Minutes - APRIL 29, 2004

NORTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, APRIL 29, 2004
10:00 AM 2:00 PM
HOLIDAY INN 1900 HILLTOP DRIVE REDDING, CA

I. CALL TO ORDER

II. ROLL CALL

III. WIB AND GOVERNING BOARD APPROVAL OF MINUTES, JANUARY 29, 2004 (ACTION)

The minutes from the January 29, 2004, meeting are attached: Minutes

Recommended Action:

WIB approval of the January 29, 2004, minutes, with revisions if needed, as posted.

Governing Board approval of the January 29, 2004, minutes, with revisions if needed, as posted.

IV. APPROVAL OF AGENDA (ACTION)

Recommended Action:

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

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

V. WIB APPOINTMENTS

NoRTEC WIB terms are four years, and they are staggered so about half of the WIB comes up for appointment/reappointment every two years. Following is a link to a site showing each members term and when it will expire: WIB Term Expiration
A. WIB Reappointments

Following are WIB terms that are set to expire on June 30, 2004. The individuals in these seats wish to continue with another term on the WIB, and nomination letters have been received:

Education, Butte County, Jerry Allred Nomination Letter

Private Industry, Butte County, Robert Hewitt Nomination Letter

Private Industry, Del Norte County, Tom Cochran Nomination Letter

Private Industry, Del Norte County, Ron Sandler Nomination Letter

Education, Lassen County, Connie Barton Nomination Letter

Private Industry, Modoc County, Dwight Beeson Nomination Letter

Private Industry, Plumas County, Judi Madden Nomination Letter

CBO, Plumas County, Michele Piller Nomination Letter

Private Industry, Shasta County, Dennis Maderios Nomination Letter

Private Industry, Siskiyou County, Ken Humberston Nomination Letter

Economic Development, Siskiyou County, Sally LaBriere Nomination Letter

Private Industry, Tehama County, Claudia Martin Nomination Letter

Private Industry, Trinity County, Jesse Cox Nomination Letter

Public Assistance, Trinity County, Linda Wright Nomination Letter

Public Employment, At Large, Jo Giessner Nomination Letter

Recommended Action:

Governing Board appointment of the above named individuals to continue with another four year term on the NoRTEC WIB in the capacity indicated.

B. WIB Appointments for Currently Vacant Seats
In addition to the seats that are set to expire, the following seats are vacant. If an application for membership and an appropriate nomination letter have been received, a link will appear next to the vacant seat:

Labor, At Large WIB Application for Barbara Hanstein, Nomination Letter

Migrant & Seasonal Farmworker Program, At Large

Education (Community College President), At Large

Recommended Action:

Governing Board appointment of Barbara Hanstein to fill the At-Large Labor seat 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. MATTHEW R. MCKINNON, INVITED GUEST Mr. McKinnon is the Deputy Secretary, California Labor and Workforce Development Agency. He was invited by C. Brown to attend and may be persuaded to say a few words about his perspective on the States vision for the workforce investment system in California.

VIII. PROGRAM COMMITTEE REPORT

M. Piller will present the Program Committee Report.

A. Program Monitoring

Program monitoring visits have been scheduled as follows:

April 19-20, 2004 Shasta PIC

April 21-22, 2004 Trinity Occupational Training

April 23-24, 2004 Rural Human Services

April 27-28, 2004 Siskiyou Training & Employment Program

May 25-26, 2004 Butte PIC

May 27-28, 2004 Job Training Center of Tehama County
June 21, 2004 Alliance for Workforce Development - Alturas

June 22-23, 2004 Alliance for Workforce Development Susanville

June 24-25, 2004 Alliance for Workforce Development - Quincy

Results of the review will be reported at the next WIB and Governing Board meeting.

B. State Monitoring

There have been no State monitoring of the programs since the last meeting, and none are scheduled for the foreseeable future.

C. Client Numbers

1. One Stop Centers Job Seekers Accessing One Stop Centers

2. WIA Enrollment Job Seekers Enrolled in the WIA program

3. Client Exits* - Outcome Information on Customers Leaving the Programs

4. Core Service* - One Stop Center Utilization Information

5. Employer Service* - One Stop Center Employer Service Information

*Reports open to the public. Click on Reports on the NoRTEC client tracking site.

