Workforce Development Board and Governing Board New Member Handbook

February 2024

Contents

NORTEC OVERVIEW 1
NORTEC GOVERNING BOARD 1
NORTEC WORKFORCE DEVELOPMENT BOARD 2
MEMBERSHIP 3
COMMITTEE ASSIGNMENTS 4
BOARD ROSTERS 5
GOVERNING BOARD AND WORKFORCE BOARD WORKING AGREEMENT 5
AMERICA'S JOB CENTER OF CALIFORNIA (AJCC)/ONE-STOP CENTERS 5
SERVICE PROVIDERS (SP) 6
SOME TIPS FOR NEW BOARD MEMBERS 9
BOARD POLICIES 9
CALENDAR & CONTACTS 9
ETHICS TRAINING REQUIREMENT 11
FORM 700 REQUIREMENT 11
ATTACHMENT A ACRONYMS 12
ATTACHMENT B NORTEC STRATEGIC PLAN 15
ATTACHMENT C CURRENT WORKFORCE DEVELOPMENT BOARD ROSTER 16
ATTACHMENT D CURRENT GOVERNING BOARD ROSTER 18
ATTACHMENT E CONFLICT OF INTEREST POLICY AND INFORMATION 19

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 Workforce Development Board (WDB) and a Governing Board that oversee a broad range of workforce programs and initiatives. NoRTEC has established contracts with non-profit 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.

NORTEC GOVERNING BOARD

In 1983, NoRTEC was created through a Joint Exercise of Powers Agreement (Agreement) consisting of Del Norte, Siskiyou, Modoc, Lassen, Trinity, Tehama and Plumas counties to offer employment training services provided through the Job Training and Partnership Act (JTPA). In 2000, Butte and Shasta Counties were added to the Agreement. In 2006-2007 Sierra and Nevada Counties were added as part of the Workforce Investment Act (WIA). In 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA) which replaces WIA as the governing legislation for NoRTEC. Throughout the life of the JPA, member county supervisors serve as the Governing Board of the Joint Powers Agency. Each county has an equal voice on the Governing Board.

WHAT DOES THE NORTEC GOVERNING BOARD DO?

The Governing Board provides oversight and administration of the Consortium's federal Workforce Innovation and Opportunity Act (WIOA) funds and governance of NoRTEC's organizational activities. The Governing Board is the grant recipient for WIOA Title I funds and, as a joint powers authority, assumes liability for proper expenditure of funds including oversight of local programs. Other roles include:

- Appoints Workforce Development Board (WDB) members
- Ratifies the selection of program operators in partnership with the Workforce Development Board
- Serves as the Local Elected Official "LEO"
- Jointly hires the NoRTEC Executive Director

NORTEC WORKFORCE DEVELOPMENT BOARD

The NoRTEC Workforce Development Board (WDB) administers the Workforce Innovation and Opportunity Act (WIOA) programs in the 11-county NoRTEC region. The Workforce Development Board is 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 policymakers and collaborate with other workforce and economic development professionals to identify best practices and opportunities for enhancement of our local system.

Other Board roles include:

- Bringing together policy makers, business, government agencies, education entities, economic development agencies and the public to better understand workforce needs and to identify solutions.
- Developing and implement comprehensive regional strategies to meet the education and job training needs of the workforce.
- Overseeing 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.
- Collecting and analyzing 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.
- Promoting strategies to improve education levels and basic workplace skills needed to meet the needs of companies and improve their competitiveness in today's marketplace.

- Supporting strategies that encourage life-long learning and continuous improvement of workplace skills.
- Advocating for the importance of workforce policy and provide perspective about the need for a skilled workforce.

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.

