Minutes - April 25, 2002

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, APRIL 25, 2002
OROVILLE, CA

I. CALL TO ORDER

The meeting was called to order by J. Madden, WIB Chair, and J. Reese, Governing Board Chair, at 10:00 AM.

II. ROLL CALL

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

III. WIB APPROVAL OF MINUTES, JANUARY 31, 2002

A motion by K. Humberston, seconded by T. Cochran, for WIB approval of the January 31, 2002, minutes as mailed, passed the WIB unanimously.

A motion by B. Reiss, seconded by E. McCain, for Governing Board approval of the January 31, 2002, minutes as mailed, passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

A motion by T. Cochran, seconded by D. Beeson, for WIB approval of the Agenda as mailed, passed the WIB unanimously.

A motion by J. Smith, seconded by B. Reiss, for Governing Board approval of the Agenda as mailed, passed the Governing Board unanimously.

V. PUBLIC COMMENT

There was no public comment. J. Madden said the group had grown in membership, and there were a lot of new faces, and this would be a good opportunity for all the WIB and Governing Board members to introduce themselves, which they did.

VI. WIB APPOINTMENT
A motion by E. McCain, seconded by B. Reiss, to appoint Hiram Oilar (Shasta County) to the NoRTEC WIB to represent the private sector, passed the Governing Board unanimously.

VII. PROGRAM COMMITTEE REPORT

M. Piller, Program Committee Chair, presented the third quarter Program Committee Report.

A. Program Monitoring

B. Austin, NoRTEC Staff, said she was about halfway through with the on-site monitoring of the NoRTEC Service Providers, and had not come across any significant problems. She said on the plus side all the Providers had at least some programs they could boast about, and on the minus, most could improve their paperwork/documentation.

J. Reese and T. Cochran asked for the County representatives (WIB and GB members) to be notified of upcoming monitoring visits and what would be looked at. NoRTEC staff agreed.

B. State Monitoring

M. Piller said there are currently no official State monitoring visits scheduled.

C. Client Numbers

Summary data on job seeker client services was presented (see agenda for web site links). T. Brown said that for now the numbers were for information, to get some baseline data that could be used for next year's contract negotiations. There were no questions or comments.

D. 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.

T. Brown said the CTI project is pretty much on schedule, and the extension through December 31, 2002, should provide enough time to pick up any loose ends. North Central Counties and Mendocino County Programs submitted plausible corrective action plans, both blaming a late start and promising to be up to speed soon. Mendocino has caught up. North Central is still very low on enrollments. This will be reviewed again next quarter. (See agenda for a web site link.)
E. Plant Closure Update

M. Piller said the NoRTEC application for $1,000,000 to help those laid off from several plant closures in the NoRTEC nine county area of over the past 18 months, was funded.

(See agenda for a web site link to a list of closures.)

P. Harris said the Collins Pines sawmill was supposed to re-start late this summer.

L. Wright said the OB section of the Trinity County Hospital was now closed. The Board of Supervisors is trying to keep the hospital open for emergency services, and the psychiatric unit may be a potential for revenue.

F. Featured Community Coordinator Report

M. Steffack said Kelley Poindexter (Modoc Community Coordinator) was presented a Plaque at the recent regional RC&D meeting in recognition of her effort and results in pulling together the monthly Modoc County Economic Vitality Workgroup and the successes this group has enjoyed over the last year. Hurray Kelley!

The selection for Community Coordinator report of the quarter was awarded to the Job Training Center of Tehama County. The Rural Human Services report was recognized for "most improved." The members applauded the efforts of both. (See agenda for web site links.)

G. Youth Council Conference

C. Brown said the first annual NoRTEC Youth Council Conference was scheduled for June 18-19, at the Red Lion Inn, Redding. He said they had been stalling, hoping to secure enough additional funding to provide more permanent staff for the Youth Council. Since this didn't appear to be forthcoming, they would do what they could, realizing there may be only one or two meetings a year.