D. Contract Performance

WIA Service Provider Contract Performance Contract Performance

As agreed, NoRTEC has not focused a lot of attention on the details of participant performance since WIA was implemented. This is our first look at individual program performance involving participants (those actually enrolled in the WIA program). We will continue to evaluate and report quarterly performance to the Board in preparation for next program year's contracts.

E. NWI (Nurse Workforce Initiative)

The sixteen county region of NCEN (NoRTEC's nine counties, plus Colusa, Glenn, Humboldt, Lake, Mendocino, Sutter, and Yuba Counties) was awarded $2.1 million dollars to provide Registered Nurse (RN) and Licensed Vocational Nurse (LVN) training to northern
California residents. The contract will be effective from October 1, 2002, through December 31, 2005.

Following is a report showing the award by county and Local Workforce Investment Area, and the number of enrollments so far. NWI

Several of the programs within NoRTEC have requested additional funding to allow them to continue with another phase of NWI (new groups of trainees). Unfortunately, there is no additional funding available at this time. We were hoping additional funding would be available, recaptured from projects around the State that are not performing as expected, but lack of direction at this level from a new administration makes this less likely.

F. Plant Closure Update

There have been several plant closures in the nine county area of NoRTEC over the past three years. The following web site address is being updated as additional closures occur. A new feature is that the report is now dynamic, residing in a database that is updated by local program staff using a convenient NoRTEC website. Items in red are those additions since the last regularly scheduled WIB and Governing Board meeting.

Plant Closure Update

G. Community Coordinator Reports

Following are direct links to the Community Coordinator Reports:

Butte PIC (no link provided)

Rural Human Services (Del Norte)

Alliance for Workforce Development (Lassen)

Alliance for Workforce Development (Modoc)

Alliance for Workforce Development (Plumas)

Shasta PIC

STEP (Siskiyou)

Job Training Center of Tehama County

Trinity Occupational Training (Trinity)
A few highlights from this quarters reports are:

Rural Human Services in Del Norte County just hired two new individuals to work in their Business Resource Center, Amber Wier and Dan Gilliland. Amber and Dan have been busy scheduling workshops for businesses for April and early May, including topics such as Workplace Safety for Employers, Business Plan Basics, Financial Basics, and EDD Tax Basics for Employers.

The Alliance for Workforce Development office in Susanville is happy to welcome back Traci Holt, Community Coordinator, from maternity leave. Unfortunately, things have not been rosy in Lassen County while she has been out. Sierra Pacific Industries (SPI) is closing its doors due to log shortages, and will be laying off 200 employees by the end of May. Jeld-Wen, a wood manufacturing plant is also closing its doors and laying off 60 people. The good news is that the Alliance for Workforce Development is hard at work enrolling these workers into the WIA program and helping them get on with their lives. To date, 155 SPI employees have attended an orientation to WIA services, and of that 155, 61 have already found new jobs. Of the 60 laid off at Jeld-Wen, 30 have attended an orientation and eight have found new jobs.

The Alliance for Workforce Development office in Alturas reports that the Oregon Department of Corrections is going ahead with its plans to build a 400 bed mens minimum security prison outside of Lakeview, Oregon. Construction should be substantially completed by July 2005, and the company will employ over 132 people and generate a $7 million annual payroll. The Alturas office is ready to assist with the recruitment process and hiring at this facility. They are hoping that several Modoc County residents will be able to find work at this new facility.

The Alliance for Workforce Development office in Quincy held their, best job fair ever on March 30 in Chester, and March 31 in Graeagle. Forty-three employers participated over the two day period, and had more than 100 job openings. Over 220 job seekers attended the fair, which gave the employers plenty of choices. The employers were very impressed with the quantity and quality of the job seekers. The high level of preparedness is due in part to the new Job Seeker Preparation sessions, offered in the morning by the AFWD team members as mini-seminars on the ins and outs of dressing appropriately, completing applications, and interview techniques.

