AGENDA - APRIL 28, 2005

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, APRIL 28, 2005
10:00 A.M. - 2:00 P.M.
HOLIDAY INN
REDDING, CA
Last Updated April 22, 2005, @ 5:30 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES, JANUARY 27, 2005 (ACTION)

The minutes from the January 27, 2005, meeting are attached: Minutes

Recommended Action:

WIB approval of the January 27, 2005, minutes, with revisions if needed, as posted.

Governing Board approval of the January 27, 2005, minutes, with revisions if needed, as posted.

4. 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.

5. GOVERNING BOARD APPOINTMENTS TO THE WIB (ACTION)

Michael Henriques, Field Manager, for the Employment Development Department, has been nominated to sit on the NoRTEC WIB, to represent the Employment Service, in an "at large" position.

Nomination Letter, Application
**Recommended Action:**

_Governing Board appointment of Michael Henriques to the NoRTEC WIB, to fill the At-Large Employment Service seat._

The following WIB seats are still vacant, awaiting nomination from appropriate entities (or a change in seating requirements anticipated with the reauthorization of the Workforce Investment Act):

- Title IV Older Worker Programs, At Large
- Migrant and Seasonal Farmworkers, At Large

6. **PUBLIC COMMENT (INFORMATION)**

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

7. **PROGRAM COMMITTEE REPORT (ACTION)**

M. Piller will present the Program Committee Report.

1. **Program Monitoring**

   Program monitoring visits in the program are scheduled for April-June 2005. An update will be provided at the meeting.

2. **State Monitoring** There have been no state programmatic monitoring visits since the meeting in January 2005.

3. **Client Numbers**
   1. One Stop Centers - [Visits to One-Stop Centers](#)
   2. WIA Enrollments - [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](#)

4. **Contract Performance - WIA Service Providers**

   Contract performance for both services to participants and business services will be reviewed:

   1. [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. Initially because we were operating under too many unknowns, and were not sure what to expect. Then we switched from a focus on the job seeker to a focus on meeting local business needs. This is the second year we are looking at individual program performance involving participants (those actually enrolled in the WIA program).

Most of the programs are close to being in-line with contract performance requirements. The first and second quarter performance reports are for information purposes only, as it is usually too early to gauge success or potential problems with any accuracy. The third quarter is examined more closely, and potential problem areas are discuss with programs that are not meeting standards in the Adult, Youth, and Dislocated Worker (allocated funding) program.

A substantial amount of funding was just added to the dislocated worker MCLAUS project, and the terms of the contract were extended through March 31, 2006. Consequently, cost per enrollment figures are very high because these "cost per" figures are based on the allocation amount, not actual expenditures. These cost figures are noted in green on the spreadsheet, because they are not good indicators of performance as of the end of the January-March 2005 quarter. There are no areas of performance under this title that are of immediate concern. NoRTEC will continue to monitor the situation via desk review.

2. WIA Business Services Performance -/cb/nortec_public.html

This website has training opportunities for local business (Website Initiative, Internet Classroom), and a number of reports on business service usage, events and outcomes (Business Services Usage, Internet Learning Usage, Business Websites, the Community Coordinator Reports, and the most recent Market All showing number of services and market share).

5. 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.

This report shows the award by county and Local Workforce Investment Area, the number of enrollments, and placement information:

NWI

6. Plant Closure Update

There have been several plant closures in the nine county area of NoRTEC over the past three years. The following website address is being updated as additional closures occur. Items in red are those additions since the last regularly scheduled WIB
and Governing Board meeting.

Humboldt and Mendocino County closures are also listed on the website, as they are often a part of our regional NCEN special project funding requests.

Plant Closure Update

7. Community Coordinator Reports

Following are direct links to the reports received for the quarter ending March 31, 2005:

(Note: If the link does not take you directly to the report for the January-March quarter, look for a menu selection on the web page entitled Community Coordinator or Community Coordinator Reports.)

Butte PIC
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)

Butte County - No report is available for review.
Del Norte County - The Del Norte Workforce Center continues to hold successful workshops. One of their most recent, for aspiring workers that are seeking management experience or supervisors that are in need of additional training, drew a full house. This workshop is part one of four. It is particularly exciting because it was developed through a sponsorship from Ron Sandler, Del Norte Ambulance and Custom Air Service. He was having trouble finding managers with both the field experience and management experience he wanted, so he paid for the development of the four part management series. He gets a lifetime of free access, and the program gets to provide the workshops to the community.
Lassen County - Alliance for Workforce Development, secured the customized recruitment contract to hire 17 new positions for the Northeastern Rural Health Clinics in Lassen County. These positions were created as a result of business expansion. Northeastern will now be using AFWD for all of their recruitment and hiring.
Modoc County - Senior HR Consultant, Traci Holt took her presentation on the road to Alturas where she presented Labor Law Update 2005 to Modoc County businesses. Eighteen business representatives attended this very informative seminar on January 19, from 10-12. The feedback was outstanding and was a great seminar to launch the monthly business workshops in Modoc County.

