Minutes - April 24, 2003

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, APRIL 24, 2003
REDDING, 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 a.m.

II. ROLL CALL

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

III. WIB APPROVAL OF MINUTES, JANUARY 30, 2003

A motion by B. Maffett, seconded by T. Cochran, for WIB approval of the January 30, 2003, minutes as posted, passed the WIB unanimously.

A motion by B. Reiss, seconded by J. Smith, for Governing Board approval of the January 30, 2003, minutes as posted, passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA (ACTION)

A motion by T. Cochran, seconded by K. humberston, for WIB approval of the April 24, 2003, agenda as posted, passed the WIB unanimously.

A motion by B. Reiss, seconded by J. Smith, for Governing Board approval of the April 24, 2003, agenda as posted, passed the Governing Board unanimously.

V. PUBLIC COMMENT (INFORMATION)

There was no public comment.

VI. WIB APPOINTMENTS (INFORMATION)
VII. PROGRAM COMMITTEE REPORT (ACTION)

M. Piller presented the Program Committee Report.

A. Program Monitoring

M. Piller said that there have not been any on-site program monitoring visits since the last meeting. She said monitoring visits had been scheduled at all of the service provider offices as listed in the agenda.

B. State Monitoring

M. Piller said there have been no state program monitoring visits since the last meeting, and that none were likely to be scheduled prior to the end of the program year. See asked Linda Beattie, Program Manager, from the State of California, Workforce Investment Division if she knew if any monitoring visits were going to be scheduled in this program year. Beattie said that only a fiscal monitoring review was to be scheduled, she believed in June. She said budget issues at the State necessitated a very limited monitoring schedule this year, and probably in the following program year, as well.

C. Client Numbers

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

D. Caregiver Training Initiative (CTI)

M. Piller said the CTI program was officially over on December 31, 2002. Final client data was reviewed. No problems were noted. (See the agenda for a link to the report.)

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.)

G. **Featured Community Coordinator Report**

The featured Community Coordinator report this quarter was the report from the **Shasta PIC**. The Plumas' report received honorable mention.

M. Piller encouraged all members to read the reports because they were informative, and because each quarter someone always figured out a new "fun" way to present the information.

H. **Business First Report**

The following Business First Report update was given.

1. **Web Site Technology Initiative**

   The members viewed some of the locally developed websites that were on the Internet as a result of attending the Web Site Technology Initiative classes sponsored by NoRTEC and the Programs. C. Brown said that the initiative had been very successful, but budget cuts may keep us from providing a third round of workshops in our counties. Instead, he said, there was a "Train the Trainer" workshop planned, prior to June 30, to train local person(s) in each county to put on additional workshops, and to support/maintain whatever is already published.

   Lisa Evans, of "Dinner's Ready-Personal Chef Service" shared her experience of website development with the members. She thanked NoRTEC for the opportunity to build a website. She gave a brief history of how she and her husband developed their business. Responding to questions by various members, she stated that she was not Internet savvy, and was surprised and very happy to learn that she could get a website up in one day. She said her website has been up about one month, and has received over 1,000 hits. She said she has a digital camera and is beginning to put up pictures on the website. She finished her presentation stating that this initiative was a good thing for small business and hoped it could continue.

   Traci Holt, Community Coordinator in the Lassen office of AFWD, showed a video capturing the thoughts of businesses in the tri-county area of Lassen, Modoc, and Plumas Counties. Comments made by these business people about the value
of the website training were positive and enthusiastic. Most of the individuals interviewed all agreed that they were surprised that they could create and publish a website in one day.

2. **Entrepreneur Training**

   This information was discussed as presented in the agenda. No additional information was presented.

3. **Rural Employment Initiative**

   Jim Jansen, Community Coordinator, Shasta PIC, provided an update on their Rural Employment or Sector Initiative. He said the general goal of the project is to develop an employment strategy for low income rural residents of the county in a specific industry or "sector". He said the sector they agreed on for Shasta County was Health Care. They are now working on developing training and employment opportunities for the Health Care industry in Shasta County, which he believes will spill over into the other NoRTEC counties.

