

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, OCTOBER 28, 2010
9:00 AM – 10:00 AM
MT. SHASTA RESORT
1000 SISKIYOU LAKE BLVD
MT. SHASTA, CA 96067

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, JULY 22, 2010 (ACTION)

The minutes from the July 22, 2010, meeting are attached: ➡ [Minutes](#)

Recommended Action:

WIB approval of the July 22, 2010, minutes, with revisions if needed, as posted.

Governing Board approval of the July 22, 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)

NoRTEC has two vacancies on the WIB, and nominations have been received for both seats:

Duane Heryford	Private Industry – Trinity County	➡	Nomination Letter
		➡	WIB Application

Henry Sanchez	Rehabilitation – Tehama County	➡	Nomination Letter
		➡	WIB Application

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)

There have been no on-site monitoring visits of the programs by NoRTEC since the last WIB/Governing Board meeting.

B. State Monitoring (Information)

As reported at the last meeting, 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, Smart, and the Job Training Center of Tehama County. The final report was received, and there were no findings. ➡ [Report](#)

C. Client Numbers (Information)

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

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

Note: NoRTEC has transitioned its client tracking system from an in-house system to the Virtual One Stop System (VOS). Client numbers will not be reported to the WIB and Governing Board at this meeting because Service Provider staff are still being trained for data entry and NoRTEC Administration staff are still "cleaning up" transitioned data.

D. Contract Performance (Information)

Adult Programs ➡ WIA Service Provider Contract Performance

Youth Programs ➡ WIA Service Provider Contract Performance

Note: NoRTEC has transitioned its client tracking system from an in-house system to the Virtual One Stop System (VOS). Contract performance will not be reported to the WIB and Governing Board at this meeting because Service Provider staff are still being trained for data entry and NoRTEC Administration staff are still "cleaning up" transitioned data.

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 "07/01/2010" in the "Date Closed" field to review closures/layoffs reported since the April meeting: ➡ [Plant Closure Report](#)

F. Headline Program Reports (Information)

Normally, headline program reports focus on two-three of our service providers each meeting to allow them to “showcase” the happenings in their service area. These headline program reports are suspended during our annual October meeting, however, as there are other presentations scheduled before and after the WIB/Governing Board meeting.

In addition to the “Headline” presentations, members are encouraged to read the Community Coordinator Reports. These reports are prepared to inform interested members of the events and happenings in their respective counties. Following are links for the reports received for the period ending September 30, 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 – Sierra Nevada Brewery continues with its “green business” efforts. They just received the 65’ “in-vessel digester” composting machine from New Zealand, the only one of its kind in the United States. The Butte PIC has written an OJT contract with Sierra Nevada to train an employee on how to use it. Compostable waste from the restaurant and beer making processes will be main source of fuel for the composter, affectionately known as “Hot Rot.” Access the report for a few more details about this interesting process.
- Del Norte County – The HOPE (Health Opportunities Pathways and Experience Program) Program is in full swing at Rural Human Services. Thus far, the program has supported 23 CNA students, 27 LVN students, and six RN students. The program assists with tuition, books, uniforms, travel expenses, and exam and licensing fees.
- Lassen County – AFWD designed the California Green Jobs Corps Training Program and enrolled 27 youth. The program started with a two week, hands-on training experience, followed by a two week weatherization course at Lassen College, and concluded with a six week paid work experience position with a business or organization located in their community. Each

participant, upon completion of the program, received a weatherization training certificate. Twenty-four of the 27 participants either entered employment or continued with their education. Seven of those youth entering employment got a job in the “Green Jobs” field.

- Modoc County – On September 22, 2010, AFWD hosted a workshop on Healthcare Reform in Alturas. Several individuals from throughout Modoc County attended the event. Topics included health benefit coverage for dependents to age 26, tax credit qualification for businesses, and what would “grandfathering” your current health plan mean to a business and its employees.
- Nevada County – The Stonehouse Hospitality Youth program is growing and has hosted a variety of meetings for business and public agencies. An internship program with local restaurants utilizing youth in the last stages of their training is being implemented.
- Plumas County – Check out the success story on AFWD’s Plumas County report about “Will,” a self-employed carpenter who had experience in all phases of residential construction, but due to economic conditions, had to close his business and seek employment with another company. Will came to AFWD and was enrolled in the Clean Energy training program. He attended an eight week course which included weatherization basics, green building techniques, and solar photovoltaic design and installation. He was able to use this training, combined with his construction, plumbing, and electrical knowledge to approach a company working on the Galena Bridge Project on I-580 in Nevada and obtain employment.
- Shasta County – BevMo! (Beverages & More) is opening a store in Redding in late November. This Redding store will be the only one in California north of Sacramento. The District Manager met with Smart Center staff to discuss hiring and training opportunities for the new store. It is anticipated the new store will hire 12-18 employees.
- Sierra County –Sierra Pacific Industries is suspending its operation in Loyaltan and 15 workers will lose their jobs. AFWD responded to this announcement and met with the workers to assist them with services.
- Siskiyou County – STEP recently received a grant funded by Rural Development to purchase and install teleconferencing equipment at their office. This equipment allows them to serve individuals throughout the large geographic area of their county and save travel time and expense.
- Tehama County – The Job Training Center hosted its third annual “Be Your Own Boss Camp,” part of the continuing efforts to assist local youth explore entrepreneurship.