Plumas County - American Valley Aviation, a local Quincy business, wrote a letter to the editor praising the Work Connection (new name for the One Stop Center that just opened in Quincy) for the professional assistance they received. Make sure you check out the text of the letter in the report!

Shasta County - The Shasta SMART Center is always looking for different ways to boost revenue. They decided, based on statistics for on-line sales and information on current trends, to offer on-line credit card payment capability to their business customers. Businesses are now able to make payments on the center's website when registering to attend workshops or seminars, and when submitting Enterprise Zone Tax Credit voucher requests. The center reports that their new service has been a big hit with their customers.

Siskiyou County - STEP, along with College of the Siskiyous, Mercy Medial Center Mt. Shasta, and Fairchild Medical Center are partnering to provide a program based on the career ladder approach for those students transitioning through the health care field, beginning with Certified Nurse's Assistant training, and culminating with Registered Nurse training. In addition, the partnership will explore avenues to enhance and expand current healthcare training programs. Funds will be available to assist with a variety of student training activities.

Tehama County - BOSS (Business One Stop Service) have added two more fee for service workshops for business: Sexual Harrassment Prevention Training and New Hire Success. The Sexual Harrassment Prevention Training was added in response to the new labor law (AB 1825) that requires employers with over 50 employees to provide sexual harassment training for their supervisory staff.

Trinity County - Trinity Occupational Training continues to provide needed employer workshops and seminars. In January 2005, they began a 10 week course in Quickbooks 2004, which met two hours every Monday. It was successful. A second class was scheduled in March 2005.

Please take a few minutes to read the reports from all nine counties. They are informative and fun. Our Community Coordinators are putting a lot of work into keeping you informed. We like to let them know how much we appreciate their efforts.

8. 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)**

   The total number of local business websites developed from our ongoing Website Initiative keeps going up. Last meeting we reported 159. We are now well over 200. We cannot get an exact number until the programs finish transferring the information to our new website, the North State Directory (www.northstatedirectory.com). The new site organized the websites by topic, like "Lodging," and "Real Estate." We think this will provide a better marketing service to the businesses featured on the site than the former listings by County.

2. **One Stop Business Services (Information)**

   NoRTEC has a number of websites addressing business services:
   
   1. /business_services/home.html - An overview of the NoRTEC Business Services program.
      The following counties have developed local business services websites that detail their local business services program:
      4. Trinity - http://www.trinitybusiness1st.com/
      5. Del Norte -
         http://delnorteworkforcecenter.org/BusinessResources/BusinessResourceCenter.htm
   
   2. NoRTEC Business Service Presentations:
      
      1. Business Vitalization - Jeannie Hough will introduce Karen Mann, Business Consultant, Siskiyou County
      2. Business Startup - Anna Brassart will introduce Henry Bartolo, owner of Suspenders Advertising Specialties, Shasta County
      3. Business Startup - Carol Spring will introduce Geary Whiting, owner of Geary Whiting's Equine Massage School, Trinity County.
      4. Business Expansion and Vitalization Services - Anna Brassart will introduce Terri Hill, HR
Manager of The Knot, Shasta County (Wedding and Future planning).

3. Return on Investment (ROI) - At the last meeting, Anna Brassart (Shasta) presented the initial NoRTEC financial measures developed to measure a return on investment (ROI) - from the businesses point of view - for our business services programs. Anna will show an updated and expanded ROI at the meeting.

3. Staff Training

We had 40 of 41 staff pass the California Accredited Consultant (CAC) exam on January 6, 2005, in Red Bluff. With the 28 already certified, NoRTEC's total increased to 68.

We had 35 staff (including Betti) attend the Disability Employment Law for Employers training on March 9, 2005, in Shasta County, and 27 attend this same training in Butte County on February 23, 2005, for a total of 62 receiving this training.

