

NORTEC  
WIB AND GOVERNING BOARD AGENDA  
THURSDAY, JANUARY 22, 2015  
10:00 AM – 2:00 PM  
GAIA HOTEL  
4125 RIVERSIDE PLACE  
ANDERSON, CA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES, OCTOBER 23, 2014 (ACTION)

The minutes from the October 23, 2014, meeting are attached: [Minutes](#)

**Recommended Action:**

***WIB approval of the October 23, 2014, minutes, with revisions if needed, as posted.***

***Governing Board approval of the October 23, 2014, minutes, with revisions if needed, as posted.***

V. APPROVAL OF AGENDA (ACTION)

**Recommended Action:**

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

***Governing Board approval of the agenda, with revisions if needed, as posted.***

VI. PUBLIC COMMENT

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

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS (INFORMATION)

There are currently three vacancies on the NORTEC WIB: Economic Development (At-Large), Organized Labor (At-Large), and Education (At-Large).

As discussed at the October meeting, staff is recommending these At-Large seats not be filled until the regulations are developed that will finalize the composition of the Workforce Development Board required under the new WIOA legislation.

## VIII. PROGRAM COMMITTEE REPORT (ACTION)

### A. Program Presentation

Jerry Hight, Assistant Dean of the College of Engineering, Computer Science, and Construction Management, at CSU, Chico, will present information on STEM (Science, Technology, Engineering, and Math) education.

### B. Program Monitoring (Information)

Fall program reviews were conducted in all of the programs. In addition to reviewing Adult, Dislocated Worker, Youth, and Special Project programs for compliance, the programs were reviewed for readiness to transition to the new WIOA program, beginning July 1, 2015.

T. Brown conducted the program monitoring and reports there were no findings as a result of the review.

The next program review dates are being scheduled for April-June 2015.

### C. State/Federal Monitoring (Information)

#### 1. State Program Monitoring of NoRTEC

The State conducted a program monitoring of the Youth program the week of September 29 – October 3. The monitor visited the NoRTEC Administrative Office, and three of programs: AFWD (Oroville and Chico), SMART (Redding), and Job Training Center (Red Bluff). The final report was issued, and there were no findings.

#### 2. Data Validation

The Department of Labor requires the State of California to conduct a validation of data submitted through the participant tracking system each program year. The State randomly selects files from the Adult, Dislocated Worker, and Youth programs from several Local Workforce Investment Areas (LWIAs), and then goes on-site to validate that the information reported in the participant tracking system matches what is documented in the participant files.

NoRTEC was one of the LWIAs selected for this round of validation reviews, and a State employee completed her review on Thursday, January 15, 2015. The reviewers are not allowed to discuss the results of their validation on-site—they take the information back to the State and if there are issues, we will be contacted at a later date to discuss them. The reviewer did, however, share that the review at NoRTEC went very smoothly because the files were so organized and easy to review. This organization also decreased the amount of time it took to review the files—the reviewer was able to return to Sacramento a day earlier than she originally planned.

An update will be provided to the members at the April meeting if necessary.

D. Universal Services, Client Enrollment, and Contract Performance (Information)

1. Universal Services Tracking: [Career Center Visits](#)

The Workforce Investment Act provides for “universal services” which means anyone who walks in the door may access basic services without enrolling in the WIA program. This would include “self-services” such as job postings, labor market information, computer access, etc. that do not require much staff attention. NoRTEC’s service providers “track” the number of people that come in the door, and report the total number of visits, as well as the number of “unique” visitors that access services. The report contained in the link above shows the number of visits for last program year (PY 2013/2014) and the first two quarters of this program year (PY 2014/2015).

From July-December of this program year, over 24,000 people accessed our Career Centers at least once. From October-December, over 19,000 people accessed our Career Centers at least once.

2. Job Seekers Enrolled in the WIA Program: [Enrollments](#)

The number of individuals enrolled in each program in each county in the consortium can be accessed by clicking on the above link. As of December 31, 2014, over 1,700 individuals have been enrolled in the Adult, Dislocated Worker, and Youth programs.

3. WIA Service Provider Contract Performance: [Adults/Dislocated Workers](#)

At the end of the second quarter of PY 2014/2015, all of the programs were meeting all contract performance objectives in the Adult program, except for RHS (Del Norte County) that is missing the *Employed in the Quarter After Exit* (Goal 75%, Actual 64%).

