Agenda - April 27, 2006

NoRTEC
AGENDA
WIB AND GOVERNING BOARD
THURSDAY, JULY 27, 2006
10:00 A.M. - 2:00 P.M.
HOLIDAY INN
CHICO, CA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES, APRIL 27, 2006 (ACTION)

The minutes from the April 27, 2006, meeting are attached: Minutes

Recommended Action:

WIB approval of the April 27, 2006, minutes, with revisions if needed, as posted.

Governor Board approval of the April 27, 2006, minutes, with revisions if needed, as posted.

4. APPROVAL OF AGENDA (ACTION)

Recommended Action:

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

Governor Board approval of the agenda, with revisions if needed, as mailed.

5. WIB APPOINTMENTS (ACTION)

1. WIB Vacancies

There are currently three vacancies on the NoRTEC WIB:

1. A Private Industry seat in Del Norte County,
2. A Private Industry seat in Modoc County, and
3. A Private Industry seat in Butte County.

No nominations for these seats were received in time for this meeting. It is expected that nominations for both seats will be received by the next meeting of the WIB and Governing Board scheduled on October 26, 2006.

2. **WIB Term Expirations**

Most of the NoRTEC WIB seats that expired on June 30, 2006, were re-appointed at the April 2006 meeting. Following are the remaining two individuals that were re-nominated to continue serving for another four year term, effective July 1, 2006:

Dick Withrow, Plumas County, Private Industry Seat: [Nomination Letter](#)
David Pelham, At Large, Community College President Seat: [Nomination Letter](#)

**Recommended Action:**

*Governing Board appointment of the above WIB members to the NoRTEC WIB, to fill the designated seats.*

6. **PUBLIC COMMENT (INFORMATION)**

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

7. **WELCOME SIERRA COUNTY (INFORMATION)**

Sierra County officially became a member of NoRTEC this July 1, 2006. Peter Huebner (Board of Supervisors) will introduce the new NoRTEC WIB members from Sierra County, and then he and Gary Corderman (Executive Director of AFWD), will provide a brief update on their progress implementing a program in Sierra County. (The new WIB members are Carol Roberts, Director, Sierra County Health and Human Services, G. Ross Gordon, Member, Sierra County Economic Development Committee, and Todd Sloan, Editor/Publisher, Mountain Media.)

8. **PROGRAM COMMITTEE REPORT (ACTION)**

M. Piller will present the Program Committee Report.

1. **Program Monitoring**

   **Participant Services** - An on-site program services standard compliance review of all NoRTEC service providers was conducted by Betti Austin, NoRTEC Program Services Director, during April, May and June. The areas under review included eligibility, appropriate documentation of client service progression for adult/dislocated workers, client tracking and reporting of participant outcomes (including documentation of credential attainment), documentation of objective assessment and IEEE for training service provided, documentation of appropriate monitoring of training, coordination of training with Peel and other grant
assistance, provision of required program elements for youth, and follow-up. The results of the reviews have been communicated to the service providers.

While there were no official findings as a result of monitorings, several deficiencies in file documentation were noted in the Rural Human Services (RHS) program; specifically, inadequate documentation of participants' receipt of services and progress through the WIA system. To remediate these deficiencies, B. Austin has subsequently provided training and continues to work with new RHS management and program staff to develop appropriate systems and procedures. A follow-up monitoring of RHS will be conducted at the end of the first quarter of the 2006/2007 program year to assure that these systems and procedures are functioning properly.

Business Services - While on-site, Austin also conducted on-site interviews with line business and client services staff to get candid feedback on how successful they feel they have been in meeting "Business First!" goals. This information from all the service providers will be merged for general discussion at the next Program Directors meeting, which will be held on July 27-28, 2006, in Chico.

2. State Monitoring

There have been no State programmatic monitoring visits since the last meeting.

The State is planning to visit temporary job creation projects in late August. The Department of Labor has selected NoRTEC as one of the LWIAs in California that will be visited for a fiscal and programmatic review. An update will be given at the meeting.

