I. CALL TO ORDER

The meeting was called to order by J. Madden, WIB Chair, and J. Reese, Governing Board Chair, at 10:05 a.m.

II. ROLL CALL

There was a quorum of both the WIB and the Governing Board. Roster

III. WIB APPROVAL OF MINUTES, OCTOBER 31, 2003

A motion by B. Maffett, seconded by T. Cochran, for WIB approval of the October 31, 2003, minutes as posted, passed the WIB unanimously.

A motion by G. Russell, seconded by B. Dennison, for Governing Board approval of the October 31, 2003, minutes as posted, passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA (ACTION)

A motion by T. Cochran, seconded by M. Piller, for WIB approval of the January 29, 2004, agenda with the movement Dan Ripke's presentation of the annual county demographic profile series (Item VIII) to right after Public Comment, passed unanimously.

A motion by B. Dennison, seconded by G. Russell, for Governing Board approval of the January 29, 2004, agenda with the movement Dan Ripke's presentation of the annual county demographic profile series (Item VIII) to right after Public Comment, passed unanimously.
V. PUBLIC COMMENT (INFORMATION)

Amara Thelen from Legacy passed out information on training for One Stop Centers. This training is available at no cost for One Stop Centers to provide locally based and locally focused disability sensitivity and awareness training.

VI. WIB APPOINTMENTS (INFORMATION)

There were no WIB appointments.

VII. PROGRAM COMMITTEE REPORT (ACTION)

M. Piller presented the Program Committee Report.

A. Program Monitoring

M. Piller stated that there had been no program monitoring visits made in the programs since the last WIB and Governing Board meeting.

B. State Monitoring

M. Piller said that there have been no State program monitoring visits since the last meeting, and that none had been scheduled in the foreseeable future.

C. Client Numbers

The following reports were reviewed and discussed. No problems were noted. (See agenda for links to reports.)

- Job Seekers Accessing One-Stop Centers
- Job Seekers Enrolled in the WIA Program
- Outcome Information On Customers Leaving The Programs
- One Stop Center Utilization Information
- One Stop Center Employer Service Information

D. Contract Performance

The members reviewed contract performance and noted that staff would continue to evaluate and report quarterly performance in preparation for next program year's contracts.

E. NWI (Nurse Workforce Initiative)
M. Piller said that the sixteen county region of NCEN (NoRTEC’s nine counties, plus Colusa, Glenn, Humboldt, Lake, Mendocino, Sutter and Yuba Counties) was awarded a $2.1 million contract to provide Registered Nurse (RN) and Licensed Vocational Nurse (LVN) training to northern California residents. Data regarding the distribution of the $2.1 million and enrollments in the program so far were reviewed. No problems were noted. (See the agenda for the link to the report.)

F. Plant Closure Update

The members reviewed the plant closures that have taken place in NoRTEC since the last meeting. (See agenda for a link to the plant closure report.)

J. Trueblood said she would like to update the information, and stated that Sierra Army Depot was gearing up to hire more people.

G. Featured Community Coordinator Report

M. Piller reported that highlights of each county’s report were contained in the agenda and that the members should review the reports as they contained a lot of interesting and informative items.

H. Business First Report

The following Business First Report update was given.

1. Web site Technology Initiative (Update)

C. Brown reported that over 103 websites had been published on the Internet as a result of the Website Initiative, and that so far Trinity County is the hands down winner for the most local websites with 25.

2. Entrepreneur Training (Update)

Jon Gregory, CEO, Golden Capital Networks, commented briefly on the Entrepreneurial project he was working on for NoRTEC. He said the main thing they were trying to accomplish was getting Angel or Venture Capital invested in the North State, particularly the NoRTEC service area. He said he was confident we had the local entrepreneurs and investors. All he had to do was identify them, and bring them together.

