

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, JANUARY 28, 2010
OROVILLE, CA 95965

I. CALL TO ORDER

The meeting was called to order by T. Cochran, WIB Vice-Chair, and W. Reiss, Governing Board Chair, at 10:00 a.m.

II. ROLL CALL

There was a quorum of both the WIB and Governing Board. ➡ [Roster](#)

III. APPROVAL OF MINUTES, OCTOBER 29, 2009

A motion made by B. Maffett, and seconded by G. Mistal, for WIB approval of the October 29, 2009, minutes passed the WIB unanimously.

A motion made by P. Huebner, and seconded by J. Cook, for Governing Board approval of the October 29, 2009, minutes passed the Governing Board with a majority vote. L. Baugh and J. Chapman abstained.

IV. APPROVAL OF AGENDA

S. Knox informed the members there was a mistake on item X.B.2. Knox said the recommended action requested approval for \$5 million to fund an update of labor market information data, but the figure should be \$250,000.

A motion made by C. Barton, and seconded by P. Hall, to approve the agenda with the above noted correction passed the WIB unanimously.

A motion made by J. Chapman, and seconded by P. Huebner, to approve the agenda with the above noted correction passed the Governing Board unanimously.

V. EXECUTIVE DIRECTOR

The members noted Charles Brown, NoRTEC's Executive Director, passed away on January 15, 2010, after 25 years of service to NoRTEC.

Per WIB and Governing Board action at the April 23, 2009, meeting, Stewart Knox assumed the position of NoRTEC Executive Director.

VI. WIB APPOINTMENTS

There were no vacancies and no appointments to the NoRTEC WIB.

VII. PUBLIC COMMENT

There was no public comment.

VIII. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee report.

A. Program Monitoring (Information)

Piller stated no monitoring visits had been conducted by NoRTEC staff since the previous meeting.

B. State Monitoring (Information)

T. Brown stated NoRTEC had been monitored twice since the previous meeting, once to review the ARRA summer youth program and a second time to validate individual participant data submitted by NoRTEC.

Brown explained there was one finding from the summer youth review. The Butte PIC was not requiring their summer youth to appropriately sign in and out on their timecards, nor were they appropriately documenting lunch breaks. The timecard procedure was revised by the PIC, and on September 14, 2009, the entity began utilizing proper procedures to record time worked by work experience participants. Brown said she believed this would satisfactorily resolve the issue with state.

Brown reported there were no findings from the data validation review. She also said the next scheduled review of NoRTEC by the State would be a review of ARRA programs the week of March 8, 2010.

C. Client Numbers (Information)

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

D. Contract Performance (Information)

The members reviewed contract performance. T. Brown stated there were currently no areas of concern (see agenda for links to reports).

E. Plant Closure Updates (Information)

The members review the business closures and layoffs that had taken place since the last meeting (see agenda for link to report).

F. “Headline” Program Reports

The members reviewed the Community Coordinator reports as presented in the agenda (see the agenda for summaries and links to full reports).

G. WIRED Update

The WIRED project officially ended on December 31, 2009. S. Knox stated NoRTEC exceeded all performance, but placed fewer individuals in employment than planned. Knox said the final written report would be shared with the members at the April 2010 meeting.

H. Staff Training (Information)

B. Austin reported on staff training as outlined in the agenda.

I. Youth Council Report (Information)

Kathy Schmitz was unable to attend the meeting and give the board an update on Youth Council activities. S. Knox reported he had talked with Schmitz and she said work was continuing with youth entrepreneurial programs and the local council was working to try and increase college enrollment by working with high school juniors and seniors.

A motion made by B. Maffett, and seconded by G. Mistal for WIB approval of the Second Quarter Program Committee Report passed unanimously.

A motion made by L. McName, and seconded by J. Bullock for WIB approval of the Second Quarter Program Committee Report passed unanimously.

IX. FINANCE COMMITTEE REPORT

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

A. PY 2009/2010 Funding

Hamby reported NoRTEC currently has \$28,354,716 in available funding. An additional \$25,519,251 has been requested.

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

Second quarter reports for PY 2009/2010 were presented to the members for approval. Hamby reported there were no areas of concern from the Finance Committee (see agenda for link to reports).

- PY 2009/2010 Contracts Summary
- PY 2009/2010 Service Provider Contract Modifications
- PY 2009/2010 Program Expenditure Reports
- PY 2009/2010 NoRTEC Administrative Entity Report
- PY 2009/2010 NoRTEC WIB and Governing Board Expenditure Report

A motion made by W. Hagge, and seconded by R. Sandler, for WIB approval of the PY 2009/2010 Second Quarter Financial Reports passed unanimously.

