Minutes - October 27, 2006

NoRTEC
MINUTES
WIB AND GOVERNING BOARD
FRIDAY, OCTOBER 27, 2006
MT. SHASTA, CA

1. CALL TO ORDER

The meeting was called to order by J. Madden, WIB Chair, and B. Dennison, Governing Board Chair, at 9:02 a.m.

2. ROLL CALL

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

3. APPROVAL OF MINUTES, JULY 27, 2006

A motion by B. Maffett, seconded by T. Cochran, for WIB approval of the July 27, 2006, minutes as posted, passed the WIB unanimously.

A motion by W. Reiss, seconded by G. Russell, for Governing Board approval of the July 26, 2006, minutes as posted, passed the Governing Board unanimously.

4. APPROVAL OF AGENDA

A motion by T. Cochran, seconded by B. Maffett, for WIB approval of the October 27, 2006, agenda as posted, passed unanimously.

A motion by W. Reiss, seconded by P. Huebner, for Governing Board approval of the October 27, 2006, agenda as posted, passed unanimously.

5. GOVERNING BOARD CONSENT AGENDA

There was not a quorum of Governing Board members at the last meeting. Governing Board members approved a Consent Agenda from the July 26, 2006, meeting. (See agenda for a link to the July 26, 2006, Consent Agenda.)
A motion by G. Russell, seconded by S. Sampels, for Governing Board approval of the items on Consent Agenda from the July 27, 2006, WIB/Governing Board Meeting, passed unanimously.

6. WIB APPOINTMENTS

Ron Sandler was nominated to fill a Private Industry seat on the NoRTEC WIB, representing Del Norte County.

A motion by S. Sampels, seconded by W. Reiss, to appoint Ron Sandler to fill a Private Industry seat on the NoRTEC WIB, passed the Governing Board unanimously.

7. PUBLIC COMMENT

There was no public comment.

8. PROGRAM COMMITTEE REPORT

M. Piller presented the Program Committee Report.

1. Program Monitoring

M. Piller noted there had been no program monitoring visits by NoRTEC since the last WIB/Governing Board meeting, and that the next round of monitoring would take place in the Spring 2007.

2. State Monitoring

M. Piller noted there had been no State monitoring since the last WIB/Governing Board meeting.

3. Department of Labor Monitoring

M. Piller reported that the Department of Labor fiscal and programmatic review of NoRTEC had gone very well, and the monitors were impressed with NoRTEC's operation.

4. 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

5. **Contract Performance**

   The members reviewed contract performance. There were no concerns.

6. **Counties Declared "Disaster Areas" by the Governor**

   M. Piller reported that NoRTEC received $1,807,080 to run a temporary job creation program in Del Norte, Lassen, Plumas, Siskiyou, and Trinity Counties to clean up damage for the December 2005/January 2006 storms.

7. **Plant Closure Update**

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

8. **"Headline" Program Reports**

   Each of the Service Providers in NoRTEC delivered a brief report on WIA highlights in their county.

9. **Web Site Technology Initiative (Update)**

   C. Brown demonstrated some modifications to the North State Directory including a new function that displays a map to the business' location.

10. **One Stop Business Services**

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

    Josie Wyatt, Community Coordinator, Siskiyou Training and Employment Program (STEP), introduced Kim Latos, Animal Shelter Manager, from the Siskiyou County Humane Society. Ms. Latos reported to the members that she was happy with the various services STEP had provided including recruitment services and employee handbooks.

11. **Staff Training (Information)**

    The members noted that since the last meeting 26 business services staff passed the California Accredited Consultant (CAC) exam in September 2006. NoRTEC now has a total of 91 business services staff with this accreditation.

    Fifty-four (54) Client Services staff also completed a Career Transition Coach Certification workshop in October 2006. The members noted this certification is designed for career practitioners who must advise, coach, guide or counsel adults through either a short-term job transition or a long-term career transition.
12. **Youth Council Report (Information)**

    The members noted there was no Youth Council meeting this quarter.

    *A motion made by T. Cochran, and seconded by L. McCord, for WIB approval of the Third Quarter Program Committee Report, passed unanimously.*

    *A motion made by W. Reiss, and seconded by S. Sampels, for Governing Board approval of the Third Quarter Program Committee Report, passed unanimously.*

9. **FINANCE COMMITTEE REPORT**

    C. Martin, Finance Committee member, presented the Finance Committee report.

    1. **PY 2006/2007 Funding (Information)**

        C. Martin reported NoRTEC currently has $14,378,195 in available funds for the PY 2006/2007 Program Year. She said an additional $225,000 of funding has been requested. If it is received, NoRTEC will have $14,603,195 in available funding for the 2006/2007 Program Year. This would be a $1,113,777 increase over the total amount of funding available at the start of the 2005/2006 program year.


