

NORTEC
WIB AND GOVERNING BOARD MINUTES
THURSDAY, APRIL 22, 2010
OROVILLE, CA 95965

I. CALL TO ORDER

The meeting was called to order by J. Madden, WIB 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, JANUARY 28, 2010

A motion made by G. Mistal, and seconded by H. Oilar, for WIB approval of the January 28, 2010, minutes passed the WIB unanimously.

A motion made by J. Cook, and seconded by L. Baugh, for Governing Board approval of the January 28, 2010, minutes passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

A motion made by T. Cochran, and seconded by J. Smith Freeman, to approve the agenda as posted passed the WIB unanimously.

A motion made by J. Chapman, and seconded by G. Russell, to approve the agenda as posted passed the Governing Board unanimously.

V. WIB APPOINTMENTS

A motion made by J. Chapman, and seconded by L. Baugh, to approve the slate of WIB nominations as presented in the agenda passed the Governing Board unanimously.

VI. PUBLIC COMMENT

M. Cross introduced NoRTEC's newest employee, Jeanne Hough. Cross stated Hough would assume the role of NoRTEC Finance Director on May 3, 2010.

S. Knox informed the members Michael Cross would be assuming the role of Assistant Director, effective May 3, 2010.

S. Knox presented a plaque to Kathryn Schmitz, Executive Director of the Job Training Center of Tehama County. The plaque was to honor Schmitz's 30 years of service to the workforce preparation field.

W. Reiss, Governing Board Chair, announced she would be getting married on June 19, 2010.

VII. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee report.

A. Program Monitoring

Piller stated the upcoming program monitoring schedule was outlined in the agenda.

B. State Monitoring

T. Brown stated NoRTEC's ARRA programs were monitored by the State the week of March 8, 2010. Brown said the written report had not been received, but the monitor indicated in the Exit Conference there were no findings.

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

D. Contract Performance

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

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

F. WIRED Update

The WIRED project officially ended on December 31, 2009. S. Knox updated his report from the January 2010 meeting. Knox said the evaluators of the WIRED project (an independent entity under contract with the Department of Labor to evaluate the WIRED project), had mentioned NoRTEC's focus on small business favorably. He also informed the members NoRTEC was the only WIB on the west coast mentioned by name in the report. Knox said NoRTEC will continue to revise target industries based on data gathered during the WIRED project.

G. "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).

H. Staff Training

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

I. Youth Council Report

K. Schmitz gave the members an update on Youth Council activities. She reported the Council was exploring issues related to education in Tehama County. They were distressed to discover high dropout rates, and the fact only one in five high school graduates went on to college. Schmitz reported the Council was working with Rolling Hills Casino to plan an educational summit for Tehama County to bring all stakeholders together in one room and focus on local youth—how to help them be successful beyond high school and assist them with accessing colleges and vocational training.

J. Policy Update

T. Brown explained the policy update requested for NoRTEC's "Self Sufficiency Policy" as presented in the agenda. Brown said the requested waiver of the self sufficiency earnings ceiling would be waived only for "green jobs."

A motion made by T. Cochran, and seconded by H. Oilar for approval of modifying the upper income limit for training individuals for "green jobs" passed the WIB unanimously.

A motion made by J. Cook, and seconded by L. Baugh for approval of modifying the upper income limit for training individuals for "green jobs" passed the Governing Board unanimously.

A motion made by T. Cochran, and seconded by J. Smith Freeman for approval of the Third Quarter Program Committee Report passed the WIB unanimously.

A motion made by G. Russell, and seconded by S. Thrall for approval of the Third Quarter Program Committee Report passed the Governing Board unanimously.

VIII. FINANCE COMMITTEE REPORT

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

A. PY 2009/2010 Funding

Hamby reported NoRTEC currently has \$35,104,716 in available funding. An additional \$1,419,842 has been requested. Hamby noted this is about \$10 million more than NoRTEC has ever managed in a program year.

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

Third 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 J. Smith Freeman, and seconded by T. Cochran, for approval of the PY 2009/2010 Third Quarter Financial Reports passed the WIB unanimously.

