

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, JANUARY 27, 2011
10:00 AM – 2:00 PM
ROLLING HILLS CASINO
2655 BARHAM AVENUE
CORNING, CA 96021

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, OCTOBER 28, 2010 (ACTION)

The minutes from the October 28, 2010, meeting are attached: ➡ [Minutes](#)

Recommended Action:

WIB approval of the October 28, 2010, minutes, with revisions if needed, as posted.

Governing Board approval of the October 28, 2010, minutes, with revisions if needed, as posted.

IV. APPROVAL OF AGENDA (ACTION)

Recommended Action:

WIB approval of the agenda, with revisions if needed, as posted.

Governing Board approval of the agenda, with revisions if needed, as posted.

V. WIB APPOINTMENTS (ACTION)

There are no vacancies on the NoRTEC WIB.

VI. PUBLIC COMMENT

Members of the public will be invited to make brief comments regarding any aspect of NoRTEC business.

VII. PROGRAM COMMITTEE REPORT

A. Program Monitoring (Information)

NoRTEC is currently scheduling monitoring visits in late January and February with all the programs to review special projects. The list of projects to be reviewed include MCLAUS VIII, Pathways Out of Poverty, SESP, and Clean Tech programs.

B. State/Federal Monitoring (Information)

The State conducted a review of NoRTEC's Youth programs the week of January 10, 2011. The NoRTEC office, Smart, the Job Training Center, and the Butte PIC were reviewed. The final report has not been received, but in the exit conference, the monitor indicated there were no findings or areas of concern.

The Department of Labor has scheduled a review of NoRTEC's Pathways Out of Poverty program on February 15-18, 2011. The monitor will visit the NoRTEC office, Smart, and the Butte PIC. The Job Training Center may also be reviewed.

C. Client Numbers (Information)

1. One Stop Centers → Job Seekers Accessing One-Stop Centers

2. WIA Enrollments → Job Seekers Enrolled in the WIA Program

Note: NoRTEC has transitioned its client tracking system from an in-house system to the Virtual One Stop System (VOS). Contract performance will not be reported to the WIB and Governing Board at this meeting because Service Provider and NoRTEC Administration staff are still entering data and cleaning up transitioned data. Staff anticipate reports being available at the April meeting.

D. Contract Performance (Information)

Adult Programs - → WIA Service Provider Contract Performance

Youth Programs - → WIA Service Provider Contract Performance

Note: NoRTEC has transitioned its client tracking system from an in-house system to the Virtual One Stop System (VOS). Contract performance will not be reported to the WIB and Governing Board at this meeting because Service Provider and NoRTEC Administration staff are still entering data and cleaning up transitioned data. Staff anticipate reports being available at the April meeting.

E. Plant Closure Updates (Information)

There have been over a thousand plant closures and several thousand workers laid off throughout NoRTEC since we began tracking this information in PY 2000. The plant closure website is updated as additional closures occur.

To view the report, lick on the link below and enter ">=" and "10/01/2010" in the "Date Closed" field to review closures/layoffs reported since the October meeting (over 40 company closures/layoffs and 360+ workers affected):

→ [Plant Closure Report](#)

F. Headline Program Reports (Information)

Kevin DeMers, Area Specialist for USDA Rural Development, will share his agency's experience partnering with STEP on several rural development grants.

In addition to the "Headline" presentation, members are encouraged to read the Community Coordinator Reports. These reports are prepared to inform interested members of the events and happenings in their respective counties. Following are links for the reports received for the period ending December 31, 2010:

Butte PIC (Butte County)

[Rural Human Services \(Del Norte County\)](#)

[Alliance for Workforce Development \(Lassen County\)](#)

[Alliance for Workforce Development \(Modoc County\)](#)

Butte PIC (Nevada County)

[Alliance for Workforce Development \(Plumas County\)](#)

[Smart Business Resource Center \(Shasta County\)](#)

[Alliance for Workforce Development \(Sierra County\)](#)

