AGENDA - October 29, 2004

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
FRIDAY, OCTOBER 29, 2004
9:00 A.M. - 12:00 P.M.
MT. SHASTA RESORT
MT. SHASTA, CA
Last Updated October 22, 2004, @ 3:00 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES, JULY 29, 2004 (ACTION)

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

Recommended Action:

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

Governor Board approval of the July 29, 2004, 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.

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

5. GOVERNING BOARD APPOINTMENTS TO THE WIB (ACTION)

The following nominations have been received for appointment to the NoRTEC WIB:

At the July 29, 2004, meeting, Sally LaBriere was reappointed to the fill the Economic Development seat (in Siskiyou County) on the NoRTEC WIB. An appointment to a vacant Private Industry seat (also in Siskiyou County), was tabled until this meeting.
LaBriere is resigning her Economic Development seat, and has been nominated to fill the vacant Private Industry seat. (When LaBriere was originally appointed to the NoRTEC Private Industry Council, she represented Private Industry.)

Joan Smith, the current Siskiyou County Board of Supervisors representative on the NoRTEC Governing Board, has been nominated to fill the Economic Development seat (vacated by LaBriere) when her current board of Supervisor's term is over on December 31, 2004.

Private Industry, Siskiyou County, Sally LaBriere Nomination Letter
Economic Development, Siskiyou County, Joan Smith Nomination Letter, Application

**Recommended Action:**

_Governing Board appointment of the above named individuals to represent the Private Industry and Economic Development sectors on the NoRTEC WIB._

The following WIB seats are still vacant, awaiting nomination from appropriate entities:

Education (Community College President), At Large
Title IV Older Worker Programs, At Large
Migrant and Seasonal Farmworkers, At Large

6. GOVERNING BOARD CHAIR (ACTION)

Jack Reese, current Governing Board Chair, will be leaving the Del Norte County Board of Supervisors this December 31, 2004. This will leave the Governing Board Chair vacant. The Governing Board will nominate and elect a new Chair at this meeting, to begin their term effective January 1, 2005.

**Recommended Action:**

_Governing Board nominations and voting for a Governing Board Chair, to take effect January 1, 2005._

7. PAST GOVERNING BOARD CHAIR APPOINTMENT TO WIB (ACTION)

Staff is recommending an addition to the WIB and Governing Board Agreement that would automatically appoint a former Board Chair to the NoRTEC WIB.

Suggested Language: At the end of their term, having held the position of Chair at the pleasure of the Governing Board, and leaving that position solely due to the expiration of their term as a Supervisor, and being in good standing with NoRTEC, said former Chair
will automatically be appointed to serve on the NoRTEC WIB. This will be a voting position, but will be neutral for the purposes of meeting certain representation criteria, and for the purpose of establishing a quorum.

**Recommended Action:**

*WIB approval of the suggested modification to the NoRTEC WIB and Governing Board working agreement to automatically appoint the former Board chair to the NoRTEC WIB.*

*Governing Board approval of the suggested modification to the NoRTEC WIB and Governing Board working agreement to automatically appoint the former Board chair to the NoRTEC WIB.*

8. **PUBLIC COMMENT (INFORMATION)**

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

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

M. Piller will present the Program Committee Report.

1. **Program Monitoring**

   There have been no program monitoring visits to Service Provider offices since the last meeting. The next visits will not be scheduled until Spring of 2005.

2. **State Monitoring**

   The State has scheduled a program monitoring visit, which will be conducted October 18-22, 2004. The Adult and Nurse Workforce Initiative programs will be reviewed. The monitors have selected the Butte PIC, the Shasta PIC, the Job Training Center of Tehama County, and STEP. They will be reviewing participant file documentation, conducting participant interviews, and reviewing direct client expenditure information. An update will be given at the meeting.

   NoRTEC just received notification that a second visit by the State will be conducted sometime between November 1, 2004, and February 1, 2005, to perform a data validation review. During this type of review, the State validates the outcomes NoRTEC reports in its MIS, and checks the hard copy of the participant files to assure that the participants enrolled were eligible and were reported correctly to the State. The actual date of the review has not yet been determined. A random sample of files from throughout the consortium will be reviewed.

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).

The first quarter is for information purposes only, as it is usually too early to gauge the successes or potential problems with any accuracy.

