

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

I. CALL TO ORDER

The meeting was called to order by W. Hagge, Executive Committee Vice-Chair, and B. Williams, Governing Board Chair, at 10:00 a.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

A motion made by M. Dent, seconded by M. Enyeart, for WDB approval of the agenda [passed unanimously](#).

A motion made by G. Hemmingsen, seconded by G. Bridges, for Governing Board approval of the agenda [passed unanimously](#).

IV. PUBLIC COMMENT

There were no public comments.

V. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

A. Members Seeking Reappointment

B. Williams reviewed the applications for those members seeking reappointment to the Workforce Development Board:

1. Connie Barton, At-Large CBO
2. Michael Clarno, Private Industry for Siskiyou County
3. Mike Dent, Governmental/Community Development
4. Megan Enyeart, Private Industry
5. Susan Marie, Private Industry for Trinity County
6. Wade Meith, Private Industry
7. Tim O'Brien, Private Industry
8. Dena Platz, Private Industry
9. Joe Wilson, Private Industry
10. Amber Yearton, Governmental and Community Development

A motion by L. Baugh for Governing Board Appointment of the ten members seeking reappointment to the Workforce Development Board was seconded by E. Valenzuela and passed unanimously.

B. New Members

1. B. Williams reviewed the application from Gil Mathew to fill an At-Large Governmental and Community Development seat on the NoRTEC WDB.

A motion by E. Valenzuela was seconded by D. Lucero for Governing Board appointment of Gil Mathew to fill an At-Large Governmental and Community Development seat on the NoRTEC Workforce Development Board and passed unanimously.

2. B. Williams reviewed the application from Shelby Boston to fill an At-Large TANF/CalWORKS seat on the NoRTEC WDB.

A motion by D. Lucero was seconded by L. Baugh for Governing Board appointment of Shelby Boston to fill an At-Large TANF/CalWORKS seat on the NoRTEC Workforce Development Board and passed unanimously.

3. B. Williams reviewed the application from Araceli GutierrezRenteria to fill an At-Large Private Industry seat on the NoRTEC WDB.

A motion by L. Baugh was seconded by D. Lucero for Governing Board appointment of Araceli GutierrezRenteria to fill an At-Large Private Industry seat on the NoRTEC Workforce Development Board and passed unanimously.

VI. CONSENT AGENDA

W. Hagge reviewed the consent agenda items.

A motion by M. Piller, seconded by D. Platz, for WDB approval of the consent agenda passed unanimously.

A motion by L. Baugh, seconded by D. Lucero, for Governing Board approval of the consent agenda passed unanimously.

VII. NORTEC STRATEGIC GOALS

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

A. Fifth Sun

Alliance for Workforce Development (AFWD) staff, Amy Velasquez, introduced Megan Enyeart, NoRTEC WDB member and Talent Acquisition Manager for Fusion LLC (Fifth Sun). Ms. Enyeart discussed Fifth Sun's partnership with AFWD in the youth, P2E, and adult programs and answered questions from the board and noted the low turnover rate for employees hired through P2E, at less than 8%.

Deanna Carey was introduced as a current employee of Fifth Sun who was hired through the partnership with AFWD. Deanna was a single parent who struggled to make the night shift work due to childcare issues. AFWD worked with Fifth Sun to develop an On-the-Job (OJT) training for Deanna that allowed her to train for a position with a schedule and pay that better fit her family's needs.

B. Career Transition

AFWD's Kristine Farrell introduced Vernon McGuire. Vernon previously worked as an iron worker, but the job required heavy labor and did not give him a self-sufficient income. AFWD assisted Vernon in obtaining his Commercial Class A driver's license. Vernon passed his test, obtained the Class A license, and got a job. Vernon now makes double the wage of his previous industry while working locally.

VIII. PY 2021/2022 FUNDING

W. Hagge reviewed the status of 2020/2021 NoRTEC funding, noting several National Dislocated Worker Grant (NDWG) projects had pending allocations from the state.

IX. FINANCE REPORT

Jeanne Hough, NoRTEC's Fiscal Director, presented the Finance Report.