3. Client Numbers
   1. One Stop Centers - Job Seekers Accessing One-Stop Centers
   2. WIA Enrollments - Job Seekers Enrolled in the WIA Program
   3. Client Exits - Outcome Information On Customers Leaving The Programs
   4. Core Service - One Stop Center Utilization Information

5. Employer Service - One Stop Center Employer Service Information

4. Contract Performance
   1. WIA Service Provider Contract Performance - Adult Programs

WIA Service Provider Contract Performance - Youth Programs

As agreed, NoRTEC has not focused a lot of attention on the details of participant performance since WIA was implemented, choosing instead to focus on meeting local business needs. Staff do, however, monitor service provider performance against objectives written into the contracts (on a quarterly basis), including cost per enrollment, placement rates, and a variety of program quality measures including average wage at placement and credential attainment.
measures. A few of the programs did not meet all of their contract objectives. These "misses," however, were minor when compared with NoRTEC's overall performance, so there are no areas of concern as the programs move into PY 2006/2007.

The performance report also includes information on MCLAUS IV (Multiple Closures, Layoffs and Unemployment Services), NCNTTP (Northern California Nurse Training Project), and the LVN-RN (LVNs upgrading their skills and license to that of an RN).

- MCLAUS IV began on March 1, 2005, and will end on September 30, 2006. This "special project" funding is to serve dislocated workers (primarily those that were laid off due to a substantial layoff or business closure). The programs in Butte, Lassen, Modoc, Plumas, Shasta and Tehama Counties are currently receiving a portion of this funding.
- NCNTTP began on March 1, 2005, and will end on March 31, 2007. This "special project" funding is to train medical personnel, primarily LVNs and RNs. It also includes training for CNAs, phlebotomists, medical assistants, and paramedics. All of the programs in NoRTEC received a portion of this funding.
- LVN-RN began on January 1, 2006, and will end December 31, 2007. NoRTEC will be assisting 72 LVNs train to become RNs. Programs receiving funding for this project include AFWD, Shasta Smart, STEP, the Job Training Center of Tehama County, and TOT.

2. **WIA Business Services Performance**

This website has training opportunities for local business (Website Initiative, Internet Classroom), and a number of reports on business service usage, events and outcomes (Business Services Usage, Internet Learning Usage, Business Websites, the Community Coordinator Reports, and the most recent Market All showing number of services and market share).

5. **Counties Declared "Disaster Areas" by the Governor**

On May 16, 2006, NoRTEC was granted $1,807,080 to implement a temporary job creation project in Del Norte, Lassen, Plumas, Siskiyou, and Trinity Counties, to employ 126 individuals to help local public and private non-profit agencies clean up damage from the December 2005-January 2006 storms.

As of July 14, RHS (Del Norte County) has 17 participants working, AFWD has 20 participants working in Lassen and Plumas Counties, STEP (Siskiyou County) has 15 participants working, and TOT (Trinity County) has 14 participants working. It is anticipated that the remaining 60 participants will be on-board by early August.

Photos of the damage are available to view by clicking on the following link: [Storm Damage Photos](#)

6. **Plant Closure Update**
There have been several plant closures in the ten county area of NoRTEC over the past several years. The following website address is being updated as additional closures occur. Items in red are those additions since the last regularly scheduled WIB and Governing Board meeting.

Plant Closure Update

7. "Headline" Program Reports

What's Happening? - Each of the Program Directors will take a few minutes to share some aspect of their program (accomplished, current or future) with the WIB and Governing Board members.

Following are direct links to the Community Coordinator reports received for the quarter ending June 30, 2006:

(Note: If the link does not take you directly to the report for the January-March quarter, look for a menu selection on the web page entitled Community Coordinator or Community Coordinator Reports.)

Butte PIC
Rural Human Services (Del Norte)
Alliance for Workforce Development (Lassen)
Alliance for Workforce Development (Modoc)
Alliance for Workforce Development (Plumas)
Smart Business Resource Center (Shasta)
STEP (Siskiyou)
Job Training Center of Tehama County
Trinity Occupational Training (Trinity)

A few highlights from this quarter's reports are:

