

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, OCTOBER 27, 2022
10:00 AM – 2:00 PM
GAIA HOTEL AND SPA
ANDERSON, CA

Additional remote sites available for meeting attendance by the public:

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

**7238 4th Avenue
Tahoma, CA 96142**

**1189 Hanover Ct
Redding, CA 96003**

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)

Currently, there are no vacancies 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.

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

A. [WDB/Governing Board Meeting Minutes, August 25, 2022](#)

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. NORTEC STRATEGIC GOALS (INFORMATION)

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

Jimmy Smith, co-owner of Black Fox Timber Management Group in McCloud will present information on the company's successful Forestry Technicians Training Program (this is the only private forestry technician training program on the west coast). This program offers comprehensive classroom and field experience which gives every student a leg up in this growing industry. The program has an incredibly high job placement record upon successful completion of the training and has recently been expanded to include a Second Chance Program to train justice-involved individuals as forestry technicians.

The training program is only one of the many services this company provides. Check out the website for more information: <http://www.blackfoxtimber.com/index.html>

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

Michelle Fieseler is the Human Resource Director at the Alliance for Workforce Development (AFWD), one of NoRTEC's service providers. At the beginning of her career, Michelle was also a participant in the Youth program through Smart Workforce Center in Redding. Michelle will talk about her experience as a participant in our program, her subsequent career in human resources, and her current role at AFWD.

IX. PY 2022/2023 FUNDING (INFORMATION)

NoRTEC currently has \$16,933,806 in available funds for the 2022/2023 program year. An additional \$522,180 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 may be allocated incrementally by the State. If all funds are allocated, NoRTEC will have \$23,909,987. This is a decrease of \$9,730,744 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	\$3,062,669	\$0	\$3,062,669
Youth	\$3,107,647	\$0	\$3,107,647
Dislocated Worker	\$2,488,526	\$0	\$2,488,526
Rapid Response	\$647,235	\$0	\$647,235
Rapid Response – Layoff Aversion	\$190,411	\$0	\$190,411
CA Manufacturing (CMTC)	\$112,038	\$0	\$112,038
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	\$968,703	\$522,180	\$1,490,883
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
TOTAL	\$16,933,806	\$6,976,181	\$23,909,987

X. FINANCE REPORT (ACTION)

A. Approval of the 2022/2023 First Quarter Financial Reports

1. [PY 2022/2023 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 2022/2023 program year. As of September 30, 2022, NoRTEC had a total of \$16,933,806 available in subgrants and contracts for the 2022/2023 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 2022/2023 Service Provider Contract Modifications Report](#)

This report shows the changes between July 1, 2022, and September 30, 2022, 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 2022/2023.

3. [PY 2022/2023 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, 2022, to September 30, 2022), the cumulative expenditures for the quarter ended September 30, 2022, and the remaining balance at September 30, 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.

All service provider expenditures are within the required parameters. There are no 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.

Service provider expenditure rates are as expected at first quarter. There are no items of concern.

4. [PY 2022/2023 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, 2022. At September 30, 2022, the NoRTEC Administrative Entity had expended 22% of its Operating

budget and 16% of its Other Projects budget. Overall, the Administrative Entity spent 21% of its budget.

There are no items of concern.

5. [PY 2022/2023 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, 2022. At September 30, 2022, the WDB/Governing Board had expended 21% 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 have completed the onsite portion of service provider monitoring for PY 21/22 and are currently reviewing supporting documentation. Results of the monitoring visits will be reported at the next meeting.

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

The Employment Development Department's Compliance Review Office conducted their Fiscal and Procurement monitoring for PY 21/22 the week of September 19, 2022. There were no findings or recommendations.

Recommended Action:

WDB approval of the first quarter Finance Report.

Governing Board approval of the first quarter Finance Report.

XI. [STATUS OF FUNDING APPLICATIONS \(INFORMATION\)](#)

A. [Prior Approval](#)

1. [Prison to Employment \(P2E\) 2.0](#) – The State has not yet announced awards for this project. NoRTEC requested \$1.5 million to fund job seeker services to the justice-involved population.
2. [AB 628 Breaking Barriers](#) – The State has not yet announced awards to this project. NoRTEC requested \$750,000 to provide job seeker services to the justice-involved population.

B. [New Applications](#)

There are no new application requests at this time.

XII. WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD ELECTIONS (ACTION)

In January of each odd numbered year, new officers are seated for:

1. Governing Board Chair
2. Governing Board Vice Chair
3. Workforce Development Board Chair
4. Workforce Development Board Vice Chair

These four individuals also serve on NoRTEC's Joint Executive Committee, along with three additional Workforce Development Board members who are elected by the Workforce Development Board members.

Members interested in serving in these positions are shown below. Additional nominations may be taken from the floor.

1. Governing Board Chair – Paul Roen
2. Governing Board Vice Chair – Elizabeth Cavasso
3. Workforce Development Board Chair – Willy Hagge
4. Workforce Development Board Vice Chair – Susan Marie
5. Additional Workforce Development Board members on the Joint Executive Committee
 - Dwight Beeson
 - Michele Piller
 - Amber Yearnton

Recommended Action:

Governing Board nomination and election of a Chair.

Governing Board nomination and election of a Vice Chair.

WDB nomination and election of a Chair.

WDB nomination and election of a Vice Chair.

WDB nomination and election of three additional WDB members for the Joint Executive Committee.

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 January 26, 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.

XV. ADJOURNMENT