[STEP \(Siskiyou County\)](#)

[Job Training Center \(Tehama County\)](#)

[Smart Business Resource Center \(Trinity County\)](#)

A few highlights from this quarter's reports are:

- Butte County – Report not available at time of the posting of this agenda. If the report becomes available prior to the meeting, the link will be activated.
- Del Norte County – Rural Human Services is continuing work to expose youth to entrepreneurship in their local area. They are working with the Arcata Economic Development Corporation to bring "Lemonade Day" to the north coast. Lemonade Day is a nation-wide event that teaches youth the skills they need to be successful, such as developing a business plan, establishing a budget, seeking out potential investors, and providing quality customer service. The proposed date for the north coast day is June 4, 2011.
- Lassen County – One of the largest employers in Lassen County is Sierra Army Depot, located in Herlong. In order to apply for work at the Depot, job seekers must navigate their way through a specific process that can be quite tricky to navigate. On November 10, AFWD hosted a workshop to assist local job seekers with this process. Based upon attendee feedback, the workshop was very successful, and AFWD plans to continue holding this workshop on a regular basis.
- Modoc County – AFWD presented Sexual Harassment Prevention training to local businesses on November 3, 2010. The interactive training meets the requirements of AB 1825 and each participant receives a certificate upon completion of the training.

- Nevada County – Report not available at time of the posting of this agenda. If the report becomes available prior to the meeting, the link will be activated.
- Plumas County – AFDW partnered with Feather Publishing in an effort to build awareness of how important it is to support locally owned businesses and keep local economies strong. You can view the full page “Spend \$100 in Your Community” advertisements in all of the Plumas County local newspapers (Feather River Bulletin, the Chester Progressive, the Indian Valley Record, and the Portola Reporter).
- Shasta County – As part of an ongoing effort to promote business services throughout Shasta County, two Smart employees met with employers in Fall River Mills on November 9 to provide business services outreach. Smart employees also attended a Burney Chamber of Commerce meeting and made a presentation on available services to the Shingletown Medical Center.
- Sierra County – AFDW hosted a “Setting the Course for Responsible Healthcare Reform” workshop on September 20. This workshop for local businesses covered many aspects of the new health care bill, including small business tax credits, how the bill will affect small and large employers, and specific requirements under the new legislation.
- Siskiyou County – Check out STEP’s report and read about participant success stories!
- Tehama County –The Job Training Center celebrated national customer service week in October through its “Expect the Best Tehama County” events—now in its seventh year. Part of the annual celebration includes Job Training Center staff presenting customer service training camps to local businesses as well as secret shopper awards given for outstanding service given to customers by local businesses. Check out their report for a list of the winners!
- Trinity County – The mill in Weaverville destroyed by fire in September 2009 has been rebuilt and is set to open soon. The expectation is that the mill will employ 115-120 workers.

G. Staff Training (Information)

1. Service Provider Staff Training and Development – The following training was provided during the second quarter of PY 2010/2011:
 - A training/review workshop for Job Training Center staff on November 16. This session addressed Dislocated Worker eligibility, WIA participant activity and program exit codes and definitions, what “counts” as positive outcomes for contractual performance with NoRTEC, OJT policies and

procedures, the NoRTEC job specific skills system, and the NoRTEC/NCEN training vendor approval and referral process.

- A training/review workshop for Butte PIC staff (Butte and Nevada Counties) on December 7. This session addressed Dislocated Worker eligibility, documentation requirements for the provision of services, OJT policies and procedures, entrepreneurial training guidelines, the NoRTEC job specific skills system, and the NoRTEC/NCEN training vendor approval and referral process.
- A training/review workshop for STEP staff on December 8. This session addressed program eligibility, case management scenarios, classroom training and prevocational training activities, OJT policies and procedures for the NEG OJT program, and the NoRTEC/NCEN training vendor approval and referral process.
- Thirty-five (35) service provider staff from across the consortium attended and successfully completed an intensive, three-day (21 hour), hands-on Job and Career Transition Coach Certification workshop sponsored by NoRTEC on October 26-28, and November 16-18, 2010. This certification is designed for career practitioners who must advise, coach, guide or counsel adults through either a short-term job transition or a long-term career transition. Those attending the workshop received 21 continuing education hours. A special thank you to Bill Finley for hosting both training sessions at the Butte PIC's Checkers Restaurant in Oroville!