3. One Stop Business Services

C. Brown said that NoRTEC has put together a website that provides a comprehensive look at our full range of business services; /business_services/home.html. He said it is open to the public, but kind of hidden while we wait for the programs to develop websites of their own (so we have a place to refer folks to for local service delivery). Brown said
that the best example of a local Business Services website so far is the Shasta website: [http://www.shastabrc.com/](http://www.shastabrc.com/)

Brown also told the members that one of the features of the Business Services website is to provide access to a list of local businesses utilizing the various types of business services that are offered within NoRTEC.

**Business Service Presentations** - The following presentations were given:

- Merlin Newkirk, Owner of Wizard Graphics talked about the business start-up services he received from the Butte County PIC. He said that his family printing business had begun 26 years ago in the Bay area, and the family had relocated to Butte County. He said the "start-up" of his business in Butte County was "scary" mostly due to the fact that the skills of the labor pool in this area were not a good as those available in the Bay area. He said he did not think that the Community Employment Center (CEC) could help him, but he was pleasantly surprised when they assisted with the recruitment process and he was able to hire both a programmer and a bindery operator from the applicant pool supplied to him by the CEC. He said he is now looking for customer service employees and will use the CEC again.

- Kathy Garcia, Community Coordinator of the Job Training Center of Tehama County, gave a report on business start-up services for the Ramada Inn in Corning. The General Manager was supposed to speak to the Board, but was in a minor car accident and could not attend the meeting. Garcia said that the Job Training Center provided recruitment and hiring assistance, personnel handbooks, job descriptions, employee orientation training, customer service training, and phone etiquette training for the employees hired for the new 51 bed motel facility. Garcia said that she hoped the General Manager could come to the next meeting and talk about the services she received in person.

- Kathy Schmitz discussed the Job Training Center's move to fee for service. She said that they have had great success with their Customer Service training and hope to market themselves to new businesses that are breaking ground to open in Tehama County. She said that the Ramada Inn was their first paying customer, and they also provided the training to the Tehama County Department of Social Services and the Department of Education. She said that each session contained 20-25 people, and that they charged $1,000-$1,250 for each session (not each person).

I. **One Stop Operator Contracts (ACTION)**

The members discussed the problem with One Stop Operator Contracts as noted in the agenda, and agreed that the Program Committee should meet sometime before the next meeting to resolve this issue.

*A motion made by B. Maffett, and seconded by T. Cochran, to direct the Program Committee to meet and develop a recommendation to the full WIB and Governing Board regarding the NoRTEC Contract(s) for One Stop Operator Services*
for PY 2004/2005, passed the WIB unanimously.

A motion made by B. Reiss, and seconded by J. Smith, to direct the Program Committee to meet and develop a recommendation to the full WIB and Governing Board regarding the NoRTEC Contract(s) for One Stop Operator Services for PY 2004/2005, passed the Governing Board unanimously.

J. One Stop Staff Training (Information)

The members noted that several individuals within NoRTEC took and passed the California Accredited Consultant Exam (CAC) on November 15, 2003. C. Brown said that this exam is intended to assist professionals increase their knowledge of the staffing profession in areas such as ADA, FMLA, Constititutional Law, Common Law, State and Federal Regulations, INS, Age Discrimination and a comprehensive overview of other legal issues that we and our clients face everyday.

A motion made by D. Withrow, and seconded by T. Cochran, for WIB approval of the Second Quarter Program Committee Report passed unanimously.

A motion made by J. Smith, and seconded by B. Reiss, for Governing Board approval of the Second Quarter Program Committee Report passed unanimously.

VIII. FINANCE COMMITTEE REPORT (ACTION)

B. Hamby, Finance Committee Chair, presented the Finance Committee report.

A. PY 2003/2004 Funding

B. Hamby said that NoRTEC has $12,123,647 in available funds for the PY 2003/2004 Program Year. He added that another $3,416,837 has been requested, and if all the requested funds are received, NoRTEC will have $15,540,484 available for the 2003/2004 program year.