The BRC at the Shasta PIC (Business Resource Center) reports that they have begun a new BRC Business Seminar Series. These series focus on the challenges and issues businesses face everyday. Attendees learn practical solutions for compliance with employment and labor laws and how to avoid legal liability. These seminars are generally held on the first Wednesday of every month, and range from $30 to $75 per person.

The Workforce Connections (STEP) Employer Resource Center Sponsored a Hiring & Firing employer seminar on March 16. Sessions were presented in both North and South County. Topics included Pre-hire and Application Phase, Recruitment, Permissible and Prohibited Pre-employment Questions, Interviewing Basics, and Reference Checking. This is the first fee for service seminar offered by the Workforce Connection. It was well received. Future topics planned include Understanding Leave Laws, California Wage and Hour Law, Workers Compensation, and California Legislative Update.
The Job Training Centers Business One Stop Services (B.O.S.S.) department has created a Business Services newsletter to help them present timely information to employers and provide local news and information on training opportunities. This issue addresses the building boom in Tehama County (along with a lot of other issues). For example, the plans for Celebrity City just north of Red Bluff have been abandoned. Instead, it appears there will be a large housing development (over 4,000 homes) to be built over a six year period between Red Bluff and Anderson. There is also talk of another auto dealership or a high end shopping center that will be built just south of the property currently occupied by Red Bluff Ford.

Trinity Occupational Training just got its Business First Website up and operating. The site is full of information and links that are beneficial to Trinity County businesses. The report is brimming with interesting information, like the classes being offered, the Job Fair, workshops, etc. Take a look: http://www.trinitybusiness1st.com/

Check out the sites. They just keep getting better and better every quarter!

H. Business First Report

The WIB and Governing Board adopted program policies and endorsed a program perspective that encourages the NoRTEC One Stops to assist local business as their primary customer. Local and NoRTEC wide efforts to achieve this goal will be presented as a regular agenda item.

1. Website Technology Initiative (Update) We now have 130 websites developed and published by local businesses through our one day website workshops. Both Shasta and Del Norte provided workshops in the interim since the last meeting. With 29, Shasta edged out Trinity (they have 25) as the county with the most local websites.

Website Initiative 2003: http://www.websiteinitiative.org/

Websites by County: /cb/pgb/business_websites.html

2. Entrepreneur Training (Update) We received a small incentive grant from the State WIB to see if we could discover companies/entrepreneurs with fast-growth concepts/potential in the NoRTEC area. If yes, were any Venture Capitalists or "Angel Investors" willing to invest in our area? Good news. The answer to both questions is yes. The Entrepreneurial project was funded by NoRTEC to bring together North State entrepreneurs with North State Venture Capitalists and Angel Investors. Our contract was with Golden Capital Network (GCN). Our dealings are with Jon Gregory - President and CEO, GCN. Briefly, the project was an attempt to: 1) identify local "fast track" entrepreneurs in the North State and assist them with their presentations to Venture Capitalists and Angel Investors; 2) identify Venture Capitalists and Angel Investors willing to invest in businesses in the North State; and 3) provide a forum for bringing them together. It worked!! As a direct result of our funding: 1) Jon met Jim Higgins, owner of Digital Path, at the Chico conference on November 5, 2003 (North State CEOs and

Entrepreneurs Conference, about 110 in attendance); 2) Jon assisted in bringing together a group of Angel Investors from the Chico area (the first syndicate of local investors whose purpose is to invest in local companies - the Wildcat Angel Fund); and 3) introducing them to Digital
Path. The final deal with all the investors (including Earthlink) was made right after the February 10, 2004, Sacramento conference 
(Sacramento 2004 Sector

Showcase). The Wildcat Angel Fund invested $600,000. We do not know how much Digital Path invested. Not only was this a resounding success, but the structure is now in place for similar deals in the future.

