Minutes - April 29, 2004

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, APRIL 29, 2004
REDDING, CA

I. CALL TO ORDER

The meeting was called to order by J. Madden, WIB Chair, and J. Reese, Governing Board Chair, at 10:01 a.m.

II. ROLL CALL

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

III. WIB APPROVAL OF MINUTES, January 29, 2004

A motion by B. Maffett, seconded by T. Cochran, for WIB approval of the January 29, 2004, minutes as posted, passed the WIB unanimously.

A motion by B. Reiss, seconded by G. Russell, for Governing Board approval of the January 29, 2004, minutes as posted, passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

A motion by T. Cochran, seconded by B. Piller, for WIB approval of the April 29, 2004, agenda with the movement of items C and D of the Finance Committee Report to the end of the meeting, passed unanimously.

A motion by J. Chapman, seconded by I. Fust, for Governing Board approval of the April 29, 2004, agenda with the movement of items C and D of the Finance Committee Report to the end of the meeting, passed unanimously.

V. WIB APPOINTMENTS

A. WIB Reappointments

Fifteen current WIB members, whose terms were set to expire on June 30, 2004, were presented for nomination.
L. Ericson requested that the appointments for Siskiyou County be postponed until the next meeting. J. Reese requested that the appointments for Del Norte County be postponed until the next meeting. There were no objections from the other Governing Board members.

*A motion by J. Chapman, and seconded by B. Reiss, to appoint the 11 remaining individuals to their respective seats, as presented in the agenda, passed the Governing Board unanimously.*

B. WIB Appointments to Vacant Seats

There was only one individual nominated to fill a vacant seat representing Labor on the WIB.

*A motion by J. Chapman, and seconded by B. Reiss, to appoint Barbara Hanstein to fill the vacant Labor seat on the NoRTEC WIB, passed the Governing Board unanimously.*

VI. PUBLIC COMMENT

Amara Thelen from Legacy announced that the opportunity to receive Disability Awareness Training at no cost from the Employability Network would end on June 30, 2004.

Helen Callahan, WIB member representing Title V Older Worker Programs, stated she was resigning from the NoRTEC WIB to accept a promotion. She said that instead of overseeing 13 counties, she would now be overseeing four states. She thanked the WIB for their help and support over the past several years.

VII. MATTHEW R. MCKINNON, INVITED GUEST

Matthew R. McKinnon, Deputy Secretary, California Labor and Workforce Development, spoke to the group and answered questions, and listened to issues and concerns voiced by the members. Mr. McKinnon said he was very much a supporter of regional approaches, and believed NoRTEC was a model that should be rewarded, not penalized as it had been in the past. There was quite a bit of give and take in the discussion. Mr. McKinnow was a good sport, and appeared sincerely committed to supporting the rural areas.

VIII. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee Report.

A. Program Monitoring

M. Piller stated that there had been no program monitoring visits with 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.)

G. 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**

   C. Brown reported that over 130 websites had been published on the Internet as a result of the Website Initiative. Brown said that both Shasta and Del Norte had provided workshops in the interim since the last meeting. He said that Shasta was now the record holder for the most local websites with 29, beating out Trinity who has 25.

2. **Entrepreneur Training (Update)**

   C. Brown said this item was pretty well covered in the agenda Basically NoRTEC funding provided the means for Golden Capitol Network (GCN) to help establish a new group of Angel investors - the Wildcat Angel Fund - looking for Northern California investment opportunities. With the help of GCN, this group invested in Digital Path, a Chico based company. The resulting expansion led to 60 plus jobs being created. This number is expected to grow as the company does. C. Brown said not only was this a resounding success, but the structure is now in place for similar deals in the future.