In the Dislocated Worker program, RHS (Del Norte County) is missing the *Entered Employment Rate* (Goal 78%, Actual 67%), the *Average Wage At Placement* (Goal \$13.50 per hour, Actual \$13.25 per hour), and the *Employed in the Quarter After Exit* (Goal 78%, Actual 67%). Smart (Shasta/Trinity Counties) is missing the *Average Wage At Placement* (Goal \$13.50 per hour, Actual \$13.36 per hour).

Corrective Action Plans have been requested from RHS and Smart.

NoRTEC, as an LWIA (Local Workforce Investment Area), is meeting all of these performance objectives.

4. WIA Service Provider Contract Performance: [Youth](#)

At the end of the second quarter of PY 2014/2015, three of the five Service Providers are missing on or more Youth performance objectives.

AFWD (Butte, Lassen, Modoc, Plumas, Sierra Counties) is missing the *Youth Placement in Employment or Education Rate* (Goal 64%, Actual 61%), and the *Literacy/Numeracy Gains Rate* (Goal 62%, Actual 57%).

Smart (Shasta, Trinity Counties) is missing the *Placement in Employment or Education Rate* (Goal 64% Actual 53%), and the *Attainment of Degree or Certificate Rate* (Goal 58%, Actual 50%).

The Job Training Center (Nevada, Tehama Counties) is missing the *Literacy/Numeracy Gains Rate* (Goal 62%, Actual 33%).

Corrective Action Plans have been requested from AFWD, Smart, and the Job Training Center.

NoRTEC, as an LWIA (Local Workforce Investment Area), is meeting all of these performance objectives.

E. Plant Closure Update: [Closures/Layoffs](#)

Since July 1, 2014, there have been 40 businesses within NoRTEC that have closed or reported layoffs, resulting in 521 workers losing their jobs.

F. Business Services Report (Information)

A summary report for all NoRTEC Service Providers with respect to specific data elements is available here: [NoRTEC Business Services Report](#)

Since July 1, 2014, over 3,100 businesses have received more than 8,600 discrete business services from the Service Providers.

For detailed information from each program, including additional narrative information, access the individual Service Provider reports by clicking on the following links:

- [Alliance for Workforce Development \(Butte, Lassen, Modoc, Plumas, and Sierra Counties\)](#)
- [Rural Human Services \(Del Norte County\)](#)
- [Smart \(Shasta and Trinity Counties\)](#)
- [Siskiyou Training and Employment Program \(Siskiyou County\)](#)
- [Job Training Center \(Nevada and Tehama Counties\)](#)

G. Headline Program Reports (Information)

Members are encouraged to read the Community Coordinator Reports. These reports are prepared to inform interested members of the events and happenings in their respective counties. These reports are also full of actual job seeker success stories. In addition to reviewing the report highlights summarized below, please take a moment to review these success stories. Our Service Providers have helped many individuals make important changes in their lives!

Following are links for the reports received for the period ending December 31, 2014:

[Alliance for Workforce Development \(Butte County\)](#)  
[Rural Human Services \(Del Norte County\)](#)  
[Alliance for Workforce Development \(Lassen County\)](#)  
[Alliance for Workforce Development \(Modoc County\)](#)  
[Job Training Center \(Nevada County\)](#)  
[Alliance for Workforce Development \(Plumas County\)](#)  
[Smart Business Resource Center \(Shasta County\)](#)  
[Alliance for Workforce Development \(Sierra County\)](#)  
[STEP \(Siskiyou County\)](#)  
[Job Training Center \(Tehama County\)](#)  
[Smart Business Resource Center \(Trinity County\)](#)

A few highlights from this quarter's reports are:

- [Butte County](#) – The Alliance for Workforce Development program in Butte County has developed and implemented a small pilot project to serve 15 youth currently involved with the Butte County Probation Department. This program is an excellent example of cooperative work between several agencies with the common goal of assisting the youth to obtain their high school diploma or GED, begin the process to have their juvenile or adult records sealed, explore careers, earn industry recognized certifications, and eventually obtain a job with advancement opportunities or pursue additional training. These partnerships will be of great benefit to AFWD as they begin youth program operation under the new WIOA legislation. AFWD and NoRTEC staff will be presenting this project at the upcoming California Workforce Association's Youth Conference in Long Beach at the end of January.
- [Del Norte County](#) – Workforce Center staff attended the recent LVN (Licensed Vocational Nurse) graduation ceremony to support the fifteen students that were enrolled in the WIA program. Staff will continue to work with these students as they obtain their license and look for their first job as an LVN.
- [Lassen County](#) – In the interest of providing correct and relevant information about financial aid to job seekers in our Career Centers, staff from Lassen, Modoc, Plumas, and Sierra Counties attended a workshop presented by Lassen Community College's Financial Aid Division. Staff were able to ask questions that allowed them to better understand the financial aid process and provide the best possible service to job seekers.
- [Modoc County](#) – The Modoc Business and Career Network in Alturas assisted a local Alturas resident who lost his job with Bank of America when the Alturas branch closed in June 2012. Staff helped him polish his resume and job seeking skills which led to a position at Edward Jones. After several months of training with the company, he passed all of his tests and became licensed to sell life and health insurance. He began working out of his home in April 2014, and in July 2014, he was able to open an office on Main Street in Alturas.

- Nevada County – In early November, partners throughout the Tahoe region hosted a Tahoe-Regional Job Fair in Kings Beach. Approximately 215 job seekers and 44 employers participated. The Truckee One Stop’s Charlotte Hawley played a fundamental role in organizing this successful event.
- Plumas County – Building upon the success of the pilot project running in Butte County, AFWD staff met with the Plumas County Office of Probation in November 2014. The goal is to begin building a strong relationship with the Probation Department and focus on serving youth who are in need of opportunities to complete their education, participate in career exploration, obtain needed training, and eventually obtain employment.
- Shasta County – On October 7, Smart held their 8<sup>th</sup> annual “Best in Shasta” breakfast awards ceremony. The focus of the event is to highlight local companies who have been recognized by their employees as a great place to work. This year, 62 companies were nominated by 286 employees. There were five winners (each in a separate classification). The list of those businesses who won can be accessed by clicking here: <http://bestinshasta.com/>
- Sierra County – In October, an AFWD Business Services Representative attended a meeting of the Community Vitality Group for Plumas and Sierra Counties. The objective of this group is to explore ideas and share resources with the goal of improving vitality for Plumas and Sierra County businesses. It was also a great opportunity to make connections with local business owners and network.
- Siskiyou County – STEP’s report this quarter contains pictures and information on the Boles fire that burned a substantial number of homes, threatened schools and businesses, and caused one of the largest employers in Siskiyou County (Roseburg) to cease operation for several months.
- Tehama County – The Job Training Center, in partnership with the Tehama County Employer Advisory Council, continues its work to promote customer service through the *Annual Customer Service Excellence Awards and Workshop* held in October. A total of eight individuals were honored with Certificates of Excellence through the “Secret Shopper” program. Local businesses also donated gift certificates to the winners.
- Trinity County – To continue with their efforts to increase outreach efforts to Trinity County’s local youth population, Smart worked with other entities in the area to provide “Trinity Career Day” to local youth in November. The goal was to introduce youth to a variety of careers and assist them to begin to make informative decisions for their future. Students from Trinity and Hayfork High Schools attended, along with eighth graders from Weaverville Elementary School. A good time was had by all.

H. Staff Training (Information)

1. Service Provider Staff Development – Fifty service provider staff attended NoRTEC sponsored training with CAMEO (California Association for Micro Enterprise Opportunity) on October 29, 2014, in Redding. The session provided information to help staff assist local entrepreneurs who are interested in starting their own business.
2. NoRTEC Staff Development - There were no NoRTEC Staff Development activities since the last meeting in October.

I. Youth Council Report (Information)

All of the Service Providers in NoRTEC are working on establishing local Youth Councils. Reports on activities conducted over the last quarter are listed below.

[AFWD Youth Council Report \(Butte, Lassen, Modoc, Plumas, Sierra Counties\)](#)

[RHS Youth Council Report \(Del Norte County\)](#)

[SMART Youth Council Report \(Shasta County\)](#)

[STEP Youth Council Report \(Siskiyou County\)](#)

[Job Training Center Youth Council Report \(Nevada County\)](#)

[Job Training Center Youth Council Report \(Tehama County\)](#)

**Recommended Action:**

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

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

IX. FINANCE COMMITTEE REPORT (ACTION)

Claudia Martin will present the Finance Committee report.