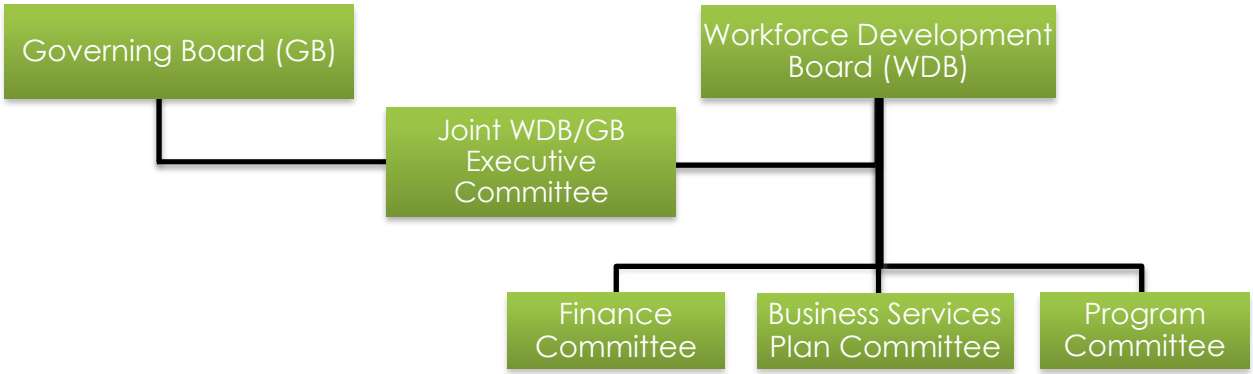
The composition of the NoRTEC Workforce Development Board is as follows:

- 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 C and D or on NoRTEC's website www.ncen.org.

WORKFORCE DEVELOPOMENT AND GOVERNING 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 focusses 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.

BOARD ROSTERS

A copy of the most recent Workforce Development Board Roster is included as Attachment B and can be found on NoRTEC's website https://www.ncen.org/index.php/workforce-development-board/workforce-development-board-roster. A copy of the most recent Governing Board Roster is included as Attachment B and can be found on NoRTEC's website https://www.ncen.org/index.php/workforce-development-board/governing-board-roster.

BOARD AGREEMENT – HOW THE BOARDS WORK TOGETHER

The NoRTEC Workforce Development Board and Governing Board Agreement lists the terms of appointments, voting and duties of the two boards. Joint quarterly meetings of the Governing Board and WDB are held to ensure the region remains unified on workforce matters and avoid conflicts.

Please clink the link below to access the NoRTEC WDB and GB Agreement:
NoRTEC Workforce Development Board and Governing Board Agreement

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

A proud partner of America's Job Center of California℠ network.
America's JobCenter of California℠

AJCCs, also known as "One-Stops" are 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 Workforce Board regarding the operation of the One-Stop Center
- Participate in the operation of the One-Stop Center

NORTEC SERVICE PROVIDERS (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

NoRTEC has at stand-alone, co-located or affiliate One-Stop Centers/America's Job Centers of California (AJCC) in each of the eleven counties. The following is a list of the current Service Providers and AJCC locations in each county:

Butte County	Alliance for Workforce Development 500 Cohasset Rd., Suite 30 Chico, CA 95926 (530) 961-5125 Alliance for Workforce Development w/Butte County Department of Employment and Social Services 78 Table Mountain Blvd. Oroville, CA 95965 (530) 538-7301 Alliance for Workforce Development Butte College Campus – Career Center SAS Building, Room 258 Oroville, CA 95965 Alliance for Workforce Development w/Butte County Department of Employment and Social Services 765 East Avenue Chico CA 95926 (530) 895-4010
Del Norte County	SMART Workforce Center 875 5th Street Crescent City, CA 95531 (707) 464-8347