4. Open For Business - At the last meeting, Dan Ripke and Bruce Jans showed a 15 minute film being developed for a hopeful PBS series on small business in the North State. Subsequently, another version was made, featuring both the Wazny's Ceramic Tile Installers of Corning, and the Business Services program in Tehama County. This new version is 11 minutes, and will be shown at the meeting.

9. Youth Council Report

M. Piller will provide a brief report on the Youth Council meeting. Minutes from the last meeting are attached:
Minutes

**Recommended Action:**

The Program Committee recommends approval of the Third Quarter Program Committee Report

*WIB approval of the Third Quarter Program Committee Report.*

*Governing Board approval of the Third Quarter Program Committee Report.*
8. **FINANCE COMMITTEE REPORT (ACTION)**

D. Beeson, Finance Committee Member, will present the Finance Committee report.

1. **PY 2004/2005 Funding (Information)**

NoRTEC currently has $15,392,551 in available funds for the PY 2004/2005 Program Year. Another $825,000 has been requested. If all the requested funds are received, NoRTEC will have $16,217,551 available for the 2004/2005 program year.

This would be a $1,772,609 increase in total NoRTEC funding from the PY 2003/2004 program year. Allocated funding has remained flat compared to the prior year, so the increase in total funding this year is due to increased special project funding.

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<tr>
<th>Project</th>
<th>Funds Available from July 1, 2004</th>
<th>Additional Funds Requested</th>
<th>Total</th>
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<td><strong>TOTAL</strong></td>
<td>$15,392,551</td>
<td>$825,000</td>
<td>$16,217,551</td>
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1. PY 2004/2005 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 2004/2005 program year. As of March 31, 2005, NoRTEC had a total of $14,042,551 available in State contracts for the 2004/2005 program year. This report includes only amounts available in the 2004/2005 program year. Amounts expended in prior years are not included.

2. PY 2004/2005 Service Provider Contract Modifications

   This report shows the changes between December 31, 2004, and March 31, 2005, 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. These amounts include any unspent funds carried forward from the prior year. See report for detail.

The primary contract modifications during this period were the addition $200,000 per county of additional MCLAUS II funding, and amounts ranging from $20,000 to $200,000 per county for the State NCNTP Program (a program to train nurses).

3. PY 2004/2005 Program Expenditure Report

This report shows each subcontractor's total available balance for the program year (July 1, 2004, to June 30, 2005), the cumulative expenditures for the nine months ended March 31, 2005, and the remaining balance at March 31, 2005, 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 expenditures in italics are funding titles where the service provider is not in compliance with NoRTEC's required expenditure rate at March 31, 2005. At the end of quarter, all projects were within NoRTEC expenditure rate requirements with the following exceptions:

Butte had fully expended its Youth funding at March 31. However, Butte has Youth funding from other sources which will be used to continue the Youth program through the end of the program year.

Del Norte had fully expended its Adult and Dislocated Worker funding, and nearly exhausted its Youth funding at March 31. Del Norte has been struggling with reduced funding in many of its WIA and non-WIA programs this year. The good news is that within the last month, RHS has received $200,000 of funding from NoRTEC for the MCLAUS II project, $500,000 in WIA funding from EDD to train nurses, and $78,000 in other WIA funding from the California Human Development Corporation. According to Dennis Conger, Director of RHS, this additional funding will allow RHS to continue providing WIA services through the end of the program year, with a small amount of funding to carry forward into the 2005/2006 program year.

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.

If the service provider is "over-spent," the concern is that the funding will run out before the end of the program year. This would mean that the related program services would not be provided locally for the full program year. The reductions in allocated funding that NoRTEC counties have experienced over the last few years, have presented a challenge to local program operators. In situations of "over-spending," NoRTEC will review corrective action plans and work with local programs to try to minimize any disruptions in local services.


This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the nine months ended March 31, 2005. At March 31, 2005, the NoRTEC Administrative Entity had expended 66% of its Operating budget, 64% of its Special Projects budget, and 39% of its Capacity Building budget. The budget expenditures are detailed in the attached line item report.

There are no items of concern.

5. **PY 2004/2005 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, 2005. At March 31, 2005, the WIB/Governing Board expended 62% of its total budget.

There are no items of concern.

**Recommended Action:**

The WIB Finance Committee is recommending:

**WIB approval of the Third Quarter Finance Reports.**
Governing Board approval of the Third Quarter Finance Reports.

3. PY 2005/2006 NoRTEC Administrative Budget (Action)

The WIB Finance Committee is recommending that the PY 2005/2006 Administrative Entity budget be approved at $897,809, subject to the availability of funding. This is the same total amount that is currently budgeted for PY 2004/2005, with some minor changes to individual line-items. Please see the attached budget and narrative for details. Sufficient funding to cover this budget is anticipated.