- Trinity County – Smart partnered with the Trinity County Resource Conservation District and employed four participants in the Green Jobs Corp Internship Program. Part of the internship included classes in Wetlands (what they are and why they are important), Forest Health and Wildfire, and Invasive Weed (impact and strategies for control). Each of the participants was also involved in 100 community service hours.

G. Staff Training (Information)

1. Service Provider Staff Training and Development – The following training was provided during the first quarter of PY 2010/2011:
 - A training session on NoRTEC’s new Management Information System (VOS) on September 18-19 for Butte and Nevada County service provider staff.
 - A training session on Dislocated Worker eligibility, informal/formal assessments, IEP and training plan development, and OJT training on September 28-29 to Lassen, Modoc, Plumas, and Sierra County service provider staff.
 - A training session on Dislocated Worker eligibility, internships, and OJT training on September 30 for Nevada County service provider staff.
2. NoRTEC Staff Development – Betti Austin, Brian Boyer, and Jeanne Hough attended the California Workforce Association’s “Workforce Policy and Leadership Conference” on September 7-9, 2010, in Monterey. The “big picture” conference had 34 workshops and 100 presenters representing a large array of talent, leadership, skills, and experience from the workforce development field. The presenters shared their insight into the big questions facing California in the current economic and budget climate. NoRTEC’s own Stewart Knox was a co-presenter for two interesting and provocative workshops focused on the current landscape of green training programs and jobs, and incorporating digital career development practices in rural areas.

H. Youth Council Report (Information)

The Youth Council continues to foster youth activities in Tehama County. An update will be given at the meeting.

Recommended Action:

WIB approval of the First Quarter Program Committee Report.

Governing Board approval of the First Quarter Program Committee Report.

VIII. FINANCE COMMITTEE REPORT (ACTION)

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

A. PY 2010/2011 Funding (Information)

NoRTEC currently has \$25,650,151 in available funds for the PY 2010/2011 Program Year. An additional \$2,800,000 in funding has been requested. If all this funding is received, NoRTEC will have \$28,450,151 in available funding for the 2010/2011 Program Year. This would be a decrease of \$12,068,168 from PY 2009/2010 Program Year funding.

The reduction in available funding is primarily due to the expenditure of one-time ARRA funding in PY 2009/2010.

Project	PY 10/11 Funds Available	Additional Funds Requested	Total
Adult	\$3,048,115	\$0	\$3,048,115
Youth	\$3,185,688	\$0	\$3,185,688
Dislocated Worker	\$3,249,096	\$0	\$3,249,096
Rapid Response	\$751,827	\$0	\$751,827
Adult ARRA Stimulus	\$193,577	\$0	\$193,577
Youth ARRA Stimulus	\$312,866	\$0	\$312,866
Dislocated Worker ARRA Stimulus	\$692,208	\$0	\$692,208
Rapid Response ARRA Stimulus	\$362,975	\$0	\$362,975
MCLAUS VII	\$399,887	\$0	\$399,887
Green Job Corps	\$600,577	\$0	\$600,577
Green Building Partnerships	\$253,035	\$0	\$253,035
Green Building Pre-Apprenticeships	\$457,097	\$0	\$457,097
Disability Navigator	\$3,458	\$0	\$3,458
Prisoner Re-Entry	\$4,605	\$0	\$4,605
ARRA Additional Assistance	\$403,924	\$0	\$403,924
Pathways Out of Poverty	\$3,508,971	\$0	\$3,508,971
MCLAUS VIII	\$2,459,000	\$0	\$2,459,000
SESP	\$900,000	\$0	\$900,000
Energy Efficiency Conservation Block Grant	\$307,508	\$0	\$307,508
Regional Industry Clusters	\$234,871	\$0	\$234,871
Governor's Challenge Grant	\$3,499,50	\$0	\$3,499,50
OJT Grant	\$725,462	\$0	\$725,462
Public Sector Layoff Grant	\$0	\$2,800,000	\$2,800,000

Adult Incentive Funds	\$6,641	\$0	\$6,641
ARRA Incentive Funds	\$6,679	\$0	\$6,679
ARRA Disability Navigator	\$145,581	\$0	\$145,581
TOTAL	\$25,650,151	\$2,800,000	\$28,450,151

B. Approval of the Final PY 2009/2010 Fourth Quarter Financial Reports (Action)

Preliminary fourth quarter financial reports for PY 2009/2010 were presented at the July 22, 2010, meeting. The final reports presented below have some minor changes, but they are not substantively different from the preliminary reports presented in July.

1. ➡ [Final PY 2009/2010 Contracts Summary \(Information\)](#)

No changes.

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

No changes.

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

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

4. ➡ [Final PY 2009/2010 Administrative Entity Expenditure Report](#)

Some changes were made to individual line items with total expenditures remaining within budgeted amounts.

