

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, OCTOBER 28, 2021
10:00 AM – 2:00 PM
CANYON OAKS COUNTRY CLUB
CHICO, 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 (INFORMATION)

NORTEC currently has four 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 seat is an At-Large seat representing Organized Labor.

COVID has made it extremely difficult for staff to recruit appropriate nominees for the open seats. There are no nominations for this meeting, but staff are working to secure nominations for all seats by the April 2022 quarterly meeting.
- VII. 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. 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:

A. [WDB/Governing Board Meeting Minutes, August 26, 2021](#)

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

B. [Program Report](#)

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

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.

VIII. [WDB/GOVERNING BOARD ORIENTATION \(INFORMATION\)](#)

Terrienne Brown, NoRTEC's Assistant Director, will provide a brief orientation for Workforce Development Board and Governing Board members.

IX. [NORTEC STRATEGIC GOALS \(INFORMATION\)](#)

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

A Regional Video will be shown that showcases NoRTEC and the services we provide to job seekers and employers throughout our eleven-county region.

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

Wendy Zanotelli, Carrie Ferchaud, and Traci Holt, Executive Directors for Smart, the Job Training Center, and AFWD, will highlight their alignment of programs to better serve the employers and job seekers in the NoRTEC region. Highlights include the development of a new website for medical provider families relocating to the North State and the rebranding of OJT programs.

X. [PY 2021/2022 FUNDING \(INFORMATION\)](#)

NoRTEC currently has \$23,159,731 in available funds for the 2021/2022 program year. An additional \$1,200,000 for August Fire NDWG and \$800,000 for September Fire NDWG may be allocated incrementally by the State. If all funds are allocated, NoRTEC will have \$25,159,731. This is a decrease of \$6,305,158 over PY 2020/2021 funding. This decrease is the result of a reduction in funding for PY 21/22 Adult, Youth, Dislocated Worker and Rapid Response, as well as the completion and near completion of various grant-funded projects.

Project	PY 2021/2022 Funds Available	Additional Funds Requested/ Pending Allocation	Total
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 Support 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 Additional Assistance	\$500,000	\$0	\$500,000
TOTAL	\$23,159,731	\$2,000,000	\$25,159,731

XI. FINANCE REPORT (ACTION)

A. Approval of the 2021/2022 First 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 first quarter of the 2021/2022 program year. As of September 30, 2021, NoRTEC had a total of \$23,159,731 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 September 30, 2021, in 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 2021/2022.

3. [PY 2020/2021 Program Expenditure Report](#)

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

Job Training Center is slightly under the rate for the youth program however, this is not unusual for the first quarter. 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 have met the required rates. 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 September 30, 2021. At September 30, 2021, the NoRTEC Administrative Entity had expended 23% of its Operating budget and 9% of its Other Projects budget. Overall, the Administrative Entity spent 20% 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 September 30, 2021. At September 30, 2021, the WDB/Governing Board had expended 15% 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](#)

Staff are currently developing a schedule for PY 21/22 fall monitoring visits.

C. [State Fiscal and Procurement Monitoring of NoRTEC](#)

NoRTEC is still waiting to receive the final monitoring review letters from the annual fiscal and procurement desk review monitoring for PY 2019/2020, the Camp Fire desk review conducted during the week of December 7, 2020, and the Carr Fire desk review conducted the week of February 22, 2021.

The Employment Development Department has scheduled the annual fiscal and procurement desk review monitoring for PY 2020/2021 during the week of November 15, 2021, and a desk review of the Regional Plan Implementation 3.0 for the week of November 29, 2021.

Recommended Action:

WDB approval of the first quarter Finance Report.

Governing Board approval of the first quarter Finance Report.

XII. [AJCC CERTIFICATION \(INFORMATION/ACTION\)](#)

WIOA legislation establishes a framework under which local workforce development boards are responsible for maintaining a network of high-quality, effective AJCCs. The California Workforce Development Board (CWDB) developed criteria and procedures for local boards to use when certifying the AJCCs within their geographic service area.

The legislation and accompanying regulations outline three key requirements for AJCC certification: (1) effectiveness of the AJCC, (2) physical and programmatic accessibility

for individuals with disabilities, and (3) continuous improvement. To meet certification requirements, the process must be completed during PY 2021/2022, and take effect on January 1, 2022.

There are 12 AJCCs operating throughout NoRTEC, and each AJCC must meet the “baseline certification” requirements, intended to ensure that every AJCC is in compliance with key WIOA statutory and regulatory requirements. All 12 of NoRTEC’s AJCCs have been determined by NoRTEC staff to have met these baseline requirements.

In addition, an assessment of AJCC indicators of “effectiveness of the AJCC” must also be conducted via an “AJCC Certification Indicator Assessment.” This assessment is also conducted by NoRTEC staff (based upon physical visits to the AJCC by NoRTEC staff and a self-assessment conducted by the AJCC itself). The seven indicators of “effectiveness” were developed by the CWDB and the results of the overall assessment must be utilized by NoRTEC to develop a continuous improvement plan for each of the AJCCs. The continuous improvement plan for each AJCC will be developed by NoRTEC staff, in conjunction with input from local AJCCs, and submitted to the CWDB by December 31 2021.