        The following final fourth quarter reports were presented to the members for approval. Martin noted there had only been minor changes to a couple of the reports, and there were no areas of concern (see agenda for links to reports):

        - PY 2005/2006 Contracts Summary
        - PY 2005/2006 Service Provider Contract Modifications
        - PY 2005/2006 Program Expenditure Report
        - PY 2005/2006 NoRTEC Administrative entity Expenditure Report
        - PY 2005/2006 NoRTEC WIB and Governing Board Expenditure Report

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

        *A motion made by P. Cantrall, and seconded by W. Reiss, for Governing Board approval of the final PY 2005/2006 Fourth Quarter expenditure reports passed unanimously.*

    3. **Approval of PY 2006/2007 First Quarter Financial Reports**
First quarter financial reports for PY 2006/2007 were presented to the members for approval. Martin reported there were no areas of concern from the Finance Committee (see agenda for link to reports):

- PY 2006/2007 Contracts Summary
- PY 2006/2007 Service Provider Contract Modifications
- PY 2006/2007 Program Expenditure Report
- PY 2006/2007 Administrative Entity Expenditure Report
- PY 2006/2007 NoRTEC WIB and Governing Board Expenditure Report

A motion made by T. Cochran, and seconded by M. Piller, for WIB approval of the PY 2006/2007 First Quarter expenditure reports passed unanimously.

A motion made by W. Reiss, and seconded by G, Russell, for Governing Board approval of the PY 2006/2007 First Quarter expenditure reports passed unanimously.

4. DOL Fiscal and Procurement Monitoring of NoRTEC

C. Brown noted that the financial Monitors from the US Department of Labor were at the NoRTEC and Shasta SMART offices during the week of September 18-22, 2006, and they had one concern. They referenced a DOL technical assistance guide that says if the One Stop Operator and the Program Operator are the same entity, all the costs for each have to be allocated between the two cost categories of administration and program. Brown said this is a new twist on the DOL regs, which simply say that if a WIB contracts with another entity to provide program services, all the costs can be charged to the program cost category. Brown said this issue is a potential concern because WIA expenditures for Administration are limited to 10% of total expenditures, and it will be interesting to see how the State responds to DOL, because most WIBs in the State do like NoRTEC does and charges all the costs for contracted program service delivery to the program cost category. Brown stated it will be easier for NoRTEC to comply than most WIBs, but it would still be a nuisance that could cause more paper work, busy work and guess work, and it would not add anything to program quality or accountability.

Brown said DOL has not yet issued a monitoring report (which will be addressed to EDD rather than NoRTEC), but the Board will be kept informed on the status of this issue.

A motion made by B. Maffett, and seconded by T. Cochran, for WIB approval of the First Quarter Finance Committee Report passed unanimously.

A motion made by W. Reiss, and seconded by P. Cantrall, for Governing Board approval of the First Quarter Finance Committee Report passed unanimously.

10. STATUS OF FUNDING APPLICATIONS
   1. Prior Approval
C. Brown reported on this item as presented in the agenda.

2. **New Applications**

C. Brown requested permission from the WIB and Governing Board to apply for (1) $225,000 of Governor's Rapid Response funds to focus on a portion of the NoRTEC WIRED project; (2) $600,000 to continue with the LVN to RN upgrade program throughout NoRTEC; (3) $500,000 to develop and implement retail industry skills training in Chico, Redding, and Red Bluff; and (4) $45,000 to assist with the continuation of a Workforce One Youth crew in Tehama County.

*A motion made by T. Cochran, and seconded by D. Withrow, for WIB approval for NoRTEC to submit applications for the following, passed unanimously:*

1. $225,000 for the Northern California Regional Small Business Partnership.
2. $600,000 to provide LVN to RN upgrade training.
3. $500,000 to develop and implement retail training centers.
4. $45,000 for the Workforce One Youth crew in Tehama County.

*A motion made by G. Russell, and seconded by P. Cantrall, for Governing Board approval for NoRTEC to submit applications for the following, passed unanimously:*

1. $225,000 for the Northern California Regional Small Business Partnership.
2. $600,000 to provide LVN to RN upgrade training.
3. $500,000 to develop and implement retail training centers.
4. $45,000 for the Workforce One Youth crew in Tehama County.

11. **PLAN MODIFICATION**

*A motion made by B. Maffett, and seconded by L. McCord, for WIB approval of the 2006/2007 plan modification, passed unanimously.*

*A motion made by W. Reiss, and seconded by G. Russell, for Governing Board approval of the 2006/2007 plan modification, passed unanimously.*

12. **NORTH STATE CEO, ENTREPRENEUR AND INNOVATION SUMMIT**

C. Brown reported that NoRTEC and its primary partners, Center For Economic Development and Golden Capital Network, will be publicly introducing the WIRED project this December 14, 2006, in an all day conference to be held at the Sierra Nevada Brewery "Big Room" in Chico, California. Brown reported that NoRTEC received some funding from the State to jump-start this project, and this conference will be the first event. Brown encouraged Board members to attend.
13. **OLD BUSINESS**

There were no Old Business items.

14. **NEW BUSINESS**

The members noted the next WIB and Governing Board meeting will be held on Thursday, January 25, 2007, in Redding.

15. **ADJOURNMENT**

There being no further Old or New Business, the meeting was adjourned at 11:30 a.m.

NoRTEC is an [equal opportunity employer/program](http://www.norotec.org). Auxiliary aids and services are available upon request to individuals with disabilities.

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