Minutes - October 24, 2002

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
THURSDAY, OCTOBER 24, 2002
KELSEYVILLE, CA

I. CALL TO ORDER

The meeting was called to order by J. Madden, WIB Chair, and J. Reese, Governing Board Chair at 2:15 p.m.

II. ROLL CALL

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

III. WIB APPROVAL OF MINUTES, JULY 25, 2002 (ACTION)

A motion by T. Cochran, seconded by B. Maffett, for WIB approval of the July 25, 2002, minutes as mailed, passed the WIB unanimously.

A motion by J. Smith, seconded by B. Dennison, for Governing Board approval of the July 25, 2002, minutes as mailed, passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA (ACTION)

A motion by T. Cochran, seconded by M. Steffeck, for WIB approval of the October 24, 2002, agenda as mailed, passed the WIB unanimously.

A motion by B. Dennison, seconded by J. Smith, for Governing Board approval of the October 24, 2002, agenda as mailed, passed the Governing Board unanimously.

V. PUBLIC COMMENT (INFORMATION)

There was no public comment.

VI. WIB APPOINTMENTS (ACTION)
A motion by B. Reiss, seconded by J. Smith, for the appointment of Larry McCord to the NoRTEC WIB, representing private industry, passed the Governing Board unanimously.

A motion by J. Smith, seconded by P. Cantrall, for the appointment of Alejandro Salazar to the NoRTEC WIB, representing seasonal and migrant farm worker programs, passed the Governing Board unanimously.

(See agenda for web site links to applications and nominating letters.)

VII. YOUTH COUNCIL APPOINTMENTS (ACTION)

A motion by B. Maffett, seconded by D. Beeson, for the following Youth Council appointments, passed the NoRTEC WIB unanimously.

A motion by B. Reiss, seconded by B. Dennison, concurring with the NoRTEC WIB Youth Council Appointments, passed the Governing Board unanimously.

(1) Barbara Hanstein, representing organized labor
(2) Janie Gaither, representing an organization that has experience providing WIA Youth Activities
(3) Tom Cochran, representing private industry

VIII. PROGRAM COMMITTEE REPORT (ACTION)

M. Piller presented the Program Committee Report.

A. Program Monitoring

No on-site program monitoring visits have been conducted since the last meeting. The annual programmatic monitoring will not be scheduled until after the January WIB/Governing Board meeting.

B. State Monitoring

There have been no on-site State program monitoring visits since the last meeting, and none are scheduled in the near future.

C. Client Numbers

The following reports were reviewed and discussed:

1. One Stop Centers - Job Seekers Accessing One-Stop Centers
2. WIA Enrollments - Job Seekers Enrolled in the WIA Program
3. Client Exits - Outcome Information On Customers Leaving The Programs
4. Core Service - One Stop Center Utilization Information

D. Caregiver Training Initiative (CTI)

The CTI program was discussed. The program is winding down, and will be over as of December 31, 2002. T. Brown said that a final report with occupations trained in and wages will be presented at the January meeting. C. Brown said he wanted to give kudos to Mendocino and Humbolt for the large number of clients that they served with their portion of the funding.

E. Plant Closure Update

There have been two closures in Lassen County since the last meeting.

Plant Closure Update

F. Featured Community Coordinator Report

The selection for Community Coordinator report of the quarter was awarded to Rural Human Services. The members applauded the efforts of Rene Quintana, Del Norte County's Community Coordinator, and congratulated all the Community Coordinators for the great reports they were preparing. (See agenda for web site links.)

G. Business First Report

The WIB and Governing Board adopted program policies and endorsed a program perspective that encourages the NoRTEC One Stops to assist local business as their primary customer. Local and NoRTEC wide efforts to achieve this goal were presented:

1. Web site Technology Initiative (Update)

The first round of the four hour "Put Your Business on the Internet Today" workshops were held in eight of the nine NoRTEC counties. They appear to have been very successful. Many businesses (151) registered for their own web sites, and so far have ten published sites (open to the public).

C. Brown said that NoRTEC had also sponsored one for Lake County businesses at the Konocti conference (on Tuesday). Brown also said that while the original intent had been to utilize youth participant crews for technical assistance to the local businesses, it really had not worked out very well. He said that EDC in Lake County had made the commitmment to provide on-going support to the businesses, and he felt that was a better approach.

J. Madden said that she had attended one of the workshops previously, and said that it was "awesome." You could
actually go home with a completed website in as little as four hours.

Brown said that currently he was working on a second round of workshops and will update the board at the next meeting in January.

2. Entrepreneur Training

J. Lucas reported that ten businesses had attended the workshop. Three of ten were viable enough that they were working towards obtaining venture capital.

3. Employee Recruitment

C. Brown discussed TOT's experience working with a local employer with employee recruitment, screening, testing, job descriptions, etc. He said that they provided these services for a small fee of $315, and that the business was happy with the service.

H. NoRTEC Youth Council Meeting, December 11, 2002, Redding

The next NoRTEC Youth Council meeting will be in Redding at the Red Lion Inn on December 11, 2002. C. Brown said that an agenda had not been prepared yet, but the focus will be on "mapping" local youth services. Two of the objectives of this exercise are to identify gaps in service and to develop a Youth Services Directory.

