

NORTEC  
WIB EXECUTIVE COMMITTEE AGENDA  
WEDNESDAY, JULY 21, 2010  
2:00-4:00 PM  
HOLIDAY INN  
1900 HILLTOP DRIVE  
REDDING, CA 96002

- I. CALL TO ORDER
- II. ROLL CALL
- III. PROPOSED SIGNATORY AUTHORITY POLICY CHANGE (ACTION)

➡ [Current Policy](#)

➡ [Proposed Policy](#)

NoRTEC's Signatory Authority policy, originally adopted in 1985 and carried over to the WIA program, is cumbersome and creates some serious timing issues for staff.

Current policy requires WIB and Governing Board Chair signatures on documents between NoRTEC and the State, and between NoRTEC and the Department of Labor. The Executive Director is authorized to sign documents between NoRTEC and its contractors and vendors.

This policy works well if staff can wait for the next board meeting to obtain signatures, or if we have at least 7-10 working days to send the documents to one Chair and then the other via the regular mail. It does not work well when we are sent a document and asked to return the signed documents within 3-5 working days. The matter is further complicated if one of the Chairs is out of town or unavailable.

Since it is NoRTEC policy to report grants, contracts, and other items requiring WIB and Governing Board approval and signature at our quarterly meetings, staff are proposing a change to the current policy (see links above) to shift the signature responsibility from the respective Chairs to the Executive Director. Staff will continue to report on grants, contracts and other items at our quarterly meetings, as we have always done.

**Recommended Action:**

***Executive Committee to recommend to the full WIB and Governing Board approval of the modified policy, transferring signatory authority to the NoRTEC Executive Director.***

- IV. FUTURE DIRECTION OF NORTEC (DISCUSSION)

S. Knox, Executive Director, will lead a discussion on the future direction of NoRTEC.

V. EXECUTIVE DIRECTOR GOALS (ACTION)

S. Knox, Executive Director, has developed the following goals for consideration by the Executive Committee. ➡ [PY 2010/2011 Goals](#)

Once the goals are adopted, they will be utilized by the Executive Committee to evaluate the Executive Director's performance at the end of the program year.

***Recommended Action:***

***Executive Committee to recommend to the full WIB and Governing Board approval of the proposed goals (or a modified version) for the NoRTEC Executive Director.***

VI. ELECTION PROCESS – WIB AND GOVERNING BOARD CHAIRPERSON (DISCUSSION)

A few members have requested information about the process of electing a WIB and Governing Board Chair. Currently, once the Chairs have been elected, they serve until they leave their respective boards.

The requirement for a Governing Board Chair is he/she must be a member of his/her County Board of Supervisors, and the appointed representative to the NoRTEC Governing Board.

The requirement for a WIB Chair is he/she must be a representative of Private Industry, and a member of the NoRTEC WIB.

It has been suggested that if new elections are to take place, it would be prudent to wait until the January 2011 meeting, as the end of the calendar year is when County Board of Supervisor terms expire, and some current members may be leaving the NoRTEC Governing Board.

S. Knox will facilitate a discussion.

VII. OLD BUSINESS

Members may bring up prior business for discussion.

VIII. NEW BUSINESS

Members may bring up new business for discussion.

IX. ADJOURNMENT