



Workforce Development Board New Member Orientation



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NORTEC OVERVIEW

The Northern Rural Training & Employment Consortium (NoRTEC) headquartered in Chico, California, administers Workforce Innovation and Opportunity Act (WIOA) programs in eleven Northern California counties. Established in 1983, NoRTEC is led by a Governing Board (GB) and Workforce Development Board (WDB) that oversee a broad range of programs and initiatives. NoRTEC is a California Special District formed through a Joint Powers Agreement and has established contracts with nonprofit agencies referred to as Service Providers (SP) in eleven counties to ensure job seekers and businesses have access to a comprehensive array of job training and employment services. These services can be provided at either an America's Job Center of California (AJCC)/One Stop Center or a stand-alone center.

NoRTEC is committed to supporting a demand-driven workforce system that will attract and grow businesses and the regional economy. To accomplish this we:

- Bring together policy makers, business, government agencies, education entities, economic development agencies and the public to better understand workforce needs and to identify solutions.
- Develop and implement comprehensive regional strategies to meet the education and job training needs of the workforce.
- Oversee America's Job Center of California (AJCC)/One Stop Center locations located throughout the NoRTEC Region to provide a variety of services to employers and individuals seeking employment opportunities.
- Collect and analyze Labor Market Information (LMI) to identify employment trends, skills gaps and education and training needs and disseminate the information to policy makers, educators, business, workforce partners and job seekers.
- Promote strategies to improve education levels and basic workplace skills needed to meet the needs of companies and improve their competitiveness in today's marketplace.
- Support strategies that encourage life-long learning and continuous improvement of workplace skills.
- Advocate for the importance of workforce policy and provide perspective about the need for a skilled workforce.

SERVICE PROVIDER (SP)

JOB SEEKER AND EMPLOYER SERVICES

The NoRTEC Service Providers are encouraged to create partnerships with local business and industry by implementing a flexible workforce system that offers services to **employers** that cover a broad spectrum of needs including:

- Matching employers' job postings with qualified applicants
- Working with state and local economic development entities to attract new employers.
- Providing economic and labor market information for a specific area, including wage and salary information that helps existing employers sustain and expand their business.
- Enabling rapid response to aid companies who are facing or trying to avert layoffs.
- Recruiting job candidates.
- Conducting pre-employment assessments for businesses, including new companies moving into the local workforce area.
- Matching local companies with educational institutions that provide specific employment certificate programs for jobs projected to be in demand in the local area's labor market.
- Testing and assessing the education, interests, aptitudes and skill levels of an employer's current workforce.
- Arranging education and skills training for new and current workers, including customized training for individual employers or industries.
- Assisting in developing or obtaining customized training and associated labor market data.
- Sponsoring business-focused seminars on topics such as tax credits and local labor market conditions.

Services to **job seekers** must complement the employers' needs by:

- Matching qualified job seekers with the right employer.
- Providing timely outreach and registration.
- Offering job search, job referral and placement assistance.
- Conducting career counseling.
- Maintaining and providing up-to-date Labor Market Information (LMI), including:
 - Local, regional and national employment trends
 - Job vacancies
- Skills needed for Board-targeted demand occupations.

- Assessing skills and needs promptly.
- Assuring the availability of resource rooms (e.g. Internet access, resume writing, job search assistance, etc.).
- Disseminating information on available services.
- Conducting individual job development.
- Developing and providing job clubs.
- Creating individual employment plans.
- Providing short-term prevocational services including progress checks.
- Offering relevant occupational skills training.
- Combining workplace training with related instruction to foster a cooperative education.
- Providing skills upgrading and retraining.
- Offering job readiness training
- Providing entrepreneurial training
- Offering adult education and literacy
- Providing On-the-Job Training (OJT)
- Offering customized training.

CALENDAR & CONTACTS

MEETING CALENDAR

The Calendar of Workforce Development Board and Committee meetings is included as Attachment A.

Schedules may change periodically, due to unforeseen circumstances. For a detailed schedule of monthly meetings, visit our website at

<http://www.ncen.org/index.php/meetings/upcoming-meetings>.

BOARD ROSTER

A copy of the most recent Workforce Development Board Roster is included as Attachment B and can be found on NoRTEC's website www.ncen.org.

