

NORTEC  
JOINT GOVERNING BOARD AND WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MINUTES  
MONDAY, JUNE 20, 2016  
CHICO, CA

I. CALL TO ORDER

The meeting was called to order at 11:02 a.m. by S. Thrall, Committee Chair.

II. ROLL CALL

Members present: Sherrie Thrall (GB), Ed Scofield (GB), Jim Cook (WDB), Dwight Beeson (WDB), Jesse Cox (WDB), Gil Mathew (WDB), Michele Piller (WDB)

Members absent: None

III. APPROVAL OF MINUTES, APRIL 27, 2016

***A motion made by M. Piller, and seconded by J. Cook, to approve the minutes of the April 27, 2016, Executive Committee meeting passed. E. Scofield abstained.***

IV. APPROVAL OF AGENDA

***A motion made by J. Cook, and seconded by G. Mathew, to approve the agenda as posted passed unanimously.***

V. PUBLIC COMMENT

There was no public comment.

VI. MISSION AND VISION

Thomas P. Miller and Associates (TPMA) led a discussion among the members to assist with the selection of a mission and vision statement. The members decided on the following:

***Mission Statement: To develop strategic partnerships and solutions to meet the workforce needs of business and job seekers, accelerating the economic growth of our region.***

***Vision Statement: Partners combining their diverse strengths to create a healthy and thriving community.***

S. Thrall directed staff to agendize these statements for WDB and Governing Board review and possible adoption at the August 25, 2016, meeting.

VII. SERVICE PROVIDER AUDIT AND MONITORING RESOLUTION

M. Cross reported to the members that Rural Human Services (RHS) had an audit finding in its June 30, 2015, Single Audit Report related to the purchase of a building in

2012. He said that per NoRTEC policy, an Initial Determination letter was sent to RHS, via certified mail, on April 8, 2016. The letter gave June 8, 2016, as the due date for a response from RHS. Cross reported RHS did not respond to the Initial Determination letter by the specified date.

Cross also reported that RHS failed to provide information that was requested by NoRTEC staff in order to resolve a fiscal monitoring finding that also related to purchase of the building. He said the request was sent by certified mail on April 12, 2016, and the due date for RHS' response was April 29, 2016.

Cross stated that he was unhappy with Rural Human Services' lack of responsiveness to NoRTEC staff requests, which made it difficult to maintain a working relationship between NoRTEC and RHS. Cross stated that the current contract with RHS terminated on June 30, 2016, and that NoRTEC was under no obligation to renew the contract.

M. Piller said she was surprised that a contractor would not respond in a timely manner to certified letters that had requests from their funding source.

S. Thrall asked if the audit issue would result in any cost to NoRTEC. Cross said the audit finding was a procedural finding, and that there were no questioned costs resulting from the audit.

After more discussion, the Executive Committee directed staff to provide written notice to Rural Human Services to confirm termination of the contract *by its terms* on June 30, 2016. Cross stated the notification would be sent today (June 20, 2016).

Several members asked how services would be provided in Del Norte County after June 30, 2016. Cross said he had contacted the Executive Director at STEP, Inc., the service provider in Siskiyou County, who had submitted the runner-up proposal during the RFP process to serve Del Norte County. The STEP Director said she would be happy to pick up the program in Del Norte County and would begin preparations immediately for the transition. Cross said that NoRTEC staff would work with RHS staff and STEP staff to minimize the disruption in services to the residents of Del Norte County. Cross also said that NoRTEC staff and STEP staff had agreed that all job seekers currently enrolled in the program that were still active would continue to have services provided to them by STEP.

VIII. RECESS TO CLOSED SESSION PER CALIFORNIA GOVERNMENT CODE SECTION 54954.5, PUBLIC EMPLOYEE EMPLOYMENT, G.S. 54957

The Executive Committee met in closed session to discuss the performance evaluation of NoRTEC's Executive Director.

IX. RECONVENE TO OPEN SESSION

S. Thrall reconvened the meeting to open session.

X. REPORT OF ACTION FROM CLOSED SESSION

S. Thrall stated there was no reportable action from the performance review of the

Executive Director.

XI. OLD BUSINESS (INFORMATION)

There was no discussion of Old Business items.

XII. NEW BUSINESS (INFORMATION)

There was no discussion of New Business items.

XIII. ADJOURNMENT

The meeting was adjourned at 1:25 p.m.