I. CALL TO ORDER
The meeting was called to order by H. Oilar, WIB Chair, and S. Thrall, Governing Board Vice Chair, at 10:02 a.m.

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

III. APPROVAL OF MINUTES, APRIL 25, 2013
A motion made by T. Cochran, and seconded by J. Cook, for WIB approval of the April 25, 2013, minutes passed the WIB unanimously.

A motion made by S. Lambert, and seconded by J. Fenley, for Governing Board approval of the April 25, 2013, minutes passed the Governing Board unanimously.

IV. APPROVAL OF AGENDA
It was the consensus of the members to approve the agenda as posted.

V. PUBLIC COMMENT
There was no public comment.

VI. WORKFORCE INVESTMENT BOARD APPOINTMENTS
T. Brown reported an application was received for the At-Large One Stop Partner seat on the NorTEC Workforce Investment Board, filled by an employee of the Employment Development Department. Brown said Tammy Gildea, Employment Program Manager II, representing the service area of Shasta, Siskiyou, Tehama, and Trinity Counties, was nominated to fill the seat. Ms. Gildea is stationed in the Employment Development Department office in Redding.

A motion made by J. Fenley, and seconded by G. Hemmingsen, to appoint Tammy Gildea to fill the At-Large One Stop Partner seat, representing the Employment Development Department, passed the Governing Board unanimously.

VII. NORTEC EXECUTIVE DIRECTOR
A. Resignation of Executive Director
H. Oilar reported NoRTEC’s Executive Director, Stewart Knox, resigned on July 19, 2013. Oilar stated Knox had taken a job with another Workforce Investment Board in San Mateo County.
B. **Appointment of Interim Director**

The members discussed the appointment of an Interim Executive Director. S. Thrall stated she thought Michael Cross should be appointed as the Interim Director and she did not believe the group needed to go into closed session.

*A motion made by J. Lambert, and seconded by J. Fenley, to appoint Michael Cross as the NoRTEC Interim Executive Director passed the Governing Board unanimously.*

C. **Executive Director Hiring Committee**

The members discussed the recommendation to set-up a Hiring Committee as outlined in the agenda. H. Oilar asked the WIB and Governing Board to meet in their respective groups and select committee members.

The WIB and Governing Board selected the following individuals to serve on the Hiring Committee:

<table>
<thead>
<tr>
<th>Workforce Investment Board</th>
<th>Governing Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jesse Cox, Chair</td>
<td>Peter Huebner</td>
</tr>
<tr>
<td>Dwight Beeson</td>
<td>Steve Lambert</td>
</tr>
<tr>
<td>Judi Madden</td>
<td>Ed Scofield</td>
</tr>
<tr>
<td>John Wilson</td>
<td>Sherrie Thrall</td>
</tr>
<tr>
<td>Connie Barton (non-voting member)</td>
<td></td>
</tr>
<tr>
<td>Joe Wilson (non-voting member)</td>
<td></td>
</tr>
</tbody>
</table>

*A motion made by J. Cook, and seconded by T. Cochran, to form a temporary Hiring Committee (which would be disbanded after hiring an Executive Director), of the above noted members to: (1) solicit and screen applications, (2) interview candidates, (3) determine compensation, (4) make a hiring recommendation, and (5) negotiate an employment contract for the NoRTEC Executive Director, passed the WIB. K. Perry abstained.*

*A motion made by G. Hemmingsen, and seconded by J. Fenley, to form a temporary Hiring Committee (which would be disbanded after hiring an Executive Director), of the above noted members to: (1) solicit and screen applications, (2) interview candidates, (3) determine compensation, (4) make a hiring recommendation, and (5) negotiate an employment contract for the NoRTEC Executive Director, passed the Governing Board unanimously.*

VIII. **WIB AND GOVERNING BOARD OPERATING AGREEMENT**

H. Oilar recommended this item be the focus of the annual retreat planning session in October. He said a copy of the current operating agreement was available for everyone to look at before the October meeting.
S. Thrall said she had spoken to J. Chapman and he was in favor of postponing this issue until the October meeting.

A motion made by J. Madden, and seconded by T. Cochran, to devote the planning session at the annual retreat to a broad discussion of the governance of NoRTEC, including a orientation and discussion of the roles and responsibilities of each board and how the two boards can work together to conduct business, passed the WIB unanimously.

A motion made by E. Valenzuela, and seconded by J. Fenley, to devote the planning session at the annual retreat to a broad discussion of the governance of NoRTEC, including a orientation and discussion of the roles and responsibilities of each board and how the two boards can work together to conduct business, passed the Governing Board unanimously.