3. One Stop Business Services (Information) NoRTEC has put together a website that provides a comprehensive look at our full range of business services; /business_services/

home.html. It is open to the public, but kind of hidden while we wait for the programs to develop websites of their own (so we have a place to refer folks to for local service delivery). So far, the best examples of a local Business Services website are the Shasta website: http://www.shastabrc.com/, and the Trinity website: http://www.trinitybusiness1st.com/

Business Services Tracking - One of the features of the NoRTEC Business Services website is access to the list of local businesses utilizing the various types of business services offered. There is also a business services report on our "Public" site: /cb/nortec_public.html. The e-learning report is another one available on this site. Business Service Presentations:

Information Exchange Paul Shelton, Employer Information Analyst, Siskiyou Training and Employment, will discuss their business training classes, and show a video testimonial by Pete Eddy, Weed Building and Home Center (Pete cannot make the meeting, but agreed to be filmed).

Business Startup Kathryn Schmitz, Director, Job Training Center of Tehama County (JTCTC), will introduce Ms. Kia Curley, General Manager, Ramada Inn, Corning. The JTCTC provided startup services, and Ms. Curley has agreed to provide the WIB and Governing Board with a brief review of how it went.

Employee Recruitment (plus) Inez Bays, Business Resource Consultant, Shasta PIC, will introduce Penny Steiner from MariTech Industries who will comment on the business services they received from the Shasta BRC.

I. One Stop Staff Training (Information)

The NoRTEC Community Coordinators are planning to meet in early June at a NoRTEC sponsored two day training session to update each other on happenings in each of their counties, discuss fee for services, and other important issues.

J. One Stop Operator Contracts

At the last meeting, the Program Committee was directed to meet and discuss the One-Stop Operator contract issue. At the time of the last meeting, staff

were concerned because a Technical Assistance Guide issued by the Department of Labor provided guidance that any WIA Service Provider
that also received a contract to provide One Stop Operator services would have to track their administrative expenses (like we did under JTPA) and these expenses would be added to NoRTECs 10% cap on Administrative Expenditures.

This requirement is not written in the law or regulations; it was put out in a Technical Assistance Guide by a DOL employee.

Since the meeting in January, and before the Program Committee discussed this issue in depth, legal advice (and the fact that everyone else around us is operating in the same manner and does not plan to change), has convinced staff that they were more concerned about this issue than is necessary.

The Program Committee is recommending that this issue be tabled for now and taken up at a later date, should it become necessary.

The Program Committee is Recommending:

WIB approval to table this issue until it should become necessary to revisit it.

Governing Board approval to table this issue until it should become necessary to revisit it.

The Program Committee is Recommending:

WIB approval of the Third Quarter Program Committee Report.

Governing Board approval of the Third Quarter Program Committee Report.

IX. FINANCE COMMITTEE REPORT (ACTION)

B. Hamby will present the Finance Committee Report.

A. PY 2003/2004 Funding (Information)

NoRTEC currently has $13,848,856 in available funds for the PY 2003/2004 Program Year. Another $2,100,000 has been requested. If all the requested funds are received, NoRTEC will have $15,948,856 available for the 2003/2004 program year.

This would be a $1,350,324 decrease in total NoRTEC funding from the PY 2002/2003 program year. The decrease in funding is primarily due to the 25% cut in allocated funding (Adult, Youth and Dislocated Worker) for 2003/2004 program year.

Project Funds Available from July 1, 2003 Additional Funds Requested Total Adult $3,688,386 $0 $3,688,386 Youth $3,609,251 $0 $3,609,251 Dislocated Worker $1,705,650 $0 $1,705,650 Rapid Response $875,583 $0 $875,583 MCLAUS $965,670 $0 $965,670 MCLAUS II $0 $1,500,000 $1,500,000 Nurse Workforce Initiative $1,229,062 $600,000 $1,829,062 North STARRS II $1,395,000 $0 $1,395,000 Incentive Funds $68,790 $0 $68,790 Rescission Replenishment $253,474 $0 $253,474 Groundfish $57,990 $0 $57,990 TOTAL $13,848,856 $2,100,000 $15,948,856
B. Approval of PY 2003/2004 Third Quarter Financial Reports (Action)

1. PY 2003/2004 Contracts Summary

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 2003/2004 program year. As of March 31, 2004, NoRTEC had a total of $13,848,856 available in State contracts for the 2003/2004 program year. This report includes only amounts available in the 2003/2004 program year. Amounts expended in prior years are not included.