2. WIA Business Services Performance - Market All

This is a new report showing raw number of services provided in each of the nine categories of business services, and market penetration. It will be interesting to compare one year with the next to see if services and market penetration increase over time. There is a companion report called "Market Each" that details each business per county that received service, as well as the businesses identified for each county that have not received service. Since this involves thousands of businesses, it is slow to load, and is meant primarily for the programs to track their own progress as well as identify specific unserved businesses.

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 web site 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 now listed on the website, as they are now 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 September 30, 2004:

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

A few highlights from this quarter's reports are:

- The Butte newsletter gives a report on the old Louisiana Pacific mill site that was closed in 2001 (117 workers lost their jobs). The current owner of the property has turned it into an Industrial Park. This park currently houses 14 businesses and has created jobs for 84 people.
- The Del Norte Business Resource Center held eight business services workshops in the last quarter for their local employer community. These workshops are part of the the Resource Center's Fee for Service program, and were sold out in many instances.
- Customized recruitment has been in demand in Lassen County (AFWD). A successful partnership has been established with Big Valley Power, located in Bieber, and has earned the Lassen team recognition for responding to business needs timely and effectively. Meanwhile, back at the office, program staff work diligently to continue to help Sierra Pacific
Industries and Jeldwen dislocated workers.
- National Customer Service Week started on Monday, October 4th in Alturas/Modoc County (AFWD), then went on to Lassen and Plumas counties. Eighty four employers attended this very successful workshop co-sponsored with Plumas Bank. Laurie Wann, AFWD Human Resource Consultant, was the presenter.
- Another round of Quarterly Conferences during early September presented "Recruiting and Hiring Mr./Ms. "B" Right" to local employers in Plumas County. This informative roundtable discussion was offered throughout the Plumas region resulting in many questions and generating interest in the Human Resource Solutions for Business services offered by AFWD.
- The Business Resource Center of the Shasta PIC, in collaboration with Simpson University held its first in the series of 4 "Preparing for Success" workshops. These workshops are designed for the supervisor in mind - new or seasoned supervisors, managers, department heads, and team leaders. The first workshop, presented on September 10, was "Hiring for Success." Three more workshops are scheduled for October, November, and December on the topics of "Supervising for Quality," "Performance Appraisals," and "Preventing and Managing Stress/Resolving Conflicts in the Workplace."
- STEP provided business expansion services to a local company by assisting with the recruitment and hiring of ten new employees. The plant manager was very grateful, and said that STEP had provided a valuable service.
- In honor of Labor Day and Workforce Development Month, Executive Director Kathy Schmitz made several appearances throughout Tehama County in September, updating Supervisors and Council members about Job Training Center accomplishments and expanded services to the business community. "We have served Tehama County for over 15 years. We have placed more than 5,000 people in jobs throughout Tehama County and invested more than $2 million in local businesses through hiring and training services" reported Schmitz. According to a follow up article in the Red Bluff Daily News "The Job Training Center is rapidly making itself indispensable to the business community and job seekers in the Red Bluff and Corning areas."
- TOT in Trinity County is recognizing Customer Service Week, October 4-8. TOT knows that good customer service is essential for business success and economic vitality, and they are planning to herald a few of those businesses in Trinity County where consumers believe they received exemplary service. They placed an ad in the September 29 issue of the Trinity Journal which described the process for nominating a business for outstanding customer service. Once the the winning business is selected, it will be recognized in a press release that explains why their customer service is so exemplary.

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.

10. 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 (Update)**

The total number of local business websites developed from our ongoing Website Initiative now total 150.


Websites by County: [cb/pgh/business_websites.html](http://cb/pgh/business_websites.html)

The Shasta PIC has added the most recent websites with seven. That brings the total for their county to 41, the most of any program within NoRTEC. Trinity is running second with 30.

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

NoRTEC has a number of websites addressing business services:

1. [/business_services/home.html](http://business_services/home.html). An overview of the NoRTEC Business Services program. The following counties have developed local business services websites (Shasta and Trinity's sites are the most fully developed):
   2. Siskiyou - [http://www.siskiyouwc.org/ercFramset.html](http://www.siskiyouwc.org/ercFramset.html)
   3. Tehama - [http://www.jobtrainingcenter.org/kathy/employers.htm](http://www.jobtrainingcenter.org/kathy/employers.htm)
   5. Lassen/Modoc/Plumas - [/business_services/home.html](http://business_services/home.html)

2. [/cb/nortec_public.html](http://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 penetration).

