Minutes - July 29, 2004

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, JULY 29, 2004
CHICO, 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, APRIL 29, 2004

A motion by S. LaBriere, seconded by T. Cochran, for WIB approval of the April 29, 2004, minutes as posted, passed the WIB unanimously.

A motion by R. Turner, seconded by I. Fust, for Governing Board approval of the April 29, 2004, minutes as posted, passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

J. Madden proposed the following additions to the agenda:

Under Section V. WIB APPOINTMENTS, Madden said there was a nomination from the floor for the Private Industry Seat open in Del Norte County. The nomination was made by the Del Norte Council of Economic Advisors, recommending that Susan Morrison be appointed.

Under Section VII. PUBLIC COMMENT, Madden said that there was a resolution for Bob Reiss that Jack Reese would be reading. She also said there would be an introduction by Jack Reese of Craig Bradford, Economic Development, Del Norte County, and a second introduction by Kathy Garcia of Dexter Wright, Local Development, Tehama County.

A motion by T. Cochran, seconded by G. Mistal, for WIB approval of the July 29, 2004, agenda with the addition of the above
mentioned items, passed unanimously.

A motion by B. Dennison, seconded by L. Ericson, for Governing Board approval of the July 29, 2004, agenda with the addition of the above mentioned items, passed unanimously.

V. WIB APPOINTMENTS

After reviewing the nominations presented in the agenda, the additional nomination from the floor of Susan Morrison, and noting that Ken Humberston had withdrawn his nomination for reappointment to the NoRTEC WIB as a Private Industry Representative from Siskiyou County, the Governing Board took the following action:

A motion made by B. Dennison, seconded by R. Turner, to appoint Sally Labriere to represent Economic development, Tom Cochran to present Private Industry, and Susan Morrison to represent Private Industry, passed the Governing Board unanimously.

VI. WIB RECERTIFICATION

After discussing this item as presented in the agenda, the WIB took the following action:

A motion by T. Cochran, seconded by D. Beeson, to approve the LWIB Recertification form and authorize the WIB Chair, Judi Madden, to sign it, passed the WIB unanimously.

VII. PUBLIC COMMENT

J. Reese introduced Sarah Samples, Board of Supervisors member from Del Norte County. Reese said he had not run for re-election, and after the first of the year, would no longer be on the Del Norte County Board of Supervisors. Reese said Samples would be replacing him in January 2005 as the Del Norte County representative on the Governing Board.

J. Reese informed the members that Trinity County Governing Board representative, Bob Reiss had passed away unexpectedly on Monday, July 26, 2004. He said he had a resolution he would like to read, in Bob's honor, that had been composed by Bill Dennison, Governing Board member from Plumas County, and Charles Brown, NoRTEC Executive Director. Reese read the resolution to the members. A copy of the signed resolution can be viewed here: Resolution

All of the members agreed that Mr. Reiss would be greatly missed by NoRTEC.

J. Reese introduced Craig Bradford, from the Del Norte Economic Development Corporation. Mr. Bradford gave a brief presentation about the CALED 2003 Award of Excellence that was awarded to the Del Norte Economic Development Corporation.

Kathy Garcia, from the Business and One Stop Services (B.O.S.S.) Division of the Job Training Center of Tehama County, introduced
Dexter Wright, the Executive Director of the Tehama Local Development Corporation. Mr. Dexter spoke briefly about new businesses locating in Tehama County and how pleased he was with the help given to these new businesses, particularly in the areas of screening and hiring by the B.O.S.S.

J. Madden thanked the speakers for their presentations. She also said that she would like to publically thank Ron Sandler for his many years of service on the NoRTEC WIB, representing Private Industry and Del Norte County. Madden told Mr. Sandler that he would be missed. The WIB members gave him a round of applause.

VIII. PROGRAM COMMITTE REPORT

M. Piller presented the Program Committee Report.

A. Program Monitoring

M. Piller stated that the annual programmatic monitoring visits of the NoRTEC Service Providers had been conducted by NoRTEC, and there were no findings.

