

NORTEC  
WIB AND GOVERNING BOARD AGENDA  
THURSDAY, JULY 23, 2015  
10:00 AM – 2:00 PM  
CANYON OAKS COUNTRY CLUB  
999 YOSEMITE DRIVE  
CHICO, CA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES, APRIL 23, 2015 (ACTION)

The minutes from the April 23, 2015, meeting are attached: [Minutes](#)

**Recommended Action:**

***WIB approval of the April 23, 2015, minutes, with revisions if needed, as posted.***

***Governing Board approval of the April 23, 2015, minutes, with revisions if needed, as posted.***

V. APPROVAL OF AGENDA (ACTION)

**Recommended Action:**

***WIB approval of the agenda, with revisions if needed, as posted.***

***Governing Board approval of the agenda, with revisions if needed, as posted.***

VI. PUBLIC COMMENT

Members of the public will be invited to make brief comments regarding any aspect of NoRTEC business.

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS (INFORMATION)

There are currently five vacancies on the NoRTEC WIB: Private Sector (Lassen County), two Education seats (At-Large), Organized Labor (At-Large), and Economic Development (At-Large). In addition, we will have a Private Sector seat vacant at the end of July in Nevada County, as Lee Osborne has submitted his letter of resignation.

The Workforce Investment Board (WIB) will have to be reconstituted as a Workforce Development Board (WDB) under the Workforce Innovation and Opportunity Act (WIOA). While the new requirements are similar to WIOA, we anticipate some changes, so staff are suggesting that we do not make any new appointments until the reconstitution of the WDB is complete.

## VIII. PROGRAM COMMITTEE REPORT (ACTION)

### A. Program Presentations

1. Each year for the past thirteen years, Traci Holt, AFWD's Executive Director, has made the rounds throughout AFWD's service area to facilitate workshops to inform local businesses on current labor laws. These workshops are extremely popular throughout AFWD's service region, and a scaled down version of the workshop will be presented to the WIB and Governing Board.
2. Terrienne Brown, NoRTEC's Assistant Director, will present information on the NEG (National Emergency Grant) Drought Project slated to begin in July in ten of NoRTEC's eleven counties.
3. Heather Alexander, Youth Program Manager, will present information on AFWD's PY 2014/2015 youth program.

### B. Program Monitoring (Information)

Spring program reviews have been completed.

There were no findings at AFWD, STEP, or the Job Training Center. There were findings at both Rural Human Services and SMART.

At SMART, staff were not appropriately documenting monthly progress of participants enrolled in occupational classroom training. SMART has modified their internal procedures to assure this will be done with future participants engaged in this activity.

At Rural Human Services, staff were not appropriately documenting monthly progress of participants enrolled in occupational classroom training. They, too, have modified their internal procedures to assure this will be done in the future.

Rural Human Services was also documenting income for youth participants incorrectly. The WIA requires verification of income for the six months prior to application through the collection of payroll records and other documents. Staff were incorrectly assuming that collecting documentation for a pay period or two and extrapolating six months of income was acceptable—it is not, and concerted efforts must be made to verify income for the entire six month period based upon documentation of actual earnings. Rural Human Services has since collected six months of income information for all youth participants active on or after July 1, 2014, and have modified their internal procedures to assure they collect appropriate information in the future.

### C. State/Federal Monitoring (Information)

There are no State or Federal reviews scheduled.

D. Universal Services, Client Enrollment, and Contract Performance (Information)

1. Universal Services Tracking: [Career Center Visits](#)

The Workforce Investment Act provides for “universal services” which means anyone who walks in the door may access basic services without enrolling in the WIA program. This would include “self-services” such as job postings, labor market information, computer access, etc. that do not require much staff attention. NoRTEC’s service providers “track” the number of people that come in the door, and report the total number of visits, as well as the number of “unique” visitors that access services. The report contained in the link above shows the number of visits for the entire program year (July 1, 2014-June 30, 2015). NoRTEC averages around 18,000 unique visitors per quarter, across the consortium.

2. Job Seekers Enrolled in the WIA Program: [Enrollments](#)

The number of individuals enrolled in each program in each county in the consortium can be accessed by clicking on the above link. As of June 30, 2015, more than 2,100 individuals have been enrolled in the Adult, Dislocated Worker, and Youth programs.