   NoRTEC Business Service Presentations:
   2. Business Retention - Jeanne Hough will introduce Martin Nicholas, Chief of Police, Weed, California.
   3. Workforce Development Month - This September was Workforce Development Month, and the beginning of October was Customer Service week. Most of our programs got in the spirit. Here are some highlights:

      1. **AFWD (Lassen/Modoc/Plumas)**
         - Proclamations by the Boards of Supervisors recognizing Workforce Development Month.
• Business Card Collection for raffle, collection points at One Stops, Chambers and Economic Development. Grand prize was gift basket which included a $150 value business consultation.
• Resume Collection for raffle, with grand prize a basket of Job Seeker Assistance goodies.
• Partnered with Plumas Bank to provide Customer Satisfaction workshops (100 attended).
• Got some good press coverage

1. RHS (Del Norte)
• Provided information and distributed flyers regarding Workforce Development Month at Soroptomist and Rotary meetings, and the monthly Tri-Agency meeting. Included information on flyer that was distributed in the Chamber newsletter.
• Offered a 20% discount good toward any fee for service item in the month of September. As a result, they had 2 "Supreme Employee Recruitment's" (normal price $200.00) and 1 "Premium Employee Recruitment" (normal price $50.00), plus several agencies sent employees to a Working with Difficult People workshop and a Quickbooks Workshop (21 attended).

1. STEP (Siskiyou)
• Proclamation by the Board of Supervisors recognizing Workforce Development Month.
• Held an Open House with lots of displays and a tour.
• Held a drawing for a TV and other neat stuff, like a clock radio and a basket of laundry supplies.
• A Work Experience student interviewed job seekers and businesses and wrote an article for the South Siskiyou News that was published on the front page.

1. Shasta PIC
• Held a breakfast for job seekers in the One Stop; 27 people attended.

1. JTCTC (Tehama)
• Showed a Power Point presentation to City Councils and Tehama Board of Supervisors.
• Got article in newspaper, focusing on business services.

1. TOT – Job Link (Trinity)
• Issued Press releases.
• The Trinity Journal featured local businesses employing people, with interviews and pictures.
• Fabtrom in Lewiston was featured in the local press, noting the hiring of the technical positions was provided by Job Link
• Job Link held an Open House in their Weaverville and Hayfork One Stops.
• Proclamation by the Trinity Board of Supervisors recognizing Workforce Development Month.
• Honored a local business for providing exemplary customer service. (They put a ballot in the newspaper asking people to vote for the Trinity County business with the best customer service, with several lines on the ballot to explain why. The ballot ran in the Trinity Journal for two consecutive weeks. The winner was Main Street Automotive.)

11. One-Stop Staff Training (Information)

Sixty seven service provider staff attended a NoRTEC sponsored training on September 23-24 with Celina Shands, President/CEO,
Full Capacity Marketing, Inc. This interactive, visual presentation focused on developing successful One-Stop outreach programs for employers, including building tailored marketing plans, and defining the roles and responsibilities of outreach staff in effectively marketing system business services. As a result of attending this training, representatives from all NoRTEC counties learned innovative ways to more clearly define their business outreach strategy, build value in their One-Stop, support operational goals, and drive business customers to try their services. Participant feedback was extremely positive, with many attendees saying that the training, "really got our creative juices flowing!"

A brief look at initial marketing focus:

1. AFWD - Will work on a common "Brand" for the three counties in AFWD. Each are separately identified now. Will do a name recognition survey, and use focus groups to come up with an appropriate label.
2. Butte - Will work with their One Stop partners to develop a common Brand, beginning with common responses and referrals by whomever answers the telephone at the Community Employment Centers on Oroville and Chico.
3. Del Norte - Will work with One Stop partners to develop a common Brand and a Mission Statement, and will conduct a name recognition survey.
4. Shasta - Will work on a common Brand, and try and reduce their current three names to one. Will also work on internal marketing for consistency within the organization. Will develop a cause related marketing strategy.
5. STEP - Will place a Work Experience youth at the local paper to write a weekly article about STEP. Will partner with the local H.S. to identify a youth to work with them on updating the STEP website for their senior project.
6. Tehama - Promote their fee for service program, engage in cause related marketing with local business partners, and promote customer service week with the recognition of a local business providing exemplary customer service.

