$0	\$94,975
Severe Storms 2019	\$833,560	\$0	\$833,560
Carr Fire 2018	\$340,132	\$0	\$340,132
Camp Fire Workforce Development	\$3,660,739	\$0	\$3,660,739
Camp Fire Temporary Jobs	\$4,163,237	\$0	\$4,163,237
Prison to Employment Direct Services	\$550,533	\$0	\$550,533
Prison to Employment Supportive Services	\$824,006	\$0	\$824,006
Slingshot 3.0 Regional Planning	\$191,524	\$0	\$191,524
Corona Temporary Jobs NDWG	\$621,211	\$0	\$621,211
August Fire NDWG	\$389,639	\$1,200,000	\$1,589,639
September Fire NDWG	\$500,000	\$800,000	\$1,300,000
High Performing WDB	\$3,846	\$0	\$3,846
Slingshot 4.0	\$300,000	\$0	\$300,000
Susanville Prison Closure	\$750,000	\$0	\$750,000
Dixie Fire AA	\$500,000	\$0	\$500,000
2021 Wildfires Temporary Jobs	\$1,980,716	\$3,075,284	\$5,056,000
2021 Wildfires Workforce Development	\$846,283	\$2,578,717	\$3,425,000
<b>TOTAL</b>	<b>\$25,986,730</b>	<b>\$7,654,001</b>	<b>\$33,640,731</b>

IX. FINANCE REPORT (ACTION)

Jeanne Hough, NoRTEC’s Fiscal Director, will present the Finance Report.

A. PY 2021/2022 Third Quarter Financial Reports

1. [PY 2021/2022 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 2021/2022 program year. As of March 31, 2022, NoRTEC had a total of \$25,986,730 available in subgrants and contracts for the 2021/2022 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.
2. [PY 2021/2022 Service Provider Contract Modifications Report](#) – This report shows the changes between July 1, 2021, and March 31, 2022, in service provider contract amounts available for expenditure in the current program year. Contract amounts expended in prior years are not included.

Contract modifications during this quarter reflect funding allocations of the 2021 Wildfires Temporary Jobs and the 2021 Wildfires Workforce Development funding.

3. [PY 2021/2022 Program Expenditure Report](#)

- a. Program Expenditure Rate Requirements - This report shows each service provider's total available balance for the program year (July 1, 2021, to June 30, 2022), the cumulative expenditures for the quarter ended March 31, 2022, and the remaining balance at March 31, 2022, 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.

Service providers are within the required rates. 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 are meeting the requirement. There are no other items of concern.

4. [PY 2021/2022 NoRTEC Administrative Entity Expenditure Report](#) - This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the quarter ended March 31, 2022. At March 31, 2022, the NoRTEC Administrative Entity had expended 68% of its Operating budget and 39% of its Other Projects budget. Overall, the Administrative Entity spent 60% of its budget.

There are no items of concern.

5. [PY 2021/2022 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 March 31, 2022. At March 31, 2022, the WDB/Governing Board had expended 34% of its total budget.

There are no items of concern.

**Recommended Action:**

***WDB approval of the PY 2021/2022 Third Quarter Financial Reports.***

***Governing Board approval of the PY 2021/2022 Third Quarter Financial Reports.***

B. NoRTEC Fiscal Monitoring

The first round of service provider monitoring for PY 21/22 was conducted during March and April 2022. The review covered fiscal documentation for the period covering July 1, 2021, through December 31, 2021. There were no findings or concerns identified during the reviews.

Staff will complete the PY 21/22 service provider monitoring visits after the closeout reports are submitted in August 2022. Additional information will be provided once the dates have been set.

C. State Fiscal and Procurement Monitoring of NoRTEC

Currently, there are no state monitoring visits scheduled. We received notification from the Compliance Review Office that they will be utilizing the time from April to August 2022 to complete past due monitoring reports. It is anticipated that the Fiscal and Procurement reviews for PY 21/22 will be scheduled during the months of September and December 2022.

Staff will provide results of past reviews once the reports have been received as well as the dates of the fiscal review for PY 21/22 when scheduled.

D. PY 2022/2023 NoRTEC Administrative Entity Budget

Staff has prepared the budget for PY 2022/2023. The proposed budget will reflect an overall increase of \$4,331 and restructuring of line item expenses. The Administrative Entity Operating Budget is proposed at \$1,725,997 or a \$59,331

increase and the Administrative Other Projects Budget at \$550,000 or a \$55,000 decrease. Changes are noted in the Administrative Entity Budget Narrative.