2. NoRTEC Staff Development

- Betti Austin and Brian Boyer attended a Management Information Systems (MIS) User Group Meeting on December 2 -3, 2010, in Garden Grove. This session, provided by the Workforce Services Division of EDD, provided a "nuts and bolts" overview of the State's client tracking system for new and seasoned MIS Administrators. Several workshops were offered and each provided an open forum to discuss issues and address questions pertaining to the State's system.
- Betti Austin, Jeanne Hough, and Brian Boyer attended the Department of Labor's 2010 National Reemployment Summit on December 14-16, 2010, in Arlington, Virginia. This conference offered attendees the opportunity to share successful practices in reemployment services, build upon skills, and advance the national discussion about the design and delivery of effective solutions for workers and businesses in today's economically challenging environment. The conference offered a good blend of information all geared toward providing knowledge and resources to conference attendees to better meet the needs of workers and

businesses in their respective communities. NoRTEC's own Stewart Knox was a co-speaker for a well-received "promising practices" workshop focused on the role self-employment can play in workforce and economic development efforts. Using NoRTEC's own regional community developed entrepreneurial program as a model, Stewart discussed the policy, partnership, and operational considerations that need to be addressed to implement entrepreneurship as a reemployment strategy.

H. Youth Council Report (Information)

The Youth Council continues to foster youth activities in Tehama County. An update will be given at the meeting.

Recommended Action:

WIB approval of the Second Quarter Program Committee Report.

Governing Board approval of the Second Quarter Program Committee Report.

VIII. FINANCE COMMITTEE REPORT (ACTION)

Bill Hamby, Finance Committee Chair, will present the Finance Committee report.

A. PY 2010/2011 Funding (Information)

NoRTEC currently has \$25,650,151 in available funds for the PY 2010/2011 Program Year. An additional \$3,600,000 in funding has been requested. If all this funding is received, NoRTEC will have \$29,250,151 in available funding for the 2010/2011 Program Year. This would be a decrease of \$11,268,168 from PY 2009/2010 Program Year funding.

The reduction in available funding is primarily due to the expenditure of one-time ARRA funding in PY 2009/2010.

Project	PY 10/11 Funds Available	Additional Funds Requested	Total
Adult	\$3,048,115	\$0	\$3,048,115
Youth	\$3,185,688	\$0	\$3,185,688
Dislocated Worker	\$3,249,096	\$0	\$3,249,096
Rapid Response	\$751,827	\$0	\$751,827
Adult ARRA Stimulus	\$193,577	\$0	\$193,577
Youth ARRA Stimulus	\$312,866	\$0	\$312,866
Dislocated Worker ARRA Stimulus	\$692,208	\$0	\$692,208
Rapid Response ARRA Stimulus	\$362,975	\$0	\$362,975