7. Trinity - Will work on a appropriate Brand for their programs and services. They currently have four different logos. They will conduct a name recognition survey to see where they need to focus their attention.

**Recommended Action:**

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

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

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

- **FINANCE COMMITTEE REPORT (ACTION)**

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

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

   NoRTEC currently has $11,096,586 in available funds for the PY 2004/2005 Program Year. Another $2,320,000 has been
If all the requested funds are received, NoRTEC will have $13,416,586 available for the 2004/2005 program year. This would be a $1,028,356 decrease in total NoRTEC funding from the PY 2003/2004 program year. The decrease in funding is primarily due to declining allocated funding as well as decreased availability of special projects funding from the State.

<table>
<thead>
<tr>
<th>Project</th>
<th>Funds Available from July 1, 2004</th>
<th>Additional Funds Requested</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>$3,739,922</td>
<td>$0</td>
<td>$3,739,922</td>
</tr>
<tr>
<td>Youth</td>
<td>$3,060,831</td>
<td>$0</td>
<td>$3,060,831</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>$1,544,471</td>
<td>$0</td>
<td>$1,544,471</td>
</tr>
<tr>
<td>Rapid Response</td>
<td>$656,687</td>
<td>$0</td>
<td>$656,687</td>
</tr>
<tr>
<td>Small Employer Outreach</td>
<td>$0</td>
<td>$250,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>MCLAUS II</td>
<td>$800,000</td>
<td>$0</td>
<td>$800,000</td>
</tr>
<tr>
<td>MCLAUS III</td>
<td>$0</td>
<td>$2,000,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Nurse Workforce Initiative</td>
<td>$730,716</td>
<td>$0</td>
<td>$730,716</td>
</tr>
<tr>
<td>North STARRS II</td>
<td>$550,397</td>
<td>$0</td>
<td>$550,397</td>
</tr>
<tr>
<td>Incentive Funds</td>
<td>$13,562</td>
<td>$0</td>
<td>$13,562</td>
</tr>
</tbody>
</table>
HCE Youth $0 $70,000 $70,000

TOTAL $11,096,586 $2,320,000 $13,416,586


Preliminary Fourth Quarter Financial Reports for PY 2003/2004 were presented at the July 2004 WIB/GB meeting. The final reports presented for approval here include some minor changes, but the final reports are not substantively different than the preliminary reports. Any changes are briefly described.

1. PY 2003/2004 Contracts Summary

No significant changes.

2. PY 2003/2004 Service Provider Contract Modifications

No significant changes.

3. PY 2003/2004 Program Expenditure Report

Service Provider expenditures were adjusted to reflect final closeout expenditure reporting to NoRTEC. No significant changes.


Total AE expenditures decreased by $232 to a total of $734,552. There are no items of concern.

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

Total WIB/GB expenditures increased by $7,061 to $71,749 primarily due to unanticipated billings for legal work received in August. Total WIB/GB expenditures are now at 96% of budget. There are no items of concern.

**Recommended Action:**

The Finance Committee recommends approval of the Final PY 2003/2004 Fourth Quarter Finance Reports

*WIB approval of the final PY 2003/2004 Fourth Quarter Finance Reports.*
   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 September 30, 2004, NoRTEC had a total of $11,096,586 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 June 30, 2004, and September 30, 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 the addition of new 2004/2005 program year funding. These amounts include any unspent funds carried forward from the prior year. See report for detail.

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 quarter ended September 30, 2004, and the remaining balance at September 30, 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 expenditures in italics are funding titles where the service provider is not in compliance with NoRTEC's required expenditure rate at September 30, 2004. In the past, variances have generally been under expenditures. This quarter, all the variances are over expenditures.

   Overexpenditure in one funding title is not generally a problem. However, if a Service Provider is overspent in several titles, there is a possibility that the Service Provider might run out of funds before the end of the program year. This would obviously impact local services.

