

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, APRIL 27, 2023
10:00 AM – 2:00 PM
GAIA HOTEL AND SPA
ANDERSON, CA

Additional remote site available for meeting attendance by the public:

**16460 Jefte Court
Reno, NV 89511**

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 (ACTION)

Currently, there are two vacancies on the NoRTEC Workforce Development Board. Linda Hoag resigned from a CALWORKS/TANF seat, and Terry Oestrich resigned from an Adult Education seat. Nominations have been secured for both seats:

A. CalWORKS/TANF Seat

Patricia Barbieri has been nominated by the Siskiyou County Administrative Officer to fill a CALWORKS/TANF seat on the NoRTEC Workforce Development Board. Ms. Barbieri is the Siskiyou County Social Services Division Director.

- [Application](#)
- [Nomination](#)

Recommended Action:

Governing Board appointment of Patricia Barbieri to fill a CALWORKS/TANF seat on the NoRTEC Workforce Development Board.

B. Adult Education (WIOA Title II) Seat

Jeff Ochs has been nominated by the Superintendent of the Oroville Union High School District to fill an Adult Education seat on the NoRTEC Workforce Development Board. Mr. Ochs is the Director of Alternative Education and Principal of the Oroville Adult Education Center for the Oroville Union High School District.

- [Application](#)
- [Nomination](#)

Recommended Action:

Governing Board appointment of Jeff Ochs to fill an Adult Education seat on the NoRTEC Workforce Development Board.

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.

Due to an anticipated lengthy closed session, the consent agenda for this meeting will include both the Financial and Program Report.

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

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

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

B. [Financial Report](#)

This quarter's report provides routine information on available funding and expenditures for the quarter ending March 31, 2023.

Three of the items on the Financial Report that are normally reviewed by the Finance Committee are also listed elsewhere in the agenda to obtain approval by the full WDB and Governing Board:

1. NoRTEC Administrative Entity Budget for PY 2023/2024 (Item IX below)
2. WDB/Governing Board Budget for PY 2023/2024 (Item X below)
3. Acceptance of the June 30, 2022, Single Audit Report (Item XI below)

There were no areas of concern.

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

C. [Program Report](#)

This quarter’s report contains routine information on performance and service to job seekers for the quarter ending March 31, 2023. There are no areas of concern.

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. PY 2022/2023 FUNDING (INFORMATION)

NoRTEC currently has \$19,167,904 in available funds for the 2022/2023 program year. An additional \$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 \$25,621,905. This is a decrease of \$8,018,826 over PY 2021/2022 funding. This decrease is the result of the completion and near completion of various grant-funded projects.

Project	PY 2022/2023 Funds Available	Additional Funds Requested/ Pending Allocation	Total
Adult	\$3,054,217	\$0	\$3,054,217
Youth	\$3,099,195	\$0	\$3,099,195
Dislocated Worker	\$2,480,074	\$0	\$2,480,074
Rapid Response	\$647,235	\$0	\$647,235
Rapid Response – Layoff Aversion	\$190,411	\$0	\$190,411
CA Manufacturing (CMTC)	\$112,038	\$0	\$112,038
CMTC Small Business Tech Assistance	\$38,400	\$0	\$38,400
Camp Fire Workforce Development	\$750,896	\$0	\$750,896
Camp Fire Temporary Jobs	\$1,447,088	\$0	\$1,447,088
Corona Temporary Jobs NDWG	\$278,543	\$0	\$278,543
August Fire NDWG	\$800,703	\$0	\$800,703
September Fire NDWG	\$198,694	\$800,000	\$998,694
Dixie Fire	\$253,237	\$0	\$253,237
RPI 4.0	\$103,467	\$0	\$103,467
2021 Wildfires Temporary Jobs	\$1,980,716	\$3,075,284	\$5,056,000
2021 Wildfires Workforce Development	\$843,936	\$2,578,717	\$3,422,653
RERP Initiative	\$500,000	\$0	\$500,000
Susanville CCCR Closure Response	\$1,000,000	\$0	\$1,000,000
RPI 5.0	\$100,000	\$0	\$100,000
Prison to Employment 2	\$489,054	\$0	\$489,054
2023 Severe Storms	\$800,000	\$0	\$800,000
TOTAL	\$19,167,904	\$6,454,001	\$25,621,905

IX. PY 2023/2024 NORTEC ADMINISTRATIVE ENTITY BUDGET (ACTION)

Staff has prepared the budget for PY 2023/2024. The proposed budget reflects an overall increase of \$5,500 to allow for inflation and the restructuring of line item budget amounts. The Administrative Entity Operating Budget is proposed at \$1,731,496 or a \$5,500 increase. The Administrative Other Projects Budget will remain at \$550,000. Individual line item changes are noted in the 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 2023/2024 Administrative Entity Budget Narrative for Proposed PY 2023/2024 Administrative Entity Budget](#)

Recommended Action:

WDB approval of the PY 2023/2024 NoRTEC Administrative Entity Operating Budget for \$1,731,496 and the PY 2023/2024 Administrative Other Projects Budget for \$550,000 subject to availability.

Governing Board approval of the PY 2023/2024 NoRTEC Administrative Entity Operating Budget for \$1,731,496 and the PY 2023/2024 Administrative Other Projects Budget for \$550,000 subject to availability.

