

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, APRIL 22, 2010
10:00 AM – 2:00 PM
CLEANTECH INNOVATION CENTER
2015 CHALLENGER AVENUE
OROVILLE, CA 95965

I. CALL TO ORDER

II. ROLL CALL

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

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

Recommended Action:

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

Governing Board approval of the January 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)

Several WIB terms will be expiring on June 30, 2010. Several letters have been received for those members seeking reappointment. Additional nominations may be submitted from the floor on the day of the meeting if received after the posting of this agenda. Members whose nomination letters are not received in time for consideration at this meeting will be presented at the July 22, 2010, meeting.

WIB and Governing Board member list and term expiration dates: ➡ [Member List](#)

Following are a list of members for whom letters have been received:

John Peace	Private Industry – Butte County	➡ Nomination Letter
Bill Maffett	Education – Del Norte County	➡ Nomination Letter
Ken Theobald	Private Industry – Lassen County	➡ Nomination Letter
Sophia Wages	Organized Labor – Lassen County	➡ Nomination Letter
Willy Hagge	Private Industry – Modoc County	➡ Nomination Letter
Bill Hamby	Private Industry – Modoc County	➡ Nomination Letter
Dick Withrow	Private Industry – Plumas County	➡ Nomination Letter
GINNE MISTAL	Private Industry – Shasta County	➡ Nomination Letter

Hiram Oilar	Private Industry – Shasta County	➡ Nomination Letter
Patricia Hall	Private Industry – Sierra County	➡ Nomination Letter
Bob Laverty	Community Based Organization – Siskiyou County	➡ Nomination Letter
Lou Bosetti	Private Industry – Tehama County	➡ Nomination Letter
Mike Gentry	Organized Labor – At-Large	➡ Nomination Letter
Mickey Harrington	Organized Labor – At-Large	➡ Nomination Letter

Recommended Action:

Governing Board appointment of the above individuals to the NoRTEC Workforce Investment Board.

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)

Program monitoring visits have been scheduled for April-June as follows:

April 19-21 – Butte PIC (Butte and Nevada Counties)

May 24-28 – AFWD (Lassen, Modoc, Plumas, and Sierra Counties)

June 7-11 – Smart (Shasta and Trinity Counties), Job Training Center (Tehama County)

June 21-25 – Rural Human Services (Del Norte County), STEP (Siskiyou County)

B. State Monitoring (Information)

A review of NoRTEC’s ARRA programs was conducted by the State during the week of March 8, 2010. In addition to the NoRTEC Administrative office, the monitor reviewed the Butte PIC, Shasta Smart, and the Job Training Center of Tehama County. The final report has not been received, but the monitor indicated during the exit conference there would be no findings.

C. Client Numbers (Information)

1. One Stop Centers ➡ [Job Seekers Accessing One-Stop Centers](#)

2. WIA Enrollments ➡ [Job Seekers Enrolled in the WIA Program](#)

D. Contract Performance (Information)

Adult Programs ➡ [WIA Service Provider Contract Performance](#)

Youth Programs ➡ [WIA Service Provider Contract Performance](#)

As agreed, NoRTEC has not focused a lot of attention on the details of participant performance since WIA was implemented, choosing instead to focus on meeting local business needs. Staff do, however, monitor service provider performance against objectives written into contracts on a quarterly basis, including cost per

enrollment, placement rates, and a variety of program quality measures including average wage at placement. Generally, if a service provider is not meeting contract objectives at the end of a quarter, they are required to submit a corrective action plan.

Corrective action plans have been requested from a few of the service providers. Staff will review the plans when submitted, and will continue to monitor performance against the contract. Currently, there are no immediate areas of concern.

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 "01/01/2010" in the "Date Closed" field: ➡ [Plant Closure Report](#)

F. Final WIRED Report

The WIRED project officially ended on December 31, 2009.

To access the final report on the project, click on the following: ➡ [Final OWIRED Report](#)

G. Headline Program Reports (Information)

Due to our jam packed agenda, and the scheduled tour of the Cleantech Innovation Center, reports generally given by the Service Providers about the happenings in their counties will be tabled until the July 2010 meeting.

Following are links to the Community Coordinator Reports received for the period ending March 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 submitted in time for posting on this agenda.

