

NORTEC  
JOINT GOVERNING BOARD AND WORKFORCE DEVELOPMENT BOARD AGENDA  
THURSDAY, JANUARY 28, 2016  
10:00 AM – 2:00 PM  
GAIA HOTEL AND SPA  
4125 RIVERSIDE PLACE  
ANDERSON, CA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA (ACTION)

**Recommended Action:**

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

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

V. PUBLIC COMMENT

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

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (ACTION)

NoRTEC must have a WIOA compliant Workforce Development Board (WDB) in place by March 31, 2016. As discussed at the October meeting, the NoRTEC Governing Board must appoint the new board at this meeting to meet the March deadline.

At the October meeting, the Governing Board, based upon the WIB's recommendation, adopted a framework comprised of 33 members encompassing the following sectors:

- Private Industry – 17 seats (one from each of the eleven counties and 6 at-large)
- Organized Labor – 5 seats (all at-large, including one representative of an apprenticeship program)
- TANF/Health and Human Services – 2 seats (at-large)
- Community-Based Organizations (CBOs) – 2 seats (at-large)
- Higher Education (community college) – 1 seat (at-large)
- Adult Education – 1 seat (at-large)
- Rehabilitation – 1 seat (at-large)
- Wagner-Peyser – 1 seat (at-large)
- Economic Development – 1 seat (at-large)
- Community Representatives – 2 seats (at-large)

Staff are working on obtaining nominations for four seats: Private Industry (Lassen County), Private Industry (At-Large), Organized Labor (At-Large), and Community Representative (At-Large). The remaining 29 seats have individuals nominated to fill them:

A. Private Industry

There are seventeen seats representing private industry. Fifteen nominations have been received:

Dwight Beeson (At-Large) – [Application](#) – [Nomination Letter](#)  
Jim Cook (At-Large) – [Application](#) – [Nomination Letter](#)  
Jesse Cox (Trinity County) – [Application](#) – [Nomination Letter](#)  
Tom Dines (Sierra County) – [Application](#) – [Nomination Letter](#)  
Steven Drageset (Siskiyou County) – [Application](#) – [Nomination Letter](#)  
Willy Hagge (Modoc County) – [Application](#) – [Nomination Letter](#)  
Duane Heryford (At-Large) – [Application](#) – [Nomination Letter](#)  
Judi Madden (Plumas County) – [Application](#) – [Nomination Letter](#)  
Claudia Martin (Tehama County) – [Application](#) – [Nomination Letter](#)  
Gil Mathew (Nevada County) – [Application](#) – [Nomination Letter](#)  
Wade Meith (At-Large) – [Application](#) – [Nomination Letter](#)  
Hiram Oilar (Shasta County) – [Application](#) – [Nomination Letter](#)  
Dena Platz (At-Large) – [Application](#) – [Nomination Letter](#)  
Ron Sandler (Del Norte County) – [Application](#) – [Nomination Letter](#)  
Joe Wilson (Butte County) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of the above named 15 individuals to represent private industry on the NoRTEC Workforce Development Board.***

B. Organized Labor

There are four seats representing organized labor. Three nominations have been received:

Shane Mortensen (At-Large) – [Application](#) – [Nomination Letter](#)  
Larry Russell (At-Large) – [Application](#) – [Nomination Letter](#)  
John Wilson (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of the above named three individuals to represent organized labor on the NoRTEC Workforce Development Board.***

C. Apprenticeship

There is one seat representing an apprenticeship training program. One nomination has been received:

Andrew Meredith (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of Andrew Meredith to represent an apprenticeship training program on the NoRTEC Workforce Development Board.***

D. TANF/Health and Human Services

There are two seats representing TANF/Health and Human Services. Two nominations have been received:

Melody Brawley (At-Large) – [Application](#) – [Nomination Letter](#)

Cathi Grams (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of the above named two individuals to represent TANF/Health and Human Services on the NoRTEC Workforce Development Board.***

E. Community Based Organizations

There are two seats representing community-based organizations. Two nominations have been received:

Connie Barton (At-Large) – [Application](#) – [Nomination Letter](#)

Michele Piller (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of the above named two individuals to represent community-based organizations on the NoRTEC Workforce Development Board.***

F. Higher Education

There is one seat representing higher education. One nomination has been received:

Joe Wyse (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of Joe Wyse to represent higher education on the NoRTEC Workforce Development Board.***

G. Adult Education

There is one seat representing an adult education. One nomination has been received:

Rich DuVarney (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of Rich DuVarney to represent adult education on the NoRTEC Workforce Development Board.***

H. Rehabilitation

There is one seat representing the Department of Rehabilitation. One nomination has been received:

Harry Ellis (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of Harry Ellis to represent the Department of Rehabilitation on the NoRTEC Workforce Development Board.***

I. Wagner-Peyer Programs

There is one seat representing Wagner-Peyser (EDD employment services). One nomination has been received:

Tammy Gildea (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of Tammy Gildea to represent Wagner-Peyser programs on the NoRTEC Workforce Development Board.***

J. Economic Development

There is one seat representing economic development. One nomination has been received:

Tom Cochran (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of Tom Cochran to represent economic development on the NoRTEC Workforce Development Board.***

K. Community Representatives

There are two seats for community representatives. One nomination has been received, and a second applicant has expressed interest.