B. State Monitoring

M. Piller said that there have been no State program monitoring visits since the last meeting, and that there was a possibility of one in October 2004.

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

<>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.

C. Brown stated that staff would add a contract performance report regarding business services on future WIB and Governing Board agendas.
C. Brown spoke briefly about the "NoRTEC Anomaly." He said that, unexpectedly, with a 39% reduction in funding over the past four years, this past year, NoRTEC had actually increased their enrollments and placements. He referred to a web link on the agenda displaying the phenomena in three charts; funding, enrollments, and the Shasta Adult program. The Shasta program had the sharpest increase in training and placements, with a phenomenal 357% increase in the number of clients enrolled in training, and a 177% increase in the number of placements.

Anna Brassart, Director, Shasta PIC, presented a slide show and discussed their joining NoRTEC. "This July, looking back, we saw we were able to increase services, placements and training over the past year. How did we do more with less? Shasta PIC shifted to NoRTEC's business first approach; the Business Advisory Council worked hard to ensure customer-driven business services were developed in the Business Resource Center; a business focused On-the-Job training program was created and 50 contracts were written; improvements were made in SMART Center operations to develop authentic services; and staff received certification as business experts. Shifting from SMARTWare to NoRTEC's MIS brought tremendous efficiencies. We've found a new way to achieve our mission; every PIC employee is working hard to understand the needs of business so better employment matches are made, bringing long-term success to businesses and job seekers."

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IX. NWI (Nurse Workforce Initiative)

M. Piler 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.)

X. 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.)

J. Reese asked why Mendocino and Humboldt were included on the plant closure report. T. Brown said that it was because we had submitted funding applications for regional projects meant to service dislocated workers in NCEN, and that both Humboldt and Mendocino were part of the 16 county region of NCEN.

Reese asked if they were interested in joining NoRTEC. C. Brown said he did not think so. He said they had too many local political issues to deal with to think about consolidating with NoRTEC. H. Oilar suggested that we send Anna Brassart, from the Shasta PIC, to talk to them about joining NoRTEC. He said that Brassart seemed to be glad that Shasta had joined the consortium, and that she would
make a good emissary.

XI. 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. She thanked the authors of the reports for their hard work and informative and easy to read reports.

XII. Business First Report

The following Business First Report update was given.

1. Web site Technology Initiative

C. Brown reported that the total number of local business websites developed from our ongoing Website Initiative was 143. He said that Shasta had the most with 34, and Trinity was running a close second with 30.

2. One Stop Business Services

C. Brown said that NoRTEC had a number of websites addressing business services. He pointed out the web links on the agenda for access to NoRTEC and the Service Provider's Business Services websites, and to NoRTEC's Public Website that provides information on training opportunities for local business, and a number of reports on business service usage, and other events and outcomes.

Business Service Presentations:

- Traci Holt, from AFWD, introduced Bonnie Meyers, the HR Manager of Diamond Mountain Casino in Susanville. Ms. Meyers told the members about the services she had received from AFWD, including on-going customer service training, hiring support, and supervisory training. She said AFWD's assistance was very valuable, and she planned to continue working with them.

- Greg Duncan, from the Butte PIC, introduced Autumn Starks, General Manager, of CostPlus World Market in Chico. Ms. Starks said that she was very grateful for the business services provided to her by the CEC (Community Employment Center, Butte PIC). She said that the CEC had provided her with office facilities in an air conditioned building at a time during the summer when there were no doors or windows on the new building and it was 108-110 degrees outside. She said that the CEC had also pre-screened several hundred applications and presented her with the best applicants to interview. She said this helped reduce the amount of time required to hire, and that she was able to focus on the most highly qualified people. She also said that she was so pleased with the CEC, that if she ever needs any more people, she will call the CEC first.