J. Lucas (consultant hired by NoRTEC to help coordinate the event) said the meeting would provide the Youth Council members with an orientation and information on current activities in each of the NoRTEC counties.

H. Department of Rehabilitation

T. Winstead said the Department of Rehabilitation wanted to make everyone aware of their free services to the One Stops, working with clients, One Stop staff and employers to maximize the employment potential of those with physical or mental challenges.

I. Regional Community Coordinator Activities
J. Trueblood, Community Coordinator for Alliance For Workforce Development, Plumas County, reported on the exciting life of the Community Coordinator. She said regional coordination was being enhanced through their every other month regional meetings. Recent topics included marketing programs, dislocated worker outreach, shared success and failures of local efforts, business services, coordination of economic development and WIA effort, and the new NCEN logo. She encouraged the members to log on and read the Community Coordinator reports, which they were all proud of, and contained a lot of good information about their own county and the NoRTEC region.

(See agenda for a web site links to the Community Coordinator reports.)

J. **Business First Report**

This report featured examples of successful efforts to assist local business in Butte and Shasta Counties, two upcoming projects and a brief presentation by Sheila Crawford, Klamath Lake Employment Training Institute.

1. B. Finley, Director, Greg Duncan, Program Manager, Butte PIC, and Lee Porter, Manager, Orchard Supply

   B. Finley said they were reporting on two major recruitments, Lowes and Orchard Supply. He introduced G. Duncan and L Porter. G. Duncan said the NoRTEC focus on business had revitalized their program. He was also excited about the regional approach within NoRTEC and how much we helped each other. He said a big challenge for new businesses is recruitment and screening of new employees, so that is where they decided to focus some attention. Their first big job was for Lowe's, when they held Job Fairs and screened about 1000 job seekers. They also provided office space, resource specialists and advertising. They learned a lot, and have since helped Logan's Roadhouse, Safeway, T.J. Max, and Orchard Supply.

   L. Porter (Orchard Supply) said he was appreciative of the outstanding help he had received, including the extras like office space, parking, etc. He said the Butte PIC screened about 600 people and Orchard actually interviewed 550, from which they hired a little over 100. He said a number were from the House 2 Home and Fleetwood Mobile Home Manufacturers layoffs. He said he was able to concentrate on getting the physical plant built and the store opened on schedule while the Butte PIC did the rest. He said this was their eightieth store opening and it had been their best one yet.

2. Kent Dagg, Executive Director, Shasta Builder's Exchange, and Chris Pelletier, Shasta County Employer Relations Coordinator

   K. Dagg said the Construction Boot Camp was developed to help meet the need for qualified job applicants to fill local construction jobs in Shasta County. He said there were eight, two week classes last year, and 140 successful graduates. He showed a video explaining the boot camp. It includes laborer, rough carpentry, concrete, etc., as well as drug testing, DMV check, diploma/ged, etc. Of the 140 that graduated, 119 went to work, and 60 are still on the job. He said they were ready to expand from their permanent location in Redding and offer mobile camps to the
surrounding areas.

3. Charles Brown, Executive Director, NoRTEC

C. Brown said the Website Technology Initiative was going to help local business get on the internet, the local programs with marketing and outreach, and local youth with an opportunity to assist local business with their website development. He said the goal was to provide at least one of the four hour workshops in each county, with a total of one hundred thirty five businesses in attendance, and half, or 65-70, with publicly accessible websites by the next meeting.

4. Jon Gregory, CEO, Golden State Capital Network

J. Gregory said the plan was to offer a couple of workshops in Chico and Redding designed to attract and identify entrepreneurs with businesses that could be positioned for fast growth, and to help those selected to articulate their investment potential and bring them together with venture capital investors.

