

Minutes - July 27, 2006 - EC

Report and Minutes NoRTEC Executive Committee June 27, 2006

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).

Executive Director Goals for PY 2005-2006

Those present reviewed the Goals set for the Executive Director for PY 2005-2006. The Goals are in two categories: standard (repeating year after year) and additional (new goals that may not repeat). These Goals are also addressed in the agenda to this meeting.

Ongoing Goals	Comments
1. Secure adequate funding for the administrative entity and the programs.	Funding has been kept at an adequate level, in spite of continual cuts to the program by Congress (five year cuts of over 40% before the upcoming year). Selected as a "Virtual" WIRED region by the Department of Labor, additional funding for the next few years appears likely.

<p>2. Develop Business Assistance programs in each NoRTEC County.</p>	<p>While it is not consistent across all counties, and not as well integrated into the overall program design in some areas, all of the NoRTEC programs offer local business assistance. The effort has been successful enough that NoRTEC has received National recognition for its business services programs. NoRTEC has a State and National reputation for being the premier business services program in the Workforce Development field.</p>
<p>3. Provide training (Capacity Building) for NoRTEC program staff.</p>	<p>Program staff training has been provided, but this is an area that could use some improvement for frequency and variety. The challenge will be funding.</p>
<p>4. Maintain and improve the automated systems NoRTEC relies on for communication and oversight.</p>	<p>One of the critical factors in NoRTEC's success is our ability to take advantage of automation; specifically computers and the Internet. This past year, not much new has been added, but the system has been adequately maintained and a number of minor modifications were made to the client tracking system to meet program requests and prior programming correct bugs and mistakes. (C. Brown is the NoRTEC programmer and maintains the NoRTEC website, M.I.S., Vendors List, etc.)</p>
<p>Annual Goals</p>	
	<p>C. Brown is the Vice Chair of the CWA Issues Committee, a member of the CWA</p>

<p>1. Continuing involvement of NoRTEC in policy decisions at the State and Federal level.</p>	<p>Executive Committee, and a member of the California Workforce Investment Board's (CWIB) "Business and Industry" subcommittee. In these positions he continues to advocate for small business and for a business assistance focus for the workforce development programs. He is frequently called upon to participate in State special purpose workgroups. He has also helped get Anna Bengtsson (Shasta) and Kathryn Schmitz (Tehama) appointed to State workgroups, and to make a NoRTEC Business Services presentation to one of the CWIB subcommittees. He is also called upon informally to express an opinion about a current hot topic.</p>
<p>2. Promote the NoRTEC Business Services program.</p>	<p>C. Brown has done an excellent job of enhancing NoRTEC's credibility and involvement, with a particular emphasis on presenting the NoRTEC businesses services model at State and Federal events. The name "NoRTEC" is synonymous with cutting edge Business Services, particularly for small businesses. This has enhanced NoRTEC's credibility and gotten NoRTEC more involved in decision making opportunities. Refer to the NoRTEC agenda for more information. <u>Executive Committee</u></p>
<p>3. Develop a succession plan for the Executive Director.</p>	<p>There was a great deal of discussion about options, but it was the consensus of those present that it wouldn't be prudent to present a written plan at this time.</p>

Executive Director Goals for PY 2006-2007

A motion by M. Piller, seconded by S. LaBrier, to assign the following Goals to the NoRTEC Executive Director for PY 2006-2007, passed unanimously.

PY 2006-2007 Ongoing Goals
1. Secure adequate funding for the administrative entity and the programs.
2. Enhance the Business Assistance programs in each NoRTEC County.
3. Provide training (Capacity Building) for NoRTEC program staff.
4. Maintain and improve the automated systems NoRTEC relies on for communication and oversight.
5. Continue the involvement of NoRTEC in policy decisions at the State and Federal level.
6. Promote the NoRTEC Business Services program.
PY 2006-2007 Annual Goals
1. Develop a succession plan.
2. Secure State compensation for EDD vacancies in NoRTEC counties.
3. Secure financial incentives for merging two or more workforce areas.

4. Explore the pros and cons of NoRTEC merging with adjacent workforce areas.

Recommendation - Executive Director's Compensation For PY 2006-2007.

L. Brown, Clarity Consulting Group, gave a summary of the salary report. (Refer to agenda for copy of the report Compensation) The consensus was to base their recommendations on a combination of the Executive Director's performance, and maintaining a competitive compensation package compared to those in a similar position.

A motion by M. Piller, seconded by J. Sisson, to recommend that the NoRTEC WIB and Governing Board approve the following compensation for PY 2006-2007, passed unanimously.

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.

There being no further business, the meeting was adjourned at 11:50 A.M.

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