

NORTEC
JOINT GOVERNING BOARD AND WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MINUTES
WEDNESDAY, APRIL 27, 2016
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order at 11:35 a.m., by S. Thrall, Committee Chair.

II. ROLL CALL

Members present: Sherrie Thrall (GB), Ed Scofield (GB), Jim Cook (WDB), Dwight Beeson (WDB), Jesse Cox (WDB), Gil Mathew (WDB), Michele Piller (WDB)

Members absent: None

III. APPROVAL OF MINUTES, JANUARY 27, 2016

A motion made by J. Cook, and seconded by D. Beeson, to approve the minutes of the January 27, 2016, Executive Committee meeting passed unanimously.

IV. APPROVAL OF AGENDA

A motion made by G. Mathew and seconded by J. Cook, to approve the agenda as posted passed unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. BOARD OF SUPERVISOR PRESENTATION POLICY

M. Cross discussed the Service Providers presenting to the Board of Supervisors at a minimum of two times a year. He stated that the presentations were an important way for the Service Providers to communicate and inform the Local Elected Officials (LEO) of the work they were doing and services being provided within their counties. J. Cook asked if there was any feedback from the Service Providers. M. Cross said everyone seemed on board and some were already presenting more than two times a year.

A motion was made by J. Cook, and seconded by E. Scofield recommending the NoRTEC WDB/Governing Board require two presentations per year to the county Board of Supervisors in each county that the Service Provider serves. Unanimous approval.

VII. WIOA BOARD PLANNING PROCESS

M. Cross briefly explained the first WIOA board planning process that would be facilitated by Thomas P. Miller and Associates (TPMA) and involve the Service Providers in NoRTEC. Cross said the planning process was designed for public input sessions, gathering of data from employers through business surveys and listening to their needs.

For more information on the list of locations and times please visit: [List of Input Sessions](#).

M. Cross stated from the information gathered, the board would then set strategies and map out the industry sectors. The information would also be useful for grant writing. T. Brown said that the information gathered would also be useful for Community Based Organizations (CBOs), cities, counties, and other organizations.

M. Piller said it was a good time to start his planning process and move forward.

M. Cross said that representatives from TPMA would discuss their findings with the board on how the input sessions went at the next meeting.

VIII. WDB/LEO OPERATING AGREEMENT

M. Cross reported the Operating Agreement has been updated to reflect the new WIOA legislation and the new Workforce Development Board verbiage. Cross also discussed the importance of the Workforce Development Board members attending the meetings and not being absent more than three consecutive meetings without the consent of the WDB Chair. Cross said the NoRTEC board meets four times a year and that attending the meetings were important to both receive feedback from the members and to be in compliance.

S. Thrall, J. Cox and G. Mathew agreed on the proposed clause that a Workforce Development Board member who misses three consecutive meetings without the consent of the WDB Chair will be removed from the WDB.

A motion was made by Michele Piller, and seconded by Gil Mathew to approve the Operating Agreement and a new clause that specifies and automatic removal from the Workforce Development Board for a member who misses three consecutive meetings without the consent of the WDB Chair. Unanimous approval.

IX. BUTTE PIC ISSUE UPDATE

M Cross said the Department of Labor was still contacting the State and asking about the status of the resolution of the Butte PIC issue. Cross said he believes he has the necessary documentation to resolve the issue, but he wanted the members to be aware of the possibility of a hearing, should the State decide the documentation is not adequate. Cross said he was working with legal counsel and would keep the members apprised of the status of finding.

X. PROPOSED CALENDAR CHANGE FOR WDB/GOVERNING BOARD MEETINGS

The members reviewed and discussed the change for WDB/Governing Board Meetings. M. Cross mentioned changing the dates for the Workforce Development Board and Governing Board meetings to the first Thursday of February, May, August, and November. Adjusting these dates would give staff more time to prepare and complete program and fiscal reports and prepare for committee review.

The consensus of the members was to agree to the change. S. Thrall said the decision to move the meetings will be taken to the full board at the next meeting for approval.

XI. NRCD UPDATE (DISCUSSION)

A. M. Cross discussed the Energy Watch program and that it is in alignment with the goals and mission of NRCD.

M. Piller stated that she was pleased that this information was being reported and that it was good to hear what NRCD was working on.

B. M. Cross reported that the Grow Manufacturing Initiative would help foster and support industry sectors for Butte, Shasta and Tehama County. M. Cross mentioned that Bill Gaines, Senior Engineer & Chairman, Transfer Flow Inc. is working on “train the trainer” activities that focus on offering high schools free training to help teachers better understand what skills employers in the manufacturing industry sector would like to see in potential employees.

XII. EXECUTIVE DIRECTOR PERFORMANCE REVIEW (DISCUSSION)

The members discussed the Executive Director’s performance review. M. Piller suggested that the board members check with the Service Providers to see how the organization was doing. J. Cook recommended that the evaluation reflect the feedback provided from the Service Providers, but he was not sure how to go about that. Cook also said he was also considering how to obtain feedback from NoRTEC staff.

G. Mathew said that the Executive Committee needed to understand the goals and mission of the organization to implement and support professional development of the Executive Director.

M. Cross said that he would like to schedule a performance review in June. J. Cook said he would like Cross to develop some personal goals and share them with the members. S. Thrall asked Cross to send out some dates in June to determine what date to have the meeting.

XIII. OLD BUSINESS (INFORMATION)

There was no discussion of Old Business items.

XIV. NEW BUSINESS (INFORMATION)

There was no discussion of New Business items.

XV. ADJOURNMENT

The meeting was adjourned at 1:05 p.m.