AGENDA - JULY 25, 2002

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, JULY 25, 2002
10:00 A.M. - 2:00 P.M
RED LION INN
1830 HILLTOP DRIVE
REDDING, CA

1. CALL TO ORDER
2. ROLL CALL
3. WIB APPROVAL OF MINUTES, APRIL 25, 2002 (ACTION)

   The minutes from the April 25, 2002, meeting are attached: Minutes

   **RECOMMENDED ACTION:**

   *WIB approval of the April 25, 2002, minutes, with revisions if needed, as mailed.*

   *Governing Board approval of the April 25, 2002, minutes, with revisions if needed, as mailed.*

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. PUBLIC COMMENT (INFORMATION)

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

6. WIB APPOINTMENT (ACTION)
There are currently two vacant seats on the NoRTEC WIB, and several seats whose term expired on June 30, 2002:

**Vacant Seats**

1. Private Sector - Butte County - Robert Hewitt, Attorney, nominated by the Oroville Area Chamber of Commerce (Click here for: Nomination Letter, Application)
2. Migrant and Seasonal Farmworker Sector - At Large - Recently vacated when Jorge Lozano left CHDC to take a job with another agency. No nomination has been received.

**Expired Terms**

1. Private Sector - Butte County - Judy Sisson*
2. Education - Del Norte County - Bill Maffett*
3. Private Sector - Lassen County - Ken Theobald*
4. Labor - Lassen County - Sophia Wages*
5. Private Sector - Modoc County - Bill Hamby*
6. Private Sector - Plumas County - Dick Withrow*
7. CBO - Siskiyou County - Bob Laverty*
8. Private Sector - Tehama County - Lou Bosetti*
9. Vocational Rehabilitation - Tehama County - Terri Winstead*
10. Private Sector - Trinity County - Lynn Jungwirth
11. Education - At Large - Sandra Acebo*

*Letters from appropriate organizations renominating these individuals have been received for Judy Sisson (Paradise Ridge Chamber of Commerce), Bill Maffett (College of the Redwoods), Ken Theobald (Lassen County Chamber of Commerce), Sophia Wages (California School Employee's Association), Dick Withrow (Chester/Lake Almanor Chamber of Commerce and Plumas Corp), Bob Laverty (Siskiyou Training & Employment Program), Lou Bosetti (Red Bluff-Tehama County Chamber of Commerce), Terri Winstead (Department of Rehabilitation), Sandra Acebo (Butte College), Bill Hamby (Alturas Chamber of Commerce), and Robert Hewitt (Butte-Oroville Area Chamber of Commerce).

Additional letters received too late to be posted on this agenda will be presented at the meeting.

**RECOMMENDED ACTION:**

* Governing Board appointment of the individuals appropriately nominated to serve on the NoRTEC WIB in the capacity indicated.

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

M. Piller is on vacation. J. Madden, WIB Chair, will present the Program Committee Report.
1. Program Monitoring

Programmatic monitoring visits conducted as follows:

Job Training Center of Tehama County - March 25-26, 2002
Butte PIC - March 27-28, 2002
Shasta PIC - April 16-17, 2002
Trinity Occupational Training - April 18-19, 2002
Rural Human Services - April 22-23, 2002
Siskiyou Training & Employment Program - May 14-15, 2002
Alliance for Workforce Development (Alturas Office) - June 10-11, 2002
Alliance for Workforce Development (Susanville Office) - June 11-12, 2002
Alliance for Workforce Development (Quincy Office) - June 13-14, 2002

The reviews have resulted in no "findings" ("findings" are formal documentation of concerns/problems, and require a written response from the program in the form of a "corrective action plan."). There has, however, been lots of discussion regarding program design (who gets what and when they get it), and the documentation (aka paperwork) associated with such service provision.

NoRTEC staff are planning a training session for front-line staff this fall, to develop consensus on program design and documentation.

2. State Monitoring

There are currently no official scheduled State programmatic monitoring visits on the horizon.

3. Client Numbers

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

   Note that 215,000+ visits were made to the One-Stop Centers in our nine county area during PY 2001/2002! We are expecting more in 2002/2003.