MCLAUS VII	\$399,887	\$0	\$399,887
Green Job Corps	\$600,577	\$0	\$600,577
Green Building Partnerships	\$253,035	\$0	\$253,035
Green Building Pre-Apprenticeships	\$457,097	\$0	\$457,097
Disability Navigator	\$3,458	\$0	\$3,458
Prisoner Re-Entry	\$4,605	\$0	\$4,605
ARRA Additional Assistance	\$403,924	\$0	\$403,924
Pathways Out of Poverty	\$3,508,971	\$0	\$3,508,971
MCLAUS VIII	\$2,459,000	\$0	\$2,459,000
SESP	\$900,000	\$0	\$900,000
Energy Efficiency Conservation Block Grant	\$307,508	\$0	\$307,508
Regional Industry Clusters	\$234,871	\$0	\$234,871
Governor's Challenge Grant	\$3,499,503	\$0	\$3,499,50
NEG OJT Grant	\$725,462	\$0	\$725,462
Public Sector Layoff Grant	\$0	\$2,800,000	\$2,800,000
AB 118 Alternative Energy Grant	\$0	\$500,000	\$500,000
USDA Rural Community Development Initiative	\$0	\$300,000	\$300,000
Adult Incentive Funds	\$6,641	\$0	\$6,641
ARRA Incentive Funds	\$6,679	\$0	\$6,679
ARRA Disability Navigator	\$145,581	\$0	\$145,581
TOTAL	\$25,650,151	\$3,600,000	\$29,250,151

B. Approval of the PY 2010/2011 Second Quarter Financial Reports (Action)

1. ➡ [PY 2010/2011 Contracts Summary \(Information\)](#)

This report shows the total amount of funding in contracts with the State, the source of that funding and its allocation within NoRTEC for the 2010/2011 program year. As of December 31, 2010, NoRTEC had a total of \$25,650,151 available in State contracts for the 2010/2011 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. ➡ [PY 2010/2011 Service Provider Contract Modifications](#)

This report shows the changes between July 1, 2010, and December 31, 2010, in the 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.

The contract modifications during this period were primarily the allocation of funding for three new special projects: (1) State Energy Sector Partnership (SESP), (2) Governor's Challenge Grant, and (3) On the Job Training Grant (NEG OJT). This funding was allocated on the basis of Service Provider application.

Please see the attached report for the individual allocation amounts. There are no items of concern.

3.  [PY 2010/2011 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2010, to June 30, 2011), the cumulative expenditures for the quarter ended December 31, 2010, and the remaining balance at December 31, 2010, 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.

Currently, Butte/Nevada is significantly overexpended in Adult, Youth and Dislocated Worker, and Del Norte is significantly overexpended in Adult and Dislocated Worker. The concern with overexpenditure of funds is the service provider will run out of funding before the end of program year, and therefore be unable to provide services for the entire program year.

Del Norte has submitted a corrective action plan that appears to be sufficient to bring expenditures in Adult and Dislocated Worker into compliance by the end of the program year. In addition, Del Norte is only 36% expended for all WIA funds combined, so it does not appear likely that Del Norte will run out of WIA funding prior to the end of the program year. Del Norte's expenditure rates do not appear to be an area of concern.

On the other hand, Butte/Nevada's overexpenditure rate is an item of concern because the Butte PIC is at the 80% expenditure level for all WIA funds combined as of December 31, 2010.

Due to the high level of overexpenditure, staff believes there is a possibility that Butte PIC will not be able to provide WIA services in Butte and Nevada Counties for the entire program year.

Butte PIC has submitted a corrective action plan to bring expenditure levels into compliance by the end of the program year, and this plan appears to be reasonable. NoRTEC staff are, however, preparing for the possibility of an interruption in WIA services in Butte and Nevada Counties if the plan is not successful.

Staff will also add contract language to next program year's service provider contracts to limit the amount of funding that a service provider can draw in each quarter of the contract period.

There are no other items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocation by the end of the program year. For the convenience of monitoring, NoRTEC uses a 20% per quarter expenditure rate as a guide for assessing expenditures throughout the fiscal year (20% first quarter, 40% second quarter, 60% third quarter and 80% final quarter). 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 quarterly expenditures vary by more than 10% from the quarterly target rate. 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.

4. ➡ [PY 2010/2011 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the six months ended December 31, 2010. At December 31, 2010, the NoRTEC Administrative Entity had expended 42% of its Operating budget and 27% of its Other Projects budget.

There are no items of concern.

5. ➡ [PY 2010/2011 NoRTEC WIB/Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the six months ended December 31, 2010. At December 31, 2010, the WIB/Governing Board expended 59% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2010/2011 Second Quarter Finance Reports.