X. PY 2023/2024 WDB/GOVERNING BOARD BUDGET (ACTION)

Staff has prepared the budget for PY 2023/2024. The proposed budget remains the same as the PY 2022/2023 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 2023/2024 WDB/Governing Board Budget Narrative for Proposed PY 2023/2024 WDB/Governing Board Budget](#)

Recommended Action:

WDB approval of PY 2023/2024 WDB/Governing Board Budget at \$97,000 subject to the availability of funding.

Governing Board approval of the PY 2023/2024 WDB/Governing Board Budget at \$97,000 subject to availability of funding.

XI. ACCEPTANCE OF THE JUNE 30, 2022, SINGLE AUDIT REPORT (ACTION)

NoRTEC has received its June 30, 2022, 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. PY 21-24 REGIONAL AND LOCAL PLAN, TWO YEAR MODIFICATION (ACTION)

Under WIOA, a biennial update of regional and local workforce development plans is required in order to ensure the plans remain current and account for “changes in labor market and economic conditions or in other factors affecting the implementation of the local plan” (29 U.S. Code § 3123). The Regional Plan provides a “road map” for the alignment of resources and investments within the region, and the Local Plan provides an action plan that describes how individuals can access services with local partners to ensure person-centered delivery.

Consistent with EDD Directive WSD 22-05, the two-year modification presents updated data on the changing economic landscape after years of COVID-19 and natural disasters, the status of collaborative efforts with workforce partners, and how NoRTEC continues to advance equity to ensure greater opportunity and upward mobility for historically underserved populations.

To fulfill the requirements of State guidance and to ensure community input, NoRTEC hosted community listening and stakeholder sessions. Invitees included organizations listed in the State’s Directory of Planning Partners, as well as additional local organizations across the eleven counties.

The Regional and Local Plans must be submitted to the State by March 31, 2023. Once conditionally approved, draft plan modifications will be posted on the NoRTEC website for the required 30-day public comment period that will end on March 6, 2023. Comments (if submitted) will be incorporated into the final Regional and Local Plans, and will be shared with the WDB and Governing Board at the April 27, 2023, quarterly meeting.

At this point in time, the WDB and the Governing Board must 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 by clicking on the direct links below:

- [Regional Plan Modification](#)
- [Local Plan Modification](#)

Recommended Action:

WDB approval of the NoRTEC Regional and Local Plan Modifications, as published.

Governing Board approval of the NoRTEC Regional and Local Plan Modifications, as published.

XIII. NORTEC WORKFORCE DEVELOPMENT BOARD RECERTIFICATION (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, 2023.

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 2023-25](#)

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.

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

A. **Prior Approval**

1. **Prison to Employment (P2E) 2.0** – NoRTEC requested \$1.5 million to fund job seeker services to the justice-involved population. Requests for this funding statewide were more than double the amount available. NoRTEC received \$466,245.
2. **AB 628 Breaking Barriers** – NoRTEC requested \$750,000 to provide job seeker services to the justice-involved population. This project was not funded.

B. **New Applications**

In April 2021, the California Department of Corrections and Rehabilitation (CDCR) announced that the California Correctional Center (CCC) in Susanville would close on June 30, 2022. At that time, NoRTEC requested \$750,000 from the State to serve workers impacted by the closure. When the closure date of the prison was pushed back to June 30, 2023, NoRTEC returned most of that funding. In December 2022, the State offered \$1,000,000 in new funding to not only serve workers and businesses impacted by the closure, but to also to develop an action plan to address the impacts of the prison closure on the local economy.

Recommended Action:

WDB approval for staff to request \$1,000,000 to serve workers and businesses impacted by the closure of the CCC in Susanville closure and to develop an action plan to address the impacts of the prison closure on the local economy.

Governing Board approval for staff to request \$1,000,000 to serve workers and businesses impacted by the closure of the CCC in Susanville closure and to develop an action plan to address the impacts of the prison closure on the local economy.

XV. RECESS TO CLOSED SESSION PER CALIFORNIA GOVERNMENT CODE SECTION 54954.5, PUBLIC EMPLOYEE PERFORMANCE GOALS AND AGENCY GOALS

Position: Executive Director

XVI. RECONVENE TO OPEN SESSION

XVII. REPORT OF ACTION FROM CLOSED SESSION

If appropriate, the WDB and Governing Board will report on action during the closed session.

XVIII. APPROVAL OF EXECUTIVE DIRECTOR EMPLOYMENT CONTRACT (ACTION)

The NoRTEC Executive Director's employment contract will expire on June 30, 2023. The Joint Executive Committee is recommending approval of the attached employment contract. The contract would be effective July 1, 2023, through June 30, 2026. All terms of the recommended contract are the same as the expiring contract with the exception of the new dates and a 5% increase in salary in each year of the three-year contract.

[Proposed Executive Director Employment Contract](#)

Recommended Action:

WDB approval of the proposed employment contract for the NoRTEC Executive Director.

Governing Board approval of the proposed employment contract for the NoRTEC Executive Director.

XIX. OLD BUSINESS (INFORMATION)

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

XX. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meeting

The August 24, 2023, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 pm, at the Gaia Hotel and Spa in Anderson.

B. Other New Business

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

XXI. ADJOURNMENT