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

4. Caregiver Training Initiative (CTI)

NoRTEC was funded for a total of $2,690,210 under the Caregiver Training Initiative to develop and provide training opportunities to WIA and WtW eligible clients in a sixteen county region (Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Sutter, Tehama, Trinity, and Yuba Counties.) Approximately $1,200,000 is for NoRTEC County projects. The remaining $1,400,000 is for the other NCEN partners.
The timeframe for the project was March 1, 2001, through December 31, 2002. Please see the attached for summary information: CTI Summary

Three other LWIAs have a contract with NoRTEC to spend CTI funding. Of the three, Humboldt and Mendocino seem to be on track. North Central Counties (NCC) are underspent and underenrolled. NoRTEC is awaiting the June 30 expenditures to compare to enrollments (which are low), and the corrective action plan submitted in March. Funding may need to be redistributed if local area plans are not working out. An update will be given at the meeting.

5. **Plant Closure Update**

There have been several plant closures in the nine county area of NoRTEC over the past 24 months. The following web site address is being updated as additional closures occur. The Northern STARRS application was submitted to help us respond to these closures.

**Plant Closure Update**

6. **Featured Community Coordinator Report**

Each meeting the Program Committee will select one of the quarterly Community Coordinator reports to feature. Following are direct links to the reports received for the quarter ending April 30, 2002:

(Note: If the link does not take you directly to the report for the April-June 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)**

The "featured" Community Coordinator report this month belongs to Shasta County. Jim Jansen replaced Betty Harrison-Smith as the Community Coordinator during the last few months of PY 2001/2002. (Betty is now the Supervisor of the Community Employment Centers in Shasta County.) Betty left some big shoes to fill, but Jim stepped in and has done a great job. His report is full of great information about the employer services the program in Shasta County is providing, as well as information on client services, and the service provided by the partners in the One-Stop System.
Take 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.

7. **Regional Community Coordinator Activities**

   **Community Coordinator May Agenda**

   **Community Coordinator July Agenda**

   The "NCEN" Community Coordinators (from the 14 counties in the NoRTEC and NCCC consortiums) are routinely meeting every other month for a combination of in-service training and planning for activities that are of a regional interest. (Their meeting agendas are posted on the NoRTEC "meetings" page. Jeff Lucas is the facilitator.)

   The May meeting was held in Anderson and the July meeting in Quincy. Discussions included the regional Entrepreneurial Training Project (identifying and positioning potentially fast growth companies), and the Web site Initiative Project (fast track Web site development for local business), plus successful local business assistance projects, the future of the Small Business Development Centers, and planning for Konocti. Janis Trueblood, Community Coordinator, Alliance for Workforce Development, will provide a brief report.

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. **Web site Technology Initiative (Discussion)**

      The first round of the four hour "Put Your Business on the Internet Today" workshops were held in eight of the nine NoRTEC counties. (Check the NoRTEC calendar on the NoRTEC News web site for June and July). They appear to have been very successful. We have 151 registered for their own web sites, and so far have ten published sites (open to the public):

      http://sevenagesstudio.bizland.com
      http://inspirationunlimited.bizland.com
      http://mtshastaballoons.bizland.com
      http://shastavalleyrcd.bizland.com
      http://mountainmorning.bizland.com
      http://trinitycountyrealty.bizland.com
      http://velocitytechnology.bizland.com
Pretty darn good for a four hour workshop! We contracted with California Software Studio to develop and present training and related materials and secure the internet host. According to feedback, they did a great job with the workshops, and they negotiated a $10/month rate with Bizland.com, who also provided an on-line Web site editing tool for use by the workshop attendees. The programs did all the work of workshop preparation, outreach, etc., plus providing a trained youth contingent to assist the business attendees with their Web site development efforts. Now we want to do it again; another round for beginners and one for "advanced."

Presentation: Roger Dellinger, Brewmaster, Whiskeytown Brewing Company, Redding, attended the training and will let us know what he thinks of it, and the Shasta program will highlight their Webmaster Program.

2. Job Training Center of Tehama County (Information)
   - Rolling Hills Casino
     Kathy Schmitz (Executive Director), Craig Parrish (Program Manager), and Kathy Garcia (Community Coordinator) will talk about the provision of services by JTCTC, from the initial Job Fairs to Customized Training. Bruce Thomas, CEO for Rolling Hills, will give his side of the story.
   - Boot Camp
     Kathy Schmitz will talk about the Mobile Boot Camp (the Construction Boot Camp in Shasta was presented at the April WIB/GB meeting) that JTCTC sponsored in Tehama County, and plans for additional such training camps in the future. (For more information, see the JTCTC Community Coordinator report, above, for July.)