A. PY 2014/2015 Funding (Information)

NoRTEC currently has \$12,231,550 in available funds for the 2014/2015 Program Year. This is a decrease of \$2,793,118 from the 2013/2014 Program Year funding.

The reduction in available funding for the 2014/2015 Program Year is primarily due to the dwindling availability of special project funding. Additionally, NoRTEC's allocated funding dropped 5.57% this year.

Project	PY 2014/2015 Funds Available	Additional Funds Requested	Total
Adult	\$3,294,485	\$0	\$3,294,485
Youth	\$3,483,882	\$0	\$3,483,882
Dislocated Worker	\$3,102,548	\$0	\$3,102,548
Rapid Response	\$1,051,244	\$0	\$1,051,244
Rapid Response – Layoff Aversion	\$210,626	\$0	\$210,626

MCLAUS X	\$943,150	\$0	\$943,150
Workforce Accelerator	\$125,000	\$0	\$125,000
USDA RCDI	\$20,615	\$0	\$20,615
<b>TOTAL</b>	<b>\$12,231,550</b>	<b>\$0</b>	<b>\$12,231,550</b>

B. Approval of the PY 2014/2015 Second Quarter Financial Reports (Action)

1. [PY 2014/2015 Contracts Summary](#)

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 2014/2015 program year. As of December 31, 2014, NoRTEC had a total of \$12,231,550 available in State contracts for the 2014/2015 program year. This amount is \$2,849 less than what was presented at the October 2014 meeting due to a State-imposed rescission of Adult, Dislocated Worker, Rapid Response, and Rapid Response Layoff Aversion funds. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 2014/2015 Service Provider Contract Modifications Report](#)

This report shows the changes between July 1, 2014, and December 31, 2014, 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 for this period were the result of the rescission of Rapid Response Layoff Aversion funds for 2014/2015 program year funding. These amounts include any unspent funds carried forward from the prior year.

The contract modifications are detailed in the attached report. There are no items of concern.

3. [PY 2014/2015 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2014, to June 30, 2015), the cumulative expenditures for the quarter ended December 31, 2014, and the remaining balance at December 31, 2014, 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.

Currently, RHS (Del Norte County) is underspent in Dislocated Worker. Staff have requested a corrective action plan from RHS. There are no other items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocated funding (Adult, Youth and Dislocated Worker) by the end of the program year.



The normal quarterly expenditure rate requirements are as follows: (1) First Quarter – between 10% and 35%, (2) Second Quarter – between 30% and 60%, (3) Third Quarter – between 50% and 85%. 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 any allocated funding title’s expenditure rate falls outside the quarterly requirements. 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.

4. [PY 2014/2015 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the six months ended December 31, 2014. At December 31, 2014, the NoRTEC Administrative Entity had expended 38% of its Operating budget and 29% of its Other Projects budget. Overall, the Administrative Entity spent 36% of its budget.

There are no items of concern.

5. [PY 2014/2015 NoRTEC WIB/Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the six months ended December 31, 2014. At December 31, 2014, the WIB/Governing Board had expended 36% of its total budget.

There are no items of concern.

**Recommended Action:**

***The Finance Committee recommends approval of the PY 2014/2015 Second Quarter Finance Reports.***

***WIB approval of the PY 2014/2015 Second Quarter Finance Reports.***

***Governing Board approval of the PY 2014/2015 Second Quarter Finance Reports.***

C. [NoRTEC Fiscal Monitoring \(Information\)](#)

On-site fiscal and procurement monitoring of the five NoRTEC Service Providers was conducted during the months of November and December 2014. There were no findings.

The monitoring schedule for spring 2015 is currently being developed and will be reported at the next WIB/Governing Board meeting.

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

There are no federal or state fiscal reviews scheduled at this time.

**Recommended Action:**

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

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

X. STATUS OF FUNDING APPLICATION (INFORMATION)

A. Prior Approval (Information)

There are no outstanding applications awaiting approval.

B. New Applications (Action/Information)

1. MCLAUS XI – Staff submitted an application to the State in early December for \$1,500,000 to provide intensive and training services to Dislocated Workers.