STAFF CONTACT LIST

The primary offices for all staff are located at: NoRTEC
525 Wall Street
Chico, CA 95928
(530) 892-9600
www.ncen.org

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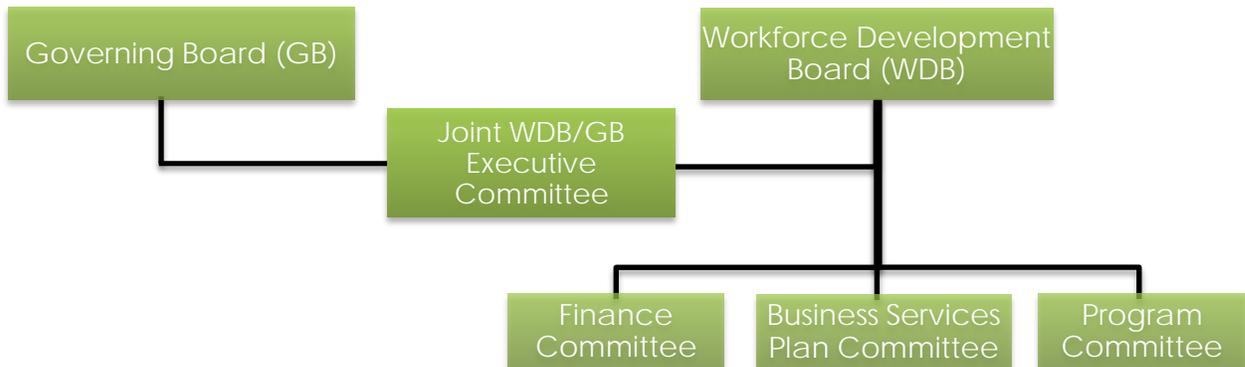
Email: tbrown@ncen.org

Another great way to keep in touch is by connecting with the Workforce Development Department on social media. Please find us on the following networks:

NoRTEC Twitter - @NoRTECjobs

BOARD ORGANIZATIONAL CHART

The Workforce Development Board and Governing Board has committees that review policy issues and make recommendations to the Board.



COMMITTEE ASSIGNMENTS

The **Joint WDB/GB Executive Committee's** purview includes making recommendations to the WDB and Governing Board regarding hiring, compensation, evaluation and discharge of the Executive Director. The Joint WDB/GB Executive Committee has the full authority of the WDB and Governing Board to act on decisions that need to be made between meetings of the WDB and Governing Board. The group also focuses on financial matters, performance measures, official policies, and contractual partnerships. This committee includes the Chair, and Vice Chair of the Workforce Development Board and Governing Board, as well as three additional WDB members selected by a vote of the WDB members.

The **Finance Committee** is appointed by the WDB Chair and, to the extent possible, contains at least one WDB member representative from each NoRTEC member county. The Finance Committee oversees the NoRTEC financial systems and procedures, and assist staff with the provision of routine financial reports to the WDB and Governing Board.

The **Business Services Plan Committee** is comprised of its private sector members. This committee provides oversight for NoRTEC's Business Services, and develops and makes recommendations for the NoRTEC Business Services Plan.

The **Program Committee** is appointed by the WDB Chair and, to the extent possible, contains at least one WDB member representative from each NoRTEC member county. The Program Committee oversees the NoRTEC One Stop System/America's Job Center of California (AJCC) System, Youth activities and assist staff with the provision of routine program reports to the WDB and Governing Board.

A list of members for each committee can be found on Attachment C.

PURPOSE

WHAT IS THE NoRTEC WORKFORCE DEVELOPMENT BOARD (WDB)?

The NoRTEC Workforce Development Board (WDB) is a regional WDB that administers the federally funded Workforce Innovation and Opportunity Act (WIOA) programs in Northern California. Workforce Development Boards were created under a 1998 federal law called the Workforce Investment Act (WIA) with a mandate to create a workforce development system that meets the needs of employers for qualified workers and by expanding employment opportunities for residents. On July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) into law, concluding the reauthorization of the Workforce Investment Act (WIA).

Beyond what WIOA mandates, the Workforce Development Board has become a key player in the economic growth and competitiveness of our local area and the region. In this larger role, the Workforce Development Board functions as a convener, an innovator, and a facilitator of strategic partnerships between the private sector, non-profit agencies, educational institutions, local elected officials, local government agencies, labor, and job training education programs.

