Minutes - April 27, 2006

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, APRIL 27, 2006
REDDING, CA

1. CALL TO ORDER

The meeting was called to order by T. Cochran, WIB Vice-Chair, and B. Dennison, Governing Board Chair, at 10:03 a.m.

2. ROLL CALL

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

3. WIB APPROVAL OF MINUTES, JANUARY 26, 2006

A motion by B. Maffett, seconded by G. Mistal, for WIB approval of the January 26, 2006, minutes as posted, passed the WIB unanimously.

A motion by W. Reiss, seconded by J. Chapman, for Governing Board approval of the January 26, 2006, minutes as posted, passed the Governing Board unanimously.

4. APPROVAL OF AGENDA

A motion by G. Mistal, seconded by D. Withrow, for WIB approval of the April 27, 2006, agenda as posted, passed unanimously.

A motion by G. Russell, seconded by W. Reiss, for Governing Board approval of the April 27, 2006, agenda as posted, passed unanimously.

5. WIB APPOINTMENTS

Carol Roberts, G. Ross Gordon, and Todd Sloan were nominated to fill seats on the NoRTEC WIB, representing Sierra County.

A motion by G. Russell, seconded by W. Reiss, to appoint Carol Roberts to fill a TANF/CalWORKS seat, G. Ross Gordon to fill an Economic Development seat, and Todd Sloan to fill a Private Industry seat on the NoRTEC WIB, passed the Governing Board
The following individuals were nominated to continue serving on the NoRTEC WIB for another four year term, effective July 1, 2006:
Judy Sisson, Butte County, Private Industry Seat
Bill Maffett, Del Norte County, Education Seat
Ken Theobald, Lassen County, Private Industry Seat
Sophia Wages, Lassen County, Labor Seat
Bill Hamby, Modoc County, Private Industry Seat
Hiram Oilar, Shasta County, Private Industry Seat
Ginne Mistal, Shasta County, Private Industry Seat
Bob Laverty, Siskiyou County, Community Based Organization Seat
Louis Bosetti, Tehama County, Private Industry Seat
Terri Winstead, Tehama County, Rehabilitation Seat
Larry McCord, Trinity County, Private Industry Seat

A motion by W. Reiss, seconded by L. Ericson, to appoint the above named individuals for another four year term on the NoRTEC WIB, passed the Governing Board unanimously.

6. PUBLIC COMMENT

Dave Murer, staff to Wally Herger, working out of the Redding office, addressed the Board during public comment. He said that Congressman Herger recently visited the One Stops in Trinity and Shasta Counties and came away really impressed with the NoRTEC Business Services program. He said it was Congressman Herger's intention to write a letter to the decision making committees in the House. He wants to let them know of NoRTEC's program. His letter will also suggest that in this time of scarce resources, priority funding ought to be given to NoRTEC and programs like NoRTEC's.

7. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee Report.

1. NoRTEC Monitoring

M. Piller noted there had been no program monitoring visits by NoRTEC since the last WIB/Governing Board meeting, and noted that the next programmatic monitoring dates were noted in the agenda.

2. State Monitoring

M. Piller noted there had been no State monitoring visits since the last meeting, nor were any planned in the near future.
3. **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

4. **Contract Performance**

The members reviewed contract performance. There were no concerns.

5. **Counties Declared "Disaster Areas" by the Governor**

The members noted that NoRTEC submitted an application to the State for the funding to put people to work assisting public agencies to repair damage caused by the storms in December (2005) and January (2006). Staff noted that they heard the project would be funded, but at a greatly reduced level.

M. Cibula asked why Shasta County was not included in the submitted proposal. C. Brown explained that while Shasta County had suffered some damage, they were not included in the group of counties declared "disaster areas" by the President of the United States, and were therefore not eligible to participate in this grant.

6. **Plant Closure Update**

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

7. **"Headline" Program Reports**

Each of the programs in NoRTEC were asked to share some aspect of their program with the WIB and Governing Board.

**Tehama County (Job Training Center of Tehama County)** - K. Schmitz reported Business One Stop Services (BOSS) was celebrating "Administrative Professional's Day" on April 27 by offering a 1/2 day training session. It was marketed as a "Special Day of Professional Development for Administrative Professionals."

**Lassen/Modoc/Plumas Counties (Alliance for Workforce Development)** - T. Holt said that in response to the growing demand for a "bigger and better" job listing system, the AFWD team in conjunction with all partners in the One-Stop developed, designed, built, and implemented a job posting system that allows job seekers and employers easy access to current job
openings. Holt said the system was implemented in Lassen County first, and was slated to be duplicated in Plumas County.