**Recommended Action:**

***WIB approval to submit an application to the State of California for \$1,500,000 to provide intensive and training services to Dislocated Workers.***

***Governing Board approval to submit an application to the State of California for \$1,500,000 to provide intensive and training services to Dislocated Workers.***

2. Slingshot - NoRTEC has received a \$20,000 “Slingshot” planning grant from the California Workforce Investment Board (CWIB). Slingshot is initiative of the Governor’s office to address income mobility on a regional basis in California. NoRTEC’s Slingshot project is one of the first five such projects funded.

The CWIB has provided consultants who will assist us with the steps that we need to take to receive the full \$1,000,000 Slingshot grant. We are planning a Slingshot partner meeting for late February/early March to further develop the concept for the project. We will keep the board updated on the progress of this initiative.

**Recommended Action:**

***WIB approval to submit an application to the State of California for a \$20,000 planning grant and \$1,000,000 project grant under the Slingshot Initiative.***

***Governing Board approval to submit an application to the State of California for a \$20,000 planning grant and \$1,000,000 project grant under the Slingshot Initiative.***

XI. WORKFORCE INNOVATION AND OPPORTUNITIES ACT (INFORMATION/ACTION)

A. WIOA Transition Timeline Update (Information)

M. Cross will provide the WIB and Governing Board with an update on the current timeline for WIOA implementation.

B. WIOA Transition (Action)

For the first two WIOA Program Years (PY 15/16 and PY 16/17), the Governor is required to approve a request for initial designation as a local Workforce Development Area for any WIA local area that has (1) performed successfully, and (2) sustained fiscal integrity.

Staff is requesting authority from the WIB and Governing Board to submit a request to the Governor for initial designation as a Workforce Development Area. The applications are due by March 31, 2015, for designation effective July 1, 2015, through June 30, 2016. This application must be signed by our Chief Local Elected Official, which is the Chair of the Governing Board.

NoRTEC staff believes that it has met the requirements for automatic designation by the Governor, so we expect that request for initial designation should be a formality.

**Recommended Action:**

***WIB approval to submit a request to the Governor for initial designation as a Workforce Development Area.***

***Governing Board approval to submit a request to the Governor for initial designation as a Workforce Development Area.***

C. WIOA Transition Committee

Over the next few months, it is possible there will be actions that need to be taken with respect to the new WIOA legislation that will require the approval of both boards. Staff is requesting the newly appointed Joint WIB/Governing Board Executive Committee members also be appointed as the WIOA Transition Committee, and that it be given authority to take actions that might be necessary between regular WIB/Governing Board meetings. Per the NoRTEC Operating Agreement, these actions would need to be ratified by both boards at the next regularly scheduled meeting.

**Recommended Action:**

***WIB approval to appoint the Joint WIB/Governing Board Executive Committee to also function as the WIOA Transition Committee.***

***Governing Board approval to appoint the Joint WIB/Governing Board Executive Committee to also function as the WIOA Transition Committee.***

D. WIOA Request For Proposal (Information)

As part of the requirements for the new WIOA legislation, NoRTEC staff will be issuing a Request For Proposal (RFP) to provide WIOA services in each of the eleven counties that NoRTEC serves. The following is the timeline for the process:

RFP Release Date: January 26, 2015

Proposal Due Date: March 9, 2015

Completion of Formal Review of Proposals: March 30, 2015

NoRTEC WIB Approval of Service Provider Selections: April 23, 2017

Contract Negotiations Begin: April 27, 2015

Anticipated Contract Start Date: July 1, 2015

XII. NEVADA COUNTY SERVICES UPDATE (DISCUSSION)

Job Training Center (CEO), Kathy Sarmiento, has announced that the Job Training Center will not submit a proposal for the above-mentioned RFP to provide WIOA services in Nevada County after June 30, 2015.

NoRTEC staff is actively soliciting a new provider to bid on services in Nevada County. We are hopeful we can identify a local organization to provide services. However, the WIOA program is complicated and requires a significant amount of organizational capacity. This leaves a very small pool of potential bidders.

NoRTEC staff is working with Job Training Center and Nevada County staff to assure a smooth transition and the seamless continuation of participant services in Nevada County. Staff will keep the members updated on the status of this issue.