3. WIA Service Provider Contract Performance: [Adults/Dislocated Workers](#)

At the end of Program Year 2014/2015, all of the programs were meeting all contract performance objectives in the Adult program, except for RHS (Del Norte County) that is missing the *Employed in the Quarter After Exit* (Goal 75%, Actual 62%).

In the Dislocated Worker program, RHS (Del Norte County) is missing the *Entered Employment Rate* (Goal 78%, Actual 71%).

NoRTEC, as an LWIA (Local Workforce Investment Area), is meeting all of these performance objectives.

4. WIA Service Provider Contract Performance: [Youth](#)

At the end of Program Year 2014/2015, AFDW, STEP, and Job Training Center met all three youth performance standards.

RHS (Del Norte County) missed the *Literacy/Numeracy Gains Rate* (Goal 62%, Actual 50%).

Smart (Shasta, Trinity Counties) missed the *Placement in Employment or Education Rate* (Goal 64% Actual 57%), and the *Attainment of Degree or Certificate Rate* (Goal 58%, Actual 54%).

NoRTEC, as an LWIA (Local Workforce Investment Area), is meeting all of these performance objectives.

Service provider contracts can be terminated or deobligated if a service provider does not meet one or more performance objectives. Staff have developed a policy statement to address contract noncompliance when NoRTEC meets the standard(s)

overall, but individual service providers do not. This newly developed policy appears in Item VIII.E. below.

E. Contract Compliance Policy (Action)

As discussed at the April meeting, staff developed a policy to address service provider noncompliance with the performance objectives outlined in their contracts with NoRTEC. There is a clause in the contract that allows us to terminate or deobligate funds, but staff felt there should be an alternative when a service provider misses a standard, but NoRTEC meets performance with the State as a consortium.

The policy statement may be accessed here: [Contract Compliance Policy](#)

**Recommended Action:**

***WIB approval of the Contract Compliance Policy, with revisions if needed, as posted.***

***Governing Board approval of the Contract Compliance Policy, with revisions if needed, as posted.***

F. Plant Closure Update: Closures/Layoffs

Since July 1, 2014, there have been almost 100 businesses within NoRTEC that have closed or reported layoffs, resulting in almost 1,385 workers losing their jobs.

G. Business Services Report (Information)

A summary report for all NoRTEC Service Providers with respect to specific data elements is available here: [NoRTEC Business Services Report](#)

Since July 1, 2014, over 3,900 businesses have received more than 16,000 discrete business services from the Service Providers.

For detailed information from each program, including additional narrative information, access the individual Service Provider reports by clicking on the following links:

- [Alliance for Workforce Development \(Butte, Lassen, Modoc, Plumas, and Sierra Counties\)](#)
- [Rural Human Services \(Del Norte County\)](#)
- [Smart \(Shasta and Trinity Counties\)](#)
- [Siskiyou Training and Employment Program \(Siskiyou County\)](#)
- [Job Training Center \(Nevada and Tehama Counties\)](#)

H. Headline Program Reports (Information)

Members are encouraged to read the Community Coordinator Reports. These reports are prepared to inform interested members of the events and happenings in their respective counties. These reports are also full of actual job seeker success

stores. In addition to reviewing the report highlights summarized below, please take a moment to review these success stories. Our Service Providers have helped many individuals make important changes in their lives!

Following are links for the reports received for the period ending June 30, 2015:

[Alliance for Workforce Development \(Butte County\)](#)

[Rural Human Services \(Del Norte County\)](#)

[Alliance for Workforce Development \(Lassen County\)](#)

[Alliance for Workforce Development \(Modoc County\)](#)

[Job Training Center \(Nevada County\)](#)

[Alliance for Workforce Development \(Plumas County\)](#)

[Smart Business Resource Center \(Shasta County\)](#)

[Alliance for Workforce Development \(Sierra County\)](#)

[STEP \(Siskiyou County\)](#)

[Job Training Center \(Tehama County\)](#)

[Smart Business Resource Center \(Trinity County\)](#)

A few highlights from this quarter's reports are:

- [Butte County](#) – The Alliance for Workforce Development youth staff in Butte County held a four day *Work Readiness Boot Camp* last quarter. Eighteen youth participated in this boot camp designed to provide youth with information, tips, and interactive role playing about what it means to be “work ready.” The group discussed reasons people lose their jobs, ways to assure the delivery of excellent customer service, and the need for a positive work ethic. The workshop also focused on labor market opportunities within our industry sectors of focus, and there were guest speakers from the medical and information technology fields. The youth also participated in mock interviews to get a taste of what it was like to interview for a job. Seventeen of the eighteen participants completed the workshop
- [Del Norte County](#) – The Workforce Center held their third annual Job Social Hiring Event this past April. This event was created to help businesses fulfill their hiring needs before the peak summer season, and it allows job seekers to meet employers face-to-face before applying. Sometimes, interviews are conducted on the spot! Twenty-two businesses participated and 173 job seekers attended the event.
- [Lassen County](#) – The Lassen County Alliance for Workforce Development staff hosted the 2015 Lassen Job Fair in late March. More than 26 employers participated, and enthusiastic job seekers arrived early with resumes in hand! See the report for a list of the businesses that participated.
- [Modoc County](#) – The Modoc Business and Career Network in Alturas assisted both a job seeker and a local employer find a new employee. The Modoc County Sheriff's Office was in need of a correctional officer. They received an application from Joshua who has a promising academic background but no

practical job experience. AFD stepped in and developed an On-the-Job Training contract to provide the county with some reimbursement for Joshua's wages during the training period. Joshua got the job and the Sheriff's Office got a great correctional officer. Both job seeker and employer are happy with the outcome.

- Nevada County – Job Training Center staff in collaboration with representatives from industry, K-12, and the local community college created a “Talent Connection” taskforce to work towards developing a strong education life cycle pipeline vital to economic competitiveness. Ten business from the a variety of industries in Nevada County were selected to conduct an in-depth survey of their current workforce, training needs, staffing projections, and challenges they are facing while trying to recruit the right talent for their organization. The goal is to create a strategy for attracting targeted funding, education and on-the-job learning activities that will develop the needed technological skills for the marketplace. This, in turn, will help existing unemployed and underdeveloped workers compete for and obtain high paying jobs, as well as attracting companies to the area that need “tech talent.”
- Plumas County – The Alliance for Workforce Development provided several technical assistance workshops and hours of one-on-one assistance to eligible small businesses and entrepreneurs through the Plumas Microenterprise Technical Assistance (TA) program. Participants who are looking to start their own business received a lot of valuable information as well as the knowledge that AFD and its partners are available to provide additional information/ assistance.
- Shasta County – Smart, in partnership with the North Valley Employer Advisory Council, held an informative employer workshop on June 11 in Redding on “Building & Leading High Performance Teams.”
- Sierra County – The Alliance for Workforce Development staff in Sierra County held a customer service workshop for Sierra and Plumas County youth in June. This workshop was created specifically for youth and young adults with barriers.
- Siskiyou County – STEP staff were recently honored by Weed High School as “Citizens of the Year.” This honor was bestowed upon STEP for staff's work through coordinating Senior Project judging, serving as Senior Project judges, assisting juniors with resume writing, paper reading and corrections, assisting with the Junior Class Interview Fair, assistance with projects for freshman and sophomore classes, and in-office assistance to youth through universal services as they job search. Way to go STEP!
- Tehama County – The Job Training Center recently hosted a Manufacturer's Breakfast in Red Bluff. The event provided a forum to share information about hiring trends, challenges, training opportunities, network, and how to better connect the world of manufacturing to education.

- Trinity County – In this quarter’s report, SMART provided a list of “New Business and Growth in Trinity County.” Of particular interest is Del Loma RV Park—this resort has just expanded their Laser Tag park, and they now sport the “largest Laser Tag park in the country.”

I. Staff Training (Information)

1. Service Provider Staff Development – There have been no NoRTEC sponsored staff development activities since the last meeting in April.
2. NoRTEC Staff Development – NoRTEC staff attended the California Workforce Association’s Annual Spring Workforce Development Conference in Anaheim on May 12-14, 2015. The focus of the conference was WIOA implementation.

J. Youth Council Report (Information)

Links to local Youth Council reports discussing activities conducted over the last quarter are listed below.

[AFWD Youth Council Report \(Butte, Lassen, Modoc, Plumas, Sierra Counties\)](#)

RHS Youth Council Report (Del Norte County) – No meeting or report this quarter.

[SMART Youth Council Report \(Shasta County\)](#)

STEP Youth Council Report (Siskiyou County) – No meeting or report this quarter.