XIII. State Performance Standards
The members discussed NoRTEC’s receipt of $6,316 in Exemplary Performance Award funding from the State, contingent upon the submission of a WIB and Governing Board approved corrective action plan that explains why NoRTEC missed the the Older Youth Credential Attainment Rate, and outlines a plan on how we plan to meet the standard in upcoming years.

A motion made by T. Cochran, seconded by S. LaBriere, approving the Corrective Action Plan as outlined in the agenda, passed the WIB unanimously.

A motion made by I. Fust, seconded by B. Dennison, approving the Corrective Action Plan as outlined in the agenda, passed the Governing Board unanimously.

XIV. One Stop Staff Training

The members discussed this item as presented in the agenda, noting three members of the B.O.S.S. Customer Service Training Team passed the NPCC (National Professional Certification in Customer Service) exam on June 30, 2004, in Sacramento.

A motion made by B. Hamby, and seconded by D. Beeson, for WIB approval of the Fourth Quarter Program Committee Report, passed unanimously.

A motion made by B. Dennison, and seconded by I. Fust, for Governing Board approval of the Fourth Quarter Program Committee Report, passed unanimously.

XV. FINANCE COMMITTEE REPORT

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

A. Program Year 2004/2005 Funding

NoRTEC currently has $9,763,370 in available funds for the PY 2004/2005 Program Year. Another $1,357,068 has been requested. If all the funds are received, NoRTEC will have $11,120,438 available for the 2004/2005 Program Year. Mr. Hamby noted that this would be a $3,323,085 decrease in total NoRTEC funding from the 2003/2004 Program Year.

B. Program Year 2004/2005 Contracts Summary

B. Hamby said that the distribution of funding in contracts with the Service Providers was outlined in the report as presented in the agenda.

C. PY 2003/2004 Funding

B. Hamby said that for the recently ended 2003/2004 Program Year, NoRTEC had a total of $14,443,523 in available funds. He said that this was a $2,855,657 decrease in funding available from the PY 2002/2003 Program Year. He said that the decrease in
funding was primarily due to congressional reductions in WIA funding and reduced availability of special project funding from the State.

D. Approval of PY 2003/2004 Fourth Quarter Financial Reports

Fourth 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 fourth quarter reports.

A motion made by L. Bosetti, and seconded by T. Cochran, for WIB approval of the Fourth Quarter Financial Reports passed unanimously.

A motion made by R. Turner, and seconded by B. Dennison, for Governing Board approval of the Fourth Quarter Financial Reports passed unanimously.

E. State Monitoring of NoRTEC

The members reviewed this item as presented in the agenda, noting that there were no findings as a result of the visit, and that staff had agreed to modify the NoRTEC Procurement Policy as discussed in the Policy Update Section of this agenda.

F. Fiscal Monitoring of NoRTEC Service Providers

B. Hamby said NoRTEC staff had conducted on-site fiscal and procurement reviews of all the Service Providers in NoRTEC during the months of April, May, and June 2004. Mr. Hamby said there were no findings.

G. Approval of PY 2004/2005 Dislocated Worker to Adult Funding Transfer Request

B. Hamby noted that staff were requesting a transfer of Dislocated Worker funds to the Adult funding title.

A motion made by T. Cochran, and seconded by J. Madden, for WIB approval of a transfer of $502,862 from the Dislocated Worker to Adult funding titles, passed unanimously.

A motion made by I. Fust, and seconded by R. Turner, for Governing Board approval of a transfer of $502,862 from the Dislocated Worker to Adult funding titles, passed unanimously.

B. Hamby noted that the NoRTEC Administrative Entity had received its June 30, 2003, Single Audit Report, and that there were no findings, questioned costs, or recommendations resulting from the Adult. Mr. Hamby said the Finance Committee had reviewed the report and were recommending WIB and Governing Board acceptance of the report.