3. Entrepreneurial Training (Information)
   Workshops were held in Redding and Chico over the past couple of months to attract and identify entrepreneurs with fast growth potential, and to provide training on identifying such entrepreneurs, helping them articulate their business plans and maximize their opportunity for venture capital financing.

   This mini project was designed to "test the waters." Thus far, a number of promising entrepreneurs/businesses have been identified and will be moving into the next phase. J. Lucas will provide discussion and an overview of the businesses that hold promise for this particular fast growth initiative.

9. NoRTEC Youth Council Meeting, 06/18/02, Redding
The NoRTEC Youth Council met in Redding at the Red Lion Inn on June 18, 2002. The minutes are attached here: Youth Council Meeting Minutes

The meeting was fairly well attended. M. Piller (NoRTEC WIB Program Committee Chair, Youth Council Chair) presided. The presentations were great. The primary purpose of this meeting was to provide an orientation regarding the law and related rules and regulations, NoRTEC and the existing NoRTEC Youth programs. Jeff Lucas helped organize this event, and will provide a summary of what happened. The next Youth Council meeting will be scheduled for early December. The focus will be on mapping local youth resources.

Presentations: As an example of the presentations made to the Youth Council,

1. Trinity Occupational Training will highlight their Fine Arts/Mural Program, and
2. SMART Community Employment Center (Shasta) will highlight their SMART City Program (For more information, see the Shasta Community Coordinator report, above, for July.)

10. Comprehensive Economic Development Strategy (Information/Presentation)

Jeff Lucas and Dan Obermeyer will present the updated NCEN Comprehensive Economic Development Strategy. This document was first published in January, 2000 (/cb/coordinators/ceds.html, or from the NCEN Web site, "What's Up? /More Stuff /Regional Economic Development Strategy"). It is meant to serve as a resource for a Regional Economic Development Strategy, utilizing local and sub-regional plans already completed, and providing an analysis of local conditions, identifying problems and opportunities, defining the vision and goals of the region, designing a strategy to accomplish common goals, and suggesting means to coordinate activities within the region. A long range strategy and the means to achieve short term objectives is also included.

11. California Registry Exam (Information)

Another California Registry Paraprofessional exam is scheduled for August 14, 2002 in Red Bluff. Seventeen NoRTEC Program individuals will be taking this exam. We currently have 71 Staff certified in the nine county NoRTEC area. Check out the impressive list of NoRTEC program staff and their credentials: Qualified Staff

The California Registry for Professional Counselors and Paraprofessionals is administered by the California Association for Counseling and Development, which is a state branch of the American Counseling Association. The purpose of the Registry is to promote the advancement of quality career development delivery practices by identifying career practitioners who have voluntarily sought and obtained Registry status.

Access to the Registry is based on fulfilling four requirements - experience, education, examination and ethics. The Standards of Practice of the National Association of Workforce Development Professionals, for example, covers workforce development professional responsibilities to their customers, their employers, their colleagues and their profession. It addresses such issues as confidentiality, conflicts of interest, appropriate use of standardized test instruments, impairment/incompetence/unethical
behavior of colleagues, etc.

12. **One Stop Report**

Each meeting a One Stop program is asked to make a 10 - 15 minute presentation on some aspect of their program. As our agenda is very full this quarter, we will postpone our next One Stop Report until our October 2002 meeting.

**RECOMMENDED ACTION:**

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

**Governing Board approval of the Fourth Quarter Program Committee Report.**

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

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

1. **PY 2001/2002 Funding (INFORMATION)**

Currently, NoRTEC has $19,850,428 in available funds for the program year July 1, 2001, to June 30, 2002.

This represents a $15,799 decrease in total funding from the 2000/2001 program year. The receipt of additional special project funding offset the reduction in NoRTEC's allocated funds (Adult, Youth and Dislocated Worker), bringing NoRTEC's total funding for the 2001/2002 program year at virtually the same level as the prior year.