5. ➡ [Final PY 2009/2010 WIB/Governing Board Expenditure Report](#)

Some changes were made to individual line items with total expenditures remaining within budgeted amounts.

Recommended Action:

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

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

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

C. Approval of the PY 2010/2011 First Quarter Financial Reports (Action)

1. ➡ [PY 2010/2011 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 2010/2011 program year. As of September 30, 2010, NoRTEC had a total of \$25,650,151 available in State contracts for the 2010/2011 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. ➡ [PY 2010/2011 Service Provider Contract Modifications](#)

This report shows the changes between July 1, 2010, and September 30, 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 this period consisted entirely of the addition of new 2010/2011 program year funding. These amounts include any unspent funds carried forward from the prior year. See report for detail.

The contract modifications are detailed in the attached report. There are no items of concern.

3. ➡ [PY 2010/2011 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2010, to June 30, 2011), the cumulative expenditures for the quarter ended September 30, 2010, and the remaining balance at September 30, 2010, 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.

Currently, Butte/Nevada is significantly overexpended in Adult, Youth, and Dislocated Worker funding, and Del Norte is significantly overexpended in Adult and Dislocated Worker funding. The concern with overexpenditure of funds is that the service provider will run out of funding before the end of the program year, and therefore be unable to provide services for the entire program year. Staff have requested a corrective action plan from both service providers, and these plans will be reviewed when received.

There are no other items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocation by the end of the program year. For the convenience of monitoring, NoRTEC uses a 20% per quarter expenditure rate as a guide for assessing expenditures throughout the fiscal year (20% first quarter, 40% second quarter, 60% third quarter and 80% final quarter). A corrective action plan (an explanation from the service provider of how they intend to utilize the funds by the end of the funding period) is automatically required from a service provider if quarterly expenditures vary by more than 10% from the quarterly target rate. The required expenditure rates apply to regular funding titles only and do not apply to special projects.

"Excess" funds may be voluntarily returned by a service provider or recaptured by NoRTEC if it appears that a service provider will not be able to effectively utilize them by the end of the funding period. These funds are then redistributed to other NoRTEC service providers demonstrating a greater need, or returned to the State if they cannot be effectively utilized within the consortium. Early detection and correction of expenditure problems is important because it allows time for the funds to be put to good use by service providers in other consortium counties. In addition, the effective use of funds directly affects NoRTEC's ability to secure additional funding in future years.

4. ➡ [PY 2010/2011 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the three months ended September 30, 2010. At September 30, 2010, the NoRTEC Administrative Entity had expended 22% of its Operating budget and 10% of its Other Projects budget.

There are no items of concern.

5. ➡ [PY 2010/2011 NoRTEC WIB/Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the three months ended September 30, 2010. At September 30, 2010, the WIB/Governing Board expended 18% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2010/2011 First Quarter Finance Reports.

WIB approval of the PY 2010/2011 First Quarter Finance Reports.

Governing Board approval of the PY 2010/2011 First Quarter Finance Reports.

D. NoRTEC Fiscal Monitoring (Information)

Fiscal monitoring of the Butte PIC was completed in August. There was one finding regarding cost allocation to grants. The Butte PIC has responded with a corrective action plan which has not yet been fully implemented. Once NoRTEC has been notified of full implementation of the plan, it will be verified through additional on-site and/or desk review monitoring.

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

The draft monitoring report for the fiscal and procurement review of NoRTEC by EDD has been received. This review was conducted during the week of May 17-21, 2010, and the monitor visited the NoRTEC Administrative office, Smart, and the Job Training Center of Tehama County.

There was one finding regarding prior State approval of a property purchase, and NoRTEC has responded to this issue. Staff do not anticipate any problems resolving this finding. Copies of the draft monitoring report are available for interested board members.

Recommended Action:

WIB approval of the First Quarter Finance Committee Report.

Governing Board approval of the First Quarter Finance Committee Report.

IX. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. Prior Approval

1. 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 was funded.
2. Governor’s Challenge Grant – This application for \$3,500,000 to partner with private industry, education, economic development, and the NoRTEC One-Stop system to focus on research, testing, monitoring and commercialization of new solar technologies, and a solar manufacturing training center was funded.
3. National Emergency Grant (NEG) On-the-Job (OJT) Training Grant – This application for \$2,750,000 to fund 229 OJT positions throughout the consortium in the five industry clusters identified through NoRTEC’s WIRED project was funded, but at a reduced amount of \$725,462.
4. Public Sector Layoff National Emergency Grant (NEG) – This application for \$2,800,000 to serve 350 individuals laid-off from various public sector jobs throughout the NoRTEC consortium is still pending. If funded, it will likely be at a much lower amount.

B. New Applications

There have been no additional applications since the previous WIB/Governing Board meeting.

X. PRIVATE NON-PROFIT ARM OF NORTEC

Wendy Otto and Judi Madden, Governing Board and WIB Chairs, will lead a discussion on the possibility of establishing a non-profit (501(c)(3)) arm of NoRTEC.

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, January 27, 2011. Staff is working on securing a site in Corning for the meeting.

B. Other New Business

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

XIV. ADJOURNMENT