[Job Training Center Youth Council Report \(Nevada County\)](#)

[Job Training Center Youth Council Report \(Tehama County\)](#)

**Recommended Action:**

***WIB approval of the Fourth Quarter Program Committee Report.***

***Governing Board approval of the Fourth Quarter Program Committee Report.***

IX. FINANCE COMMITTEE REPORT (ACTION)

A. PY 2015/2016 Funding (Information)

*Note: PY 2015/2016 funding amounts include unspent carry forward funding from the 2014/2015 program year. The carry forward amounts will not be finalized until the Service Providers submit final 2014/2015 expenditure reports in mid-August. Any differences in the final carry forward amounts should be small and not significantly affect the total available funding for PY 2015/2016.*

NoRTEC currently has \$12,976,440 in available funds for the 2015/2016 Program Year. An additional \$5,400,000 has been requested. If requested funds are received, NoRTEC will have \$18,376,440. This is an increase of \$4,188,041 from 2014/2105 Program Year funding.

Project	PY 2015/2016 Funds Available	Additional Funds Requested	Total
Adult	\$3,306,907	\$0	\$3,306,907
Youth	\$3,383,070	\$0	\$3,383,070
Dislocated Worker	\$2,879,367	\$0	\$2,879,367
Rapid Response	\$696,888	\$0	\$696,888
Rapid Response – Layoff Aversion	\$192,587	\$0	\$192,587
Slingshot	\$1,016,396	\$0	\$1,016,396
Workforce Accelerator II	\$100,000	\$0	\$100,000
MCLAUS XI	\$1,401,225	\$0	\$1,401,225
Sector Strategy	\$0	\$1,000,000	\$1,000,000
Drought NEG	\$0	\$4,400,000	\$4,400,000
<b>TOTAL</b>	<b>\$12,976,440</b>	<b>\$5,400,000</b>	<b>\$18,376,440</b>

B. PY 2014/2015 Funding (Information)

NoRTEC’s total available funding for the 2014/2015 Program Year was \$14,188,399. This was a decrease of \$836,269 from the 2013/2014 Program Year funding.

The reduction in available funding for the 2014/2015 Program Year was primarily due to the dwindling availability of special project funding. Additionally, NoRTEC’s allocated funding dropped 5.57% last year.

Project	PY 2014/2015 Funds Available
Adult	\$3,295,706
Youth	\$3,483,882
Dislocated Worker	\$3,103,662
Rapid Response	\$1,051,244
Rapid Response – Layoff Aversion	\$210,626
MCLAUS X	\$943,150
Workforce Accelerator	\$125,000
USDA RCDI	\$20,615
Slingshot	\$1,016,396
Workforce Accelerator II	\$100,000
MCLAUS XI	\$838,118
<b>TOTAL</b>	<b>\$14,188,399</b>

C. Approval of the PY 2014/2015 Fourth Quarter Financial Reports (Action)

1. [PY 2014/2015 Contracts Summary](#)

This report shows the total amount of funding in contracts with the State, the source of that funding, and its allocation within NoRTEC for the 2014/2015 program year. As of June 30, 2015, NoRTEC had a total of \$14,188,399 available in State contracts for the 2014/2015 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 2014/2015 Service Provider Contract Modifications Report](#)

This report shows the changes between July 1, 2014, and June 30, 2015, in the service provider contract amounts available for expenditure in the current program year. This report shows only contract amounts available in the current year. Contract amounts expended in prior years are not included.

There were no contract modifications during this quarter. There are no items of concern.

3. [PY 2014/2015 Program Expenditure Report](#)

*Note: This report is preliminary, but is not expected to vary significantly from the final report.*

This report shows each service provider's total available balance for the program year (July 1, 2014, to June 30, 2015), the cumulative expenditures for the quarter ended June 30, 2015, and the remaining balance at June 30, 2015, for each specific funding title and program type. This report shows only contract amounts available in the current year. Contract amounts expended in a prior year are not included.

All service provider expenditures were within the required parameters. There are no other items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocated funding (Adult, Youth and Dislocated Worker) by the end of the program year.

The normal quarterly expenditure rate requirements are as follows: (1) First Quarter – between 10% and 35%, (2) Second Quarter – between 30% and 60%, (3) Third Quarter – between 50% and 85%. A corrective action plan (an explanation from the service provider of how they intend to utilize the funds by the end of the funding period) is automatically required from a service provider if any allocated funding title's expenditure rate falls outside the quarterly requirements. The required expenditure rates apply to regular funding titles only and do not apply to special projects.

