Minutes - July 28, 2005

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, JULY 28, 2005

I. CALL TO ORDER

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

II. ROLL CALL

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

III. WIB APPROVAL OF MINUTES, APRIL 28,2005

A motion by T. Cochran, seconded by S. LaBriere, for WIB approval of the April 28, 2005, minutes as posted, passed the WIB unanimously.

A motion by J. Chapman, seconded by P. Cantrall, for Governing Board approval of the April 28, 2005, minutes as posted, passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

A motion by T. Cochran, seconded by M. Piller, for WIB approval of the July 28, 2005, agenda as posted, passed unanimously.

A motion by P. Cantrall, seconded by R. Turner, for Governing Board approval of the July 28, 2005, agenda as posted, passed unanimously.

V. WIB APPOINTMENTS

There are no vacancies on the NoRTEC WIB.
VI. PUBLIC COMMENT

R. Hewitt asked about veteran's services and asked this be put on the agenda of a future meeting.

VII. PROGRAM COMMITTEE REPORT

M. Piller will present the Program Committee Report.

A. Program Monitoring

Program monitoring visits have been conducted by staff in all seven programs. B. Austin reported there were no findings.

B. State Monitoring

A state programmatic monitoring visit has been scheduled for August 1-5, 2005. The monitor will be reviewing the MCLAUS II/III program (a special project to serve dislocated workers throughout NoRTEC's nine counties). He will visit the administrative office, and the Service Providers in Lassen, Shasta, and Tehama Counties.

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. There were no concerns.

E. NWI
The members reviewed the report on the Nurse Workforce Initiative program (see agenda for link to report).

F. Plant Closure Update

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

G. Community Coordinator Reports

M. Piller thanked the Community Coordinators for their informative and interesting quarterly reports. She encouraged all of the members to review the report from each county, which would tell them all kinds of things about local events and accomplishments.

H. Web Site Technology Initiative

M. Piller reported the total number of local business websites transferred to the new North State Directory was 168. (See agenda for link.)

I. One Stop Business Services

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

Business Service presentations as outlined in the agenda were given, with the exception of those listed for Rural Human Services, the SMART Business Resource Center, and Trinity Occupational Training. These presentations have been postponed until the January 2006 meeting.

J. Staff Training

The members noted that since the last meeting, Betti Austin, NoRTEC Program Services Director, provided in-service training to the staff of the SMART Business Resource Center (Shasta) and Rural Human Services (Del Norte).

K. Youth Council Report

M. Piller provided a brief report on the Youth Council Meeting. She said the members brainstormed fee-for-service ideas to incorporate into their youth programs. She said this brainstorming session would be continued at the next Youth Council
meeting, as members returned after discussing ideas with the youth service providers in their local counties.

A motion made by B. Maffett, and seconded by J. Smith, for WIB approval of the Fourth Quarter Program Committee Report, passed unanimously.

A motion made by R. Turner, and seconded by J. Chapman, for Governing Board approval of the Fourth Quarter Program Committee Report, passed unanimously.

VIII. FINANCE COMMITTEE REPORT

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

A. PY 2005/2006 Funding

B. Hamby reported NoRTEC currently has $12,629,300 in available funds for the PY 2005/2006 Program Year, $2,308,862 more than NoRTEC started with the 2004/2005 program year. He said even though allocated funding remained fairly flat this year, NoRTEC was able to carry forward a greater amount of special project funding from the 2004/2005 program year. He said this made it much easier for local service providers to plan and operate their programs for this upcoming year.

B. Program Year 2005/2006 Contracts Summary

The members reviewed the report presented in the agenda, noting the amount of funding allocated to each Service Provider.

C. Program Year 2004/2005 Funding

B. Hamby reported NoRTEC's final level of funding for PY 2004/2005 at $15,367,908, a $922,966 increase over the amount of funding available in PY 2003/2004.