4. **Construction Boot Camp**

   Laird Crandall, TOT Director, provided the members with an update on the Construction Boot Camp held in Trinity County. Sixteen individuals (14 men, 2 women) participated in this 80 hour course, and Crandall said that all 16 graduated. Of the 16, nine had already found jobs in the fields of heating and air conditioning, sheet metal, cabinet making, construction, and plumbing. Crandall said that Shasta College is interested in the program and may put on a class in July 2003.

5. **Business Services**

   This item was tabled.

6. **Internet Classroom**

   T. Brown provided a brief update on the internet classroom, stating that most of the current customers were businesses and were coming from Shasta County.

I. **Policy Update**

   T. Brown updated the members on a wording change in the Program Policy that was adopted by the WIB and Governing Board at their January 30, 2003, meeting.

J. **NoRTEC Youth Council**
The members noted that there had not been a Youth Council meeting since the January 2003 WIB/Governing Board meeting.

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

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

VIII. **FINANCE COMMITTEE REPORT (ACTION)**

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

A. **PY 2002/2003 Funding**

Hamby stated that NoRTEC has $16,774,847 in available funds for the program year July 1, 2002, to June 30, 2003.

B. **Approval of PY 2002/2003 Second Quarter Financial Reports (ACTION)**

Third quarter financial reports for PY 2002/2003 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 third quarter reports

C. **PY 2002/2003 Administrative Entity Budget Increase**

Hamby said that due to the purchase of WIB/GB computers and e-learning licenses, the NoRTEC Administrative Entity's Special Projects and Capacity Building budget line-items were overspent.

Hamby said that the Finance Committee is recommending that the special projects budget be increased by $100,000 and the capacity building budget be increased by $50,000. The increase would cover the WIB/GB computers and e-learning licenses. Both of these items could have been included in the Special Projects budget, but since the e-learning licenses relate to capacity building, the Committee is requesting $100,000 in the Special Projects budget for the computers, and $50,000 in the Capacity Building budget for the e-learning licenses.
NoRTEC has available funding which must be spent by June 30, 2003, to cover the proposed budget increases.

G. Russell asked where the money is coming from. M. Cross stated it is from reserves.

_A motion made by S. LaBriere, and seconded by B. Maffett, for WIB approval to increase the Special Projects budget by $100,000, and the Capacity Building budget by $50,000, to a total of $200,000 and $100,000 respectively, passed the WIB unanimously._

_A motion made by B. Reiss, and seconded by J. Smith for Governing Board approval to increase the Special Projects budget by $100,000, and the Capacity Building budget by $50,000, to a total of $200,000 and $100,000 respectively, passed the Governing Board unanimously._

D. **Modification of Service Provider Required Expenditure Rate**

Hamby stated that as presented in the agenda, the Committee felt that it would be beneficial to the programs during this time of future funding uncertainty that the required minimum expenditure rate be dropped from 90% to 80%. He said that staff had assured the committee that this action would not jeopardize NoRTEC's future ability to secure special projects funding, and would greatly benefit the programs with their budgeting for next program year.

_A motion made by M. Piller, and seconded by J. Sisson, for WIB approval to decrease the minimum required expenditure rate for allocated funding from 90% to 80%, passed the WIB unanimously._

_A motion made by J. Smith, and seconded by I. Fust, for Governing Board approval to decrease the minimum required expenditure rate for allocated funding from 90% to 80%, passed the Governing Board unanimously._

E. **PY 2003/2004 NoRTEC Administrative Budget**

Hamby stated that the Administrative Budget was the same amount as last year. The only difference was some shifting among budget line items.

G. Russell asked if the administrative budget will fall within the percentage limits of overall funding with the cuts coming the next year.

C. Brown said that projections showed that it would, but even if it did not, the approval always came with the caveat that it was subject to the availability of funding.

_A motion by T. Cochran, seconded by D. Beeson, to approve the NoRTEC Administrative Entity budget at $789,600, subject to the availability of funding, passed the NoRTEC WIB unanimously._
A motion by G. Russell, seconded by B. Reiss, to approve the NoRTEC Administrative Entity budget at $789,600, subject to the availability of funding, passed the NoRTEC Governing Board unanimously.

F. PY 2003/2004 NoRTEC WIB/Governing Board Budget

Members discussed this item as presented in the agenda.

A motion by K. Humberston, seconded by B. Maffett, to approve the NoRTEC WIB/Governing Board budget at $75,000, subject to the availability of funding, passed the NoRTEC WIB unanimously.