WIB approval of the PY 2010/2011 Second Quarter Finance Reports.

Governing Board approval of the PY 2010/2011 Second Quarter Finance Reports.

C. NoRTEC Fiscal Monitoring (Information)

There have been no fiscal reviews of the Service Providers by NoRTEC since the last meeting.

D. State and Fiscal Procurement Monitoring of NoRTEC (Information)

As reported at the last meeting, the draft monitoring report for the fiscal and procurement review of NoRTEC by EDD was received. NoRTEC staff responded to the State's concerns and are still waiting for the report to be issued in final form.

There are no State or Federal fiscal reviews of NoRTEC currently scheduled.

Recommended Action:

WIB approval of the Second Quarter Finance Committee Report.

Governing Board approval of the Second Quarter Finance Committee Report.

IX. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. Prior Approval

1. Public Sector Layoff National Emergency Grant (NEG) – This application for \$2,800,000 to serve 350 individuals laid-off from various public sector jobs throughout the NoRTEC consortium is still pending. If funded, it will likely be at a much lower amount.

B. New Applications

1. AB 118 California Energy Commission (CEC): – \$500,000 to work with two companies involved in the development and deployment of propane and gas hybrid projects to retrofit light, medium, and heavy-duty on-road vehicle fleets which will create higher fuel efficiencies, employ idle management technology, and decrease fuel consumption and emissions.
2. USDA Rural Community Development Initiative (RCDI): – \$300,000 to work with seven non-profits to design a comprehensive strategy to address specific needs and a plan to address community and economic development needs, job creation, and economic growth.

Recommended Action:

WIB approval of staff submitting an application for \$500,000 for a CEC grant, and \$300,000 for a RCDI grant for the purposes described herein.

Governing Board approval of staff submitting an application for \$500,000 for a CEC grant, and \$300,000 for a RCDI grant for the purposes described herein.

X. PRIVATE NON-PROFIT ARM OF NORTEC

The NoRTEC Non-Profit Committee held a series of meetings in December 2010 and January 2011 to develop Articles of Incorporation and By-Laws for the new private non-profit arm of NoRTEC.

➡ [Proposed North State Partnership Articles of Incorporation](#)

➡ [Proposed North State Partnership By-Laws](#)

Recommended Action:

The Non-Profit Committee is recommending approval for staff to proceed with filing the necessary papers to establish a 501(c)(3) non-profit organization.

WIB approval of staff filing the necessary papers to establish a 501(c)(3) non-profit organization.

Governing Board approval of staff filing the necessary papers to establish a 501(c)(3) non-profit organization.

XI. LUCERO OLIVE OIL TOUR

Dewey Lucero, of Lucero Olive Oil, will give a brief presentation at the meeting. The WIB and Governing Board are invited to tour the Lucero Olive Oil Tasting Room located in Corning, a short distance from Rolling Hills. Additional details will be provided at the meeting.

XII. SMALL BUSINESS UPDATE (INFORMATION)

GINNE MISTAL will provide a brief update on items of interest to Small Business.

XIII. OLD BUSINESS (INFORMATION)

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

XIV. NEW BUSINESS (INFORMATION)

A. Upcoming WIB/Governing Board Meeting

The next WIB/Governing Board meeting will be held on Thursday, April 28, 2011. Staff is working on securing a site in the Chico area for the meeting.

B. Other New Business

Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB and Governing Board members.

XV. WIB/GOVERNING BOARD CHAIR ELECTIONS

WIB and Governing Board elections will be conducted at the conclusion of the meeting. Members will vote via a paper ballot. Results will be announced in an e-mail to members on the Monday following the meeting.

Following is the list of individuals running for each office:

WIB

Chair:

Judi Madden
Hiram Oilar

Vice Chair:

Tom Cochran

Governing Board

Chair:

Wendy Otto

Vice Chair:

Jim Cook

XVI. ADJOURNMENT