Agenda - July 27, 2006 - EC

NoRTEC
MEETING
EXECUTIVE COMMITTEE
10:00 A.M. - 12:00 P.M.
TUESDAY, JULY 27, 2006
HOLIDAY INN
685 MANZANITA COURT
CHICO, CA

I. CALL TO ORDER

II. ROLL CALL

III. EXECUTIVE DIRECTOR'S GOALS - REVIEW AND DISCUSSION

The goals are in two categories; the standard goals and a few additional goals for this past year 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. This meeting is the annual evaluation of the NoRTEC Executive Director.

This meeting may be called into closed session to discuss personnel issues.

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.
a. **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.

b. **Local Business Assistance Programs** - The implementation of business service programs, with a "Business First" approach to job development, has been very successful. Both our job placements and our business services are up. We are having a positive impact on our local businesses. It is not at the same level/depth throughout NoRTEC, but we are making progress. One measure of success is the willingness of local business to pay for many of the services. They see the value and we help offset our costs. Our Business Services program has also provided a focal point and an identity for NoRTEC. We have a State and National reputation for being the premier business services program in the Workforce Development field.

c. **Capacity Building** - NoRTEC provided several trainings this past year:
   1. Sixty-nine individuals representing a cross-section of positions (Business/HR Consultants, Career Counselors, Administrative Support, Managers, etc.) from throughout NoRTEC attended NoRTEC's annual staff retreat held on September 20-21, in Blairsden. The overall theme of the two day affair was Reengineering for Business Services and included discussion of NoRTEC's vision for Business Services, a best practices presentation, and two half-day workshops which focused on managing change, and how to best integrate business and job services in a business first model. Feedback from those who attended was very positive!
   2. Betti provided training on October 26, 2005, which covered basic areas such as work experience, correct use of service activity categories for intensive and training services, MIS, documentation of informed consent, and follow-up.
   3. Youth program training on February 16, 2006, and a followup session on April 26, 2006, for 18 youth staff on the new performance standards and their impact on program design.
   4. Betti is scheduled to provide training to the new staff at RHS in the next week or so. Since
the staff is new, it will have to cover a lot of ground, including:
  - Overview on WIA and Common Measures
  - Dislocated Workers
  - Enrollments and exits
  - Case management, notes and followup
  - Documentaiton and routine reporting requirements
  - Navigating the NoRTEC and NCEN websites
  - NoRTEC Job Specific Skills Competency System
  - MIS
  - Rapid Response Services
  - Business Services

We would like to have offered a couple more in-service trainings, and to have sponsored program staff attendance at some of the better conferences, but lacked the time and the funds to do so.

d. **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. **Three Annual Goals** - Continuing involvement of NoRTEC in policy decisions at the State and Federal level, promote the NoRTEC Business Services program, and develop a succession plan for the Executive Director.

a. **Influencing State and Federal Policy and Promoting NoRTEC's Business Services Program** - We have been busy enhancing NoRTEC's credibility and involvement, with a particular emphasis on presenting our businesses services model at State and Federal events. We are now "branded." NoRTEC is synonymous with cutting edge Business Services, particularly for small businesses. This has enhanced our credibility and gotten us more involved in decision making opportunities. Here is a list of good stuff we are doing:
- The National Alliance for Workforce Boards published the first flattering article about NoRTEC; NoRTEC is achieving success with "Business First" and Fee-For-Service. Click here to read: /cb/wib/NAWB_Article.doc

- We had another flattering article about us published in the California Employment Training Reporter; NoRTEC Workforce Investment Board Business Services Honored as Grand Winner of Workforce Partnership Award. Click on this link to read it: /cb/wib/ETN_NoRTECBusinessServices.doc

- We don't have a copy for distribution yet, but the draft version of the Davis study of 10 California Workforce Areas is very flattering to NoRTEC.

- The NoRTEC WIB was the 2006 Theodore E. Small Workforce Partnership Award Grand Prize Winner, for its Business Service Partnership. Click here to read the press release: /cb/wib/Press_Release.doc

- In this past year, NoRTEC has presented the NoRTEC Business Services program at numerous conferences and workshops. Click here for a listing: /cb/wib/Business_Presentations.doc

- C. Brown is on the Business and Industry subcommittee of the California Workforce Investment Board, influencing policy to favor the delivery of business services like ours by the rest of the Workforce Areas throughout the State.

- C. Brown is a member of the Executive Committee and the Vice Chair of the Issues Committee of the California Workforce Association.

- NoRTEC and partners were designated a "Virtual WIRED" area by the Department of Labor, which is an honor in itself, and should lead to more funding and technical assistance from Federal experts in economic development and program financing. C. Brown attended the first WIRED Academy on June 12-13, 2006, at the Georgia Tech Global Learning and Conference Center in Atlanta, GA. The Assistant Secretary of Labor spent the day with the thirteen "Virtuals," emphasizing the credibility of the designation. The next gathering of the thirteen will be at the upcoming DOL sponsored "Workforce Innovations 2006" in Anaheim, July 11 - 13, 2006. Here is a copy of a letter from Emily stating her support: /cb/wib/DOL_WIRED_041006.rtf

b. Succession Plan - Planning for the inevitable day. How to effect a smooth transition from the current Executive Director to the next. Succession plan options will be discussed at the meeting.
iv. Executive Director Compensation

A review of current and recommended compensation packages for the Executive Director position will be presented by Lori Brown of Clarity Consulting Group. Click here to read a copy of the report, with findings and recommendations: /cb/wib/NoRTECDirector06.doc

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

NoRTEC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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