- Del Norte County – Tim Hoone, Rural Human Services’ Workforce Center Director, was recently awarded the Chuck Schaumburg Hospitality Award for his dedication and success in improving customer service along America’s Wild Rivers Coast. Way to go Tim!
- Lassen County – AFWD was recently awarded the 2009 “Chamber Member of the Year” award. This award is given to a member of the Chamber who provided extraordinary support for the local business community. AFWD and the Chamber have teamed up on many educational workshops to help the local business community in Lassen County. Congratulations AFWD!
- Modoc County – The Modoc Employment Center conducted its 2010 Labor Law Update workshop for employers throughout Modoc County. Sixteen employers attended the annual event wherein AFWD Director, Traci Holt, filled them on the latest changes to state and federal employment law. Some topics covered included the new I-9 form, E-Verify for Federal Contractors, Reverse Discrimination, Arbitration Agreements, Alternative Workweeks and Flexible Scheduling, Discrimination, Retaliation and Harassment, Leaves of Absence, Genetic Information Non-discrimination Act, and the Lilly Ledbetter Fair Pay Act.
- Nevada County – Report not submitted in time for posting on this agenda.
- Plumas County – On January 28, 2010, the Federal Technology Center presented a workshop at the Plumas Work Connection: *Getting Started with Government Contracting*. Several interested individuals received valuable information, including how to register and fill out appropriate paperwork to become eligible to contract with the federal government. Current RFPs being let by the federal government can be found on the following website: <https://www.fbo.gov/>.
- Shasta County – Check out page five of Smart’s Shasta County Community Coordinator report for a North State Venture Island update on Shasta Crystals, a young start-up company in Anderson.
- Sierra County – AFWD staff at the Sierra Work Connection are working with a husband and wife team who are opening an auto repair shop in Sierra County. AFWD is assisting with the development of a business plan so they will be eligible to apply for a micro loan from the Small Business Administration. The loan is needed to help them obtain needed tools and to make small modifications to the property the shop will be located on. AFWD will continue to work with the new business to assist them with their Human Resource and business needs.
- Siskiyou County – STEP is working with College of the Siskiyous and local employers to provide 50 youth/young adults with the opportunity to receive some training in forestry and natural resources careers. These students will

participate in an internship component, community service activities, and a specialized education program.

- Tehama County – There is plenty going on in Tehama County these days—the Third Annual Seeds of Opportunity Event, a USDA and Job Training Center co-sponsored roundtable on jobs and economic growth, Janet Blacketter and Kathy Garcia (Job Training Center employees) volunteering their time to work with youth involved in other community programs; the list goes on. But the highlight of this past quarter’s report is the announcement of Kathy Schmitz’s 30 years of service in workforce development. Read all about Kathy’s accomplishments, and view side-by-side photos of Kathy in the early years versus today (she has not changed a bit)!
- Trinity County – Weaverville residents commuting to Anderson to work at the Trinity River Lumber Company’s temporary site are hoping the mill, which suffered major fire damage on September 12, will be reopen in July/August of 2010. The mill was Trinity County’s largest employer.

H. Staff Training (Information)

Betti Austin, NoRTEC Program Services Director, provided two one-day training/review workshops on January 26-27 in Oroville and Redding. These sessions were attended by Service Provider staff from throughout the consortium and focused on NoRTEC's Management Information System (MIS) and Adult/Dislocated Worker eligibility.

Austin also provided a two-day training/review workshop to consortium staff on February 23-24 in Redding. This session focused on key elements of the Youth Program, including MIS, eligibility, and Youth Program design and implementation of services.

Austin provided an in-service review session at the One Stop Center in Nevada County on April 2, 2010. This session focused on Adult and Dislocated Worker program eligibility and OJT/Classroom training.

I. Youth Council Report (Information)

The Youth Council continues to foster youth activities in Tehama County. Kathy Schmitz will give an update at the meeting.

J. Policy Update (Action)

In order to serve currently employed workers and the employer community, NoRTEC needs to modify its “Self Sufficiency” Policy.