WHAT DO WORKFORCE DEVELOPMENT BOARDS DO?

The NoRTEC Workforce Development Board has three major roles.

1. First, the WDB shapes workforce programs in NoRTEC's 11 Counties. Specifically, the WDB sets priorities, offers input based on real world experiences, ensures results, and offers solutions that are tailored to our local community and economy.
2. In addition, the WDB works to increase business investment in the workforce by promoting workforce programs within the business community, using the workforce system to find and train employees, leveraging their relationships and resources to enhance the workforce system, and recruits other leaders to join the Workforce Development Board.
3. Lastly, the WDB represents the NoRTEC workforce system. WDB members advocate on workforce issues with policy-makers, and collaborate with other workforce and economic development professionals to identify best practices and opportunities for enhancement of our local system.

MEMBERSHIP

NoRTEC Workforce Development Board members are appointed by the NoRTEC Governing Board.

The majority of the members of the WDB must be business leaders. The Workforce Innovation and Opportunity Act also mandates that key decision makers from education, economic development, community based organizations, labor unions,

training and human service agencies be represented on the WDB. Nonprofit organizations, community leaders, and other stakeholders may also be appointed to serve on the WDB.

The composition of the NoRTEC Workforce Development Board is as follows:

- Seventeen (17) representatives of business in the local area who are owners, chief executives or operating officers of business or other business executives, including small businesses, business organizations, or human resources executives with optimum policy-making or hiring authority that provide employment opportunities in in-demand sectors or occupations as defined in WIOA. One representative from each NoRTEC county, plus 6 at-large representatives.
- One (1) at-large representative from Higher Education.
- Five (5) at-large representatives of labor organizations, including one at-large representative of an apprenticeship program.
- Two (2) at-large representatives of community-based organizations with expertise in addressing the employment needs of populations with barriers to employment, including, but not limited to, those that represent or provide service to individuals with disabilities, veterans, WIOA eligible youth (including out-of-school youth), farm workers, homeless persons and immigrants.
- Two (2) at-large representatives of TANF/Health and Human Services.
- One (1) at-large representative of Adult Education.
- One (1) at-large representative of an economic development agency, including private sector economic development entities and/or Small Business Development Centers.
- One (1) at-large representative from the State of California Employment Development Department under Wagner-Peyser serving the local area.
- One (1) at-large representative of programs under Title I of the Rehabilitation Act of 1973.
- Two (2) at-large Community Representatives.

The NoRTEC Workforce Development Board and Governing Board roster can be found on Attachment B or on NoRTEC's website www.ncen.org.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) OVERVIEW

On July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) into law, concluding the reauthorization of the Workforce Investment Act (WIA) approximately 11 years after it was originally scheduled to be done. WIOA is a federally funded program designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

WIOA's centerpiece is to build a better aligned workforce system that takes a holistic approach to the programs, especially, Title I Occupational Education Programs and Title II Adult Basic Education Programs. There are numerous instances where WIOA either requires or facilitates better coordination between these programs, including participant co-enrollment. WIOA subjects all of the core programs in the bill, including vocational rehabilitation as well as Wagner-Peyser employment services, to the same accountability measures, replacing the current patchwork of different measures. Importantly, WIOA also updates the statute to reflect the fact that a post-secondary credential is increasingly necessary to attain a middle class lifestyle. WIOA makes a variety of changes to steer the system away from a "job-first" mentality to a structure that emphasizes obtaining a "recognized post-secondary credential" (a newly-defined term). This starts with the purposes of the act as expressed at the beginning of the statute.

AMERICA'S JOB CENTER OF CALIFORNIA (AJCC)/ONE-STOP CENTERS

One-Stops were envisioned as the centerpiece of the workforce system bringing education and employment services and other workforce development efforts into one system.

At One-Stops, employers and businesses can get their human resource needs met, including access to qualified employees from entry level to management; assistance with company downsizing and closing; up-to-date labor market information; and information and access to state resources support skill upgrading of current employees.

Job seekers have access to career advisors, a database of employers and educational opportunities, and other types of support programs. In addition, computers, Internet, fax and copy machines, job postings, and a career library are all at the disposal of job seekers.

