Minutes - July 27, 2006

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

1. CALL TO ORDER

The meeting was called to order by J. Madden, WIB Chair, at 10:03 a.m.

2. ROLL CALL

There was a quorum of WIB members. There was not a quorum of Governing Board members. Roster

3. WIB APPROVAL OF MINUTES, APRIL 27, 2006

A motion by G. Mistal, seconded by H. Oilar, for WIB approval of the April 27, 2006, minutes as posted, passed the WIB unanimously.

4. APPROVAL OF AGENDA

A motion by M. Piller, seconded by H. Oilar, for WIB approval of the July 27, 2006, agenda as posted, passed unanimously.

5. WIB APPOINTMENTS

There was no quorum for the Governing Board. This item will be tabled until the next meeting.

6. PUBLIC COMMENT

There was no public comment.

7. WELCOME SIERRA COUNTY

P. Huebner, Governing Board representative from Sierra County said he and the Sierra County WIB members were happy to be part of NoRTEC. He said Sierra County had never had a representative on the Golden Sierra WIB, and he was very happy to now have three
members on the NoRTEC WIB.

G. Corderman, Executive Director, AFWD, gave a brief update on services being provided to Sierra County by AFWD, and the noted that finding suitable office space that was also ADA compliant was proving to be a challenge.

8. PROGRAM COMMITTEE REPORT

M. Piller, Program Committee Chair, gave the Program Committee report.

1. NoRTEC Monitoring

B. Austin, NoRTEC Program Services Director, reported to the members that she had just return from her second three-day visit to Rural Human Services in Del Norte County. She said the transition from one administration to another had been difficult, particularly since most of the former staff had been replaced by individuals with little previous WIA program experience. She said staff were rapidly gaining the training and experience necessary to run a successful program, and she was confident progress would continue in this area. She said NoRTEC would continue to monitor Rural Human Services closely, both through on-site and desk review, and would keep the members informed of progress and any problems that might arise.

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 reviewed contract performance. There were no concerns.
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.

Butte County (Butte County PIC) - B. Finley reported the Butte PIC was working with the City of Oroville, Butte College, the Regional Occupational program and local high schools to develop a youth construction trade program. The City of Oroville had committed funding for a project to turn an old building into an apartment complex for senior citizens.

Del Norte County (Rural Human Services) - L. Lakes reported that Rural Human Services staff were very busy with assisting Home Depot with recruitment and hiring for their Crescent City store.

Lassen/Modoc/Plumas Counties (Alliance for Workforce Development) - G. Corderman reported that there was lots of interesting information in each of the community coordinator reports in the four county area. He also gave a short synopsis of AFWD's plan if an avian flu pandemic should hit the NoRTEC area.

Shasta County (Shasta Smart) - L. Feliciano from the Shasta SMART center gave a report and presented a slideshow on SMART City 2006, SMART's day long event to provide local youth with life planning skills.

Siskiyou County (Siskiyou Training & Employment Program) - J. Hough gave a brief presentation on the Temporary Job Creation project in Siskiyou County. She reported that 23 individuals were working to clean-up storm damage. She said the project was also resulting in good publicity for STEP, and they were getting more results for WIA services in their county. Hough also reported that she and R. Barr had just completed some certification training so they could become ROP instructors.

Tehama County (Job Training Center of Tehama County) - K. Schmitz reported that Scott Kelly, the manager at the Hampton Inn, had taken his customer service testimonial on the road. Schmitz said he had been invited to present his testimonial on his relationship with the Job Training Center at both CWA and DOL conferences. Schmitz also reported the Job Training Center had earned $62,000 in program income during the 2005-2006 year, much of it from workshops such as Heat Illness Prevention Training, and Job Coaching. She said the Job Training Center was setting an $80,000 program income goal for program year 2006-2007.

Trinity County (Trinity Occupational Training) - C. Spring highlighted a participant success story, and gave a brief report on the work being down by Temporary Job Creation participants in Trinity County. Spring also reported that TOT had earned about $40,000 in program income.

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 183, up from the 157 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 were two business services presentations:

Dr. Leslie Sue, from Glenn County Child and Family Services, reported that the Butte PIC’s customer service training provided to child and family services staff had been very successful.

Dave and Shonna Freitas reported how delighted they were with the employer services provided by the Butte PIC during the start-up phase of their new restaurant "Scrambles." Ms. Freitas said that they were facing the daunting task of trying to hire all restaurant positions from scratch and were overwhelmed by the thought of accomplishing this task while trying to take care of the many other day-to-day details of opening a new business. The PIC staff ran an ad in the paper, collected and prescreened applications, set-up interviews, provided interview space, assisted with drug screenings and credit checks, and wrote letters and made "call backs" to those that were interviewed.

10. **Staff Training**

The staff training report, as presented in the agenda, was noted by the members.

11. **Youth Council Report**

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

_A motion made by G. Mistal, and seconded by T. Cochran, for WIB approval of the Fourth Quarter Program Committee Report, passed unanimously._

9. **FINANCE COMMITTEE REPORT**

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

1. **PY 2006/2007 Funding**
B. Hamby reported NoRTEC currently had an estimated $11,505,004 in available funds for the PY 2006/2007 Program Year.