The current policy reads:

Self Sufficiency shall be defined as: Per hour earned wages, including regular overtime, that is above the self sufficiency threshold of \$18 per hour for full-time

employment, which is defined as at least 35 hours per week. (This is to be applied to the individual person who is applying for services, not the family.)

Suggested additional statement: In recognition of emerging “green” industries, and the State and federal emphasis on developing and implementing training programs for “green” jobs, NoRTEC waives the self sufficiency upper income limit for training individuals for “green” jobs.

“Green” industries/occupations may be identified by accessing one or both of the following:

<http://www.onetcenter.org/green.html?p=2> or

http://www.ncen.org/media/uploads/documents/ncrcn_renewable_energy_report_final_1-8-09.pdf

(list begins on Page 15 of the above referenced report)

Recommended Action:

WIB approval of modifying the upper income limit for training individuals for “green” jobs.

Governing Board approval of modifying the upper income limit for training individuals for “green” jobs.

Recommended Action:

WIB approval of the Third Quarter Program Committee Report.

Governing Board approval of the Third Quarter Program Committee Report.

VIII. **FINANCE COMMITTEE REPORT (ACTION)**

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

A. **PY 2009/2010 Funding (Information)**

NoRTEC currently has \$35,104,716 in available funds for the PY 2009/2010 Program Year. An additional \$1,419,842 in funding has been requested. If all this funding is received, NoRTEC will have \$36,524,558 in available funding for the 2009/2010 Program Year. This would be an increase of \$9,743,671 over funding levels for PY 2008/2009.

This would be the largest amount of funding NoRTEC has ever had available in a program year, exceeding the previous record of \$26,780,887 in PY 2008/2009.

Project	PY 09/10 Funds Available	Additional Funds Requested	Total
Adult	\$3,491,771	\$0	\$3,491,771
Youth	\$3,696,404	\$0	\$3,696,404
Dislocated Worker	\$3,535,192	\$0	\$3,535,192
Rapid Response	\$752,268	\$0	\$752,268
Adult ARRA Stimulus	\$1,433,511	\$0	\$1,433,511
Youth ARRA Stimulus	\$3,183,123	\$0	\$3,183,123
Dislocated Worker ARRA Stimulus	\$2,960,637	\$0	\$2,960,637
Rapid Response ARRA Stimulus	\$1,206,769	\$0	\$1,206,769
Dislocated Worker State Stimulus	\$81,096	\$0	\$81,096
MCLAUS VII	\$1,919,739	\$0	\$1,919,739
Federal WIRED	\$1,918,259	\$0	\$1,918,259
Green Job Corps	\$919,132	\$0	\$919,132
CWA Health Care Collaboration	\$44,000	\$0	\$44,000
Green Building Partnerships	\$1,000,000	\$0	\$1,000,000
Green Building Pre-Apprenticeships	\$1,000,000	\$0	\$1,000,000
Disability Navigator	\$38,517	\$0	\$38,517
Prisoner Re-Entry	\$370,438	\$0	\$370,438
ARRA Additional Assistance	\$684,860	\$0	\$684,860
Pathways Out of Poverty	\$4,000,000	\$0	\$4,000,000
MCLAUS VIII	\$2,750,000	\$0	\$2,750,000
SESP	\$0	\$900,000	\$900,000
Energy Efficiency Conservation Block Grant	\$0	\$270,842	\$270,842
Regional Industry Clusters	\$0	\$249,000	\$249,000
USDA Green Collar Jobs	\$99,000	\$0	\$99,000
City of Chico Green Collar Jobs	\$20,000	\$0	\$20,000
TOTAL	\$35,104,716	\$1,419,842	\$36,524,228

B. Approval of PY 2009/2010 Third Quarter Financial Reports (Action)

1.  [PY 2009/2010 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 2009/2010 program year. As of March 31, 2010, NoRTEC had a total of

\$35, 104,716 available in State contracts for the 2009/2010 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2.  [PY 2009/2010 Service Provider Contract Modifications](#)

This report shows the changes between December 31, 2009, and March 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 for the quarter were the allocation of: (1) Green Building Partnerships funding, (2) Green Building Pre-Apprentice funding, (3) Pathways Out Of Poverty funding, and (4) Prisoner Reentry funding. Please see the attached report for individual program amounts.