- **Butte County** - This quarter's report highlights the 21st Annual CEPCO (Chico Economic Planning Corporation) awards.
- **Del Norte County** - Rural Human Services has a new look for their Community Coordinator reports and their website. The report outlines some changes that have been made in RHS' facilities and gives an overview of happenings in the programs under the Rural Human Services umbrella.
- **Lassen County** - The Lassen report includes a success story about two individuals who were served through AFWD after they lost their jobs due to the permanent closure of the Sierra Pacific Mill in Susanville. After completing the Office Administrative Assistant program and earning an AS degree in June 2006, Cari Neely was hired by the Lassen County Assessor's Office. Larry Webb completed the Power Generation Technology program at Lassen College, and has entered employment with the Mt. Lassen Power Company as a utility worker. After completing his internship hours with Mt. Lassen Power, he will earn his AS degree in Power Generation Technology. Both individuals were excited about their career change and credit staff at AFWD for helping them to achieve their educational and career goals.
- **Modoc County** - AFWD Customer Service trainer Laurie Wann presented the first of what will hopefully be a series of customized customer service workshops to 25 employees of Modoc Medical Center (MMC) on May 23, 2006. The county-run hospital has been working hard to improve its public image in recent months, and one tactic the hospital administration is focusing on is delivering excellent customer service to each guest that enters the Medical Center.

Alliance for Workforce Development, Inc. provided a high-demand workshop on May 15, 2006 with its Web Site Design class. NoRTEC's Scott Shafer made the trek to Alturas to help eight attendees get started on building their own web sites. Participants ranged from a county supervisor to a local gift shop to the Modoc District Fair.

At this time, three of the participants have posted their web sites online. Check out these links:
- [http://modocfair.com](http://modocfair.com)
- [http://supervisormikedunn.com](http://supervisormikedunn.com)
- [http://deforestlivestock.com](http://deforestlivestock.com)

- **Plumas County** - AFWD is excited about Sierra County joining NoRTEC and making their tri-county area into a four-county area! AFWD is working to secure office space in Sierra County for the new operation.

Janis Trueblood has left AFWD after nine years to pursue career interests outside Plumas County. AFWD staff and NoRTEC will miss her energy and enthusiasm with respect to the business services program.

- **Shasta County** - Captive-Aire Systems, the nation's largest manufacturer of commercial kitchen ventilation equipment, opened a new production plant in Redding in June. Shasta Smart staff wrote the recruitment advertisement, then collected and screened over 300 applications. One Stop staff assisted applicants with cover letters, resumes and applications. In addition, Smart assisted with scheduling and conducting 85 interviews on site. To date, Captive-Aire has hired more than 30 qualified welders, electricians, CNC operators, assemblers and clerical staff through the Smart Center. "Captive-Aire has also received valuable assistance from the Smart Business Resource Center in recruiting quality personnel for the plant," said Robert Luddy, the President of Captive-Aire. Way to go Smart! Another successful, positive experience for a NoRTEC business owner.

- **Siskiyou County** - The Workforce Connection (a division of STEP) just completed their 6th annual "Youth Get A Job Days." More than 130 students from Dunsmuir, Jefferson, Scott Valley (Etna), and Weed high schools were served. Thirty-five possible summer jobs were available to the students, and more than 130 "door prizes" were given to the students who participated in this activity.

- **Tehama County** - The Job Training Center has worked closely with Tehama County Farm Bureau in search of their new County Office Manager. Staff has provided HR assistance with recruitment, screening, behavioral based interview questions, correspondence with applicants, pre-employment assessments, reference checks and coaching on hiring legalities, wage, strategies and priorities.

- **Trinity County** - On April 18, Ginne Mistal (NoRTEC WIB member) from Small Business California (SB-Cal), made presentations at the Weaverville Rotary and at Trinity Economic Development Corporation (TEDC) meetings. Linda
Morecraft (JobLink) and Anna Bengtsson (Shasta Business Resource Center) joined her. SB-Cal, founded in November 2004, is an advocacy group for small business. Ginne spoke about their program and about the importance of partnering/networking with other groups such as the WIBs. Anna and Linda each spoke briefly about the business services provided by their respective business services staff.

Effective July 1, 2006, Laird Crandall resigned after 19 years with TOT. She brought stability to what was a volatile situation, and she elevated the professional status of TOT. While we will miss Laird, we welcome Carol Spring as the new Executive Director of TOT, with no reservations.

Please take a few minutes to read the reports from all nine counties. They are informative and fun. Our Community Coordinators are putting a lot of work into keeping you informed. We like to let them know how much we appreciate their efforts. At our next meeting, we will have 10 reports, as Sierra County is now a part of the NoRTEC consortium.