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](http://www.trinitybusiness1st.com). 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 thus far two of our programs have developed websites: Shasta: [http://www.shastabrc.com/](http://www.shastabrc.com/), and Trinity: [http://www.trinitybusiness1st.com](http://www.trinitybusiness1st.com)

   **Business Service Presentations:**

   - Kathy Schmitz introduced Susan McFadden who the owner of a bowling alley and miniature golf course in Tehama County. McFadden talked about the Job Training Center's (JTC) help with recruitment of employees, modification of job descriptions customized to her needs, the customer service workshop that JTC held for her 10 employees. She said she was very particularly happy with the Customer Service Workshop because it was local, reasonably priced, and was popular with staff. Mc Fadden closed stating that JTC has become a very valuable resource to the employers in her area.

   - Inez Bays introduced Penny Steiner from MariTech Industries. Ms. Steiner explained that they were a small start-up business that sells boating safety products. She said the company needed clerical help so she called the Business Resource Center (BRC) for help with recruitment and hiring. The BRC reviewed resumes and set up interviews. Then, the BRC provided her with a work experience client for a full month, who had no clerical skills, but who had a background in soldering (an added skill that would be useful to the company). After 30 days, the client transitioned into a short OJT to pick up the necessary clerical training and is now a permanent employee of...
MariTech. Steiner said she was very impressed with the training plan put together for the OJT, which was based on NoRTEC's Job Specific Skills Competency System. She closed by saying how much she appreciated the Shasta PIC's Business Resource Center and their help with finding a great employee with a rather odd combination of skills.

- Paul Shelton talked about software training workshops that STEP provides to local employers for a fee, and then showed a taped testimony from Pete Eddy, owner of Weed Building and Home Center. Mr. Eddy was very happy with the services he received from STEP, including employee training, assistance with written policies and procedures, and the development of an employee handbook.

I. One Stop Staff Training

The members noted that the Community Coordinators were planning to meet in early June at a NoRTEC sponsored training session to update each other on what is happening in each of their counties, discuss fee for services, and other important issues.

J. One Stop Operator Contracts

M. Piller stated that as presented in the agenda, the issue of revising One Stop Operator contracts in NoRTEC had been discussed, and that the Committee was recommending that the issue be tabled until it should be come necessary to revisit it again.

*A motion made by J. Madden, and seconded by T. Cochran, for WIB approval to table this issue until it should become necessary to revisit it, passed unanimously.*

*A motion made by B. Reiss, and seconded by I. Fust, for Governing Board approval to table this issue until it should become necessary to revisit it, passed unanimously.*

IX. FINANCE COMMITTEE REPORT

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

A. PY 2003/2004 Funding

NoRTEC currently has in available funds for the PY 2003/2004 Program Year. Another has been requested. If all the requested funds are received, NoRTEC will have available for the 2003/2004 program year. B. Hamby said that NoRTEC has $13,848,856 in available funds for the PY 2003/2004 Program Year. He added that another $2,100,000 has been requested, and if received, NoRTEC will have $15,948,856 available for the 2003/2004 program year.

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

Third 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 third quarter reports.

A motion made by J. Madden, and seconded by T. Cochran, for WIB approval of the Third Quarter Financial Reports passed unanimously.

A motion made by B. Reiss, and seconded by I. Fust, for Governing Board approval of the Third Quarter Financial Reports passed unanimously.

C. Approval of Executive Committee Recommendations Regarding Staff Compensation

The Executive Committee met on April 1, 2004, for a performance evaluation of the NoRTEC Director and made recommendations for PY 2004/2005 Director and Staff compensation (see agenda for details). B. Hamby said the WIB Finance Committee is recommending WIB and Governing Board approval of the recommendations of the WIB Executive Committee.

A motion made by T. Cochran, and seconded by M. Piller for WIB approval of the recommendations of the WIB Executive Committee regarding Staff Compensation, passed the WIB unanimously.

A motion made by P. Cantrall, and seconded by I. Fust for Governing Board approval of the recommendations of the WIB Executive Committee regarding Staff Compensation, passed the Governing Board unanimously.

D. PY 2004/2005 NoRTEC Administrative Budget

A motion made by M. Piller, and seconded by T. Cochran for WIB approval of PY 2004/2005 NoRTEC Administrative Entity budget at $897,809, subject to the availability of funding, passed the WIB unanimously.