"Excess" funds may be voluntarily returned by a service provider or recaptured by NoRTEC if it appears that a service provider will not be able to effectively

utilize them by the end of the funding period. These funds are then redistributed to other NoRTEC service providers demonstrating a greater need, or returned to the State if they cannot be effectively utilized within the consortium. Early detection and correction of expenditure problems is important because it allows time for the funds to be put to good use by service providers in other consortium counties. In addition, the effective use of funds directly affects NoRTEC's ability to secure additional funding in future years.

4. [PY 2014/2015 NoRTEC Administrative Entity Expenditure Report](#)

*Note: This report is preliminary, but is not expected to vary significantly from the final report.*

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the twelve months ended June 30, 2015. At June 30, 2015, the NoRTEC Administrative Entity had expended 71% of its Operating budget and 34% of its Other Projects budget. Overall, the Administrative Entity spent 63% of its budget.

There are no items of concern.

5. [PY 2014/2015 NoRTEC WIB/Governing Board Expenditure Report](#)

*Note: This report is preliminary, but is not expected to vary significantly from the final report.*

This report shows the WIB and Governing Board expenditures against the annual line item budget for the twelve months ended June 30, 2015. At June 30, 2015, the WIB/Governing Board had expended 61% of its total budget.

There are no items of concern.

**Recommended Action:**

***The Finance Committee recommends approval of the PY 2014/2015 Fourth Quarter Finance Reports.***

***WIB approval of the PY 2014/2015 Fourth Quarter Finance Reports.***

***Governing Board approval of the PY 2014/2015 Fourth Quarter Finance Reports.***

D. [NoRTEC Fiscal Monitoring \(Information\)](#)

On-site fiscal and procurement monitoring of the five NoRTEC Service Providers was conducted during the months of May through July 2015. There were no findings for Alliance for Workforce Development, Siskiyou Training & Employment Program, SMART Business Resource Center, and the Job Training Center.

Two findings were identified at Rural Human Services. The first finding relates to procurement and selection of vendors. It was noted that there was a lack of adequate documentation for the review process in selecting a vendor for audit services. The second finding relates to the ownership of the building Rural Human Services occupies. Regulations prohibit charging rent or lease expenses when the

relationship is less-than-arms-length. Documentation is needed to substantiate that expenses charged to the WIA/WIOA programs are allowable as defined in the OMB Circulars. A letter outlining these findings and a timeline for responding has been provided to Rural Human Services management.

E. State and Fiscal Procurement Monitoring of NoRTEC (Information)

The Employment Development Department's Compliance Review Division conducted its annual fiscal and procurement review of NoRTEC on June 15-19, 2015.

The final monitoring report has been received. There were no findings.

**Recommended Action:**

***WIB approval of the Fourth Quarter Finance Committee Report.***

***Governing Board approval of the Fourth Quarter Finance Committee Report.***

X. STATUS OF FUNDING APPLICATION (ACTION/INFORMATION)

A. Prior Approval (Information)

1. MCLAUS XI – Staff submitted an application to the State in early December for \$1,500,000 to provide intensive and training services to Dislocated Workers. The project was finally funded at a reduced amount of \$1,401,225

The project officially began on June 1, 2015, and will end on November 30, 2016.

2. Slingshot – As reported at the April meeting, NoRTEC received a \$20,000 "Slingshot" planning grant from the California Workforce Investment Board (CWIB). Slingshot is initiative of the Governor's office to address income mobility on a regional basis in California. NoRTEC's Slingshot project is one of the first five such projects funded. NoRTEC was working on securing an additional \$1,000,000 to continue the project, and we received notification early in July that we were awarded the funding.

B. New Applications (Action)

1. Workforce Accelerator Grant, Round 2 – Due to the success of our previous Workforce Accelerator Grant that assisted Butte County court involved youth to obtain their high school diploma or GED, enter a training program and/or go to work, NoRTEC was invited to apply for "Round 2" of accelerator funding. In the first round we received \$125,000. For the second round, we were offered an opportunity to continue our project with \$100,000 of funding. We applied and were recently notified we were awarded \$100,000 for "Round 2."

**Recommended Action:**

***WIB approval to submit an application to the State of California for a \$100,000 grant to continue the Workforce Accelerator Grant in Butte County, a project that focuses on assisting court involved.***

***Governing Board approval to submit an application to the State of California for a \$100,000 grant to continue the Workforce Accelerator Grant in Butte County, a project that focuses on assisting court involved youth.***

2. Industry Sector Employment Strategies for Dislocated Workers – NoRTEC was chosen as one of eight workforce investment areas in the State of California to be part of a statewide project intended to work with employers in the industry sectors of health care, agriculture, and manufacturing to provide work-based training for dislocated workers. NoRTEC’s share of this DOL funded application will be \$1,000,000.