8. Web Site Technology Initiative (Update)

NOTE: This item was updated since initially posted. The initial numbers are retained with a line through them. The new numbers are in bold.

We have a total of 164 183 websites posted on the North State Directory. This is up 7 26 from the last report. Apparently, not all the new local business websites being developed are being entered on the North State Website. Postings by County: 0 for Butte, 23 for Del Norte, 4 5 for Lassen (up one from last report), 7 10 for Modoc (up three from last report), 3 for Plumas (down 1 from last report), 66 61 for Shasta (up 10 5 from last report), 8 for Siskiyou, 0 for Tehama and 53 73 for Trinity (down 8 up 12 from last report). Take a look at some of the local websites being developed www.northstatedirectory.com

9. One Stop Business Services

1. Business Service Web Sites - NoRTEC has a number of websites addressing business services.

   NoRTEC Business Services - An overview of the NoRTEC Business Services program.

   All the NoRTEC counties have developed local business services websites that present their local business services program:

   Butte      Modoc      Siskiyou
   Del Norte  Plumas     Tehama
   Lassen     Shasta     Trinity

2. NoRTEC Business Service Presentation

   B. Finley, Director of the Butte PIC, will introduce Dr. Leslie Sue, Deputy Director of Glen County Child and Family
Services, and Dave and Shonnna Freitas, owners of Scrambles (a new restaurant in Butte County).

10. **Staff Training (Information)**

As noted under the Program Monitoring section above, B. Austin provided WIA training to the staff at RHS on June 26-28. Some of the areas covered include:
- Overview on WIA and Performance Measures
- Dislocated Workers
- Enrollments and exits
- Case management, notes and followup
- Documentation and routine reporting requirements
- Navigating the NoRTEC and NCEN websites
- NoRTEC Job Specific Skills Competency System
- MIS
- Rapid Response Services
- Business Services

11. **Youth Council Report (Information)**

There was no Youth Council meeting this quarter.

**Recommended Action:**

The Program Committee recommends approval of the Fourth Quarter Program Committee Report

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

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

9. **FINANCE COMMITTEE REPORT (ACTION)**

B. Hamby, Finance Committee Chair, will present the Finance Committee report.

1. **PY 2006/2007 Funding (Information)**

*Note: Allocations for Adult and Youth have not been finalized by the State so these numbers are estimates. Also, the PY 2006/2007 funding amounts include unspent carry-forward funding from the 2005/2006 program year. The carry-forward amounts will not be finalized until service providers submit final 2005/2006 expenditure reports on August 18, 2006. Any differences in the final carry-forward amounts should be minor and should not significantly affect the total available funding for***
NoRTEC currently has an estimated $11,505,004 in available funds for the PY 2006/2007 Program Year. An additional $2,000,000 in funding has been requested. If this funding is received, NoRTEC will have an estimated $13,505,004 in available funding for the 2006/2007 Program Year. This would be $875,704 more than we had to start the 2005/2006 program year.

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NCNTP $766,304

LVN to RN $800,000

Disability Navigator $92,699

Incentive $17,363

TOTAL $15,313,327

   1. PY 2005/2006 Contracts Summary (Information)

   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 2005/2006 program year. As of June 30, 2006, NoRTEC had a total of $15,313,327 available in State contracts for the 2005/2006 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

   2. PY 2005/2006 Service Provider Contract Modifications

   This report shows the changes between March 31, 2006, and June 30, 2006, 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.

   The contract modifications during this period were (1) the allocation of additional MCLAUS IV funding to serve plant closure victims, (2) the allocation of LVN to RN Special Project funding, (3) the allocation of Storm 2006 funding to provide storm cleanup positions in the counties affected by the winter rains, (4) the allocation of Rapid Response funding to pay for the CSUC Economic and Demographic profiles, and (4) the allocation of Disability Navigator funding to Del Norte for Rene Quintana's Katrina Hurricane travel.

3. PY 2005/2006 Program Expenditure Report

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

   This report shows each subcontractor's total available balance for the program year (July 1, 2005, to June 30, 2006), the
cumulative expenditures for the year ended June 30, 2006, and the remaining balance at June 30, 2006, 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 Providers met all the NoRTEC required expenditure rates for allocated funds at June 30, 2006. There are no items of concern at this time.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocation by the end of the program year. For the convenience of monitoring, NoRTEC uses a 20% per quarter expenditure rate as a guide for assessing expenditures throughout the fiscal year (20% first quarter, 40% second quarter, 60% third quarter and 80% final quarter). 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 quarterly expenditures vary by more than 10% from the quarterly target rate. 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.