A motion made by J. Chapman, and seconded by P. Cantrall for Governing Board approval of PY 2004/2005 NoRTEC Administrative Entity budget at $897,809, subject to the availability of funding, passed the Governing Board unanimously.

E. PY 2004/2005 NoRTEC WIB and Governing Board Budget

A motion made by T. Cochran, and seconded by M. Piller for WIB approval of the PY 2004/2005 WIB/GB budget at $75,000, subject to the availability of funding, passed the WIB unanimously.

A motion made by P. Cantrall, and seconded by I. Fust for Governing Board approval of the PY 2004/2005 WIB/GB budget
at $75,000, subject to the availability of funding, passed the Governing Board unanimously.

F. NoRTEC Monitoring of Service Providers

B. Hamby noted that a fiscal and procurement review of the Service Providers have been scheduled as detailed in the agenda.

G. State Fiscal and Procurement Monitoring Report

B. Hamby said NoRTEC has received the final Monitoring Report from the fiscal and procurement review conducted by EDD last June (2003). There were no findings, and the report concluded that NoRTEC is meeting applicable WIA requirements concerning financial management and procurement. Copies of the letter are available for interested board members.

H. State Monitoring of NoRTEC

B. Hamby said NoRTEC is expecting a State monitor from EDD to review NoRTEC's fiscal and procurement systems during the week of May 10, 2004. The State monitor will be at the NoRTEC administrative office for three days and then will visit the Butte PIC for the balance of the week.

I. PY 2004/2005 Funding Allocations

B. Hamby briefly reviewed the PY 2004/2005 funding allocations, noting further reductions across the board; a 1% decrease in Adult funding, a 7% decrease in the Youth allocation, and a 5% decrease in the Dislocated Worker allocation.

A motion by M. Piller, seconded by D. Beeson, for WIB approval of the third quarter Program Committee Report, passed unanimously.

A motion made by J. Chapman, seconded by P. Cantrall, for Governing Board approval of the third quarter Program Committee Report, passed unanimously.

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval:

The North STARRS II application was funded.

B. New Applications:

1. mCLAUS II

C. Brown asked the WIB and Governing Board for approval to submit an application - mCLAUS II - for $1,500,000 to respond to a number of plant closures, including Pactiv and the Tehama County Skilled Nursing Facility, Sierra Pacific and Jeld_Wen in Lassen County, Aura Cacia in Trinity County, and Precision Molding in Shasta.
A motion by M. Piller, seconded by R. Sandler, for WIB approval for staff to submit an application for $1,500,000 to serve workers laid off from numerous plant closures in the NoRTEC area, passed unanimously.

A motion made by I. Fust, seconded by J. Chapman, for Governing Board approval for staff to submit an application for $1,500,000 to serve workers laid off from numerous plant closures in the NoRTEC area, passed unanimously.

2. Demonstration Grant

C. Brown asked the WIB and Governing Board for approval to submit an application for $75,000 to purchase assistive devices, create better outreach, and to develop partnerships in those communities in Trinity and Del Norte Counties that will promote recruitment and a better continuum of services for sight and hearing impaired individuals.

A motion by B. Hamby, seconded by T. Cochran, for WIB approval for staff to submit an application for $75,000 to serve sight and hearing impaired individuals in Del Norte and Trinity Counties, passed unanimously.

A motion made by B. Reiss, seconded by L. Erikson, for Governing Board approval for staff to submit an application for $75,000 to serve sight and hearing impaired individuals in Del Norte and Trinity Counties, passed unanimously.

XI. PLAN MODIFICATION

A motion by B. Hamby, seconded by T. Cochran, for WIB approval of the PY 2004/2005 Plan Modification, passed unanimously.

A motion made by B. Reiss, seconded by L. Erikson, for Governing Board approval of the PY 2004/2005 Plan Modification, passed unanimously.

XII. OLD BUSINESS

The members did not discuss any Old Business items.

• NEW BUSINESS

J. Madden noted that the next WIB and Governing Board meeting will be held on Thursday, July 29, 2004, in Chico.

• 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.

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