All One-Stop Partners must commit to all of the following responsibilities:

- Make specified services available through the One-Stop Center
- Provide financial support to create and maintain the One-Stop Center and its services
- Enter into a Memorandum of Understanding (MOU) with the local Workforce

Board regarding the operation of the One-Stop Center

- Participate in the operation of the One-Stop Center

NoRTEC has thirteen One-Stop Centers/America's Job Centers of California (AJCC):

Butte County

Chico Community Employment Center
2445 Carmichael Drive
Chico, CA 95928
www.afwd.org

Oroville Community Employment Center
78 Table Mountain Blvd
Oroville, CA 95965

Del Norte County

Workforce Center
286 M Street
Crescent City, CA 95531
<http://dnworkforcecenter.org>

Lassen County

Business and Career Network
1616 Chestnut Street
Susanville, CA 96130
www.afwd.org

Plumas County

Business and Career Network
7 Quincy Junction Road
Quincy, CA 95971
www.afwd.org

Sierra County

Business and Career Network
305 South Lincoln Street
Sierraville, CA 96126
www.afwd.org

Tehama County

Job Training Center of Tehama County
718 Main Street
Red Bluff, CA 96080
<http://www.jobtrainingcenter.org>

Nevada County

Business and Career Network
988 McCourtney Road
Grass Valley, CA 95949
www.afwd.org

Business and Career Network
10075 Levon Avenue
Truckee, CA 96161

Modoc County

Business and Career Network
802 North East Street
Alturas, CA 96101
www.afwd.org

Shasta County

Smart Business Resource Center
1201 Placer Street
Redding, CA 96001
<http://www.thesmartcenter.biz>

Siskiyou County

Siskiyou Training and Employment Program
190 Boles Street
Weed, CA 96094
<http://www.stepoffice.org>

Trinity County

Smart Business Resource Center
790 Main Street
Weaverville, CA 96093
<http://www.thesmartcenter.biz>

REGIONAL APPROACH

Our regional action agenda includes:

- Focus on industry sector strategies (Current industry focus are healthcare; manufacturing; technology; agriculture)
- Identify solutions to build the supply continuum
- Support system development and integration of services

By building systemic change strategies, the Workforce Development Board supports an education and workforce system that is aligned with the skills that business needs in its workforce and ensures the economic vitality of the region.

STATEWIDE COLLABORATION

- Promote the sharing of information among Workforce Development Boards, Chief Elected Officials, One-Stop Partners and other interested parties
- Formulate policy positions that impact Local Workforce Investment Areas and communicate those positions at both the state and federal level
- Actively promote employment and training, economic development and educational systems
- Enhance local systems by aggressively pursuing coordination, resource sharing and the reduction of duplicated services
- Provide input into the formulation of state guidelines and procedures that directly affect Local Workforce Investment Areas
- Address local employment and training, economic development, welfare reform and educational issues
- Work with federal, state and local entities to ensure continuous quality staff development

PROFILE

MISSION & VISION STATEMENTS

MISSION

To develop strategic partnerships and solutions to meet the workforce needs of business and job seekers, promoting the economic growth of our region.

VISION

Partners combining their diverse strengths to support healthy and thriving communities.

As a result of this visionary leadership:

- Employers are the pivotal link driving the evolution of the local workforce development system, readily sharing their passion, knowledge and resources to get the job done.
- Vital partnerships exist with economic development, education and community, committed to collaboration to ensure a dynamic workforce development system.
- Our Job Centers are model systems for lifelong education, training and job readiness programs that exceed the needs of area job seekers and employers.

STRATEGIC PLAN

A copy of the most recent Strategic Plan is included as Attachment D

BOARD AGREEMENT

The NoRTEC Workforce Development Board and Governing Board Agreement can be found on Attachment E. The agreement lists the terms of appointments, voting and duties of the board.