IX. PROGRAM COMMITTEE REPORT

J. Madden gave the Program Committee Report.

A. New NoRTEC Staff Member
   J. Madden introduced Patrick Bradley, the new MIS Administrator at NoRTEC.

B. Program Monitoring
   The members reviewed the monitoring summary as presented in the agenda.

C. State/Federal Monitoring
   The members reviewed the findings from the State monitoring visit in October 2012.

D. Client Enrollment and Contract Performance
   The members reviewed the following reports as presented in the agenda:
   - Job Seekers Enrolled in the WIA Program
   - WIA Service Provider Contract Performance (Adults/Dislocated Workers)
   - WIA Service Provider Contract Performance (Youth)

E. Plant Closure Updates
   The members reviewed the plant closure update as presented in the agenda.

F. Business Services Report
   The members reviewed the business services report as presented in the agenda.

G. Headline Program Reports
   The members reviewed the program reports as presented in the agenda.

H. Staff Training
   The members reviewed the information as presented in the agenda.
I. **Youth Council Report**

The members noted the plan to begin development and implementation of local Youth Councils throughout the consortium.

*A motion made by M. Piller, and seconded by J. Wilson, for approval of the Fourth Quarter Program Committee Report passed the WIB unanimously.*

*A motion made by E. Valenzuela, and seconded by J. Fenley, for approval of the Fourth Quarter Program Committee Report passed the Governing Board unanimously.*

X. **FINANCE COMMITTEE REPORT**

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

A. **PY 2013/2014 Funding**

C. Martin noted there was $14,966,759 in available funding for PY 2013/2014.

B. **PY 2012/2013 Funding**

C. Martin noted the amount of available funding in PY 2012/2013 was $18,786,898.

C. **Approval of the PY 2012/2013 Fourth Quarter Financial Reports**

The members reviewed the following reports as presented in the agenda.

- PY 2012/2013 Contracts Summary
- PY 2012/2013 Service Provider Contract Modifications
- PY 2012/2013 Program Expenditure Report
- PY 2012/2013 NoRTEC Administrative Entity Expenditure Report
- PY 2012/2013 WIB/Governing Board Expenditure Report

*A motion made by T. Cochran, and seconded by W. Hagge, to approve the preliminary Fourth Quarter Finance Reports passed the WIB unanimously.*

*A motion made by P. Huebner, and seconded by J. Fenley, to approve the preliminary Fourth Quarter Finance Reports passed the Governing Board unanimously.*

D. **NoRTEC Fiscal Monitoring**

C. Martin reported fiscal reviews of the Service Providers for the spring of 2013 were completed and there were no findings.

E. **State and Fiscal Procurement Monitoring of NoRTEC**

M. Cross stated the final report was received from the State for the May 2012, fiscal and procurement review and there were no additional issues.

M. Cross reported the fiscal and procurement review conducted by the State in May 2013 had been completed, and there were no findings. Cross also said that he had been the Fiscal Director for NoRTEC for almost twenty years and he could not remember the last time, if ever, NoRTEC had gone through a fiscal review and not
had a finding. He congratulated Jeanne Hough, NoRTEC’s Fiscal Director, for the accomplishment.

A motion made by S. Drageset, and seconded by J. Wilson, for approval of the Fourth Quarter Finance Committee report, passed the WIB unanimously.

A motion made by J. Fenley, and seconded by E. Scofield, for approval of the Fourth Quarter Finance Committee Report, passed the Governing Board unanimously.

XI. NORTEC PLAN

M. Cross reported NoRTEC submitted its five year strategic plan to the California Workforce Investment Board on June 30, 2013. He said the document was quite lengthy and he felt fortunate that staff had been able to develop the plan without the help of outside consultants, which would have been costly.

Cross said the last step in the process was to obtain WIB and Governing Board approval of the plan.

A motion made by T. Cochran, and seconded by D. Beeson, for approval of NoRTEC’s Strategic Workforce Plan for Program Years 2013-2017, passed the WIB unanimously.

A motion made by J. Fenley, and seconded by G. Hemmingsen, for approval of NoRTEC’s Strategic Workforce Plan for Program Years 2013-2017, passed the Governing Board unanimously.

XII. STATUS OF FUNDING APPLICATIONS

A. Prior Approval

M. Cross reported an application for $2,750,000 (MCLAUS X) to provide intensive and training services to workers laid off in NoRTEC’s eleven county area was funded in mid-July, retroactive to April 1, 2013.

Cross reported the application for $400,000 to serve veterans transition into high-wage, high-growth occupations was not funded.

B. New Applications

M. Cross reported there were no new applications. He said there had not been very many special project funding opportunities.

XIII. OLD BUSINESS

S. Wages requested there be an American flag and a flag salute at the beginning of every meeting.

It was the consensus of the WIB and Governing Board members to begin this practice.

XIV. NEW BUSINESS

It was announced the next WIB and Governing Board meeting would be the annual retreat on October 23-24, 2013, to be held at the Holiday Inn in Redding.
XV. ADJOURNMENT

The meeting was adjourned at 11:20 a.m.