An application has been received from Linda Zorn, the Director of Butte College's Economic and Workforce Development Department.

Jeremiah LaRue, Coordinator for the Administration of Justice program at College of the Siskiyous and employee of the Siskiyou County Sheriff's Department has expressed interest and will be submitting an application and nomination letter before the April meeting.

Linda Zorn (At-Large) – [Application](#) – [Nomination Letter](#)

**Recommended Action:**

***Governing Board appointment of Linda Zorn as a community representative on the NoRTEC Workforce Development Board.***

VII. CONSENT AGENDA (ACTION)

Click on the link for each item below to view the full documents/reports:

- A. [WIB/Governing Board Meeting Minutes, October 22, 2015](#)
- B. [Program Report](#)
- C. [Financial Report](#)

**Recommended Action:**

***WIB approval of the consent agenda reports.***

***Governing Board approval of the consent agenda reports.***

VIII. PROGRAM PRESENTATIONS (INFORMATION)

NoRTEC staff will provide a brief overview of NoRTEC's structure and operations, followed by a presentation from each of our Service Providers:

Siskiyou Training and Employment Program – This service provider, also known as STEP, provides services in Siskiyou County. The program presentation will be delivered by Renee Barr, Vocational Services Coordinator.

Rural Human Services – This service provider, also known as RHS, provides services in Del Norte County. The program presentation will be delivered by Christy Hernandez, Workforce Center Director, and Scott Feller, Executive Director.

Job Training Center – This service provider, also known as JTC, provides services in Tehama County. The program presentation will be delivered by Kathy Sarmiento, Executive Director.

Smart Business Resource Center – This service provider, also known as SMART, provides services in Shasta and Trinity Counties. The program presentation will be delivered by Debbie DeCoito, Executive Director.

Alliance for Workforce Development – This service provider, also known as AFWD, provides services in Butte, Lassen, Modoc, Nevada, Plumas, and Sierra Counties. The program presentation will be delivered by Traci Holt, Executive Director.

IX. EXECUTIVE COMMITTEE REPORT (INFORMATION)

The Executive Committee will meet on Wednesday, January 27, 2016. The Chair of the Executive Committee will provide an overview of this meeting for the full WIB and Governing Board.

Topics of discussion include:

- Appointment and Seating of the Workforce Development Board
- WDB Officer and Executive Committee representative elections
- WDB Committees
- On-Site Review of NoRTEC by the State

- Monitoring of Service Providers by NoRTEC
- NoRTEC Goals 2016
- NoRTEC Board Planning
- Butte PIC Questioned Costs Update
- NRCD Update

A copy of the agenda may be accessed here: [Executive Committee Agenda](#)

X. WDB OFFICER AND EXECUTIVE COMMITTEE REPRESENTATIVE ELECTIONS (ACTION)

As noted in the Executive Committee Agenda (Item VII), the committee will have a discussion about WDB officers and WDB Executive Committee elections. The NoRTEC WIB held elections for the Chair and Vice Chair of the WIB, and for WIB representatives on the Joint WIB/Governing Board Executive Committee in January of 2015.

Staff's recommendation is that the WDB (Workforce Development Board) seated at this meeting continue with the current slate of WIB (Workforce Development Board) officers and Executive Committee members until January 2017, which is the time a normal cycle of elections for Governing Board and Workforce Development Board officers would be held. Staff believes this would provide continuity of leadership for the new Workforce Development Board during the transition.

The Executive Committee will report on their discussion of this issue in the preceding agenda item. The Governing Board officers and committee membership will not be affected, as they are on a two year election cycle (every January in odd numbered years). The Workforce Development Board will be asked to vote on this issue.

***Recommended Action: WDB continue with the current slate of Chair, Vice Chair, and Executive Committee members until the January 2017, meeting.***

XI. STATUS OF FUNDING APPLICATION (ACTION/INFORMATION)

A. Prior Approval (Information)

There are no outstanding applications awaiting approval.

B. New Applications (Information)

There are no new applications.

XII. "HOUSEKEEPING" ITEMS (INFORMATION)

NoRTEC staff will provide a brief overview of procedures with respect to meetings, travel, expense reimbursement, and other items of interest to the WDB and Governing Board members.

XIII. OLD BUSINESS (INFORMATION)

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

XIV. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

The next WDB/Governing Board meeting will incorporate a planning session the day before the meeting. It is scheduled for April 27-28, 2016, and will be held at the Gaia Hotel and Spa in Anderson.

B. Other New Business

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

XV. ADJOURNMENT