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 year ended June 30, 2006. At June 30, 2006, the NoRTEC Administrative Entity had expended 100% of its Operating budget, 129% of its Special Projects budget, and 100% of its Capacity Building budget.

Because NoRTEC is able to negotiate significantly lower rates, NoRTEC purchases Internet access on the behalf of many of our Service Providers. In years past, NoRTEC has provided special funding to the Service Providers to reimburse NoRTEC for the local Internet access costs. This year, the special funding was not available, so NoRTEC was forced to absorb the $59,892 cost of local Internet access directly within the NoRTEC AE budget. This has caused NoRTEC to exceed its special projects budget. A budget increase has been proposed below to cover the overage. There are no other items of concern.

The budget expenditures are detailed in the attached line item report.
5. PY 2005/2006 NoRTEC WIB and 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 year ended June 30, 2006. At June 30, 2006, the WIB/Governing Board expended 91% of its total budget.

There are no items of concern at this time.

**Recommended Action:**

The Finance Committee recommends approval of the PY 2005/2006 Fourth Quarter Preliminary Finance Reports.

**WIB approval of the PY 2005/2006 Fourth Quarter Preliminary Finance Reports.**

**Governing Board approval of the PY 2005/2006 Fourth Quarter Preliminary Finance Reports.**

4. PY 2005/2006 Administrative Entity Special Projects Budget Increase (ACTION)

As noted above, the cost of local Internet access caused the Administrative Entity to exceed its Special Projects Budget. The Finance Committee is recommending that the PY 2005/2006 Administrative Entity Special Projects Budget be increased by $30,000 to a total of $130,000 to cover the budget deficit. Sufficient funding is available to cover the proposed budget increase.

**RECOMMENDED ACTION:** The WIB Finance Committee is recommending that the PY 2005/2006 Administrative Entity Special Projects Budget be increased by $30,000 to total $130,000.

5. Fiscal Monitoring of NoRTEC Service Providers By NoRTEC (Information)

NoRTEC conducted on-site fiscal and procurement reviews of all NoRTEC service providers during April, May and June. The areas under review included accounting systems, allowable costs, cost categories, financial reporting, cost allocation, property management and procurement. The results of the reviews have been communicated to the service providers.

There were no findings as a result of monitorings. NoRTEC's monitoring letters are available for review by interested WIB and/or Governing Board members. There are no items of concern at this time.

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

The State conducted the PY 05/06 Fiscal and Procurement monitoring of NoRTEC during the week of May 1, 2006. In addition to visiting the NoRTEC Administrative Offices, the State monitor visited the offices of Shasta and Tehama.
There were no findings as a result of the monitoring, and the State concluded that NoRTEC is meeting applicable WIA requirements concerning financial management and procurement.

**Recommended Action:**

The Finance Committee recommends approval of the Fourth Quarter Finance Committee Report.

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

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

10. **STATUS OF FUNDING APPLICATIONS (UPDATE/ACTION)**

1. **Prior Approval**

   1. **W.I.R.E.D.** - The Department of Labor designated thirteen WIRED regions across the United States, then designated thirteen Virtual WIRED regions. The difference is the initial designations received significant funding and the Virtual regions will have to pursue more creative funding opportunities. This is a quote from Emily DeRocco, Assistant Secretary of Labor: "I want to welcome you to the Workforce Innovation in Regional Economic Development (WIRED) Virtual Region. As you know, your application was among the strongest that we received, utilizing strategies that show significant promise. We look forward to working with you as you implement those strategies to better integrate workforce and economic development." So far, NoRTEC and the other two primary partners (Center for Economic Development and Golden Capital Network) have attended a "WIRED Academy" in Atlanta and a half a day at the Workforce Innovations 2006 Conference in Anaheim getting advice and ideas from the Department of Labor on how to proceed. We have been particularly interested in ways to improve the reception of our WIRED proposal to various types of reviewers and how to access additional funding. We have not landed anything yet, but cannot help but feel something is just around the corner.