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

See attached for details:

[Proposed PY 2022/2023 Administrative Entity Budget](#)

[Narrative for Proposed PY 2022/2023 Administrative Entity Budget](#)

**Recommended Action:**

***WDB approval of the PY 2022/2023 NoRTEC Administrative Entity Operating Budget for \$1,725,997 and the PY 2022/2023 Administrative Other Projects Budget for \$550,000 subject to availability.***

***Governing Board approval of the PY 2022/2023 NoRTEC Administrative Entity Operating Budget for \$1,725,997 and the PY 2022/2023 Administrative Entity Other Projects Budget for \$550,000 subject to availability.***

E. PY 2022/2023 WDB/Governing Board Budget

Staff has prepared the budget for PY 2022/2023. The proposed budget remains the same as the PY 2021/2022 budget at \$97,000 with restructuring of line items as noted in the WDB/Governing Board Narrative.

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

See attached for details:

[Proposed PY 2022/2023 WDB/Governing Board Budget](#)

[Narrative for Proposed PY 2022/2023 WDB/Governing Board Budget](#)

**Recommended Action:**

***WDB approval of PY 2022/2023 WDB/Governing Board Budget at \$97,000 subject to the availability of funding.***

***Governing Board approval of the PY 2022/2023 WDB/Governing Board Budget at \$97,000 subject to availability of funding.***

X. ACCEPTANCE OF THE JUNE 30, 2021, SINGLE AUDIT REPORT (ACTION)

NoRTEC has received its June 30, 2021, 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](#)

**Recommended Action:**

***WDB acceptance of the June 30, 2021, Single Audit Report for the administrative entity.***

***Governing Board acceptance of the June 30, 2021, Single Audit Report for the administrative entity.***

XI. **WIOA MEMORANDUM OF UNDERSTANDING (ACTION)**

The Workforce Innovation and Opportunity Act (WIOA) Section 121(c) requires the Workforce Development Board (WDB) to develop Memorandum of Understanding (MOU) agreements with all required partners present in the local workforce development area regarding the operation and funding of our workforce system services. WIOA mandates the make-up of the required partners in the local area. MOUs must be updated every three years per statute. The current NoRTEC MOU is scheduled to end June 30, 2022.

Over the past months, NoRTEC held various meetings with all MOU partners to review the agreed-upon strategy for customer services, an updated cost sharing mechanism, and per-organization breakdown of the Infrastructure Cost sharing agreement. Like the previous MOU, the updated MOU is an “umbrella agreement” that outlines the vision for program alignment and establishes a financial plan to fund the services and operating costs of our AJCC system. The document has been reviewed and will be signed by required partners.

In order to execute the MOU, signatures are required from the Chair of the Governing Board and Chair of the Workforce Development Board. This new updated MOU will be for the period of July 1, 2022 - June 30, 2025, in compliance with EDD Directive WSD18-12.

- [Memorandum of Understanding \(MOU\)](#)
- [AJCC Services Referral](#)
- [Infrastructure Budgets](#)

**Recommended Action:**

***WDB approval for the Chair of the Workforce Development Board to sign/execute the negotiated partner MOU.***

***Governing Board approval for the Chair of the Governing Board to sign/execute the negotiated partner MOU.***

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

A. **Prior Approval**

NoRTEC staff completed a NDWG (National Dislocated Worker Grant) application to mitigate damage from the Dixie, Monument, and McFarland fires (the name of the project is Wildfires 2021 NDWG). Temporary job creation funding was requested

(utilized to put people to work cleaning up after a natural disaster) along with workforce development funding (utilized to train and place individuals in permanent jobs).

The application was approved for \$8,481,000, awarded in three increments. The first increment for \$2,827,000 has been awarded and will be utilized for clean-up work in Plumas, Lassen, Tehama, and Trinity Counties.

B. New Applications

The California Workforce Development Board has funding available to the regional planning units to fund Regional Equity and Recovery Partnerships (RERP) meant to accelerate and deepen existing Regional Plan Implementation efforts. If awarded, funding must be utilized to support and invest in partnerships that will build upon existing industry sector strategies and career pathway programs. The recipient must also improve job quality and job access for job seekers from one of the underserved and underrepresented target groups outlined in the application. NoRTEC plans on requesting up to \$1,000,000 to serve justice-involved individuals.

**Recommended Action:**

***WDB approval for staff to request up to \$1,000,000 of RERP funding from the State of California to continue to with regional plan implementation efforts.***

***Governing Board approval for staff to request up to \$1,000,000 of RERP funding from the State of California to continue to with regional plan implementation efforts.***

XIII. OLD BUSINESS (INFORMATION)

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

XIV. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meeting

The August 25, 2022, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 pm at a location that has yet to be determined.

B. Other New Business

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

XV. ADJOURNMENT