As a preliminary step, NoRTEC’s Workforce Development Board must approve (sign-off) on the baseline criteria matrix and the certification indicator assessment results before staff may submit the information to the State on November 1, 2021.

The continuous improvement plan will then be developed and submitted before the end of the calendar year, and formally approved by the workforce development board at its January 27, 2022, quarterly meeting.

Links to information for each of the AJCCs appear below:

- [Alliance for Workforce Development AJCC \(Chico\)](#)
- [Oroville Community Employment Center AJCC \(Oroville\)](#)
- [Del Norte Smart Workforce Development Center AJCC \(Crescent City\)](#)
- [Lassen Business and Career Network AJCC \(Susanville\)](#)
- [Modoc Business and Career Network AJCC \(Alturas\)](#)
- [Nevada Business and Career Network AJCC \(Grass Valley\)](#)
- [Plumas Business and Career Network AJCC \(Quincy\)](#)
- [Shasta Smart Workforce Development Center AJCC \(Redding\)](#)
- [Sierra Business and Career Network AJCC \(Sierraville\)](#)
- [Siskiyou Smart Workforce Development Center AJCC \(Weed\)](#)
- [Job Training Center of Tehama County AJCC \(Red Bluff\)](#)
- [Trinity Smart Workforce Development Center AJCC \(Weaverville\)](#)

Recommended Action:

WDB approval of the baseline criteria matrix and AJCC indicator assessment results conducted by NoRTEC staff.

XIII. STATUS OF FUNDING APPLICATIONS (INFORMATION/ACTION)

A. Prior Approval

1. California Department of Corrections and Rehabilitation (CDCR) Susanville Closure – The State has funded this project for \$750,000.
2. Dixie Fire Additional Assistance Application – The State has funded this project for \$500,000.

B. New Applications

NoRTEC staff are preparing, with the assistance of our local Service Providers, to apply for an NDWG (National Dislocated Worker Grant) to mitigate damage from the Dixie and Monument Fires. Both temporary job creation funding (utilized to put people to work cleaning up after a natural disaster), as well as workforce development funding (utilized to train and place individuals in permanent jobs), will be requested. Work on the Dixie fire will take place in Lassen, Plumas, and Tehama Counties, and work on the Monument and McFarland fires will take place in Trinity County.

The application will not be submitted until the first week in November, so the final amount requested has not been determined. Staff anticipate that the total request will be in the \$7-10 million dollar range.

Recommended Action:

WDB approval for staff to request up to \$10,000,000 of National Dislocated Worker funding to assist with clean-up activities after the Dixie and Monument Fires, as well as funding for workforce development activities.

Governing Board approval for staff to request up to \$10,000,000 of National Dislocated Worker funding to assist with clean-up activities after the Dixie and Monument Fires, as well as funding for workforce development activities.

XIV. REMOTE/HYBRID QUARTERLY BOARD MEETINGS (INFORMATION/ACTION)

Since the beginning of the pandemic, NoRTEC has been holding teleconference meetings under the relaxed Brown Act requirements as allowed by the Governor's Executive Order N-29-20. On September 30, 2021, the Executive Order expired and the relaxation of requirements ended.

Now that NoRTEC has returned to in-person meetings, some board members have asked about the possibility of a remote teleconference/Zoom option for meeting attendance. Staff has asked legal counsel to detail the requirements for teleconferencing under the Brown Act. Those requirements are detailed here:

[Requirements](#)

Staff has determined that it would be feasible to offer a teleconference option to individual board members who are unable to attend the meeting, provided the board member requesting the teleconference option is responsible for compliance with the Brown Act requirements, as detailed in the above memo. The board member requesting the teleconference option would also be responsible for communicating the

teleconference location to staff in a timely manner prior to posting of the meeting agenda. Under this scenario, staff would use Zoom or similar technology to join the remote member into the meeting with at least an audio feed, and a video feed where possible.

Staff is looking for direction from the board regarding whether it would like to allow remote attendance if requested by a board member. The remote attendance option could also be tested at an upcoming meeting before a final decision is made.

Potential benefits to remote attendance option:

- Better board member participation
- Greater likelihood of quorum
- May help with board member recruitment
- Board member convenience
- Travel cost savings

Potential downsides to remote attendance option:

- Longer meetings
- More disjointed meetings
- Brown Act compliance could be challenging
- More complicated meeting logistics for staff
- Less in-person interaction between board members
- Technical difficulties could interrupt or delay the meeting

Action Requested:

WDB and Governing Board direction to staff regarding a remote attendance option for board meetings.

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 January 27, 2022, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 pm, at the Sheraton Redding Hotel at the Sundial Bridge.

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