5. Sheila Crawford, Executive Director, Klamath Lake Employment Training Institute

S. Crawford said she had been invited by C. Brown to talk about some of the things they were doing in Klamath to encourage a business first approach to the implementation of WIA. From listening to what were already doing, she said she wasn't sure we needed any encouragement. Some of the highlights:

- Business representatives dominated the WIB membership, with the Executive Committee being entirely business, and a move underway now to make all activities of the agency approvable only by the business representatives.
- Employers given unrestricted access to the labor pool
- Employers are provided customized screening upon request
- All local employers use the same generic employment application form
- Employers get job seeker reference checks on request
- Employers helped build a fee schedule for more in-depth services from the One Stop
- Job Seekers have prospered because of the better relationship between the One Stop and local employers
- Business backgrounds are becoming more sought after than social work for new One Stop employees

VIII. One Stop Report

Postponed to next meeting.

* A motion by B. Maffett, seconded by T. Cochran, for the approval of the Third Quarter Program Committee Report, passed the WIB unanimously.

* A motion by B. Reiss, seconded by R. Turner, for the approval of the Third Quarter Program Committee Report, passed the
**Governing Board unanimously.**

- **FINANCE COMMITTEE REPORT**

  B. Hamby, Finance Committee Chair, had to leave, so J. Madden, WIB Chair presented the third quarter Finance Committee report.

  A. **PY 2001/2002 Funding**

  Currently, NoRTEC has $19,848,928 in available funds for the program year July 1, 2001, to June 30, 2002.

  This represents a $17,299 decrease in total funding from the 2000/2001 program year. The receipt of additional special project funding, offset by a reduction in NoRTEC's allocated funds (Adult, Youth and Dislocated Worker), has put NoRTEC's total funding for the 2001/2002 program year at virtually the same level as the prior year.

  B. **Approval of PY 2001/2002 Second Quarter Financial Reports**

  J. Madden asked if there were any questions about the third quarter finance committee reports. (See agenda for web site links.)

  Third Quarter Finance Reports:

  PY 2000/2001 Contracts Summary
  PY 2000/2001 Service Provider Contract Modifications
  PY 2000/2001 Program Expenditure Report
  PY 2000/2001 NoRTEC Administrative Entity Expenditure Report
  PY 2000/2001 NoRTEC WIB and Governing Board Expenditure Report

  E. McCain asked if the under expenditure in the Capacity Building budget for NoRTEC Admin was a problem. M. Cross said no, because additional expenses would be charged to this item on the next quarter's report.

  C. **PY 2002/2003 NoRTEC Administrative Budget**

  *A motion by T. Cochran, seconded by R. Sandler, for the approval of the PY 2002-2003 NoRTEC administrative budget of $772,700, subject to the availability of funding, passed the WIB unanimously.*

  *A motion by J. Smith, seconded by E. McCain, for the approval of the PY 2002-2003 NoRTEC administrative budget of $772,700, subject to the availability of funding, passed the Governing Board unanimously.*

  D. **PY 2002/2003 NoRTEC WIB/GB Budget**

  *A motion by T. Cochran, seconded by D. Beeson, for the approval of the PY 2002-2003 NoRTEC WIB and Governing Board*
budget of $75,000, subject to the availability of funding, passed the WIB unanimously.

A motion by E. McCain, seconded by B. Reiss, for the approval of the PY 2002-2003 NoRTEC WIB and Governing Board budget of $75,000, subject to the availability of funding, passed the Governing Board unanimously.

E. NoRTEC Monitoring Of Service Providers

M. Cross said the results of the upcoming on-site fiscal monitoring reviews will be reported at the next WIB and Governing Board meeting in July.

F. State Monitoring Of NoRTEC

NoRTEC is expecting a State monitor from EDD to review NoRTEC's fiscal and procurement systems during the week on June 8, 2002. The results will be reported at the next WIB and Governing Board meeting in July.

G. PY 2002/2003 Funding Allocations

C. Brown said NoRTEC has been notified of its PY 2002/2003 funding level for the allocated funding titles. As stated on the agenda,

- The Adult allocation will be $3,139,430, which is a 3% decrease from the 2001/2002 allocation,
- The Youth allocation will be $3,562,274, which is a 1% increase from the 2001/2002 allocation, and
- The Dislocated Worker allocation will be $2,476,797, which is an 18% decrease from the 2001/2002 allocation.