ROLES & RESPONSIBILITIES

BASIC RESPONSIBILITIES OF THE WORKFORCE DEVELOPMENT BOARD

Workforce boards assume critical leadership roles in the local workforce system. To ensure a comprehensive workforce system, your local workforce board plans, oversees, and evaluates in order to:

- Build links between workforce and economic development and related activities
- Convene industry-specific groups and general business organizations to identify occupational skill needs and discuss basic employment skill requirements
- Form strategic alliances, negotiate relationships and broker resources
- Identify training service providers and require that they meet industry standards
- Ensure that training meets business and labor market needs
- Designate, certify, and oversee Workforce Solutions Office operators
- Create measures of customer satisfaction
- Establish systems for gathering and publicizing local employment statistics
- Leverage local donations to secure state and federal matching funds
- Assess effectiveness of local workforce solutions

TYPICAL BOARD AND STAFF RESPONSIBILITIES

Through the board's guidance and direction, board staff responsibilities include, but are not necessarily limited to:

- Carrying out the board's decisions and ensuring implementation of the plan by the service provider(s)
- Devising methods for reaching out to various industry sectors and business organizations
- Informing the board about labor market trends and current job skills requirements of area employers and the skills of the area labor force
- Developing plans and budgets
- Negotiating, processing, and managing contracts for workforce services
- Measuring performance and analyzing outcomes
- Reporting information to the board and the state, such as status of services, programs, agreements, expenditures and performance measures
- Recommending service improvement options

It is important that board members ensure that board staff fully understand:

- The board's vision, mission, and objectives
- The board's focus on employer needs
- The board's strategic plan
- Board expectations and staff responsibilities

SIMPLIFIED CODE OF CONDUCT

If you, an immediate family member, or the business or organization you work for or represent have a personal interest in any Board action, you must:

- Declare the conflict of interest verbally or in writing for the record
- Not participate in making the decision or influencing the staff implementing the decision
- Not lobby for or against the decision
- Abstain from voting

ETHICS TRAINING REQUIREMENT

Ethics training is required to local agency officials that serve on the Board. The ethics training must be completed and renewed every **two years** thereafter. The Institute for Local Government, and other state and local agency officials collaborated to create an on-line training program to allow local officials to satisfy the ethics training requirements at no cost. Reference the self-serve training online at: <http://localethics.fppc.ca.gov/login.aspx>. Completion certificates must be printed at the end of the training and submitted to NoRTEC staff.

FORM 700 REQUIREMENT

Officials listed in Gov. Code Sec. 87200 (e.g. boards of supervisors, city council members, planning commissioners, elected state officials, etc.), must report all investments and income as well as real property interests in their agency's jurisdiction. Reference Form 700 online at: <http://www.fppc.ca.gov/Form700.html>

SOME TIPS FOR NEW WORKFORCE BOARD MEMBERS

For a new Workforce Development Board member, the workforce system can be confusing. Here are some tips that may help new board members get started.

1. **Study the economy.** Your value as a board member is greatly enhanced as your insight into the local economy and job market increases. Useful information is available from a variety of sources.

2. **Meet the customers.** Any quality organization must be responsive to customer needs. The WDB's primary customers are job seekers, businesses, disadvantaged adults and youth as well as the general public. The purpose of the WDB is to assist businesses in finding, developing and retaining a quality workforce, and to support and train job seekers to enter subsidized employment.
3. **Find out about education and training.** Visit local schools, community colleges, community-based organizations and other programs, which are involved in workforce development. Find out what their enrollment levels are, how they determine their course offerings and what happens to their graduates and/or their dropouts.
4. **Review.** Review the WDB's Strategic Local Plan for Program Years 2013-17, annual report and more by visiting the NoRTEC website at: www.ncen.org.
5. **Get to know the Board Staff and Service Providers.** The professionals who staff the Board are your best source of information about the daily operations of the board.

BOARD POLICIES

The NoRTEC WDB adopts a set of policies that outline how programs and services will be administered. The Board reviews and updates its policies annually in the spring, or more often as required by new state or federal directives. The NoRTEC Workforce Development Board Policies can be found online at www.ncen.org > Menu > Resources > Policies.

Acronym	Definition
A	Adult
ABE	Adult Basic Education
ADA	Americans with Disabilities Act of 1990 (US)
ARRA	American Recovery and Reinvestment Act
AJCC	America's Job Center of California
BLS	Bureau of Labor Statistics
BOS	Board of Supervisors
BPPE	Bureau of Private Postsecondary Education
BWF	Base Wage File
CaWORKs	California Work Opportunity and Responsibility to Kids
CCA	Career Center Advisor
CDE	California Department of Education
CDSS	California Department of Social Services
CLEO	Chief Local Elected Official
COCCC	Chancellor's Office of the California Community Colleges
CFR	Code of Federal Regulations
CRD	Compliance Review Division
CSA	Cost Sharing Agreement or Cost Sharing Allocation
CTE	Career Technical Education
CWA	California Workforce Association
CWD	County Welfare Department
CWDB	State Board of California Workforce Development Board
DOL	Department of Labor
DOLETA	U.S. Dept. of Labor, Employment & Training Administration
DOT	Dictionary of Occupational Titles or Department of
DOR	Department of Rehabilitation
DOT	Department of Transportation
DVOP	Disabled Veterans Outreach Program
DW	Dislocated Worker

