

Agenda - July 27, 2005 - EC

NoRTEC
MEETING
EXECUTIVE COMMITTEE
1:00 P.M. - 4:00 P.M.
WEDNESDAY, JULY 27, 2005
HOLIDAY INN
685 MANZANITA COURT
CHICO, CA

1. CALL TO ORDER
2. ROLL CALL
3. EXECUTIVE DIRECTOR'S GOALS - REVIEW AND DISCUSSION

The goals are in two categories; the standard goals and a couple of additional annual goals that were set at the last annual evaluation. There will be an open discussion and an opportunity to assign new or additional goals for this upcoming year. This item will also present the opportunity to discuss the future direction of NoRTEC and any related questions or concerns.

The Executive Committee Chair will be asked to provide a brief report to the full WIB and Governing Board at their meeting on July 28, 2005.

1. **Four standard goals** - adequate funding, local business assistance programs, capacity building and enhanced automation. These are "standard" only in the sense that they have not changed over the past few years.
 1. **Adequate Funding** - Adequate (minimal) funding has been secured for this year and next. Funding continues to be a priority issue, however, with continual cuts at the Federal level and more competition within the State for scarce dollars. Minimal funding makes it difficult to provide adequate staff development for the program staff or implement special projects, and keeps the Administrative staff frozen at their current level.
 2. **Local Business Assistance Programs** - The implementation of business service programs, with a "Business First" approach to job development, has been very successful. Both our enrollments of job seekers and our job placements are up. Our positive impact on our business community is witnessed by the thousand plus signatures we got supporting our business service programs. Our Business Services program has also provided a focal point and an identity for NoRTEC.

3. **Capacity Building** - NoRTEC sponsored a number of training events this past year for the program staff, from internal compliance, to working with the disabled, to working with local business, to implementing "cause related marketing." We assisted 40 program staff to prepare for and pass the exam for California Accredited Consultant (the total certified is 68). We would like to have sponsored program staff attendance at some of the better conferences, but lacked the funds to do so.
 4. **Enhanced Automation** - One of the critical factors in our success is our ability to take advantage of automation; specifically computers and the internet. This past year, not much new has been added. Just maintenance and many minor modifications to the client tracking system to meet program requests and correct bugs and mistakes.
2. **Two Annual Goals** - More involvement of NoRTEC in State decision making, and an "exit strategy," or planning for the eventual departure/replacement of the Director and other NoRTEC administrative staff from NoRTEC.
1. **Influencing State and Federal Policy** - We have been busy enhancing NoRTEC's credibility and involvement, with a particular emphasis on our businesses services model. NoRTEC is cited as a model agency in the California Performance Review, and is noted as an (the only) example of providing a model small business services program in the State's workforce investment plan for the Department of Labor. NoRTEC is referenced as an example in the National Association of Workforce Board's training on the provision of Business Services. C. Brown is on the California Workforce Association's Executive Committee, and has been asked to help prepare State legislation that will encourage our Workforce Investment Act programs to provide "NoRTEC type" services to local businesses. NoRTEC, relying heavily on program staff, presented the NoRTEC Business Services model at three national conferences, and to a Bay Area association of four LWIAs. We have the written support of two US Congressmen (Doolittle and Herger), one State Assemblyman (LaMalfa), one State Senator (Aanestad), 14 local chambers of commerce, and over 1,000 local businesses.
 2. **Transition Plan** - What to do in the event of Administrative Staff turnover will be discussed.

4. ADDITIONS TO WIB/GOVERNING BOARD WORKING AGREEMENT

The current working agreement can be found here: /cb/pgb/wib_gbagreement.html

Based on questions and comments from WIB and Governing Board members, the following additions to the current agreement are recommended. The Executive Committee will be asked to recommend these changes, or some modification of them, to the full NoRTEC WIB and Governing Board at their July 28, 2005 meeting.

1. Section Eight: Meetings Add two new items:

Item F. Agendas