2. PY 2005/2006 Funding

B. Hamby noted that the final PY 2005/2006 funding level total was $15,313,327.

3. Approval of the PY 2005/2006 Fourth Quarter Financial Reports

Fourth 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. Hamby noted these were preliminary reports, and final fourth quarter reports would be presented at the October 2006, meeting.

*A motion made by B. Maffett, and seconded by T. Cochran, for WIB approval of the preliminary PY 2005/2006 Fourth Quarter expenditure reports passed unanimously.*

4. PY 2005/2006 Administrative Entity Special Projects Budget Increase

B. Hamby reported that the cost of local Internet access caused the Administrative Entity to exceed its Special Projects budget. He said the Finance Committee was recommending that the budgeted amount be increased by $30,000 to a total of $130,000 to cover the budget deficit. He said there was sufficient funding available to cover this increase.

*A motion made by J. Reese, and seconded by K. Theobald, for WIB approval of increasing the PY 2005/2006 Administrative Entity Special Projects Budget from $100,000 to $130,000, passed unanimously.*

5. Fiscal Monitoring of NoRTEC Service Providers by NoRTEC

M. Cross reported he had monitored the fiscal operations of all seven of NoRTEC service providers and there were no areas or items of concern.

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 May 2006. He said in addition to visiting the NoRTEC Administrative Office, the monitors had also gone to the Job Training Center of Tehama County and the Shasta SMART center. There were no findings.

_A motion made by M. Piller, and seconded by J. Smith, for WIB approval of the Fourth Quarter Finance Committee Report passed unanimously._

10. STATUS OF FUNDING APPLICATIONS
   1. Prior Approval

   C. Brown reported:
   > The WIRED application was not funded, but DOL is still showing some interest in trying to fund NoRTEC through another source.
   > NoRTEC was awarded $100,000 by the Department of Labor to be used to participate in ongoing training and consultation efforts to implement the Northern California Regional Competitiveness Network.
   > The MCLAUS V project is still making its way through the State decision making chain.
   > The Temporary Job Creation project was funded for $1,807,080 for clean-up projects in Del Norte, Lassen, Plumas, Siskiyou, and Trinity Counties.
   > Negotiations are still in progress with EDD to compensate NoRTEC for the WIA staff work being done in all counties that no longer have an EDD presence.

   2. New Applications

   C. Brown requested permission to submit a Department of Labor Community-Based Job Training grant.

   _A motion made by B. Maffett, and seconded by M. Piller, for WIB approval for NoRTEC to submit a Community-Based Job Training application passed unanimously._

11. NORTEC EXECUTIVE COMMITTEE REPORT

   The WIB chose not to go into closed session.

   T. Cochran gave the Executive Committee report. He said the Executive Committee assigned new goals to the Executive Director for PY 2006/2007, and made the following recommendations to the NoRTEC WIB and Governing Board regarding staff Executive Director compensation and staff benefit percentage, effective July 1, 2006:

   1. The Executive Director's annual salary will be at $125,000.
   2. The Executive Director will receive a $400/month car allowance.
   3. Staff benefits will be set at 35% of annual salary.
A motion by M. Piller, and seconded by J. Reese, for the WIB to accept the Executive Committee’s recommendations as presented above passed unanimously.

12. REPORT OF THE EDUCATION/LEGISLATIVE COMMITTEE

G. Mistal gave the report. She said that Small Business California was getting recognition and making an impact. She said she would encourage all small business owners to join. She said the $100 annual fee was well worth it as it was an opportunity for the business community to take the lead in State policy and legislation.

The members read two letters written by Congressman Herger, one to the Governor and one to Ric Keller, Chairman, Subcommittee on 21st Century Competitiveness (House of Representatives). They both extolled the business first approach being taken by NoRTEC, encouraged additional funding and that NoRTEC be considered a model program.

13. OLD BUSINESS

No Old Business items were discussed.

14. NEW BUSINESS

The members noted the next meeting would be the annual WIB and Governing Board retreat. It would be held on Thursday and Friday, October 26-27, 2006, at the Mt. Shasta Resort.

The members discussed the possibility of moving the meetings quarterly meetings to a day other than Thursday, but the consensus of the members was to leave the quarterly meeting schedule as it was.

J. Madden welcome Sierra County to the consortium.

J. Allred thanked the WIB Committee Chairs for all the work that they do.

S. Sampels introduced Leslie McNamer who is the new Board of Supervisors member from Del Norte County that replaced Jack Reese when he declined to run for re-election. She said Leslie as likely to replace her as the Del Norte County representative on the Governing Board in January 2007.

A DOL representative announced that NoRTEC had been selected as one of the three local areas to be reviewed by DOL as part of the federal review of the State of California in September. He reported it would a programmatic and fiscal review.

Denise Miller from the Workforce Investment Division at the State reported that the MCLAUS V allocation was going through the approval process, and would likely be funded. She also reported that they were working on the county suballocation breakouts for the adult and youth programs.
15. 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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