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

C. Administrative Entity Budget

B. Hamby stated the Administrative Entity was requesting an increase in their budget to cover an additional position. He outlined the reasons for the budget increase as presented in the agenda. The members discussed the proposed increases.

A motion made by J. Madden, and seconded by T. Cochran for approval of the Administrative Entity's operating budget at \$1,367,866, and the Other Projects Budget at \$1,000,000, subject to the availability of funding, passed the WIB with a majority vote. J. Reese voted no.

A motion made by G. Russell, and seconded by S. Thrall for approval of the Administrative Entity's operating budget at \$1,367,866, and the Other Projects Budget at \$1,000,000, subject to the availability of funding, passed the Governing Board unanimously.

D. PY 2010/2011 NoRTEC WIB/Governing Board Budget

B. Hamby stated the Finance Committee was recommending an increase in the WIB/Governing Board budget for PY 2010/2011. The \$5,000 increase over the 2009/2010 budget amount was requested to cover an increase in insurance premiums to increase the Director and Officer's Liability Insurance coverage from \$1,000,000 to \$2,000,000.

A motion made by J. Reese, and seconded by G. Mistal, to approve the WIB and Governing Board budget at \$120,000 for PY 2010/2011, passed the WIB unanimously.

A motion made by J. Chapman, and seconded by J. Cook, to approve the WIB and Governing Board budget at \$120,000 for PY 2010/2011, passed the Governing Board unanimously.

E. Acceptance of the June 30, 2009, Single Audit Report

B. Hamby stated the Finance Committee was recommending acceptance of NoRTEC's audit for the previous program year. He said he was happy to announce the report was clean and there were no audit exceptions.

A motion made by D. Beeson, and second by T. Cochran to accept the June 30, 2009, audit report passed the WIB unanimously.

A motion made by J. Cook, and seconded by L. Baugh to accept the June 30, 2009, audit report passed the Governing Board unanimously.

F. NoRTEC Fiscal Monitoring

M. Cross stated fiscal reviews of the Service Providers were scheduled for April-June. He reported J. Hough would be assisting him with this year's reviews.

G. State and Fiscal Procurement Monitoring of NoRTEC

M. Cross reported a draft monitoring report from the State's fiscal and procurement review of NoRTEC had been received. Cross said NoRTEC had responded to the findings, and he believed they would be satisfactorily resolved prior to the State's issuance of the final monitoring report.

A motion made by M. Piller, and seconded by T. Cochran for approval of the Third Quarter Finance Committee report passed the WIB unanimously.

A motion made by J. Cook, and seconded by J. Chapman, for approval of the Third Quarter Financial Committee Report passed the Governing Board unanimously.

IX. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

S. Knox reported the Regional Industry Clusters of Opportunity Grant (RICOG), was funded for \$249,000; the State Energy Program (SEP) was not funded; and the Energy Efficiency Community Block Grant (EECBG) was pending.

B. New Applications

The members noted there were no applications at this time.

X. PLAN MODIFICATION

A motion made by M. Piller, and seconded by J. Smith Freeman, to approve the 2009/2010 plan modification passed the WIB unanimously.

A motion made by L. Baugh, and seconded by G. Hemmingsen, to approve the 2009/2010 plan modification passed the Governing Board unanimously.

XI. SMALL BUSINESS UPDATE

G. Mistal gave a brief update. She reported worker's compensation rates were set to increase by double digits, primarily due to medical costs associated with the coverage. She encouraged members to contact her directly if they had additional questions.

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 Holiday Inn in Redding.

T. Cochran stated there would be an Executive Committee meeting on Wednesday, July 21, 2010.

Jeanne Hough, the new NoRTEC Financial Officer, introduced Joanie Zarzynski, who would be replacing her as Executive Director at STEP.

S. Knox announced to the member that the California Workforce Association had presented their first annual "Charles Brown Workforce Professional Award" to a deserving individual at the CWA annual conference in Newport Beach earlier in April. Knox stated T. Brown had attended the conference and presented the award.

XIV. ADJOURNMENT

The meeting was adjourned at 11:55 a.m.