Lassen County	Alliance for Workforce Development 1626 Main Street, Ste B Susanville, CA 96130 (530) 257-5057
Plumas County	Alliance for Workforce Development 7 Quincy Junction Rd. Quincy CA 95971 (530) 283-1606
	Alliance for Workforce Development *Temporary Disaster Assistance Center* 328 Main Street, Suite 3 Chester, CA 96020 (530) 258-3866
Sierra County	Alliance for Workforce Development William R. Rouse High School 305 South Lincoln Sierraville, CA 96126 (530) 994-3349
Tehama County	Job Training Center of Tehama County 718 Main Street Red Bluff, CA 96080 (530) 529-7000
Nevada County	Alliance for Workforce Development Nevada County Government Office Complex 988 McCourtney Rd Grass Valley, CA 95949 (530) 265-7088
	Alliance for Workforce Development Nevada County Government Center 10879 Donner Pass Rd, Ste A Truckee CA 96161 (530) 550-3015
Modoc County	Alliance for Workforce Development 701 North Main St., #1 Alturas, CA 96010 (530) 233-4161
Shasta County	SMART Workforce Center 760 Cypress Ave., Ste 210 Redding, CA 96001 (530) 246-7911
Siskiyou County	SMART Workforce Center at College of the Siskiyous Campus 800 College Ave Weed, CA 96094 (530) 657-0139
	SMART Workforce Center w/Goodwill Job Connection 1810 Fort Jones Rd., Ste B Yreka, CA 96097 (530) 657-0139

Trinity County	SMART Workforce Center at Shasta College Trinity Campus 30 Arbuckle Ct. Weaverville, CA 96093

SOME TIPS FOR NEW 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 > Polices.

CALENDAR & CONTACTS

MEETING CALENDAR

Workforce Development Board meetings are held quarterly on the third Thursday of the month. Please note start times for board meetings are subject to change and schedules may change periodically, due to unforeseen circumstances. 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.

Upcoming Meeting Dates for 2024:

WDB and Governing Board Meeting:

- Thursday, February 22, 2024 – 10:00 am to 2:00 pm
  - Gaia Hotel & Spa, 4125 Riverside Place, Anderson, CA 96007

- Thursday, May 23, 2024 – 10:00 am to 2:00 pm
  - Gaia Hotel & Spa, 4125 Riverside Place, Anderson, CA 96007

STAFF CONTACT LIST

The primary offices for all staff are located at:

NoRTEC
11 Ilahee Lane
Chico, CA 95973
(530) 892-9600
www.ncen.org

Michael Cross, Executive Director — Phone: (530) 892-9600 x: 204
Email: mcross@ncen.org

NoRTEC Staff	Phone	Email
Stephanie Bruce, Program Services Manager	(530)892-9600 x:207	sbruce@ncen.org
Andrea Campos, Director of Program Admin	(530)892-9600 x:205	acampos@ncen.org
Eric Flora, Workforce Services Director	(530)892-9600 x: 203	eflora@ncen.org
Jeanne Hough, Fiscal Director	(530)892-9600 x: 209	jhough@ncen.org
Sara Peter, Accounting Technician	(530)892-9600 x: 208	speter@ncen.org
Scott Schafer, Systems Administrator	(530)892-9600	sshafer@ncen.org
Esteban Tadeo, Program Analyst/MIS Admin	(530)892-9600 x:210	etadeo@ncen.org

Another great way to keep in touch is by connecting with NoRTEC and current Service Providers on social media. Please see the following networks:

NoRTEC Facebook - https://www.facebook.com/nortecjobs

Service Provider Social Media:
SMART Workforce Center Facebook - https://www.facebook.com/TheSmartCenterBiz/
Alliance for Workforce Development Facebook - https://m.facebook.com/AFWDinc/events?_rdr
Job Training Center of Tehama County Facebook - https://www.facebook.com/JobTrainingCenterTehama/

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

ATTACHMENT A

ACRONYMS

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
CalWORKs	California Work Opportunity and Responsibility to Kids
CCA	CareerCenter 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
HHSA	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 B
NORTEC STRATEGIC PLAN

STRATEGIC PLAN

Please click on the link below to access the NoRTEC Strategic Plan:

