Minutes - October 26, 2000

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, OCTOBER 26, 2000
KELSEYVILLE, CALIFORNIA

Final Posting January 20 @ 6:40 PM

I. CALL TO ORDER

The meeting was called to order by the WIB Chair, J. Madden, and the Governing Board Chair, J. Reese, at 10:05 A.M.

II. ROLL CALL

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

III. WIB/GB APPROVAL OF MINUTES, AUGUST 31, 2000

A motion by B. Maffett, seconded by T. Cochran, for WIB approval of the August 31, 2000, minutes as mailed, passed the WIB unanimously.

A motion by J. Smith, seconded by B. Reiss, for Governing Board approval of the August 31, 2000, minutes as mailed, passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA

A motion by T. Cochran, seconded by L. Bosetti, for WIB approval of the Agenda, as mailed, passed the WIB unanimously.

A motion by G. Russell, seconded by B. Reiss, for Governing Board approval of the agenda, as mailed, passed the Governing Board unanimously.

V. PUBLIC COMMENT

There was no public comment.
VI. ORIENTATION

C. Brown provided an overview of NoRTEC, demonstrating how to navigate the NoRTEC Web site to find NoRTEC related news, meetings, members, documents, etc. on the NoRTEC internet Web site (ncen.org). He said he was hoping to have a re-designed, less "clunky" Web site finished by the next meeting.

VII. PROGRAM COMMITTEE REPORT

Michele Piller, Program Committee Chair, presented the Program Committee Report.

A. Program Monitoring

T. Brown said the on-site monitoring visits had been postponed until the Spring when both NoRTEC staff and the programs will be more prepared.

B. State Monitoring

Currently, the State has not scheduled monitoring visits for either the WtW or WIA programs.

C. PY 2000/2001 Performance Standards

T. Brown said that currently, there is not any data to report. The State is attempting to access the UI Base Wage files of participants that terminated from JTPA sometime between October 1 and December 31, 1999, to determine their employment status and earnings for the third quarter after exit from the program. We (NoRTEC) are not able to access this data until the State gives it to us.

D. Customer Traffic Through the One-Stops

T. Brown said that NoRTEC staff and the programs were experimenting with possible data collection and reports that may be of interest to Board members, and demonstrated what they had developed so far. She said this whole first year was experimental, so they were in no hurry to lock into a specific set of procedures for data collection and reporting.

E. Butte County One Stop Report

Bill Finley, Director of the Butte PIC, presented an overview of the Butte County One Stop programs.

F. Featured Community Coordinator Report

The Community Coordinator report prepared by Sherri Whitham for Trinity County was selected as the featured report for this quarter; partly because it has a great picture of a mountain lake but mostly because of its educational value regarding Workforce
Development.

_A motion by L. Bosetti, seconded by B. Maffett, for the approval of the Program Committee report, passed the WIB unanimously._

_A motion by B. Reiss, seconded by G. Russell, for the approval of the Program Committee report, passed the Governing Board unanimously._

VIII. **FINANCE COMMITTEE REPORT**

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

A. **PY 2000/2001 Funding**

Currently, NoRTEC has $12,527,043 in available funds for the program year July 1, 2000, to June 30, 2001. If the additional $645,333 in Rapid Response Funding funding is received, the total funding available for PY 2000/2001 will be $13,172,376, a $3,471,934 increase over the amount available in PY 1999/2000. B. Hamby said the increase was due to the additional funding brought by Butte and Shasta Counties to NoRTEC, not to an increase in the amount of funding available per county.

B. **Approval of Final PY 99/00 Financial Reports**

B. Hamby said these final reports were not substantively different than the preliminary reports presented in August, but they still needed formal approval of the WIB and Governing Board: Final PY 99/00 Contracts Summary, Service Provider Contract Modifications, Program Expenditure Report, NoRTEC Administrative Entity Expenditure Report, and NoRTEC WIB and Governing Board Expenditure Report.

_A motion by T. Cochran, seconded by L. Bosetti, for the approval of the final FY 99/00 Financial Reports, passed the WIB unanimously._

_A motion by B. Reiss, seconded by J. Smith, for the approval of the final FY 99/00 Financial Reports, passed the Governing Board unanimously._

C. **Approval of PY 00/01 First Quarter Financial Reports**

There was a brief review of the standard NoRTEC Quarterly Finance Reports: Contracts Summary, Service Provider Contract Modifications, Program Expenditure Report, NoRTEC Administrative Entity Expenditure Report, and NoRTEC WIB and Governing Board Expenditure Report. B. Hamby said the Finance Committee had not noted any items of concern in the first quarter reports.
A motion by M. Piller, seconded by R. Withrow, for the approval of the PY 00/01 First Quarter Finance Reports, passed the WIB unanimously.

A motion by I. Fust, seconded by J. Smith, for the approval of the PY 00/01 First Quarter Finance Reports, passed the Governing Board unanimously.

D. Waiver Of NoRTEC Expenditure Requirements

B. Hamby said the NoRTEC Finance Committee is recommending that the policy requiring NoRTEC service providers to spend 90% of each year's allocation by the end of the program year be waived for PY 2000/2001, to allow service providers more flexibility as they make the transition to the WIA program. C. Brown said there were no State or Federal recapture policies in place, and he thought it made sense for NoRTEC to also ease their expenditure requirements.