2. PY 2003/2004 Service Provider Contract Modifications

This report shows the changes between December 31, 2003, and March 31, 2004, 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 (1) the addition of $140,000 per county for North STARRS II funding, and (2) a $2,500 increase in Siskiyou, Tehama and Trinity's Rapid Response funding. These amounts include any unspent funds carried forward from the prior year. See report for detail.

3. PY 2003/2004 Program Expenditure Report

This report shows each subcontractor's total available balance for the program year (July 1, 2003, to June 30, 2004), the cumulative expenditures for the nine months ended March 31, 2004, and the remaining balance at March 31, 2004, 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.

The funding titles in bold italics are those titles in which a service provider is not within a 10% variance of the quarterly expenditure target rate (60% at March 31, 2004). For each of these titles, a corrective action plan has been requested. There do not appear to be any items of concern at this time. 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.


This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the nine months ended March 31, 2004. At March 31, 2004, the NoRTEC Administrative Entity had expended 65% of its Operating budget, 62% of its Special Projects budget, 100% of its Capacity Building budget, and 98% of the Incentive Funds budget. The budget expenditures are detailed in the attached line item report.

There are no items of concern at this time.

5. PY 2003/2004 NoRTEC WIB and Governing Board Expenditure Report

This report shows the WIB and Governing Board expenditures against the annual line item budget for the nine months ended March 31, 2004. At March 31, 2004, the WIB/Governing Board expended 61% of its total budget.

There are no items of concern at this time.

The WIB Finance Committee Is Recommending:

WIB approval of the PY 2003/2004 Third Quarter Financial Reports.

Governing Board approval of the PY 2003/2004 Third Quarter Financial Reports.

C. Approval of Executive Committee Recommendations Regarding Staff Compensation (Action)

The Executive Committee met on April 1, 2004, for a performance evaluation of the NoRTEC Director and made recommendations for PY
The WIB and Governing Board may decide to go into closed session to discuss Personnel matters.

The WIB Finance Committee Is Recommending:

**WIB approval of the recommendations of the WIB Executive Committee regarding Staff Compensation.**

**Governing Board approval of the recommendations of the WIB Executive Committee regarding Staff Compensation.**

**D. PY 2004/2005 NoRTEC Administrative Budget (Action)**

The WIB Finance Committee is recommending that the PY 2004/2005 Administrative Entity budget be approved at $897,809, subject to the availability of funding. This is a $43,409 increase over the amount budgeted for PY 2003/2004. The primary changes are an increase for staff salaries as recommended by the WIB Executive Committee, and the elimination of the Incentive funding line-item because those funds will no longer be available. There are also some minor changes in line item amounts. Please see the attached budget and narrative for details. There is sufficient funding to cover this proposed budget.

1. Proposed PY 2004/2005 Administrative Entity Budget


The WIB Finance Committee Is Recommending:

**WIB approval of PY 2004/2005 NoRTEC Administrative Entity budget at $897,809, subject to the availability of funding.**

**Governing Board approval of PY 2004/2005 NoRTEC Administrative Entity budget at $897,809, subject to the availability of funding.**

**E. PY 2004/2005 NoRTEC WIB and Governing Board Budget (Action)**

The WIB Finance Committee is recommending that the PY 2004/2005 WIB/Governing Board Budget be approved at $75,000, subject to the availability of funding. This is the same amount budgeted in PY 2003/2004. Please refer to the Budget Narrative for more details. There is sufficient funding to cover this proposed budget.


Budget
The WIB Finance Committee is recommending:

WIB approval of the PY 2004/2005 WIB/GB budget at $75,000, subject to the availability of funding.

Governing Board approval of the PY 2004/2005 WIB/GB budget at $75,000, subject to the availability of funding.