The State has not yet provided us with the split among the nine individual NoRTEC counties. C. Brown said we hope to have that information available soon to facilitate local planning.

A motion by R. Sandler, seconded by T. Cochran, for the approval of the 2001/2002 third quarter Finance Reports, passed the WIB unanimously.

A motion by B. Reiss, seconded by J. Smith, for the approval of the 2001/2002 third quarter Finance Reports, passed the Governing Board unanimously.

• NoRTEC COUNTIES--ECONOMIC AND DEMOGRAPHIC PROFILES (INFORMATION)

Dan Ripke, Director of the Center for Economic Development, California State University, Chico, provided a brief look at the "Economic And Demographic Profile 2002" reports the Center recently completed for the NoRTEC counties. He said that since the prior report, they had created a Board of Directors, added chapters on tourism chapter, crime, and agriculture, and added local One Stop information to the back covers. He said one of their keys to success was working with the local Community Coordinators. The
Governing Board and WIB members in attendance received a copy of their county's profile.

- **STATUS OF FUNDING APPLICATIONS**

  **Prior Approval:**

  The application for $1,000,000 - (the Northern STARRS grant) - for dislocated workers was funded. The application for $250,000 for website technology training is on hold pending the results of the current mini-project.

  **New Applications:**

  1. Add $3,080,000 to the Northern STARRS grant and expand the territory to include North Central Counties, with NoRTEC as the fiscal agent, and the funding to be split equitably ($200,000/county, plus admin, or 60/40, NoRTEC/NCCC).

    *A motion by T. Cochran, seconded by S. LaBriere, for the approval of staff submitting an application in the name of NCEN, with NoRTEC as the fiscal agent, for $3,080,000, to provide service to dislocated workers in the fourteen county NCEN geographic area, passed the WIB unanimously.*

    *A motion by J. Smith, seconded by B. Reiss, for the approval of staff submitting an application in the name of NCEN, with NoRTEC as the fiscal agent, for $3,080,000, to provide service to dislocated workers in the fourteen county NCEN geographic area, passed the Governing Board unanimously.*

  2. Some unspecified amount of State "incentive" funding is available. Staff requested to submit two applications in the name of NCEN: a. Caregiver Training Initiative (continuation of current efforts) for NoRTEC, NCCC, Humboldt and Mendocino - sixteen counties, and b. Entrepreneurial training for fast growth companies (i.e., the Economic Accelerator Program) for NoRTEC and NCCC - fourteen counties.

    *A motion by M. Piller, seconded by L. Wright, for the approval of staff submitting an application in the name of NCEN, with NoRTEC as the fiscal agent, to provide Caregiver Training for the sixteen county area, and another application to provide the North State Accelerator Program for the fourteen county area, passed the WIB unanimously.*

    *A motion by E. McCain, seconded by J. Smith, for the approval of staff submitting an application in the name of NCEN, with NoRTEC as the fiscal agent, to provide Caregiver Training for the sixteen county area, and another application to provide the North State Accelerator Program for the fourteen county area, passed the Governing Board unanimously.*

- **WHAT'S HAPPENING?**

  There was no discussion.
• **OLD BUSINESS**

There was a discussion of the prevailing wage rate and its impact on the local economies. Some felt the relatively high wages were good for our areas, others felt it was making public construction prohibitive. There was some talk of identifying some of the NoRTEC counties as "Frontier" counties to try and get special consideration. B. Finley said Butte County was currently trying to get local employers to respond to a wage survey, to see if the current prevailing wage was correct. He said he was worried they wouldn't get the 90% return rate demanded by the Industrial Relations Board.

• **NEW BUSINESS**

J. Madden said she would like the next regularly scheduled meeting of the NoRTEC WIB and Governing Board (July 25, 2002) to be held in Alturas. There was a general consensus/agreement of the members. C. Brown said he would arrange it if the area could accommodate us.

• **OLD BUSINESS**

There being no further Old or New Business, the meeting was adjourned at 01:20 P.M.

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