Recommended Action:

The WIB Finance Committee is recommending:

WIB approval of the PY 2005/2006 NoRTEC Administrative Entity budget at $897,809, subject to the availability of funding.

Governing Board approval of the PY 2005/2006 NoRTEC Administrative Entity budget at $897,809, subject to the availability of funding.

4. PY 2005/2006 NoRTEC WIB/Governing Board Budget (Action)

The WIB Finance Committee is recommending that the PY 2005/2006 WIB/GB Budget be approved at $75,000, subject to the availability of funding. This is the same amount budgeted in PY 2004/2005, with no changes to individual line-items. Please refer to the Budget Narrative for more details. Sufficient funding to cover this budget is anticipated.


Recommended Action:

The WIB Finance Committee is recommending:

WIB approval of the PY 2005/2006 WIB/GB budget at $75,000, subject to the availability of funding.

Governing Board approval of the PY 2005/2006 WIB/GB budget at $75,000, subject to the availability of funding.

5. NoRTEC Fiscal Monitoring (Information)
Fiscal and procurement monitoring of service providers is being conducted by staff during the period March-June 2005. An update will be given at the meeting.

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

NoRTEC was visited by a State monitor from EDD who reviewed NoRTEC's fiscal and procurement systems last week (April 18-22, 2005). The State monitor was at the NoRTEC administrative office for two days and then visited the offices in Siskiyou and Lassen/Modoc/Plumas Counties during the remainder of the week. An official report will not be prepared for a number of weeks. An update with unofficial observations will be provided at the meeting.

7. PY 2005/2006 Funding Allocations (Information)

NoRTEC is awaiting notification of our PY 2005/2006 funding allocation amounts from the State. These are the total funds allocated for the three primary programs: Adult, Adult Dislocated Worker, and Youth. If received in time, this information will be presented at the meeting.

Once the State receives allocation information for the LWIAs (Local Workforce Investment Areas), they are supposed to provide NoRTEC with a further breakdown of the funding, by county. Unfortunately, they are painfully slow in providing this information. In order to facilitate local planning, NoRTEC will forward these breakdowns, as soon as they are received, to our local programs.

**Recommended Action:**

WIB approval of the Third Quarter Finance Committee Report.

Governing Board approval of the Third Quarter Finance Committee Report.

9. STATUS OF FUNDING APPLICATIONS (UPDATE)

1. Prior Approval

**Marketing Project** - This application for $250,000 to provide staff training to the programs on marketing their programs on a shoestring, pay for staff time and materials to implement, and a follow-up "best practices" seminar, was not funded

**Federal NCNTP (Northern California Nurse Training Program)** - This application for $825,000 to provide nurse training in five of NoRTEC's counties (Butte, Lassen, Plumas, Siskiyou, and Tehama Counties) is still waiting for a response.
State NCNTP (Northern California Nurse Training Program) - This application for $800,000 to provide medical personnel training throughout NoRTEC was funded.

Business Services Demonstration Project - Staff will write and submit this unsolicited application for $2,000,000 to the Department of Labor for a business services demonstration project sometime in May.

2. New Applications

MCLAUS IV Staff submitted an application to the State for $1,350,000 to provide re-employment and related services to workers displaced from numerous plant closures in the NoRTEC area. This application was funded.

Recommended Action:

_WIB approval for NoRTEC to submit an application to the State for $1,350,000 to provide re-employment and related services to workers displaced from numerous plant closures in the NoRTEC area._

Governing Board approval for NoRTEC to submit an application to the State for $1,350,000 to provide re-employment and related services to workers displaced from numerous plant closures in the NoRTEC area.

10. 2005 ANNUAL COUNTY PROFILE SERIES (INFORMATION)

Dan Ripke, Director, Center For Economic Development, will present the 2005 profiles. Copies of the report will be distributed to the WIB and Governing Board members that are present at the meeting. The rest will be distributed locally upon completion.

11. REPORT OF THE SUNSHINE COMMITTEE (DISCUSSION)

The committee did not meet since the last NoRTEC WIB/Governing Board meeting.

Ginne Mistal may want to say a few words about Small Business California.
12. OLD BUSINESS (INFORMATION)

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

13. NEW BUSINESS (DISCUSSION)

1. WIB and Governing Board - Thursday, July 28, 2005, in Chico.
2. Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB/Governing Board members.

14. ADJOURNMENT

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

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