<table>
<thead>
<tr>
<th>Project</th>
<th>Funds Available From Additional Funds Requested</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Adult</td>
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<td>Youth</td>
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<td>Dislocated Worker</td>
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<tr>
<td>Program</td>
<td>Amount</td>
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<tr>
<td>---------------------------------</td>
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<tr>
<td>Rapid Response</td>
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<td>Plant Closure</td>
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<td><strong>Total</strong></td>
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1. **PY 2001/2002 Contracts Summary**

   *NOTE: This report is preliminary, but is not expected to vary significantly from the final report.*

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 2001/2002 program year. As of June 30, 2002, NoRTEC had a total of $19,850,428 available in State contracts for the 2001/2002 program year. This report includes only amounts available to NoRTEC in the 2001/2002 program year. Amounts expended in prior years are not included.
2. PY 2000/2001 Service Provider Contract Modifications

NOTE: This report is preliminary, but is not expected to vary significantly from the final report.

This report shows the changes between April 1, 2002, and June 30, 2002, 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 significant contract modifications during the period were (1) the allocation of $51,800 of Rapid Response funding per county to pay for local Internet usage charges, client-tracking system upgrades, local email account administration, and local attendance costs for the Konocti conference; (2) the allocation of $75,000 to Del Norte, $200,000 to AFWD (Lassen, Modoc & Plumas), $80,000 to Tehama, and $100,000 to Trinity, to serve Dislocated Workers (STARRS and Core & Intensive special project funding); and (3) the voluntary deobligation by STEP (Siskiyou) of $35,000 in Youth funding, $25,000 in Dislocated Worker funding, and $20,000 in Core and Intensive Funding. The deobligated funds were allocated to Del Norte ($16,000 of Youth), Tehama ($25,000 of Dislocated Worker and $20,000 of Core and Intensive), and Trinity ($19,000 of Youth Funding).

3. PY 2001/2002 Program Expenditure Report

This report shows each subcontractor's total available balance for the program year (July 1, 2001, to June 30, 2002), the cumulative expenditures for the twelve months ended June 30, 2002, and the remaining balance at June 30, 2002, 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.

NoRTEC service providers are generally required to spend 90% of each year's allocation by the end of the program year. For the convenience of monitoring, NoRTEC uses a 25% per quarter expenditure rate as a guide for assessing expenditures throughout the fiscal year (25% first quarter, 50% second quarter, 75% third quarter and 100% 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.
Most NoRTEC service providers have requested a transfer of funding from the Dislocated Worker program to the Adult program. The WIB/GB is being asked to approve this transfer below, so the results of that transfer are not yet reflected in the service providers' allocations. As a result, some service providers show an over-expenditure in the Adult program and an under-expenditure in the Dislocated Worker program. The over-expenditures/under-expenditures will be eliminated if the funding transfer is approved.

The funding titles in bold italics are those titles in which a service provider did not meet the 90% expenditure rate as of the fourth quarter reporting date and may be subject to recapture of funds. Recapture of funds, if any, will be based upon final expenditure reports which must be submitted to NoRTEC by August 31, 2002. It appears at this time that any recaptured amounts would be less than $5,000 per individual service provider funding title. There are no items of concern at this time.


*NOTE: This report is preliminary, but is not expected to vary significantly from the final report.*

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the program year ended June 30, 2002. At June 30, 2002, the NoRTEC Administrative Entity had expended 99% of its operating budget, 137% of its special projects budget, and 97% of its capacity building budget.

There are no items of concern on the operating or capacity building budgets.

The expenditures in the Special Projects line-item include charges for this year's Konocti conference, upgrades to the NoRTEC client tracking system, the purchase of computers for new WIB/GB members, NoRTEC Youth Council expenses, the quarterly Community Coordinator meetings, and the Web Site Technology Initiative. The costs of the Web Site Technology Initiative were not planned at the beginning of the year, and therefore were not budgeted for. The funds utilized for this project expired at June 30, 2002, and could not be carried forward into the 2002/2003 program year. The costs of this project resulted in the Administrative entity exceeding its Special Project budget. A budget increase has been proposed below to cover the overage.

The primary budget expenditures are detailed in the attached line-item report.

5. **PY 2001/2002 NoRTEC WIB and Governing Board Expenditure Report**

*NOTE: This report is preliminary, but is not expected to vary significantly from the final report.*

This report shows the WIB and Governing Board expenditures against the annual line item budget for the program year ended June 30, 2002. At June 30, 2002, the WIB/GB had expended 57% of its total budget. There are no items of concern at this time.
RECOMMENDED ACTION:

The WIB Finance Committee is recommending NoRTEC WIB and Governing Board approval of the PY 2001/2002 Fourth Quarter Preliminary Finance Reports.