EAS	Employment Assistance Program
ED	Economic Development
EDD	Employment Development Department
EEO	Equal Employment Opportunity
ESL	English as a Second Language
ETA	Employment & Training Administration
ETP	Employment Training Panel
ETPL	Eligible Training Provider List
FLSSA	Fair Labor Standard Act
FY	Fiscal Year
GB	Governing Board
GED	General Equivalency Diploma
GO-Biz	Governor's Office of Business and Economic Development
HCD	Housing and Community Development
HHS	California Health & Human Services Agency
HUD	U.S. Dept. of Housing and Urban Development
IEP	Individual Employment Plan
ILP	Independent Living Program
ITA	Individual Training Account
JPA	Joint Powers Agreement
LMI	Labor Market Information
LMID	Labor Market Information Division
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
MCLAUS	Multiple Closures, Layoffs, and Unemployment Services
MOA	Memorandum of Agreement
Mod	Modification
MOU	Memorandum of Understanding
MSA	Metropolitan Service Area
NAICS	North American Industry Classification System
NAWB	National Association of Workforce Boards
NEG	National Emergency Grant
NoRTEC	Northern Rural Training Employment Consortium

OJT	On-the-Job Training
OMB	Office of Management and Budget
O*NET	Occupational Information Network
OS or OSY	Out-of-School or Out-of-School Youth
PY	Program Year
RFP	Request for Proposal
RFQ	Request of Qualifications
RR	Rapid Response
SDA	Service Delivery Area
SFP	Solicitation for Proposal
SP	Service Provider
STEM	Science, Technology, Engineering and Math
T&A	Time and Attendance
TA	Technical Assistance
TAA	Trade Adjustment Assistance
TABE	Test for Adult Basic Education
TANF	Temporary Assistance for Needy Families
TEGL	Training and Employment Guidance Letter
TGAA	Trade Globalization Adjustment and Assistance Act
UC	Unemployment Compensation
UI	Unemployment Insurance
VA	Veterans Administration
VR	Vocational Rehabilitation
WARN	Worker Adjustment and Retraining Notification
WEX	Work Experience
WDB	Workforce Development Board
WIOA	Workforce Innovation and Opportunity Act
WOTC	Work Opportunity Tax Credit
WP	Wagner Peyser

ATTACHMENT A

Meeting Calendar

Please note start times for board meetings are subject to change. To see the most current and up to date location and time of the meetings, please visit www.ncen.org, click on the menu and then Meetings, Upcoming Meetings

Meeting Dates for 2017:

WDB and Governing Board Meeting:

- Thursday, January 26, 2017 – 10:00 am to 2:00 pm
- Butte Creek Country Club, 175 Estates Drive, Chico, CA 95928

- Thursday, April 27, 2017 – 10:00 am to 2:00 pm
- Gaia Hotel & Spa, 4125 Riverside Place, Anderson, CA 96007

- Thursday, August 24, 2017 – 10:00 am to 2:00 pm
- Canyon Oaks Country Club, 999 Yosemite Drive, Chico, CA 95928

- Thursday, October 26, 2017 – 10:00 am to 2:00 pm
- Gaia Hotel & Spa, 4125 Riverside Place, Anderson, CA 96007