A motion by R. Withrow, seconded by T. Cochran, for the approval of waiving the NoRTEC recapture policy for the current fiscal year (July 1, 2000 to June 30, 2001), passed the WIB unanimously.

A motion by G. Russell, seconded by B. Reiss, for the approval of waiving the NoRTEC recapture policy for the current fiscal year (July 1, 2000 to June 30, 2001), passed the Governing Board unanimously.

IX. APPROVAL OF NORTEC POLICIES

A. Signatory Authority Policy

C. Brown said he thought the modifications requested by E. McCain at the August meeting had been made to the proposed policy.

A motion by M. Piller, seconded by T. Cochran, for the approval of the NoRTEC Signatory Authority policy as submitted with the agenda, passed the WIB unanimously.

A motion by G. Russell, seconded by B. Reiss, for the approval of the NoRTEC Signatory Authority policy as submitted with the agenda, passed the Governing Board unanimously.

B. Revision to the Procurement Policy

M. Cross said NoRTEC staff is recommending a modification of the NoRTEC procurement policy consistent with a modification in the State policy, revising the definition of "small purchase" from $25,000 to $50,000. This change will lessen the paperwork burden and decrease the risk of questioned or disallowed costs.

A motion by B. Hamby, seconded by D. Beeson, for the approval of changing the Small Purchase amount in the NoRTEC Policy to $50,000, passed the WIB unanimously.
A motion by B. Reiss, seconded by I. Fust, for the approval of changing the Small Purchase amount in the NoRTEC Policy to $50,000, passed the Governing Board unanimously.

X. LOCAL MOU AND ONE STOP STATUS

C. Brown said that representatives of the Department of Rehabilitation are in the process of negotiating local MOUs with the NoRTEC One Stop Operators. He said he didn't anticipate any insurmountable problems, and thought there was a good chance of have fully executed MOUs by the next meeting.

XI. STATUS OF FUNDING APPLICATIONS

Rapid Response - NoRTEC received about one half of the total amount received last year by the combined nine county NoRTEC area. Staff is waiting for the new application process and forms to be released by EDD, and will then apply for the remainder.

Employment Training Panel (ETP) - The application for ETP funding is still in the planning stages.

XII. NEW FUNDING PROPOSALS

C. Brown provided an overview of four funding applications he was seeking approval for submitting: California Workforce Investment Board 15% Applications (Northern Rural California Information Lifeline, $568,000 to NoRTEC, and Northern Rural California Regional Training and Consensus Building, $410,000 to NoRTEC, to be submitted as NCEN applications; a California EDD Application for 25% Funds (One Stop based Core and Intensive services in the fourteen county NCEN area, $1,980,000 to NoRTEC; and the Caregiver Training Initiative (CTI) (recruit and train Health Care professionals for a 15 county NCEN area, $3,000,000 to NoRTEC).

A motion by B. Maffett, seconded by R. Sandler, for the approval of NoRTEC staff submitting the four proposed funding applications, to include the two California Workforce Investment Board 15% applications, the California EDD application for 25% funds, and the Caregiver Training Initiative, passed the WIB unanimously.

A motion by J. Smith, seconded by I. Fust, for the approval of NoRTEC staff submitting the four proposed funding applications, to include the two California Workforce Investment Board 15% applications, the California EDD application for 25% funds, and the Caregiver Training Initiative, passed the Governing Board unanimously.

XIII. LETTER TO GRANTLAND JOHNSON

C. Brown said he had not received a response to the J. Reese letter to Grantland Johnson yet. The consensus was for C. Brown to politely follow up on the letter with Grantland and related State staff. If he was unable to generate a response, the WIB and Governing Board members would become actively and aggressively involved.
XIV. **EXECUTIVE DIRECTOR PERFORMANCE AND COMPENSATION**

The Executive Committee will meet prior to the next regularly scheduled WIB and Governing Board meeting on January 25, 2001, to develop a recommendation for the full WIB and Governing Board regarding compensation for the NoRTEC Executive Director. J. Reese said he thought the Governing Board members should make an effort to be there too.

XV. **OLD BUSINESS**

L Bosetti said the Forest Reserve Bill was sitting on the President's desk awaiting his signature. There was discussion of HR 2389 and its financial impact on the counties. J. Smith encouraged NoRTEC staff and the rest of the WIB and Governing Board members to be supportive of the appointment of Bill Dennison to the Forest Counties Payments Committee.

XVI. **NEW BUSINESS**

A. **Upcoming Meeting Schedule**
   1. WIB and Governing Board - January 25, 2001
   2. NoRTEC Executive Committee - Either mid-December or early January

B. J. Madden announced the retirement of Rich Camillieri, EDD representative on the NoRTEC WIB. On behalf of NoRTEC, she thanked Rich for his service and wished him well. Rich said it had been a pleasure serving on the NoRTEC WIB.

XVII. **ADJOURNMENT**

There being no further Old or New Business, the meeting was adjourned at 3:25 P.M.

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