A motion by B. Reiss, seconded by J. Smith, to approve the NoRTEC WIB/Governing Board budget at $75,000, subject to the availability of funding, passed the NoRTEC Governing Board unanimously.

G. NoRTEC Monitoring of Service Providers

M. Cross stated that he had visited three of the seven service provider offices to review their financial systems and procedures. He said that so far everything looked fine, and he would give a full report at the July meeting.

H. State Monitoring of NoRTEC

M. Cross stated that the State would be performing a financial monitoring of NoRTEC and the Shasta PIC office the week of June 2.

I. PY 2003/2004 Funding Allocations

M. Cross stated that the figures for next program year's allocation were worse than expected. The State took a 15% cut, and he had hoped that our percentage would be about the same. NoRTEC's cut was much worse, however, as we experienced a 26% cut, which amounted to $2.4 million overall less allocated funds for PY 2003/2004.

Some of the members asked why there were such huge cuts in the WIA funding. C. Brown explained that there was an impression in Congress of excess funding in the system, which they felt would offset cuts in funding (not true for NoRTEC), and that the allocation formula suffered from huge lag times in UI data (used 2001 UI data for 2003/2004 formula calculations, and the fact that the 1990 census data was still being used. Finally, the formula funding is based on relative numbers of unemployment, and NoRTEC's numbers were insignificant compared to the large urban areas of California.

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

A motion made by J. Smith, and seconded by B. Reiss, for Governing Board approval of the Third Quarter Finance Committee
IX. STATUS OF FUNDING APPLICATIONS (UPDATE)

A. Prior Approval:

1. C. Brown reported that two NCEN regional applications for Incentive Funding (Caregiver Training and Entrepreneurial Training) were not funded, and that he was thinking it unlikely that any incentive projects in the State would be funded, as there appears to be no money available in the State's Incentive Funds budget to do so.

2. C. Brown also reported that the application for a technology grant to provide internet training to local employers in the NCEN area had not been submitted. He said the Department of Commerce no longer had technology grant funds, The Governor's 15% funds were fully obligated, and the project had already been implemented with available NoRTEC funds. He said the idea is still worthwhile, but will be kept on the back burner until a viable funding source is identified.

B. New Applications:

1. Work Incentive - C. Brown reported that staff submitted an application for $200,000 as part of a State WIB application for "Work Incentive" funds to provide job coaching for disabled participants in four counties: Del Norte, Humboldt, Mendocino, and Tehama County.

2. North STARRS II - C. Brown reported that staff are preparing a NCEN regional application to carry on the funding for dislocated workers in a 16 county area; NoRTEC (Butte, Del Norte, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity), North Central (Colusa, Glenn, Lake, Sutter, Yuba), Humboldt, and Mendocino Counties. The total requested amount will be $4,400,000, or $250,000 per county plus admin.
A motion made by T. Cochran, and seconded by K. Humberston, for WIB approval of staff submitting an application for $200,000 to provide job coaching for disabled participants in the counties of Del Norte, Humboldt, Mendocino, and Tehama, and an application for $4,400,000 to provide employment and related services for dislocated workers in the sixteen county NCEN region, passed the WIB unanimously.

A motion made by I. Fust, and seconded by B. Reiss, for Governing Board approval of staff submitting an application for $200,000 to provide job coaching for disabled participants in the counties of Del Norte, Humboldt, Mendocino, and Tehama, and an application for $4,400,000 to provide employment and related services for dislocated workers in the sixteen county NCEN region, passed the Governing Board unanimously.

X. 2003 ANNUAL COUNTY PROFILE SERIES

Dan Ripke, Director of the Center for Economic Development at California State University, Chico presented an overview of the country profiles for the NoRTEC area. Copies of the profiles for each county were distributed to WIB and Governing Board members.

XI. PENDING LEGISLATION

As time was running short, the members were instructed to contact C. Brown after the meeting if they had any questions about the legislative issues outlined in the agenda.

XII. OLD BUSINESS (INFORMATION)

No Old Business items were brought up for discussion.

XIII. NEW BUSINESS (DISCUSSION)

J. Madden reported that the next meeting of the WIB and Governing Board would be held on July 31, 2003, in Redding.

XIV. ADJOURNMENT

There being no further Old or New Business, the meeting was adjourned at 12:45 p.m.

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