3. PY 2001/2002 Administrative Entity Special Projects Budget Increase (ACTION)

As noted above, the costs of the Web Site Technology Initiative was the prime factor in the Administrative Entity exceeding its Special Projects Budget. The funds utilized for this project expired at June 30, 2002, and could not be carried forward into the 2002/2003 program year. The finance committee is recommending that the PY 2001/2002 Administrative Entity Special Projects Budget be increased by $50,000 to a total of $150,000.

RECOMMENDED ACTION: The WIB Finance Committee is recommending that the PY 2001/2002 Administrative Entity Special Projects Budget be increased by $50,000 to total $150,000.

4. PY 2002/2003 Funding (INFORMATION)

Note: The amount of funding carried forward from the 2001/2002 program year will not be finalized until service providers submit final expenditure reports on August 31, 2002. Therefore, the amounts listed below for PY 2002/2003 funding do not include funding carried forward from the prior year. Preliminary expenditure reports indicate that carry-forward funds will total about $1.6 million.

Excluding carry-forward funds, NoRTEC currently has $10,429,336 in available funds for the PY 2002/2003 Program Year. Another $5,961,967 has been requested. If all the requested funds are received, NoRTEC will have $16,391,303 available for the 2002/2003 program year. The addition of carry-forward funds will add an additional $1.6 million, bringing total funding to approximately $18 million.

This would be a $1.8 million decrease in total NoRTEC funding from the PY 2001/2002 program year. The decrease in funding is primarily due to congressional reductions in WIA funding (we received a 20% reduction in our Dislocated Worker allocation from last year) and reduced availability (at least for now) of special project funding from the State.

Additionally, unless congress acts to rescind its rescission of Dislocated Worker funding, NoRTEC stands to lose an additional $253,474 of Dislocated Worker funding from funding listed below.

<table>
<thead>
<tr>
<th>Project</th>
<th>Funds Available From</th>
<th>Additional Funds Requested</th>
<th>Total</th>
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<tr>
<td>Adult</td>
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<td>Nurse Workforce Initiative</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>$5,961,967</strong></td>
<td><strong>$16,391,303</strong></td>
</tr>
</tbody>
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5. **PY 2002/2003 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 2002/2003 program year. As of July 1, 2002, NoRTEC had a total of $10,429,336 available in State contracts for the 2002/2003 program year. This report includes only amounts available in the 2002/2003 program year. Amounts expended in prior years and amounts carried forward from prior years are not included.

6. **State Monitoring of NoRTEC (INFORMATION)**

During June, NoRTEC received an on-site monitoring from EDD to review NoRTEC's fiscal and procurement systems for compliance with all applicable federal and state laws, regulations, and policies related to the WIA program. The monitor spent four days in the NoRTEC administrative office. The monitor also visited Alliance For Workforce Development (Lassen, Modoc and Plumas) for a couple of hours, and conducted a telephone interview with STEP (Siskiyou).

We have not received the final monitoring letter resulting from that visit, but we do not expect any significant findings. The results of the review will be communicated to the WIB/GB when the final report is issued.

7. **Fiscal Monitoring of Service Providers By NoRTEC (INFORMATION)**
NoRTEC Finance Director Michael Cross conducted on-site fiscal and procurement reviews of all NoRTEC service providers during April, May and June. The areas under review included accounting systems, allowable costs, cost categories, financial reporting, cost allocation, property management and procurement. The results of the reviews have been communicated to the service providers.

There were no findings at any of the NoRTEC service providers. There were a few suggestions for modifications in systems and procedures at various locations which were communicated to the service providers in the monitoring letters. NoRTEC's letters of monitoring findings are available for review by interested WIB/GB members.

8. **Approval of NoRTEC Procurement Policy Revisions (ACTION)**

As a result of the State monitoring visit mentioned above, the State has asked us to make some minor revisions to the NoRTEC Procurement Policy. The proposed changes to the policy address (1) a code of conduct for employees involved in procurement actions, (2) the requirement for a cost or price analysis of every procurement, and (3) a reference to NoRTEC's Complaints Resolution policy.