A motion made by G. Russell, and seconded by P. Huebner, for Governing Board approval of the PY 2009/2010 Second Quarter Financial Reports passed unanimously.

C. NoRTEC Fiscal Monitoring

The members noted there had been no fiscal monitoring since the last meeting.

D. State and Fiscal Procurement Monitoring of NoRTEC

The members noted there had been no fiscal monitoring since the last meeting.

A motion made by W. Hagge, and seconded by R. Sandler, for WIB approval of the Second Quarter Finance Committee report passed unanimously.

A motion made by G. Russell, and seconded by P. Huebner, for Governing Board approval of the Second Quarter Financial Committee Report passed unanimously.

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported the following applications had been funded:

1. Pathways Out of Poverty - \$4,000,000
2. Green Building and Energy Retraining Partnerships - \$1,000,000
3. Green Building and Clean Energy Pre-Apprenticeship Training Partnership - \$1,000,000

Knox also reported there was no word on the \$5,000,000 Health Information Technology grant submitted to the Department of Labor.

B. New Applications

S. Knox requested approval or staff to submit applications for the following grants:

1. State Energy Program (SEP) – An application to the California Energy Commission for \$14,998,409 to provide weatherization and energy efficient retrofits to residential and commercial property in various areas of the NoRTEC region.

A motion made by J. Smith Freeman, and seconded by J. Hood, for WIB approval of NoRTEC staff submitting an application for \$14,998,409 to the California Energy Commission to fund a residential and commercial SEP program in various areas throughout the NoRTEC region passed unanimously.

A motion made by G. Russell, and seconded by P. Huebner, for Governing Board approval of NoRTEC staff submitting an application for \$14,998,409 to the California Energy Commission to fund a residential and commercial

SEP program in various areas throughout the NoRTEC region passed unanimously.

2. Regional Industry Clusters of Opportunity Grant (RICOG) – An application to the California Workforce Investment Board (CWIB) for \$250,000 to update labor market information throughout the NoRTEC region.

A motion made by R. Sandler, and seconded by B. Maffett, for WIB approval of NoRTEC staff submitting an application for \$250,000 to the CWIB to fund an update of labor market information data throughout the NoRTEC region passed unanimously.

A motion made by G. Russell, and seconded by P. Huebner, for Governing Board approval of NoRTEC staff submitting an application for \$250,000 to the CWIB to fund an update of labor market information data throughout the NoRTEC region passed unanimously.

3. Energy Efficiency Community Block Grant (EECBG) – An application to the California Energy Commission for a “direct purchase grant” of \$270,842 to purchase energy efficient equipment.

A motion made by R. Sandler, and seconded by J. Smith Freeman, for WIB approval of NoRTEC staff submitting an application for \$270,842 to the California Energy Commission to fund a direct purchase grant to purchase energy efficient equipment passed unanimously.

A motion made by G. Russell, and seconded by P. Huebner, for Governing Board approval of NoRTEC staff submitting an application for \$270,842 to the California Energy Commission to fund a direct purchase grant to purchase energy efficient equipment passed unanimously.

XI. WIB AND GOVERNING BOARD JOINT RESOLUTIONS

S. Knox reported Joint Board resolutions must be submitted with the applications to the California Energy Commission. He requested the WIB and Governing Board approve the resolutions (see agenda for links to resolutions).

A motion made by R. Sandler, and seconded by J. Smith Freeman, to approve the SEP Residential, SEP Commercial, and EECBG joint resolutions passed unanimously.

A motion made by J. Chapman, and seconded by P. Huebner, to approve the SEP Residential, SEP Commercial, and EECBG joint resolutions passed unanimously.

XII. OLD BUSINESS

There were no Old Business items discussed.

XIII. NEW BUSINESS

The members noted the next WIB/Governing Board meeting will be held on Thursday, July 22, 2010, at the Cleantech Innovation Center in Oroville.

XIV. ADJOURNMENT

NoRTEC staff, WIB, and Governing Board members shared their memories of Charles Brown.

Jim Chapman presented a certificate to NoRTEC staff documenting the Lassen County Board of Supervisor's adjournment of their meeting on January 19, 2010, in memory of Charlie Brown. ➡ [Certificate](#)

The meeting was adjourned at 12:28 p.m. by Governing Board Chair, Wendy Reiss, in honor and memory of Charlie Brown.