_A motion by B. Maffett, seconded by T. Cochran, for WIB approval of the first quarter Program Committee report, passed the WIB unanimously._

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

IX. FINANCE COMMITTEE REPORT

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

A. PY 2002/2003 Funding

NoRTEC has $11,755,598 in available funds for the program year July 1, 2002, to June 30, 2003. An additional $5,061,967 has been requested. If all the requested funding is received, NoRTEC will have $16,817,565 in available funding for the 2002/2003 program year, a $3,032,863 decrease from the amount of funding available in PY 2001/2002. The decrease in funding is primarily due to congressional reductions in WIA funding (we received a 20% reduction in our Dislocated Worker allocation from last year) and reduced availability of special project funding from the State.
B. Approval of PY 2001/2002 Fourth Quarter Financial Reports

Preliminary Fourth Quarter Financial Reports for PY 2001/2002 were presented at the July, 2002 WIB/GB meeting. The final reports presented for approval at this meeting include some minor changes, but the final reports are not substantively different than the preliminary reports.

Final Fourth Quarter Reports:

PY 2001/2002 Contracts Summary
PY 2001/2002 Service Provider Contract Modifications
PY 2002/2002 Program Expenditure Report
PY 2001/2002 NoRTEC Administrative Entity Expenditure Report
PY 2201/2002 NoRTEC WIB and Governing Board Expenditure Report

* A motion by D. Beeson, seconded by L. Bosetti, for WIB approval of the PY 2001/2002 Fourth Quarter final Finance Reports, passed the WIB unanimously. *

* A motion by P. Cantrall, seconded by J. Smith, for Governing Board approval of the PY 2001/2002 Fourth Quarter final Finance Reports, passed the Governing Board unanimously. *

C. Approval of PY 2002/2003 First Quarter Financial Reports

First quarter financial reports for PY 2002/2003 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 first quarter reports

* A motion by S. LaBriere, seconded by M. Piller, for WIB approval of the PY 2002/2003 First Quarter Finance Reports, passed the WIB unanimously. *

* A motion by B. Reiss, seconded by J. Smith, for Governing Board approval of the PY 2002/2003 First Quarter Finance Reports, passed the Governing Board unanimously. *

D. State Monitoring of NoRTEC
The members noted that an official monitoring report had been issued, and that currently there are no outstanding issues or items of concern.


NoRTEC has received its June 30, 2001, Single Audit Report. The audit was "clean," meaning that there were no findings, questioned costs, or recommendations resulting from the Audit. The WIB Finance Committee has reviewed the audit report and recommended that the WIB accept the audit report.

*A motion by R. Sandler, seconded by B. Maffett, for WIB acceptance of the audit report for PY 2000/2001, passed the WIB unanimously.*

*A motion by P. Cantrall, seconded by B. Reiss, for Governing Board acceptance of the audit report for PY 2000/2001, passed the Governing Board unanimously.*

F. Approval of Dislocated Worker To Adult Funding Transfer

M. Cross said that after reviewing the information contained in the agenda, the WIB Finance Committee is recommending that NoRTEC staff request a transfer of $495,359, from the Dislocated Worker program to the Adult program.

*A motion by K. Theobald, seconded by R. Sandler, approving the transfer, passed the WIB unanimously.*

*A motion by B. Dennison, seconded by J. Smith, approving the transfer, passed the Governing Board unanimously.*

X. STATUS OF FUNDING APPLICATIONS

A. Prior Approval:

1. The two NCEN regional applications for "Incentive Funding" (Caregiver Training and Entrepreneurial Training) were not funded. No money was set aside in the State's Incentive Funds Budget, and no projects were funded.
2. The application for a technology grant to provide internet training to local employers in the NCEN area was not submitted. C. Brown said that staff are still thinking through program design.
3. The NCEN regional North STARRS application for approximately $3,100,000 for One Stop Core and Intensive services and plant closures was funded, with $2,000,000 for NoRTEC and $1,100,000 for North Central. C. Brown said that we received part now and will get the rest after the first of the year, provided NoRTEC shows reasonable expenditure of the initial amount that was awarded.
4. The NCEN regional Nurse Workforce Initiative was funded for $2,100,000, primarily for training LVNs and RNs in the 16 county area (NoRTEC, NCCC, Mendocino and Humboldt).
B. New Applications:

C. Brown said that no new applications are ready for WIB and Governing Board approval.

XI. OLD BUSINESS

No Old Business Items were discussed.

XII. NEW BUSINESS (DISCUSSION)

1. C. Brown said that the next WIB and Governing Board will be held Thursday, January 30, 2003, in Chico.
2. J. Reese said that he wanted to bring up the possibility of having someone else be the Governing Board Chair. J. Madden said she was also open to someone else serving as WIB Chair. None of the present members wanted Reese or Madden to step down from these positions. B. Reiss said he wanted to table the discussion for two years.
3. P. Cantrall said she would like to see some training established for new WIB and Governing Board members.
4. T. Cochran said he would like to see the addition of pens and paper tablets to the conference registration packet at Konocti in 2003.

XIII. ADJOURNMENT

The meeting was adjourned at 3:05 p.m.

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