ATTACHMENT B

Current WDB Members 2016/2017

Name	Title	Entity	Appointment Date	Term End Date
Jim Cook	Chairperson/ Owner	Community Development on Call	01/28/2016	06/30/2022
Jesse Cox	Small Business/ Owner	Jesse M. Cox Construction	01/28/2016	06/30/2020
Tom Dines	Small Business/ President	Tom's Snowmobile & Service, LLC	01/28/2016	06/30/2022
Dwight Beeson	Real Estate Broker	Pioneer Realty	01/28/2016	06/30/2020
Steven Drageset	CPA/Shareholder	Aiello, Goodrich & Teuscher, An Accountancy Corporation	01/28/2016	06/30/2022
Patricia Hagata	Executive Director	Lassen County Chamber of Commerce	04/28/2016	06/30/2020
Willy Hagge	Owner/Operator	Hagge Ranch, Inc.	01/28/2016	06/30/2020
Duane Heryford	Owner	Heryford Construction	01/28/2016	06/30/2022
Judi Madden	CFO/General Manager	Madden Plumbing & Heating, Inc.	01/28/2016	06/30/2020
Claudia Martin	Owner	Mystery Bamboo	01/28/2016	06/30/2022
Gil Mathew	CEO/President	Plan It Solar, Inc. and Sierra Solar Systems	01/28/2016	06/30/2020
Wade Meith	Director of Operations	MTECH, Inc.	01/28/2016	06/30/2022
Hiram Oilar	Owner	Oilar Wild Rice Marketing	01/28/2016	06/30/2020
Dena Platz	Director of Human Resources	Dignity Health Mercy Medical Center Redding	01/28/2016	06/30/2022
Ron Sandler	CEO	Del Norte Ambulance	01/28/2016	06/30/2020
Joe Wilson	Senior Government Relations Rep	PG&E	01/28/2016	06/30/2022
Sam Roy	Training Manager	Milestone Technologies	08/25/2016	06/30/2022

Name	Title	Entity	Appointment Date	Term End Date
Shane Mortensen	Labor Organization/ Business Representative	Stationary Engineers, Local 39	01/28/2016	06/30/2022
Larry Russell	Labor Organization/ Sheet Metal Organizer	Sheet Metal Local, #104	01/28/2016	06/30/2020
Andrew Meredith	Organized Labor/ Apprenticeship Assistant Business Manager	International Brotherhood of Electrical Workers (IBEW), Local 340	01/28/2016	06/30/2022
Steven Suske	Vice President	United Public Employees of CA (UPEC), Local 792	08/25/2016	06/30/2022
John Wilson	Business Development	Plumbers and Pipefitters, LU 228	01/28/2016	06/30/2020
Connie Barton	Community Based Organization President	Alliance for Workforce Development, Inc.	01/28/2016	06/30/2022
Michele Piller	Executive Director	Plumas Rural Services	01/28/2016	06/30/2020
Richard DuVarney	Adult Education & Literacy/ Assistant Superintendent	Tehama County Department of Education	01/28/2016	06/30/2020
Joe Wyse	Institution Higher Education/ Superintendent/ President	Shasta-Tehama-Trinity Joint Community College District	01/28/2016	06/30/2022
Tom Cochran	Economic & Community Dev/ Board of Directors Member	Del Norte Economic Development Corp.	01/28/2016	06/30/2020
Tammy Gildea	Employment Service / Employment Program Manager I	Employment Development Dept.	01/28/2016	06/30/2022
Harry Ellis	Rehabilitation Act of 1973/ Staff Services MGR.	Department of Rehabilitation	01/28/2016	06/30/2020

Name	Title	Entity	Appointment Date	Term End Date
Melody Brawley	Director	Lassen County Health & Social Services Agency	01/28/2016	06/30/2022
Vacancy				
Linda Zorn	Executive Director, Economic and Workforce Development	Butte-Glenn Community College	01/28/2016	06/30/2022
Jeremiah LaRue	Coordinator, Administration of Justice Program	College of the Siskiyous/Siskiyou County Sheriff's Department	04/28/2016	06/30/2020

ATTACHMENT C

NoRTEC Workforce Development Board Committee Assignments

Executive Committee

Sharon Thrall, Chair
Jim Cook, Vice Chair
Ed Scofield
Gil Mathew
Michele Piller
Jesse Cox
Dwight Beeson

Finance Committee

Steven Drageset
Willy Hagge
Claudia Martin
Gil Mathew
Shane Mortensen
Larry Russell

Program Committee

Jim Cook
Tom Cochran
Michele Piller

Business Services Plan Committee

Dwight Beeson
Jim Cook
Jesse Cox
Tom Dines
Steven Drageset
Willy Hagge
Duane Heryford
Judi Madden
Claudia Martin
Gil Mathew
Wade Meith
Hiram Oilar
Dena Platz
Ron Sandler
Joe Wilson

ATTACHMENT D

Strategic Plan

Please click on the link below to access the draft of the Strategic Plan

http://www.ncen.org/images/documents/strategic_workforce_development_plan/NoRTEC%20Strategic%20Plan%20Draft%2011.14.2016.pdf

ATTACHMENT E

Board Agreement

Please click on the link below to access the NoRTEC Workforce Development Board and Governing Board Agreement.