F. NoRTEC Monitoring of Service Providers (Information)

A fiscal and procurement review of the Service Providers have been scheduled as follows:

April 27, 2004 Job Training Center of Tehama County

May 6-7, 2004 Trinity Occupational Training

May 18, 2004 Shasta PIC

May 20-21, 2004 Siskiyou Training & Employment Program

June 3-4, 2004 Rural Human Services

June 8, 2004 Butte PIC

June 10-11, 2004 Alliance for Workforce Development

Results of the review will be reported at the next WIB and Governing Board meeting.

G. State Fiscal and Procurement Monitoring Report (Information)

NoRTEC has received the Final Monitoring Report from the fiscal and procurement review conducted by EDD last June (2003). There were no findings, and the report concluded that NoRTEC is meeting applicable WIA requirements concerning financial management and procurement. Copies of the letter are available for interested board members.

H. State Monitoring of NoRTEC (Information)

NoRTEC is expecting a State monitor from EDD to review NoRTEC's fiscal and procurement systems during the week of May 10, 2004. The State monitor will be at the NoRTEC administrative office for three days and then will visit the Butte PIC for the balance of the week. If available, results of the review will be reported at the next board meeting.

I. PY 2004/2005 Funding Allocations (Information)
NoRTEC has been notified of its PY 2004/2005 funding level for the allocated funding titles. The Adult allocation will be $2,365,855, which is a 1% decrease from the 2003/2004 allocation. The Youth allocation will be $2,454,557, which is a 7% decrease from the 2003/2004 allocation. The Dislocated Worker allocation will be $1,676,209, which is a 5% decrease from the 2003/2004 allocation.

The State is painfully slow in giving individual county allocations, so we do not know how these allocations will be split among the nine individual counties. We hope to have that information available soon to facilitate local planning.

The Finance Committee is Recommending:

WIB approval of the Third Quarter Finance Committee Report.

Governing Board approval of the Third Quarter Finance Committee Report.

X. STATUS OF FUNDING APPLICATIONS (UPDATE/ACTION)

A. Prior Approval

The North STARRS II application was funded.

B. New Applications

1. mCLAUS II

In the interim between meetings, staff submitted an application for $1,500,000 to serve workers laid off from a number of plant closures, including Pactiv and the Tehama County Skilled Nursing Facility, Sierra Pacific and Jeld_Wen in Lassen County, Aura Cacia in Trinity County, and Precision Molding in Shasta.

Recommended Action: NoRTEC WIB approval for staff to submit an application for $1,500,000 to serve workers laid off from numerous plant closures in the NoRTEC area. NoRTEC Governing Board approval for staff to submit an application for $1,500,000 to serve workers laid off from numerous plant closures in the NoRTEC area.

2. Demonstration Grant

NoRTEC staff would like to submit an application for $75,000 to purchase assistive devices, create better outreach, and to develop partnerships in those communities in Trinity and Del Norte Counties that will promote recruitment and a better continuum of services for sight and hearing impaired individuals. Recommended Action: NoRTEC WIB approval for staff to submit an application for $75,000 to serve sight and hearing impaired individuals in Del Norte and Trinity Counties. NoRTEC Governing Board approval for staff to submit an application for $75,000 to serve sight and hearing impaired individuals in Del Norte and Trinity Counties.
XI. PLAN MODIFICATION (ACTION)

NoRTEC submitted the original five year WIA plan in April 2000, for the period July 1, 2000, through June 30, 2005. Each year, the NoRTEC plan is "modified" to incorporate new funding levels for the upcoming Program Year, and to plan services to clients and employers in nine county area. This modification is perfunctory, but does require the approval of the WIB and Governing Board.

The Plan can be accessed by going to the NoRTEC Home Page, selecting the Green Orientation button, the Workforce Investment Act Folder, the NoRTEC Plan Folder, and (finally) the Fifth Year Modification folder.

Recommended Action:

WIB approval of the PY 2004/2005 Plan Modification.

Governing Board approval of the PY 2004/2005 Plan Modification.

XII. OLD BUSINESS (INFORMATION)

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

XIII. NEW BUSINESS (DISCUSSION)

A. WIB and Governing Board Thursday, July 29, 2004, in Chico

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

XIV. ADJOURNMENT

NoRTEC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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