XIII. WIB/GOVERNING BOARD CHAIRS AND COMMITTEE ASSIGNMENTS (ACTION)

Per the recently adopted NoRTEC WIB and Governing Board Operating Agreement, four standing committees will be formed:

- Joint WIB/Governing Board Executive Committee, comprised of seven members—the Chair and Vice-Chair of the Governing Board, the Chair and Vice Chair of the WIB, and three additional WIB members, selected by a vote of the WIB members. This committee is responsible for: (1) making recommendations to the WIB and Governing Board regarding the hiring, compensation, evaluation, and discharge of the Executive Director; and (2) acting on decisions that need to be made between meetings of the WIB and Governing Board.
- WIB Business Service Plan Committee, a subcommittee of the WIB, comprised of the private sector members. This committee is responsible for: (1) providing oversight for NoRTEC's Business Services, and developing the NoRTEC Business Services Plan; and (2) taking the lead on strategic planning for the WIB.
- WIB Finance Committee, a subcommittee of the WIB, comprised of interested members appointed by the WIB Chair.

This committee is responsible for oversight of the NoRTEC financial system and procedures, and assists staff with the provision of routine financial reports to the WIB and Governing Board.

- WIB Program Committee, a subcommittee of the WIB, comprised of interested members appointed by the WIB Chair.

This committee is responsible for oversight of the NoRTEC One Stop system and youth activities, including policy development, and assists staff with the provision of routine program reports to the WIB and Governing Board.

A. WIB Chair and Vice Chair Elections

Three WIB members have expressed interest in serving as either the Chair or the Vice Chair of the WIB: Jim Cook, Gil Mathew, and Lee Osborne. Additional members who represent the Private Industry sector may also declare their interest at the meeting.

1. Chair

***Recommended Action:***

***WIB selection of a Chair by paper ballot from a slate of Private Industry representatives who wish to serve in this capacity.***

2. Vice Chair

***Recommended Action:***

***WIB selection of a Vice Chair by paper ballot from a slate of Private Industry representatives who wish to serve in this capacity.***

B. WIB Committee Elections

Member interest in serving on committees was requested via a survey at the last meeting. Membership on the Business Services, Finance, and Program Committee is determined by member interest and finalized by the WIB Chair. There is no limit to the size of these committees.

A list of expressed interest for membership on these three committees will be posted at the meeting, and WIB members may add their names to these lists. Staff will work with the new WIB Chair to finalize the membership on these committees.

Membership on the Joint WIB/Governing Board Executive Committee, however, is predetermined by the terms outlined in the WIB and Governing Board Operating Agreement. This committee has a total of seven members:

1. Governing Board Chair
2. Governing Board Vice Chair
3. WIB Chair
4. WIB Vice Chair
5. *Elected WIB Member*

6. *Elected WIB Member*
7. *Elected WIB Member*

Ten WIB members have expressed interest in serving on this committee. Upon completion of the WIB Chair and Vice Chair elections, the slate of interested members will be elected through a paper ballot by the WIB members in attendance.

WIB members who have not already done so, may declare their interest in serving on this committee at the meeting and be included on the ballot.

**Recommended Action:**

***WIB selection of three additional WIB members, by paper ballot, to serve on the Joint WIB/Governing Board Executive Committee.***

C. **Governing Board Chair and Vice Chair Elections**

1. **Chair** – Sherrie Thrall has expressed interest in serving as Governing Board Chair after serving as Vice-Chair for the past two years. The Chair also serves on the Joint WIB/Governing Board Executive Committee. Nominations for the seat will be taken from the floor.

**Recommended Action:**

***Governing Board nomination and selection of a Governing Board Chair.***

2. **Vice Chair** – Peter Huebner has expressed interest in serving as Governing Board Vice Chair. The Vice Chair also serves on the Joint WIB/Governing Board Executive Committee. Nominations for the seat will be taken from the floor.

**Recommended Action:**

***Governing Board nomination and selection of a Governing Board Vice Chair.***

XIV. **OLD BUSINESS (INFORMATION)**

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

XV. **NEW BUSINESS (INFORMATION)**

A. **Upcoming WIB/Governing Board Meetings**

The next WIB/Governing Board meeting is scheduled for April 23, 2015, at Canyon Oaks Country Club in Chico.

B. **Other New Business**

Additional New Business items may be brought up for discussion, at the pleasure of the NoRTEC WIB and Governing Board members.

XVI. **ADJOURNMENT**