<http://www.ncen.org/images/documents/wdb/WDB-LEO-AGREEMENT.pdf>

ATTACHMENT F

Conflict of Interest Policy

Please click on the link below to access the NoRTEC Workforce Development Board Conflict of Interest Policy and Code of Conduct.

<http://www.ncen.org/images/documents/wdb/Conflict-of-Interest-and-Conduct-Policy.pdf>

POLITICAL REFORM ACT

ECONOMIC DISCLOSURE

- Workforce Development Board (WDB) Members are “Public Officials”
- Members must file Statements of Economic Interests (“Form 700”)
- Form 700s – Provides basic disclosure information
 - Specifics on holdings
 - Order of magnitude in amounts
- Form 700s are public documents

CONFLICTS OF INTEREST

- Public Officials cannot “make, participate in making, or influence” governmental decision
- Disqualifying conflicts are based on economic interests only, not philosophical or personal issues
- If members have “material” economic interest in decision, then they must disclose and recuse
- Eight step process, based on specific facts, found in “Can I Vote?” Pamphlet
- Is the member participating in government decision?
- Does the decision affect an “economic interest” (real property, investment, or source of income)?
- Is there a reasonable possibility the decision will significantly impact that “economic interest?”
- Is that impact different from the public generally?
- If so, then there may be Disqualifying Conflict of Interest under FPPC Rules.

GOVERNMENT CODE § 1090

FINANCIAL INTERESTS

- Public Official cannot be financially interested in contract with Official's body
 - Theory that "cannot serve two masters"
 - Strict liability; doesn't matter if contract is beneficial to public body
- Violation of 1090 voids contract; official must disgorge all funds
- Violation of 1090 can lead to criminal sanctions
- Definition of "financial interest" in contract can be broad
 - However devious and winding the chain may be which connects the officer with the forbidden contract, if it can be followed and the connection made, the contract is void."

People v. Deysher (1934) 2 Cal.2d 141

- Has even been applied to pro bono services
- "Participation" in making of contract can be defined broadly
 - "...an official may be convicted of [1090] violation, no matter whether he/she actually participated personally in the execution of the contract, if it is established that he/she had the opportunity to, and did, influence execution directly or indirectly to promote his/her personal interests."

People v. Sobel (1974) 40 Cal.App.3d 1046

- Grants and donations are "contracts"
- "Financial interest" extends to spousal property and employment
- "Financial interest" extends to employee of contract provider
- Campaign contributions are not "financial interests" per se, but if shown contribution made in anticipation/result of decision, is prohibited "financial interest"⁶
- Board members presumed to have "made" contracts approved by Board
- Section 1090 also applies to Advisory Boards members, because of influence in "participating" in development of contracts
 - Individual members of Advisory Boards may be able to avoid conflict by disqualifying self from any participation
- Policy determinations that some interest are "non-interests" for 1090 purposes
 - May still have Political Reform Act disqualifying interest; check with FPPC Regulations
- Sample "non-interests" include:
 - Receipt of public services by official
 - Contracts between government agencies
 - If contract involves department, must disclose
 - If contract does not involve department, no interest
- Limited exceptions for "remote interests"
 - Must disclose interest before action on contract is taken
 - Must have interest noted in official records of body

- Must completely disqualify self and not attempt to influence other board members
- Failure to comply with all steps in violation and could void the contract
- Officer or employee of Non-Profit/501(c)(3) may have “remote interest”
- Employee (not officer) of private entity may have “remote interest” if:
 - Entity has 10 or more employees
 - Employed for at least 3 years prior to original term as board members
 - Owns less than 3% of stock in entity
 - Did not directly participate in formulating bid entity

CONFLICTS: WHERE TO GET HELP

- Own legal counsel; County Counsel cannot advise on any individuals conflict issue
- Fair Political Practices Commission
 - www.fppc.ca.gov
 - 1-866-ASK-FPPC (275-3772) (toll free)
 - State Attorney General website information
 - www.oag.ca.gov/government