A. PY 2021/2022 Third Quarter Financial Reports

1. J. Hough reviewed the PY 2021/2022 Contracts Summary showing NoRTEC has a total of \$25,986,730 available in subgrants and contracts for the 2021/2022 program year.
2. J. Hough reviewed the PY 2021/2022 Service Provider Contracts Modifications Report showing the changes between July 1, 2021, and March 31, 2022, in service provider contract amounts available for expenditure in the current program year.
3. J. Hough reviewed the PY 2021/2022 Program Expenditure report.
 - a. Program Expenditure Rate Requirements – Service providers are within the required rates. No areas of concern were noted.
 - b. Training Expenditure Rates - All service providers met the requirement. No areas of concern were noted.
4. PY 2021/2022 NoRTEC Administrative Entity Expenditure Report - The Administrative Entity spent 60% of its budget. There were no items of concern.
5. PY 2021/2022 NoRTEC WDB/Governing Board Expenditure Report – The WDB/Governing Board expended 34% of its total budget. There were no noted items of concern.

A motion by H. Oilar for WDB approval of the PY 2021/2022 Third Quarter Financial Reports was seconded by L. Zorn and passed unanimously.

A motion by L. Baugh for Governing Board approval of the PY 2021/2022 Third Quarter Financial Reports was seconded by E. Valenzuela and passed unanimously.

B. NoRTEC Fiscal Monitoring

W. Hagge reviewed the status of previously completed fiscal monitoring for PY 21/22, noting no findings. Information will be provided at the next meeting regarding the service provider visits.

C. State Fiscal and Procurement Monitoring of NoRTEC

W. Hagge reviewed state fiscal and procurement monitoring of NoRTEC, noting it is anticipated that the Fiscal and Procurement reviews for PY 21/22 will be scheduled sometime between September-December 2022.

D. PY 2022/2023 NoRTEC Administrative Entity Budget

W. Hagge reviewed the NoRTEC Administrative Entity Budget. J. Hough reviewed the changes as described in the budget narrative.

A motion by P. Hagata for 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 of funding, was seconded by L. Russell and passed unanimously.

A motion by G. Bridges for 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 of funding, was seconded by G. Hemmingsen and passed unanimously.

E. PY 2022/2023 WDB/Governing Board Budget

W. Hagge reviewed the 2022/2023 WDB/Governing Board budget prepared by NoRTEC staff. J. Hough noted the restructuring of line items as described in the budget narrative.

A motion by M. Piller was seconded by M. Enyeart for WDB approval of PY 2022/2023 WDB/Governing Board Budget at \$97,000 subject to the availability of funding and passed unanimously.

A motion by L. Baugh was seconded by D. Lucero for Governing Board approval of the PY 2022/2023 WDB/Governing Board Budget at \$97,000 subject to availability of funding and passed unanimously.

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

W. Hagge noted that the single audit report for the administrative entity had no findings.

A motion by L. Russell, seconded by M. Dent, for WDB acceptance of the June 30, 2021, Single Audit Report for the administrative entity passed unanimously.

A motion by E. Cavasso, seconded by D. Lucero, for Governing Board acceptance of the June 30, 2021, Single Audit Report for the administrative entity passed unanimously.

XI. WIOA MEMORANDUM OF UNDERSTANDING

A. Campos reviewed the Memorandum of Understanding (MOU) agreement with local partners, which WIOA requires to be updated every three years. This new updated MOU will be for the period of July 1, 2022 - June 30, 2025. A. Campos noted that signatures are required from the Chair of the Governing Board and Chair of the Workforce Development Board.

A motion by S. Sanchez for WDB approval for the Chair of the WDB to sign/execute the negotiated partner MOU was seconded by A. Yearton and passed unanimously.

A motion by D. Lucero for Governing Board approval for the Chair of the Governing Board to sign/execute the negotiated partner MOU was seconded by E. Valenzuela and passed unanimously.

XII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reviewed the previously submitted application for National Dislocated Worker Grant (NDWG) in the amount of \$8,481,000 to address damage caused by the Dixie, Monument, and McFarland fires. Cross said the project had been approved and funding would soon be available.

B. New Applications

M. Cross reviewed the Regional Equity and Recovery Partnership (RERP) application. NoRTEC plans to request up to \$1,000,000 to serve justice-involved individuals. Some discussion ensued regarding the definition of the target population, which was defined by NoRTEC staff as those who are supervised by parole or probation as a NoRTEC definition.

A motion by S. Sanchez was seconded by L. Zorn for WDB approval for staff to request up to \$1,000,000 of RERP funding from the State of California. It passed unanimously.

A motion by E. Valenzuela was seconded by G. Bridges for Governing Board approval for staff to request up to \$1,000,000 of RERP funding from the State of California. It passed unanimously.

XIII. OLD BUSINESS

There was no Old Business.

XIV. NEW BUSINESS

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

There were no New Business items.

XV. ADJOURNMENT

The meeting was adjourned at 11:20 a.m.