NoRTEC Strategic Plan

ATTACHMENT C

Current Workforce Development Board Members 2024

Member	Sector	Term End Date
Patricia Barbieri	Health and Human Services (At-Large) Siskiyou County Health and Human Services Division Director	6/30/2026
Connie Barton	CBO (At-Large) Alliance for Workforce Development, President	6/30/2026
Tom Beam	Private Industry (Sierra) Sierra Valley Enterprises LLC/CTL Forest Mgmt. CEO	6/30/2024
Dwight Beeson	Private Industry (At-Large) Real Estate Broker – Pioneer Realty	6/30/2024
Shelby Boston	Health and Human Services (At-Large) Butte County Employment & Social Services Director	6/30/2026
Russell Butler	Organized Labor (At-Large)	6/30/2024
Michael Clarno	Private Industry (Siskiyou) Mount Shasta Ski Park Human Resources Director	6/30/2026
Tom Cochran	Economic Development (At-Large) Del Norte Economic Development Corp.	6/30/2024
Mike Dent	Community Representative (At-Large) Nevada County Housing and Community Services, Director of Child Support	6/30/2026
Megan Enyeart	Private Industry (At-Large) CRBR Property Damage Services Director of Human Resources	6/30/2026
Araceli Gutierrez Renteria	Private Industry (At-Large) Araceli Gutierrez Marketing & Business Consulting, CEO/Owner	6/30/2026
Patricia Hagata	Private Industry (Lassen County) Owner Hagata Ranch	6/30/2024
Willy Hagge	Private Industry (Modoc County) Owner/Operator Hagge Ranch, Inc.	6/30/2024
Noah Levinson	Education-WIOA Title II (At-Large) Director of Career and Technical Education Programs at Nevada Joint Union High School District	6/30/2024
Susan Marie	Private Industry (Trinity) Owner Susan Marie & Associates	6/30/2026
Gil Mathew	Additional Member (At-Large) Nevada County Economic Resource Council President	6/30/2026
Wade Meith	Private Industry (At-Large) Sierra Nevada Brewing Co. Engineering Project Manager	6/30/2026
Regina Muse	Department of Rehab (At-Large) Team Manager, Chico	6/30/2026
Tim O'Brien	Private Industry (Plumas) TOB Adventures Inc. Broker/President	6/30/2026
Hiram Oilar	Private Industry (Shasta County) Owner Oilar Wild Rice	6/30/2024

Member	Sector	Term End Date
Michele Piller	CBO (At-Large) Executive Director, Plumas Rural Services	6/30/2024
Dena Platz	Private Industry (At-Large) Dignity Health Mercy Medical Center Redding, Director of Human Resources	6/30/2026
Larry Russell	Organized Labor (At-Large) Sheet Metal Organizer, Sheet Metal Local #104	6/30/2024
Stacey Sanchez	Private Industry (At Large) CDC Small Business Finance Senior Community Loan Officer	6/30/2024
Randy Scott	Private Industry (Del Norte) Hambro Forest Products, VP/General Manager	6/30/2024
Misty Tanner	Organized Labor (At-Large) Teamsters Local 137 Business Agent	6/30/2026
Douglas Thomas	Private Industry (Tehama County) Crown Nursery LLC, Manager/Partner	6/30/2024
John Whitmer	Organized Labor (At-Large) Five Counties Labor Council Trustee	6/30/2026
Joe Wilson	Private Industry (Butte County) PG&E Regional Vice President	6/30/2026
John Wilson	Organized Labor (At-Large) APPRENTICE/Business Development Plumbers and Pipefitters, LU 228	6/30/2024
Amber Yearton	EDD (At-Large) Employment Program Manager, Redding	6/30/2026
Jeanna Zangara	Private Industry (Nevada) Autometrix Inc. Administrative Operations Manager	6/30/2024
Linda Zorn	Higher Education (At-Large) Butte College Executive Director Economic and Workforce Development	6/30/2024

ATTACHMENT D

Current Governing Board Members 2024

COUNTY	BOARD OF SUPERVISOR
Butte	Peter Durfee
Del Norte	Darrin Short
Lassen	Gary Bridges
Modoc	Elizabeth Cavasso, Vice Chair
Nevada	Ed Scofield
Plumas	Tom McGowan
Shasta	Mary Rickert
Sierra	Paul Roen
Siskiyou	Ed Valenzuela
Tehama	Candy Carlson
Trinity	Ric Leutwyler

ATTACHMENT E

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"
- 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; Workforce Development Board 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