**Siskiyou County (Siskiyou Training & Employment Program)** - R. Barr discussed the success of STEP's coordinated effort with ROP and Yreka High School in the development of job readiness and work maturity skills training for the students at Yreka High School. Barr said that due to its success, there were plans to implement it in other high schools throughout the county during the 2006/2007 academic school year.

**Shasta County (Shasta Smart)** - M. Law discussed Shasta Smarts plans for a Hiring Fair on May 2. She said this was the first time the fair was going to be held in Shasta Smart's offices, and thus far they had 12 employers lined up. The Smart center was busy updating their applicant pool in preparation for this event.

**Trinity County (Trinity Occupational Training)** - L. Crandall discussed the success of TOT's STARRS Temporary Employment Agency. She said they had taken their first placement in June 2004, and were placing job seekers in clerical, sales, customer service, and janitorial positions. Crandall said thus far participants had earned over $54,000 in wages.

**Del Norte County (Rural Human Services)** - M. Snyder discussed Rural Human Services work with the hiring process for a new Home Depot set to open in August. Snyder said RHS will be handling the Job Fair and would be helping Home Depot fill around 260 positions.

**Butte County (Butte County PIC)** - No report was given.

M. Piller thanked the programs for their brief presentations. She also encouraged the WIB and Governing Board members to read the "regular" quarterly Community Coordinator reports via the links contained in the agenda.

8. **Web Site Technology Initiative**

M. Piller reported the total number of local business websites on the new North State Directory was 157, down from the 193 reported at the last meeting. (See agenda for link.)

9. **One Stop Business Services**

The members noted the websites addressing business services throughout the program. (See agenda for links.)

There was one business services presentation:

Todd Schoffstoll, Plant Manager of J.H. Baxter and Company in Weed, California told the members about the help he had received from the Workforce Connection (the NoRTEC One Stop) in Siskiyou County. He said he was particularly impressed with their human resource support, from recruitment of employees to workshops on hiring and labor law. He said the local Baxter operation was too small to have their own HR department, and the Workforce Connection folks had been a life saver,
filling that role for him. "I am able to outsource many of my HR needs to the Workforce Connection who serves as a local human resource department."

10. **Staff Training**

B. Austin reported on the Youth training attended by service provider staff on April 26, 2006. She reported that 18 staff met to discuss program redesign for the 2006/2007 program year. Austin said the Department of Labor was changing the performance measures and targeting a different youth population with the new program requirements, and the service provider staff discussed ways to meet the new requirements. She also reported that the service providers were considering different types of "fee for service" components to offer that might stretch the youth dollars a little more.

11. **Youth Council Report**

M. Piller reported there was no Youth Council meeting this quarter to report on.

*A motion made by D. Withrow, and seconded by S. Wages, for WIB approval of the Third Quarter Program Committee Report, passed unanimously.*

*A motion made by W. Reiss, and seconded by L. Ericson, for Governing Board approval of the Third Quarter Program Committee Report, passed unanimously.*

8. **FINANCE COMMITTEE REPORT**

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

1. **PY 2005/2006 Funding**

B. Hamby reported NoRTEC currently has $13,489,418 in available funds for the PY 2005/2006 Program Year.

2. **Approval of the PY 2005/2006 Third Quarter Financial Reports**

Third quarter financial reports for PY 2005/2006 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 2005/2006 Contracts Summary
- PY 2005/2006 Service Provider Contract Modifications
- PY 2005/2006 Program Expenditure Report
- PY 2005/2006 Administrative Entity Expenditure Report
- PY 2005/2006 NoRTEC WIB and Governing Board Expenditure Report
The members engaged in a brief discussion of each of the reports.

A motion made by G. Mistal, and seconded by H. Oilar, for WIB approval of the PY 2005/2006 Third Quarter expenditure reports passed unanimously.

A motion made by W. Reiss, and seconded by G. Russell, for Governing Board approval of the PY 2005/2006 Third Quarter expenditure reports passed unanimously.

3. PY 2006/2007 NoRTEC Administrative Budget

The members discussed the proposed Administrative Entity budget as presented in the agenda.

A motion made by B. Maffett, and seconded by D. Beeson, for WIB approval of the PY 2006/2007 NoRTEC Administrative Entity budget at $897,809, subject to availability of funding, passed unanimously.

A motion made by W. Reiss, and seconded by L. Ericson, for Governing Board approval of the PY 2006/2007 NoRTEC Administrative Entity budget at $897,809, subject to availability of funding, passed unanimously.

4. PY 2006/2007 NoRTEC WIB/Governing Board Budget

The members discussed the proposed WIB/Governing Board budget as presented in the agenda.

A motion made by D. Withrow, and seconded by G. Mistal, for WIB approval of the PY 2006/2007 WIB/Governing Board budget at $75,000, subject to availability of funding, passed unanimously.