B. Approval of PY 2003/2004 Second Quarter Financial Reports

Second quarter financial reports for PY 2003/2004 were presented to the members:

- Contracts Summary
- Service Provider Contract Modifications
- Program Expenditure Report
- Administrative Entity Expenditure Report
- WIB and Governing Board Expenditure Report

B. Hamby noted that the committee did not have any concerns with the second quarter reports.

*A motion made by M. Piller, and seconded by T. Cochran, for WIB approval of the Second Quarter Financial Reports passed unanimously.*

*A motion made by B. Dennison, and seconded by J. Smith, for Governing Board approval of the Second Quarter Financial Reports passed unanimously.*

C. Updated Salary Survey (Action)

The members reviewed the report, noting that NoRTEC staff salaries had not been addressed for three years.

*A motion made by M. Piller, and seconded by D. Beeson to schedule an Executive Committee meeting to discuss the results of the salary survey and to recommend action to the full WIB/Governing Board at their April 2004 meeting, passed the WIB unanimously.*

*A motion made by B. Dennison, and seconded by J. Smith to schedule an Executive Committee meeting to discuss the results of the salary survey and to recommend action to the full WIB/Governing Board at their April 2004 meeting, passed the Governing Board unanimously.*

*A motion made by B. Maffett, and seconded by M. Piller, for WIB approval of the Second Quarter Finance Committee Report passed unanimously.*

*A motion made by B. Reiss, and seconded by G. Russell, for Governing Board approval of the Second Quarter Finance Committee Report passed unanimously.*

IX. 2004 Annual County Profile Services (INFORMATION)

Dan Ripke, Director, Center for Economic Development, presented the 2004 profiles. Ripke noted that changes in this year's profiles included new narratives, color maps, and the printing of profiles on demand (which means lower printing costs).

The members discussed the profiles and asked for a few changes such as adding Ruth Lake to the Trinity County map, and possibly adding another set of tables outlining population demographics without inmate populations in counties where there are State prisons (e.g., Lassen and Del Norte Counties).
Ripke also noted that Chico State was designated as the central SBDC agency that will be working to build business relationship with local WIBS.

X. JOBS AND CALIFORNIA'S WORKFORCE: WIB DIALOGUE AT THE CAPITOL (INFORMATION)

J. Madden provided a brief report on her and C. Brown's visit to Sacramento for the CWA sponsored Jobs and California's Workforce: WIB Dialogue at the Capitol. She said the stated purpose of the event was to engage the Schwarzenegger Administration representatives in a dialog on improving the workforce system to meet the needs of businesses, increase the skills of workers, and create jobs in California. She said those participating in the meeting included private sector members of Workforce Investment Boards (WIBs), local economic development professionals, and representatives from the Administration. She said the notables in attendance were Sunne Wright McPeak, Secretary, California Business, Transportation and Housing Agency, Victoria Bradshaw, Undersecretary of the Labor and Workforce Development Agency, and Senator Dede Alpert. She said that events like this are probably important, but not much fun to attend and she didn't feel we got much out of it.

J. Madden said one thing she picked up at the meeting she liked was a publication called "Tuning Into Business." She said there were thirteen stories about local areas working with their business community, and two were from NoRTEC; one on "microbusinesses," and one on the Shasta Builders Exchange.

I. STATUS OF FUNDING APPLICATIONS (UPDATE)

A. Prior Approval:

C. Brown stated that the North STARRS II application was submitted, and that funding is pending approval of the new Governor.

Brown reported that the Work Incentive application (job coaching for disabled participants) submitted as part of a State WIB application was not funded.

Brown said that the Rapid Response application was fully funded.

B. New Applications:

C. Brown reported that there were no new applications needing WIB and Governing Board approval.
II. OLD BUSINESS (INFORMATION)

The members did not discuss any Old Business items.

- NEW BUSINESS (DISCUSSION)

The members noted that the next WIB and Governing Board meeting will be held on Thursday, April 29, 2004, in Redding.

- ADJOURNMENT

There being no further Old or New Business, the meeting was adjourned at 12:10 p.m.

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