

NORTEC
JOINT WIB AND GOVERNING BOARD EXECUTIVE COMMITTEE MINUTES
WEDNESDAY, OCTOBER 21, 2015
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order at 3:10 p.m., by Sherrie Thrall, Committee Chair

II. ROLL CALL

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

Members absent: Peter Huebner (GB)

III. APPROVAL OF MINUTES, APRIL 6, 2015 (ACTION)

A motion made by J. Cook, and seconded by D. Beeson, to approve the minutes of the April 6, 2015, Executive Committee agenda passed unanimously.

IV. APPROVAL OF AGENDA (ACTION)

A motion made by J. Cook, and seconded by M. Piller, to approve the agenda as posted passed unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. NoRTEC GOVERNING BOARD CHAIR (INFORMATION)

M. Cross reported that Peter Huebner, NoRTEC Governing Board Vice Chair, has requested to step down from the vice-chairmanship due to increasing time demands. Cross said a new Vice Chair would be chosen at the October 22, 2015, meeting and that person would also be a member of the Executive Committee. Cross also said that Ed Scofield had expressed interest in serving as Vice Chair of the Governing Board.

VII. NoRTEC BOARD PLANNING (DISCUSSION)

The members reviewed and discussed the [Proposed Planning Timeline](#). M. Cross outlined the included plans to appoint a WIOA compliant Workforce Development Board (WDB) at the January 28, 2016, meeting, thereby assuring NoRTEC was in compliance with the March 2016 deadline for seating a WDB.

The members also discussed the need to elect new WDB officers at the January meeting. Governing Board officers did not need to be elected, as they were on a two year cycle and were not scheduled to elect new officers until January 2017.

M. Cross also discussed a facilitator for the planned WDB/Governing Board planning session scheduled in April 2016, noting the Executive Committee would meet first in February or March.

J. Cox expressed concern that local County Boards of Supervisors do not really understand what NoRTEC does. M. Piller and S. Thrall requested staff include a contractual requirement that Service Provider staff present quarterly to their local Board of Supervisors outlining:

1. What services are available locally;
2. What entities the local WIOA program is working with;
3. List of projects conducted in the county during the quarter;
4. Notification of any changes in the law, if appropriate; and
5. Any big changes in services or trends.

The members said the report should not be more than 5-7 minutes, and should be delivered quarterly so the Board of Supervisors in each county would become familiar with the WIOA programs and services in their county.

VIII. BOARD RECONSTITUTION (DISCUSSION)

M. Cross provided an overview of current WIB structure, the minimum requirements for a WIOA compliant Workforce Development Board (WDB), and three options for the members to consider: a small WDB (19 members), a medium sized WDB (31) members, and a large WDB (40 members).

After a lengthy discussion, the committee members came to a consensus that a medium size board seems to make the most sense and they would make a recommendation to the full WIB and Governing Board.

IX. REVISED BOARD MEETING FORMAT (DISCUSSION)

Click here to view: [Revised NoRTEC Meeting Format \(Draft\)](#)

The members discussed revising the WIB and Governing Board agenda format to facilitate better discussion and to allow the board to spend more time focusing on the goals of the board.

M. Piller and J. Cook both thought more presentations/information from the programs would be helpful and allow board members to better connect with their local communities. The members agreed that a consent agenda for routine program and fiscal reports would be beneficial.

X. BUTTE PIC QUESTIONED COSTS (INFORMATION)

The members discussed the questioned costs. M. Cross shared that staff were collecting documentation and informed the members of the process. Cross reported he would continue to update the Executive Committee on the issue.

XI. EXECUTIVE COMMITTEE MEETING SCHEDULE (DISCUSSION)

The members discussed having an Executive Committee meeting the day before future quarterly meetings of the full WIB and Governing Board. M. Cross said he thought meeting with a smaller group and going into a lot of detail on issues was beneficial. The members agreed to continue with an Executive Committee meeting the day before the meeting of both boards.

XII. OLD BUSINESS (INFORMATION)

S. Thrall asked if each service provider had a succession plan for its Executive Director. M. Cross said he would look into this issue.

S. Thrall asked if all service providers had appropriately responded to NoRTEC's request for additional information with respect to the RFP process. T. Brown reported that they had and contracts were issued.

XIII. NEW BUSINESS (INFORMATION)

There was no New Business discussed.

XIV. ADJOURNMENT

The meeting was adjourned at 5:45 p.m.