A motion by M. Piller, seconded by T. Cochran, for WIB acceptance of the June 30, 2003, Audit Report, passed unanimously.


A motion made by T. Cochran, and seconded by D. Beeson, for WIB approval of the Fourth Quarter Finance Committee Report, passed unanimously.

A motion made by B. Dennison, and seconded by R. Turner, for Governing Board approval of the Fourth Quarter Finance Committee Report, passed unanimously.

XVI. POLICY UPDATE
   A. Procurement Policy

This item was discussed by the members as presented in the agenda. C. Brown said staff had agreed to request a policy modification to require more price comparisons for small purchases (items costing $50,000 or less). Basically, this would be a tiered system of price quotes -- the larger the dollar amount of the purchase, the more quotes or documented prices, After reviewing the proposed changes to the policy, the members took no action.

B. Standards of Conduct

This item was discussed by the members as presented in the agenda. After reviewing the proposed changes to the policy, the members agreed to the proposed changes. T. Brown noted that she had inadvertently left the copies of the new policy for members to sign back in the office. She said she would mail them out at a later date or bring them to the next meeting.

A motion made by S. Wages, and seconded by C. Barton, for WIB adoption of the revised Standards of Conduct Policy with the changes noted in the agenda, passed unanimously.

A motion made by B. Dennison, and seconded by I. Fust, for Governing Board adoption of the revised Standards of Conduct Policy with the changes noted in the agenda, passed unanimously.

XVII. STATUS OF FUNDING APPLICATIONS
   A. Prior Approval
C. Brown reported that the MCLAUS II application is still pending, but he was assured at each public meeting he attended that the new streamlined system for State grant approval was in place and working well.

B. New Applications

C. Brown outlined the following new applications:

**W. K. Kellogg Foundation Entrepreneurship Development Systems for Rural American Project**

C. Brown said the Kellogg Foundation was soliciting applications for innovative entrepreneur projects. The funding will be limited to four recipients in the United States being awarded $2,000,000 each for a two year project. He said this was a long shot, with only four awards, and being primarily aimed at Entrepreneurial agencies. He said Dan Ripke and Jon Gregory asked for our participation, noting our unique role in providing an array of business services not normally included in the mix. H. Oiler asked if he could get more information after the meeting.

*A motion made by T. Cochran, and seconded by M. Piller, for WIB approval for NoRTEC to participate in an application to the Kellogg Foundation for creation/enhancement of a Rural Entrepreneurship Development System, passed unanimously.*

*A motion made by B. Dennison, and seconded by R. Turner, for Governing Board approval for NoRTEC to participate in an application to the Kellogg Foundation for creation/enhancement of a Rural Entrepreneurship Development System, passed unanimously.*

**Innovative Transitions Youth Grant** - C. Brown stated that NoRTEC is being asked to support two applications for funding for the "Innovative Transitions Youth Grant," a project for youth with disabilities. He said that the applications require WIB support, and they are being submitted by the Shasta PIC, and a partnership application by RHS (Del Norte) and TOT (Trinity).

*A motion made by M. Piller, and seconded by T. Cochran, for WIB approval for NoTEC to support local applications for the "Innovative Transitions" Youth Grant, passed unanimously.*

*A motion made by I. Fust, and seconded by R. Turner, for Governing Board approval for NoTEC to support local applications for the "Innovative Transitions" Youth Grant, passed unanimously.*

XVIII. EXTENDED WIB/GOVERNING BOARD MEETING

The consensus of the members was to hold an extended two day meeting of the WIB and Governing Board on October 28-29, 2004, at the Mt. Shasta Resort. J. Madden noted that Friday, October 29, would be the "official" day of the WIB/Governing Board meeting.

- **OLD BUSINESS**
The members did not discuss any Old Business items.

- **NEW BUSINESS**
  The members did not discuss any New Business items.

- **ADJOURNMENT**
  There being no further Old or New Business, the meeting was adjourned at 12:22 p.m.

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