

NORTEC  
JOINT GOVERNING BOARD AND WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE AGENDA  
WEDNESDAY, APRIL 27, 2016  
11:30 AM – 1:00 PM  
GAIA HOTEL AND SPA  
4125 RIVERSIDE PLACE  
ANDERSON, CA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES, JANUARY 27, 2016 (ACTION)

The minutes from the January 27, 2016, Executive Committee meeting are attached:  
[Minutes](#)

**Recommended Action:**

***Executive Committee approval of the January 27, 2016, minutes, with revisions if needed, as posted.***

IV. APPROVAL OF AGENDA (ACTION)

**Recommended Action:**

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

V. PUBLIC COMMENT

Members of the public will be invited to make brief comments to the NoRTEC Executive Committee on a specific matter under its jurisdiction.

VI. BOARD OF SUPERVISOR PRESENTATION POLICY (ACTION)

This committee has had discussions about establishing a requirement for regular Board of Supervisor presentations by NoRTEC Service Providers.

Staff has developed a recommended service provider contract clause based on those discussions:

*For each county served under this contract, Contractor shall make two presentations per year before a regular meeting of that county's Board of Supervisors. The presentation shall highlight notable activities and services provided in the county that were funded or supported by this contract and NoRTEC. Contractor staff shall coordinate with NoRTEC staff to provide an opportunity for NoRTEC staff to participate in the presentations.*

**Recommended Action:**

***Executive Committee recommendation to the NoRTEC WDB/Governing Board to require two presentations per year to the county Board of Supervisors in each county that the Service Provider serves.***

VII. WIOA BOARD PLANNING PROCESS (INFORMATION)

The Executive Director will provide an update on the WIOA Board Planning Process.

VIII. WDB/LEO OPERATING AGREEMENT (ACTION)

The operating agreement between the NoRTEC Governing Board and the NoRTEC Workforce Investment Board needs to be updated to reflect the new WIOA legislation and the new Workforce Development Board.

Staff has reviewed the current agreement and has proposed changes to reflect current legislation. References to the Workforce Investment Act were changed to Workforce Innovation and Opportunity Act, and references to the Workforce Investment Board (WIB) were changed to Workforce Development Board (WDB). In addition, the terms of WDB were updated to reflect current dates.

Based on the discussion of this committee, staff has also proposed a new clause to the revised agreement that specifies an automatic removal from the Workforce Development Board for a member who misses three consecutive meetings without the consent of the WDB Chair.

The draft WDB is attached with the automatic removal clause in red: [Operating Agreement](#)

IX. BUTTE PIC ISSUE UPDATE (DISCUSSION)

**Background:** NoRTEC received a Notice of Initial Determination from EDD relating to \$144,000 of WIA expenditures of the former Butte PIC on August 20, 2015. Butte PIC was a NoRTEC Service Provider in Butte and Nevada Counties prior to declaring bankruptcy in February 2011. The Notice of Initial Determination requests supporting documentation for \$144,000 of Butte PIC Expenditures which have been questioned by EDD. These Butte PIC expenditures occurred in 2009 and 2010.

NoRTEC staff provided the supporting documentation requested by EDD in the Notice of Initial Determination on February 16, 2016. On April 20, 2016, EDD staff responded with a request for additional information beyond the original EDD request.

NoRTEC staff believes that there is more than sufficient documentation to address EDD's concerns. However, there remains a possibility that that this issue may not be resolved in NoRTEC's favor. Legal counsel has been retained to assist with this resolution.

X. PROPOSED CALENDAR CHANGE FOR WDB/GOVERNING BOARD MEETINGS (DISCUSSION)

Based upon discussions with various members, changing the format of quarterly agendas to include a “consent agenda” for routine reports is popular. It has, however, raised some concerns by some members and staff that committee members need more time to review the information before the actual agenda has been posted. Because of the time it takes for the programs to prepare and complete their program and fiscal reports, and the added time it takes for NoRTEC staff to compile the information and prepare it for committee review, NoRTEC staff are recommending a change in the timing of our quarterly meetings.

Traditionally, the quarterly WDB/Governing Board meetings have been scheduled for the fourth Thursday of January, April, July, and October. In order to better facilitate committee involvement and review of program and fiscal reports, however, it has been suggested to move the meetings forward to the first Thursday of February, May, August and November. This would provide enough time for the programs to prepare their reports, NoRTEC to compile them, and then send out the information to committee members and provide them with a week to review the information, ask questions, and modify agenda items before the final agenda is posted the Friday before the actual meeting.

If members agree to this change, staff is recommending the new dates begin in calendar year 2017, with meeting dates scheduled for the first Thursday of February, May, August, and November.

XI. NRC D UPDATE (DISCUSSION)

A. North Valley Energy Watch (NVEW): The Energy Watch program is currently being expanded to include enhanced programs for residential customers, governments and educational partners.

B. Grow Manufacturing Initiative (GMI): Grow Manufacturing recently held the first meeting the Grow Manufacturing Advisory Council, composed of manufacturing CEOs from Butte, Tehama, and Shasta County. The group was formed to give overall direction to the Grow Manufacturing Initiative and set priorities for action. For more information, please see the Chico Enterprise Record story on the meeting: <http://www.chicoer.com/article/NA/20160403/NEWS/160409926>.

XII. EXECUTIVE DIRECTOR PERFORMANCE REVIEW (DISCUSSION)

The Executive Committee is charged with evaluation of the performance of the NoRTEC Executive Director. Staff recommends that the Committee schedule a meeting specifically for that purpose in June.

The Executive Committee may also be asked to provide input and direction to the Board’s strategic planning during this meeting.

XIII. OLD BUSINESS (INFORMATION)

Old Business items may be brought up for discussion by the Executive Committee.

XIV. NEW BUSINESS (INFORMATION)

New Business items may be brought up for discussion by the Executive Committee.

XV. ADJOURNMENT