D. Approval of PY 2004/2005 Four Quarter Financial Reports

Four quarter financial reports for PY 2004/2005 were presented to the members. (See agenda for links to the reports):
- PY 2004/2005 Contracts Summary
- PY 2004/2005 Service Provider Contract Modifications
- PY 2004/2005 Program Expenditure Report
- PY 2004/2005 Administrative Entity Expenditure Report
- PY 2004/2005 WIB and Governing Board Expenditure Report

A motion made by T. Cochran, and seconded by J. Smith, for WIB approval of the preliminary Fourth Quarter expenditure reports passed unanimously.

A motion made by J. Chapman, and seconded by W. Reiss, for Governing Board approval of the preliminary Fourth Quarter expenditure reports passed unanimously.

E. State Monitoring of NoRTEC

M. Cross explained this item as presented in the agenda, noting that a final, written report had not been received from the State.

F. Fiscal Monitoring of NoRTEC Service Providers By NoRTEC

NoRTEC conducted on-site fiscal and procurement reviews of all NoRTEC service providers during April, May and June. The areas under review included accounting systems, allowable costs, cost categories, financial reporting, cost allocation, property management and procurement. The results of the reviews have been communicated to the service providers.

There were no findings as a result of monitorings. NoRTEC's monitoring letters are available for review by interested WIB and/or Governing Board members. There are no items of concern at this time.

G. Fiscal Monitoring of NoRTEC Service Providers By NoRTEC

Fiscal monitoring visits have been conducted by staff in all seven programs. M. Cross reported there were no findings.

A motion made by B. Maffett, and seconded by T. Cochran, for WIB approval of the Fourth Quarter Finance Committee Report, passed unanimously.
A motion made by R. Turner, and seconded by J. Chapman, for Governing Board approval of the Fourth Quarter Finance Committee Report, passed unanimously.

IX. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

C. Brown reported on this item as presented in the agenda. He was instructed by the members to call the Department of Labor to obtain the official status of the federal nurse training project.

B. New Applications

C. Brown requested permission to submit a $500,000 application for the funding of a youth construction project that will combine remedial education with construction skill training leading to job placement with the private sector.

A motion made by J. Allred, and seconded by T. Cochran for WIB approval of NoRTEC submitting an application for $500,000 for a Youth Construction project, passed unanimously.

A motion made by W. Reiss, and seconded by J. Chapman for Governing Board approval of NoRTEC submitting an application for $500,000 for a Youth Construction project, passed unanimously.

X. EXECUTIVE COMMITTEE REPORT (DISCUSSION/ACTION)

T. Cochran gave the Executive Committee report.

Cochran said the committee had met the previous day and discussed C. Browns goals and objectives. They determined he had met them for PY 2004/2005. He said the committee directed Brown to continue to be involved in policy decisions at the State and Federal level, and to promote the NoRTEC Business Services program. Brown was also directed to develop a succession plan.

Cochran said they discussed the addition of Sierra and Nevada Counties to the NoRTEC Consortium, noting that Sierra County definitely wanted to join, and Nevada County was a "maybe."
A motion made by M. Piller, and seconded by B. Hamby, for WIB approval of the proposed expansion of NoRTEC to include Sierra County, or any county that wants to join NoRTEC under the same conditions and expectations as the current member counties, passed unanimously.

XI. REPORT OF THE SUNSHINE COMMITTEE

The function of the Sunshine Committee was discussed by the members. The members present agreed that it was to function as an education and legislative committee and thought the name of the committee should be changed. The suggested name is Education/Legislative Committee.

G. Mistal said that in the interest of time, she would forego her report on Small Business California. She handed out a brief synopsis of the meeting to the members and asked that they contact her if there were any questions.

XII. PLAN MODIFICATION

A motion by K. Theobald, seconded by T. Cochran, for WIB approval of the Sixth Year Plan Modification, passed unanimously.

A motion by J. Chapman, seconded by W. Reiss, for Governing Board approval of the Sixth Year Plan Modification, passed, with P. Cantrall abstaining.

XIII. OLD BUSINESS (INFORMATION)

No Old Business was discussed.

XIV. NEW BUSINESS (DISCUSSION)

The members noted the next meeting would be the annual WIB and Governing Board retreat, to be held on October 27-28, 2005.

XV. ADJOURNMENT

There being no further Old or New Business, the meeting was adjourned at 12:28 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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