   2. **WIRED Travel Money** - NoRTEC was awarded $100,000 by the Department of Labor to be used by itself and its partners to participate in ongoing training and consultation efforts to implement the Northern California Regional Competitiveness Network.

   3. **MCLAUS V** - This $2,000,000 application to the State to serve dislocated workers is slowly working its way up the decision making chain. No official response has been provided, but it is still progressing.

   4. **Temporary Job Creation (Storm Project)** - NoRTEC was granted $1,807,080 to implement a temporary job creation project in Del Norte, Lassen, Plumas, Siskiyou, and Trinity Counties.

   5. **EDD Compensation** - Negotiations are still in progress with EDD to compensate NoRTEC for the (WIA) staff work being done in all the counties that no longer have an EDD presence (Del Norte, Modoc, Siskiyou, Tehama and Trinity Counties).

2. **New Applications**
Department of Labor Community-Based Job Training Grants

- **Official Language:**

Community-Based Job Training Grants will be awarded through a competitive process to support workforce training for high-growth/high-demand industries through the national system of community and technical colleges. Funds will be awarded to individual community and technical colleges, community college districts, state community college systems, and One-Stop Career Centers to support or engage in a combination of capacity building and training activities for the purpose of building the capacity of community colleges to train for careers in high-growth/high-demand industries in regional economies.

**Our Proposal:**

In general, we will try and access funding through this grant opportunity, to support our virtual wired project. The basic idea for this grant is to focus on training needed for entrepreneurs/small businesses. Training is needed on two levels; one for the businesses and their personnel, the other for the professionals who will be providing service to the businesses. Simultaneous to the training will be implementation. The three primary partners from the Virtual Wired project are in the initial planning stages, and will invite additional partners as appropriate. No dollar amount has been determined yet.

**Recommended Action:**

*WIB approval for NoRTEC to submit a Community-Based Job Training Grant.*

*Governning Board approval for NoRTEC to submit a Community-Based Job Training Grant.*

11. **NoRTEC EXECUTIVE COMMITTEE REPORT (ACTION)**

T. Cochran will present the Executive Committee report.

**NOTE: The NoRTEC WIB and Governing Board may choose to go into closed session to discuss personnel matters.**

The NoRTEC Executive Committee met from 10:00 A.M. to Noon on June 27, 2006, in Chico for the annual performance appraisal of the NoRTEC Executive Director.

WIB Present: Connie Barton, Lou Bosetti, Tom Cochran, Jesse Cox, Bill Hamby, Sally LaBriere, Judi Madden, Michele Piller, Jack Reese, Judy Sisson

Governing Board Present: Lavada Erikson

Others Present: Charles Brown, Lori Brown (Clarity Consulting Group).
*Please click here to read the agenda for the Executive Committee meeting: Agenda

*Please click here to read the Minutes/Report of the Executive Committee: Report

The Executive Committee assigned new goals to the Executive Director for next year, and made the following recommendations to the NoRTEC WIB and Governing Board regarding Staff Director compensation, effective July 1, 2006:

1. The Executive Director's annual salary will be set at $125,000.
2. The Executive Director will receive a $400/month car allowance.
3. Staff benefits will be set at 35% of annual salary.

**Recommended Action:**

*WIB approval of the Executive Committee Recommendations, and to modify the Administrative Entity budget accordingly.*

*Governing Board approval the Executive Committee Recommendations, and to modify the Administrative Entity budget accordingly.*

12. **REPORT OF THE EDUCATION/LEGISLATIVE COMMITTEE (INFORMATION)**

G. Mistal will provide a brief update on what is happening with Small Business California.

We have apparently managed to impress one of our congressmen representing the North State. Congressman Wally Herger, District 2, wrote a couple of nice letters about NoRTEC; one to the Governor of California and one to Ric Keller, Chairman, Subcommittee on 21st Century Competitiveness (House of Representatives).

Check out the letters here:

[Governor]
[Chairman]

13. **OLD BUSINESS (INFORMATION)**

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

14. **NEW BUSINESS (DISCUSSION)**

1. The next WIB and Governing Board meeting will be the annual retreat, to be held on Thursday–Friday, October 26-27, 2006, at the Mt. Shasta Resort.
2. Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB/Governing Board members.
15. ADJOURNMENT

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

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