   At this time, the only area of potential concern is in Del Norte County where RHS is overspent in the three regular funding titles (Adult, Youth and Dislocated Worker). RHS implemented layoffs and other cost cutting moves in August to address the funding shortfall. RHS management believes that these measures have corrected the problem. NoRTEC staff will continue to monitor the situation.
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 quarter ended September 30, 2004. At September 30, 2004, the NoRTEC Administrative Entity had expended 23% of its Operating budget, 21% of its Special Projects budget, and 16% 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 quarter ended September 30, 2004. At September 30, 2004, the WIB/Governing Board expended 13% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the First Quarter Finance Committee Report.

WIB approval of the First Quarter Finance Committee Report.

Governing Board approval of the First Quarter Finance Committee Report.
POLICY UPDATE (ACTION)

NoRTEC and its service providers have been working off a draft OJT (On-the-Job Training) Policy since the inception of WIA. The rules regarding the provision of OJT services had not changed very much with the transition from JTPA to WIA, so the JTPA policy was being followed.

The State, however, requires that we operate on WIB and Governing Board approved WIA Policies. Staff has rewritten the policy and is presenting it for board review and approval. As mentioned above, there is little difference between our old JTPA policy and this one, so the Service Providers will not have to alter current practices to conform with this policy.

The OJT Policy can be viewed here: OJT Policy

Recommended Action:

WIB approval of the WIA OJT Policy.

Governing Board approval of the WIA OJT Policy.

STATUS OF FUNDING APPLICATIONS (UPDATE)

1. Prior Approval

MCLAUS II - The MCLAUS II application was finally awarded. This is funding for a number of plant closures, including SPI, Jeldwen, and the Skilled Nursing Facility. NoRTEC requested $1,500,000 on February 9, 2004. We were awarded $800,000 on September 1, 2004. By October 1, we are already at full enrollment. (Minimum of 178 to be served in contract--current enrollment figures 194). Unfortunately, there have been more closures in our consortium since February, and there are many more workers out there that need our services.

W.K. Kellogg Foundation Entrepreneurship Development Systems for Rural America Project - The purpose of this project was to develop an "entrepreneurial culture" in rural areas. Kellogg is planning to award four grants nationwide for $2,000,000 each. The application we participated in has been chosen as one of the top 12. The foundation is sending out a team in early November to interview the grant application partners.

Innovative Transitions Youth Grant - NoRTEC supported two applications for funding from our consortium for these "youth with disabilities" projects. One was submitted by the Shasta PIC, and a second was submitted by a Del Norte/Trinity partnership (RHS and TOT). Three projects were funded throughout the State. The Shasta PIC's application was one of them.

2. New Applications

MCLAUS III - As mentioned above, NoRTEC was given a little over half of the plant closure funding we requested in February
2004. Staff is requesting approval for the submission of an application for $2,000,000 to serve 445 workers dislocated throughout our nine county area.

**Navigator Project** - This $83,000 project will provide staff training for working with disabled persons in two counties; Del Norte and Shasta, specifically to assist with job placement and retention.

Marketing Project - This $250,000 project will 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.

High Risk Youth Additional Funding - NoRTEC is one of ten areas in the State with an "excess" of high risk youth. Seventy thousand dollars in additional funds are available to augment the NoRTEC Youth program.

**Recommended Action:**

**WIB approval for NoRTEC to submit applications for:**

1. $2,000,000 to serve 445 dislocated workers in our nine county area, and
2. $83,000 for an Advanced Navigator Training Project in Del Norte and Shasta Counties,
3. $250,000 for a Marketing project; and
4. $70,000 for High Risk Youth in the NoRTEC area.

**Governing Board approval for NoRTEC to submit applications for:**

1. $2,000,000 to serve 445 dislocated workers in our nine county area, and
2. $83,000 for an Advanced Navigator Training Project in Del Norte and Shasta Counties,
3. $250,000 for a Marketing project; and
4. $70,000 for High Risk Youth in the NoRTEC area.

- **OLD BUSINESS (INFORMATION)**

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

- **NEW BUSINESS (DISCUSSION)**
  1. WIB and Governing Board - Thursday, January 27, 2005, in Chico.
  2. Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB/Governing Board members.

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

Copyright © 1997-2016 Northern Rural Training Employment Consortium