3.  [PY 2009/2010 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2009, to June 30, 2010), the cumulative expenditures for the quarter ended March 31, 2010, and the remaining balance at March 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 prior years are not included.

All service provider expenditures are meeting the quarterly minimum target expenditure rates at March 31, 2010. Butte has fully expended most of its WIA funding at March 31, 2010, but will be using non-WIA funding to continue providing one-stop services until June 30. There are no 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 2009/2010 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the nine months ended March 31, 2010. At March 31, 2010, the NoRTEC Administrative Entity had expended 56% of its Operating budget and 57% of its Other Projects budget.

There are no items of concern.

5. ➡ [PY 2001/010 NoRTEC WIB/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, 2010. At March 31, 2010, the WIB/Governing Board expended 69% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2009/2010 Third Quarter Finance Reports.

WIB approval of the PY 2009/2010 Third Quarter Finance Reports.

Governing Board approval of the PY 2009/2010 Third Quarter Finance Reports.

C. PY 2010/2011 NoRTEC Administrative Entity Budget (Action)

The WIB Finance Committee is recommending that the PY 2010/2011 Administrative Entity Operating Budget be approved at \$1,367,866. This is a \$137,993 (11%) increase over the amount approved for PY 2009/2010. This increase primarily reflects a proposed new administrative staff position, as well as an amount budgeted for the Executive Director to make discretionary staff salary increases.

NoRTEC has experienced an 89% funding increase over the last three years. This increased funding level has resulted in greatly increased staff workload. If increased funding levels continue, it may be necessary to add additional staff. Therefore, funding for one additional administrative position is being requested. This position would be budgeted at \$60,000 in salary plus \$21,000 in benefits. Currently there are no plans to fill the position, but staff would like the flexibility to quickly fill the position if workload and funding levels warrant.

In addition to the new staff position, an amount equal to 5% of salaries is being requested for the Executive Director to make discretionary staff salary increases. This would increase the Salaries line-item by \$39,225, and the Benefits line-item by \$13,729. NoRTEC staff salary levels have not increased for two program years.

There are four other small line-item increases totaling \$4,000 to cover anticipated rising costs.

Sufficient funding is anticipated to cover the proposed budget increase. Please see the attached AE Budget for detail.

The WIB Finance Committee is recommending that the PY 2010/2011 Administrative Entity Other Projects Budget be approved at \$1,000,000, which is \$154,225 less than the amount approved for PY 2009/2010. The Other Projects Budget includes Special Projects, Capacity Building, Grant-Funded Projects, One-Stop Operator Contract, and Youth Council Contract. Expenditure of the Grant-Funded Projects will be subject to the receipt of the grant funding.

Sufficient funding to cover these budgets is anticipated. Please see the attached budget and narrative for details.

1. ➡ [Proposed PY 2010/2011 AE Budget](#)
2. ➡ [Narrative for the Proposed PY 2010/2011 AE Budget](#)

Recommended Action:

The Finance Committee is recommending:

WIB approval of the PY 2010/2011 NoRTEC Administrative Entity Operating Budget at \$1,314,871, and the Other Projects Budget at \$1,000,000, subject to availability of funding.

Governing Board approval of the PY 2010/2011 NoRTEC Administrative Entity Operating Budget at \$1,314,871, and the Other Projects Budget at \$1,000,000, subject to availability of funding.

D. PY 2010/2011 NoRTEC WIB/Governing Board Budget (Action)

The WIB Finance Committee is recommending that the PY 2010/2011 WIB/Governing Board Budget be approved at \$120,000. This is a \$5,000 increase over the amount budgeted in PY 2009/2010.

The proposed increase is being recommended to raise the NoRTEC Directors and Officers Liability insurance coverage limit from \$1,000,000 to \$2,000,000. This increase is being recommended due to the greatly increased funding levels at NoRTEC. Sufficient funding to cover these budgets is anticipated. Please see the attached budget and narrative for details.

1. ➡ [Proposed PY 2010/2011 WIB/Governing Board Budget](#)
2. ➡ [Narrative for the Proposed PY 2010/2011 WIB/GB Budget](#)

Recommended Action:

The Finance Committee is recommending:

WIB approval of the PY 2010/2011 WIB/Governing Board budget at \$120,000, subject to availability of funding.