A motion made by W. Reiss, and seconded by M. Dunn, for Governing Board approval of the PY 2006/2007 WIB/Governing Board budget at $75,000, subject to availability of funding, passed unanimously.

5. NoRTEC Fiscal Monitoring

M. Cross reported that fiscal monitoring of the service providers had begun, and would be completed by June 30, 2006. He said that thus far he had visited two service providers--STEP and TOT--and there were no problems or findings.

6. State Fiscal and Procurement Monitoring of NoRTEC

M. Cross reported that NoRTEC has received the final monitoring report from the State Fiscal and Procurement Monitoring conducted in April 2005. He said that the State requested that NoRTEC clarify its methods of documenting a price analysis for small purchases, and NoRTEC provided clarification in its written procurement policy, which the State accepted. Cross said that both sides "gave a little."
Cross reported that the current year's Fiscal and Procurement monitoring of NoRTEC by the State was scheduled for the week of May 1, 2006, and NoRTEC, Shasta Smart, and the Job Training Center of Tehama County would be visited.

_A motion made by D. Beeson, and seconded by L. McCord, for WIB approval of the Third Quarter Finance Committee Report passed unanimously._

_A motion made by L. Ericson, and seconded by W. Reiss, for Governing Board approval of the Third Quarter Finance Committee Report passed unanimously._

9. **STATUS OF FUNDING APPLICATIONS**
   1. **Prior Approval**

   C. Brown reported:
   > The WIRED application was not funded, but DOL was showing some interest in trying to fund them through another source.
   > The Incentive Fund application for $75,000 was not funded because the State did not think that a private business was a valuable enough partner.
   > The EDD Compensation application was still being (carefully) negotiated.
   > The Temporary Job Creation project was likely to be funded, although the level of funding was likely to be much less than the $4,000,00+ requested.

   2. **New Applications**

   C. Brown requested permission for staff to accept funding for travel to participate in the WIRED project, at a level to be determined by the State and/or the Department of Labor.

   _A motion made by G. Mistal, and seconded by L. Wright, for WIB approval for NoRTEC to accept a grant to participate in the WIRED project passed unanimously._

   _A motion made by G. Russell, and seconded by W. Reiss, for Governing Board approval for NoRTEC to accept a grant to participate in the WIRED project passed unanimously._

10. **NORTEC APPLICATION FOR REDESIGNATION TO INCLUDE SIERRA COUNTY**

   C. Brown reported the NoRTEC application to the State for redesignation to include Sierra County was approved by the California Workforce Investment Board at their March 30, 2006, meeting. Brown said the next and final stop is the Governor's desk, and he did not anticipate any problems.

11. **2005 ANNUAL COUNTY PROFILE SERIES**
Courtney Danehy, Associate Director, Center For Economic Development, presented some highlights of the 2006 County Profiles. Copies were not ready for distribution, but she said they would be available locally in the near future.

12. REPORT OF THE EDUCATION/LEGISLATIVE COMMITTEE

Ginne Mistal reported on the NoRTEC trip to Washington D.C. to attend the National Alliance For Workforce Board's Annual meeting and conference. She and Hiram Oiler from the Smart Business Center (Shasta) and the NoRTEC WIB, Claudia Martin from the Business One-Stop Services (Tehama) and the NoRTEC WIB, and Judi Madden, NoRTEC Chair were able to make the trip, along with Charles Brown (NoRTEC Director), Kathryn Schmitz (Business One-Stop Services Director), Anna Bengtsson (Smart Business Resource Center Director) and Nancy Morris (Smart Business Resource Center Program Director). Ginne said it was an honor to be a part of this organization and receive national recognition for our business service programs, and to be one of the representatives of NoRTEC to receive the Theodore E. Small Award, Grand Prize, "For Excellence in the Advancement of a Competitive American Workforce." She said it was fun and enlivening, and Hiram did a good job accepting the award on behalf of NoRTEC. She said they also visited, and were well received by, the staff of Congressmen Doolittle and Herger, and the staff of Senator Feinstein, and joined a larger group meeting with Buck McKeon. She said the only negative was hearing Emily DoRocco Assistant Secretary of Labor, speak disparagingly about the programs and the WIBs, suggesting they were not much more than expensive overhead in the workforce system. She said it was up to us and the other Local Workforce Investment Areas to educate our local representatives about the value of our programs.

13. OLD BUSINESS

No Old Business items were discussed.

14. NEW BUSINESS

The members noted the next meeting would be held on Thursday, July 27, 2006, in Chico.

The members discussed the possibility of moving the meetings to 9:00 a.m., but decided to leave them at 10:00 a.m.

15. ADJOURNMENT

There being no further Old or New Business, the meeting was adjourned at 12:40 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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