The proposed Procurement Policy is attached with the changes in red.

**Proposed NoRTEC Procurement Policy Changes**

**RECOMMENDED ACTION:** The WIB Finance Committee is recommending NoRTEC WIB and Governing Board approve the proposed changes to the previously approved NoRTEC Procurement Policy.

9. **Approval of NoRTEC Debt Collection Policy Revisions (ACTION)**

As a result of the State monitoring visit mentioned above, the State has asked us to make a minor change to the NoRTEC Debt Collection Policy. The proposed change to the policy adds a brief statement regarding record-keeping.

The proposed Procurement Policy is attached with the change in red.

**Proposed NoRTEC Debt Collection Policy Changes**

**RECOMMENDED ACTION:** The WIB Finance Committee is recommending NoRTEC WIB and Governing Board approval of the proposed changes to the previously approved NoRTEC Debt Collection Policy.

10. **Approval of Dislocated Worker To Adult Funding Transfer (ACTION)**

WIA regulations allow the voluntary transfer of funding between the Adult and Dislocated Worker titles of up to 20% of either allocation. These transfers require WIB/GB approval before a transfer request can be submitted to the State.
NoRTEC service providers have requested transfers from the Dislocated Worker program to the Adult Program totaling approximately $300,000 of PY 2001/2002 funding. (An exact amount will not be known until final closeout.) These transfers have been requested to better match funding levels with the eligible populations being served at the one-stop centers. The ability to transfer funds allows service providers the flexibility to tailor local services to meet local needs.

**RECOMMENDED ACTION:** The WIB Finance Committee is recommending NoRTEC WIB and Governing Board authorize NoRTEC staff to request a transfer of approximately $300,000 of PY 2001/2002 funding from the Dislocated Worker Program to the Adult program.

9. STATUS OF FUNDING APPLICATIONS (UPDATE/ACTION)

1. Prior Approval:
   1. The two NCEN regional applications for "Incentive Funding" (Caregiver Training and Entrepreneurial Training) have not been funded. It appears no money was set aside in the State's Incentive Funds Budget, and no projects will be funded, although this is speculation.
   2. The application for a technology grant to provide internet training to local employers in the NCEN area has not been submitted. A mini project - The Web site Technology Initiative - is just finishing up. Now the application can be developed with a foundation of experience, and will include a request for funding for the accompanying youth program for web site assistance.
   3. The NCEN regional application for approximately $3,000,000 for One Stop Core and Intensive services and plant closures has not been funded yet. All requests are on hold pending a signed State budget.

   2. New Applications:
   1. Between $2,000,000 and $3,000,000 is available to the sixteen county NCEN region (NoRTEC - 9, North Central - 5, Humboldt and Mendocino) for the Governor's Nurse Workforce Initiative (NWI). At a recent meeting of the principals in Chico, it was agreed that the application be submitted for the full amount of $3,000,000 by NoRTEC on behalf of the 16 county NCEN region, with NoRTEC to be the fiscal agent, and for the funding to be deviled among the four LWIAs based on population; Humboldt at 12%, North Central at 24%, NoRTEC at 56%, and Mendocino at 8%.

     **RECOMMENDED ACTION:**

     *NoRTEC WIB approval of staff submitting an application in the name of NCEN, with NoRTEC as the fiscal agent, for $3,000,000, for Nurse Workforce Initiative funding for the sixteen county NCEN region.*

     *NoRTEC Governing Board approval of staff submitting an application in the name of NCEN, with NoRTEC as the fiscal agent, for $3,000,000, for Nurse Workforce Initiative funding for the sixteen county NCEN region.*

10. NoRTEC 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 prefunctory, 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, and then selecting the Workforce Investment Act Folder.

**RECOMMENDED ACTION:**

*NoRTEC WIB approval of the PY 2002/2003 Plan Modification.*

*NoRTEC Governing Board approval of the PY 2002/2003 Plan Modification.*

11. **WHAT'S HAPPENING? (DISCUSSION)**

   Time permitting, there will be a preview of the plans for the upcoming annual NCEN Partnership (Konocti) Conference.

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, October 24, 2002, in Konocti.
   2. Additional New Business Items may be brought up for discussion, at the pleasure of the NoRTEC WIB/GB members.

14. **ADJOURNMENT**

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

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