Governing Board approval of the PY 2010/2011 WIB/Governing Board budget at \$120,000, subject to availability of funding.

E. Acceptance of the June 30, 2009, Single Audit Report (Action)

The NoRTEC Administrative Entity has received its June 30, 2009, Single Audit Report. The audit was "clean," meaning that there were no findings, questioned costs, or recommendations resulting from the Audit. The WIB Finance Committee has reviewed the audit report and has recommended that the WIB accept the audit report.

Copies of the Single Audit Report are available for review by interested members.

Recommended Action:

The Finance Committee recommends:

WIB acceptance of the June 30, 2009, Single Audit Report.

Governing Board acceptance of the June 30, 2009, Single Audit Report.

F. NoRTEC Fiscal Monitoring (Information)

Fiscal monitoring of the NoRTEC Service Providers is scheduled for April-June 2010. The result of these monitoring visits will be reported at the July 2010 meeting.

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

NoRTEC received a draft monitoring report from the State Fiscal and Procurement review conducted the week of May 18, 2009. The draft report had three findings: (1) A recommendation to make minor changes to the NoRTEC cost allocation methods; (2) A recommendation to update the Service Provider's Memorandums of Understanding; and (3) A request for further information to establish the NoRTEC One Stop Operator had fulfilled its contract deliverables.

NoRTEC addressed these findings, but we have not received a response from the State. We do not anticipate any problems resolving these findings. Copies of the draft monitoring report are available for interested board members.

Recommended Action:

WIB approval of the Third Quarter Finance Committee Report.

Governing Board approval of the Third Quarter Finance Committee Report.

IX. **STATUS OF FUNDING APPLICATIONS**

A. **Prior Approval**

1. **State Energy Program (SEP)** - This application to the California Energy Commission for \$14,998,409 to provide weatherization and energy efficient retrofits to residential and commercial property in various areas of the NoRTEC region was not funded.
2. **Regional Industry Clusters of Opportunity Grant (RICOG)** – This application to the California Workforce Investment Board (CWIB) for \$249,000 to update labor market information throughout the NoRTEC region was funded.
3. **Energy Efficiency Community Block Grant (EECBG)** – This application to the California Energy Commission for a “direct purchase grant” of \$270,842 to purchase energy efficient equipment is still pending.

B. **New Applications**

NoRTEC staff is not seeking approval to submit any new applications at this time.

X. **PLAN MODIFICATION (ACTION)**

NoRTEC submitted the original five year WIA plan in April 2000, for the period July 1, 2000, through June 30, 2005. This plan, originally meant to cover a five year period, has been granted a fifth, one year extension by the California Workforce Investment Board, pending WIA reauthorization legislation.

Each year during the planning cycle, the NoRTEC plan is "modified" to incorporate new funding levels for the upcoming program year, and to plan services to clients and employers in our eleven county area. As part of the modification process, NoRTEC's local programs advertise and hold public meetings to discuss their local areas plans for WIA funding, and allow for a 30 day comment period.

The final step in the plan modification process is to obtain WIB and Governing Board approval.

The plan modification for Program Year 2009/2010 can be accessed here: [➡ Plan Modification](#)

Recommended Action:

WIB approval of the Program Year 2009/2010 plan modification.

Governing Board approval of the Program Year 2009/2010 plan modification.

XI. SMALL BUSINESS UPDATE (INFORMATION)

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

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 (INFORMATION)

A. Upcoming WIB/Governing Board Meeting

The next WIB/Governing Board meeting will be held on Thursday, July 22, 2010, at the Holiday Inn in Redding.

B. Tour of the Clentech Innovation Center/Presentation by CaliforniaFIRST

After the meeting is adjourned, a tour of the Cleantech Innovation Center will be conducted for interested WIB members at the conclusion of the meeting.

Governing Board members are invited to meet with Simon Bryce, Director of Business Development for CaliforniaFIRST. CaliforniaFIRST is an entity that creates assessment districts that property owners opt into to finance clean energy projects. The program is sponsored by the largest Joint Powers Authority in the State, the California Statewide Communities Development Authority (CSCDA).

XIV. ADJOURNMENT