



525 Wall Street  
Chico, CA 95928  
(530)892-9600  
(530)892-9609 (fax)

## APPLICATION FOR WORKFORCE DEVELOPMENT BOARD MEMBERSHIP TO REPRESENT GOVERNMENTAL AND COMMUNITY DEVELOPMENT

### **Membership Requirements:**

In order to represent governmental or community development entities on the NoRTEC Workforce Development Board, the applicant must:

1. Be a representative of one of the following:
  - a. The State of California's employment service office under the Wagner-Peyser Act; **OR**
  - b. The State of California's Department of Rehabilitation; **OR**
  - c. Public Assistance programs (e.g., County Welfare Department, TANF, CalWORKS); **OR**
  - d. Nonprofit organizations serving one or more areas/regions within NoRTEC; **OR**
  - e. Governmental entities providing services to one or more of the target populations served with WIOA funding (e.g., probation, law enforcement, transportation, housing).
2. Provide service to some or all of the counties within NoRTEC's geographic area<sup>1</sup>; and
3. Be nominated by an appropriate individual within his/her organization/entity.

The nomination shall be in writing, and submitted to the NoRTEC Governing Board.

Indicate which category (a-e) you are applying under (**circle one**):

- |                                        |                                 |
|----------------------------------------|---------------------------------|
| a. Wagner-Peyser Act                   | b. Department of Rehabilitation |
| c. Public Assistance Program           | d. Nonprofit Organization       |
| e. Governmental Entity (specify) _____ |                                 |

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<sup>1</sup> Counties within the geographic area of NoRTEC are: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity.

Applicant Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Entity Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Entity Phone/Fax: \_\_\_\_\_

Provide a brief description of the entity/organization you represent, the types of programs/service offered, and the geographic area served.

What additional areas of expertise or interest do you have that may be helpful to the Workforce Development Board? (This includes membership on other boards or service organizations.)

The NoRTEC Workforce Development Board meets four times a year, and a quorum of members must be present at each meeting in order to conduct business. The meetings are usually held in a central location (Oroville, Chico, Red Bluff, Anderson or Redding) on the following dates:

1. The fourth Thursday of January, from 10 am – 3 pm
2. The fourth Thursday of April, from 10 am – 3 pm
3. The fourth Thursday of August, from 10 am – 3 pm
4. The fourth Thursday of October from 10am – 3 pm

Will you be able to attend all four of these meetings each year? (We understand an occasional scheduling conflict or emergency will occur.)

**YES**

**NO**

Most of NoRTEC's business is conducted over the Internet via our website and e-mail, but we request contact information. Please provide the following:

County of Residence: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail<sup>2</sup> Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Is there additional information you think we need to know? If so, please provide it below:

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<sup>2</sup> The majority of NoRTEC business is conducted via e-mail and over the Internet. Please provide an e-mail address you check regularly.

***I wish to be considered for appointment to the NoRTEC Workforce Development Board. All of the information contained in this application is true and complete to the best of my knowledge.***

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***Signature of Applicant***

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***Date***

In addition to this application, an applicant must submit a nomination letter from the entity you represent.

To obtain an example of a nomination letter, to inquire about appropriate nominating entities in your area, or to submit an application, please contact:

Mail

Terrienne Brown  
Assistant Director  
NoRTEC  
525 Wall Street  
Chico, CA 95928  
(530)892-9600, x203

E-Mail

Terrienne Brown  
[tbrown@ncen.org](mailto:tbrown@ncen.org)  
(Pdf file or Word document)

Fax

Terrienne Brown  
(530)892-9609