**Recommended Action:**

***WIB approval to submit an application to the State of California for \$1,000,000 to work with employers in the industry sectors of health care, agriculture, and manufacturing to provided work-based training for dislocated workers.***

***Governing Board approval to submit an application to the State of California for \$1,000,000 to work with employers in the industry sectors of health care, agriculture, and manufacturing to provided work-based training for dislocated workers.***

3. National Emergency Grant Drought Application – NoRTEC was included in an application by the State of California to DOL for funding to run a temporary job creation project to serve individuals who lost their jobs due to the drought or are long-term unemployed. Workers enrolled in this project will be allowed to earn up to \$14,000 of gross wages or work for 1,040 hours, whichever comes first, on projects identified by local public agencies and nonprofits that require manpower for drought related projects. NoRTEC is eligible for up to \$4,400,000 over the course of the project.

**Recommended Action:**

***WIB approval to submit an application to the State of California for up to \$4,400,000 to implement a temporary job creation project in the NoRTEC region.***

***Governing Board approval to submit an application to the State of California for up to \$4,400,000 to implement a temporary job creation project in the NoRTEC region.***

XI. WORKFORCE INNOVATION AND OPPORTUNITIES ACT IMPLEMENTATION (INFORMATION)

NoRTEC’s Executive Director will provide an update regarding WIOA Implementation, to address the following areas:

A. Initial Designation of Workforce Development Areas

The CWIB approved NoRTEC's application for Initial Designation as a Local Workforce Development Area at its June 23, 2015, meeting. This designation is effective from July 1, 2015, to June 30, 2017.

B. Planning Regions

The CWIB has not yet designated local planning regions, but it appears NoRTEC will be designated as a stand-alone planning region under WIOA.

C. Joint Powers Agreement

The new WIOA legislation may require a new Joint Powers Agreement (JPA). Staff will be consulting with legal counsel to determine whether a new JPA is necessary. Since a new JPA would require the signatures of our eleven County Counsels and Boards of Supervisors, this step would be undertaken only if legally necessary.

D. Local Board Certification

NoRTEC will need to have a WIOA compliant Workforce Development Board in place by March 31, 2016. In order to meet this deadline, the Governing Board will need to appoint the new Workforce Development Board at its January 28, 2015, meeting. The boards will address a timeline to have the new board in place by March 2016, as discussed below.

XII. WORKFORCE DEVELOPMENT BOARD APPOINTMENT TIMELINE (ACTION)

As previously noted, NoRTEC must have a WIOA compliant Workforce Development Board (WDB) in place by March 31, 2016. To meet this deadline, the NoRTEC Governing Board will need to appoint the new board at the January 28, 2016, quarterly meeting.

Staff is recommending current WIB and Governing Board members discuss the size and composition of the new Workforce Development Board at the October 22, 2015, meeting. After discussing the issue, the group would develop a recommendation for the Governing Board to adopt at the same meeting. Staff would then work with current WIB members and other candidates who wish to be considered for appointment to the Workforce Development Board and collect applications between October and January. The Governing Board could then appoint the slate of WDB members from the applications received at the January 28, 2016, meeting.

**Recommended Action:**

***WIB approval of working with the Governing Board to develop a recommendation on the size and composition of the required WIOA compliant Workforce Development Board at the October 22, 2015, meeting.***

***Governing Board approval of working with the WIB to develop a recommendation on the size and composition of the required WIOA compliant Workforce Development Board at the October 22, 2015, meeting.***

XIII. WORKFORCE DEVELOPMENT BOARD/GOVERNING BOARD RETREAT (INFORMATION)

NoRTEC normally holds a board planning retreat in conjunction with our October WIB/Governing Board meeting. Because the Governing Board will be appointing a new Workforce Development Board (WDB) in January, staff is tentatively planning for a spring planning session after the new board is appointed.

XIV. OLD BUSINESS (INFORMATION)

Old Business items may be brought up for discussion at the pleasure of the NoRTEC WIB/Governing Board members.

XV. NEW BUSINESS (INFORMATION)

A. Upcoming WIB/Governing Board Meetings

The next WIB/Governing Board meeting is scheduled for October 22, 2015, at the Gaia Hotel and Spa in Anderson.

B. Other New Business

Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB and Governing Board members.

XVI. ADJOURNMENT