

# Agenda - July 25, 2007 - EC

NoRTEC  
MEETING  
EXECUTIVE COMMITTEE  
1:00 P.M. - 4:00 P.M.  
WEDNESDAY, JULY 25, 2007  
HILTON GARDEN INN  
5050 BECHELLI LANE  
REDDING, CA

1. CALL TO ORDER
2. ROLL CALL
3. EXECUTIVE DIRECTOR'S GOALS - REVIEW AND DISCUSSION

This agenda item is for the annual evaluation of the NoRTEC Executive Director. The goals listed here were set at the last annual evaluation. There will be an open discussion and an opportunity to assign new or additional goals for this upcoming year. This item will also present the opportunity to discuss the future direction of NoRTEC and any related questions or concerns.

This meeting may be called into closed session to discuss personnel issues.

C. Brown had six primary goals: (1) secure adequate funding, (2) implement/enhance local business assistance programs, (3) provide capacity building opportunities for Program staff, (4) enhance NoRTEC's use of automation, (5) influence State and Federal policy and promote NoRTEC's Business First approach to program service delivery, and (6) develop a succession plan.

1. Adequate Funding - Adequate funding has been secured for this year and next. Funding continues to be a priority issue, however, with continual cuts at the Federal level and more competition within the State for scarce dollars. Minimal funding makes it difficult to provide more robust staff development for the program staff or implement special projects.
2. Local Business Assistance Programs - The implementation of business service programs, with a "Business First" approach to job development, has been very successful. Both our job placements and our business services are up. We are having a positive impact on our local businesses. It is not at the same level/depth throughout NoRTEC, but we are making progress. One measure of success is the willingness of local business to pay for many of the services. They see the value and we help offset our costs.

Our Business Services program has also provided a focal point and an identity for NoRTEC. We have a State and National reputation for being the premier business services program in the Workforce Development field.

3. Capacity Building - NoRTEC provided several in-house program staff training opportunities this past year:

- B. Austin continued to serve as NoRTEC business service representative to the California Staffing Professionals (CSP), and kept in contact with CSP Executive Director, Lynn Ebro, to stay abreast of organization's California Accredited Consultant (CAC) accreditation testing dates and to recruit NoRTEC business services staff for same. Also, met in October 2006 with Ms. Ebro and Judy Lawton, a senior Board member of the American Staffing Association (ASA), to promote NoRTEC, and argue for the ASA Board to revise their restrictive membership policy regarding not-for-profit organizations. Establishing rapport with ASA is of particular importance as CAC accreditation ended in October 2006 and will be replaced by national certification offered only through the ASA. Ms. Lawton agreed to bring the matter up with ASA leadership and will keep NoRTEC posted as they move forward.
- B. Austin presented three full days of WIA Overview and NoRTEC Policies and Procedures training for AFWD service provider staff on June 27-29, 2007. In addition to facilitating an in-depth discussion of the NoRTEC Business First! philosophy with AFWD staff, specific program services training was provided in the following areas: Adult/Dislocated Worker policies and procedures, Adult eligibility systems, client tracking and reporting of participant outcomes, and State and NoRTEC-specific Adult/Dislocated Worker program performance requirements. Also provided was an overview of NoRTEC's MIS system, and training in navigating NoRTEC's Staff and Business websites.
- B. Austin presented a half day in-service program review at the Job Training Center of Tehama County on June 26, 2007. This refresher training focused on program eligibility for dislocated workers.
- B. Austin presented a full day of "NoRTEC Policies and Procedures" refresher training at the Del Norte Career Center on June 19, 2007. This training was provided to RHS management and service provider staff. Progress toward implementation of 2006/07 business service goals was also discussed, and staff brainstormed new business service ideas.









