

NORTEC
WIB AND GOVERNING BOARD AGENDA
THURSDAY, OCTOBER 24, 2013
9:00 AM – 1:00 PM
HOLIDAY INN
1900 HILLTOP DRIVE
REDDING, CA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES, JULY 25, 2013 (ACTION)

The minutes from the July 25, 2013, meeting are attached: [Minutes](#)

Recommended Action:

WIB approval of the July 25, 2013, minutes, with revisions if needed, as posted.

Governing Board approval of the July 25, 2013, minutes, with revisions if needed, as posted.

V. APPROVAL OF AGENDA (ACTION)

Recommended Action:

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

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

VI. PUBLIC COMMENT

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

VII. WORKFORCE INVESTMENT BOARD APPOINTMENTS (INFORMATION)

There are two vacancies on the NoRTEC WIB. Mitch Crooks (At-Large, Organized Labor representative), and Ken Theobald (Lassen County, Private Industry) both submitted letters of resignation in mid-October.

NoRTEC staff will work on obtaining nominations for Governing Board consideration at the January 23, 2014, WIB/Governing Board meeting.

VIII. PLANNING SESSION (INFORMATION)

John Chamberlin will facilitate a board planning session.

IX. PROGRAM COMMITTEE REPORT

T. Brown will present the Program Committee Report.

A. Program Monitoring (Information)

Fall program reviews are scheduled to be conducted on the following dates:

Rural Human Services – October 9-10, 2013

Alliance for Workforce Development – October 15-16, 29-30, November 12-15, 2013

Siskiyou Training and Employment Program – November 5-6, 2013

Smart Center – November 18-19, 2013

Job Training Center – December 2-3, 2013

A report on the fall on-site reviews will be given at the January 23, 2014, WIB and Governing Board meeting.

B. State/Federal Monitoring (Information)

The State EDD Compliance Review Division (CRD) monitored NoRTEC the week of September 30-October 4, 2013. The primary focus of the monitoring was the Adult and Dislocated Worker program. In addition to visiting the NoRTEC Administrative Office, the monitor reviewed participant files in Oroville (AFWD), Chico (AFWD), and Redding (Smart).

NoRTEC has received the Final Monitoring Report from this review. There were no findings or concerns.

C. NoRTEC Performance (Information)

1. PY 2012/2013 Performance - NoRTEC requires its Service Providers to meet minimum levels of performance (see Item D below) to have their contracts renewed each program year. Progress against these minimum performance levels are monitored at least once each quarter, and Service Providers who are not meeting performance must submit a corrective action plan outlining how they plan to meet performance requirements by the end of the program year.

NoRTEC must also meet minimum performance levels required by the State of California. These performance measures are developed by the Department of Labor (DOL), and the State of California negotiates minimum levels of performance against these DOL defined measures with each of the 49 LWIAs (Local Workforce Investment Areas).

NoRTEC, as an LWIA, must achieve at least an “80% success rate” in all nine of the performance measures (three for each program). If NoRTEC fails to achieve an 80% success rate in one or more of the nine goals in a program year, the State of California will provide technical assistance and try to help us redesign our programs to assure we meet them in future years. If NoRTEC fails to achieve an 80% success rate on a particular measure for two program years in a row, the Governor may impose sanctions against NoRTEC ranging from appointment and

certification of a new Workforce Investment Board to requiring NoRTEC to stop contracting with one or more poorly performing Service Providers (or any other action the Governor might deem appropriate).

NoRTEC keeps a close watch on our performance and we were confident we had met performance requirements for PY 2012/2013, but we never know for sure until the State actually publishes the results. Last week results were published, and NoRTEC achieved an 80% success rate on all nine performance measures:

ADULT PROGRAM PERFORMANCE STANDARDS			
Performance Measure	Goal	Actual	Success Rate
Entered Employment Rate	72.0%	82.5%	115.0%
Retention Rate	80.0%	83.3%	104.0%
Average Earnings	\$10,500	\$20,198	192.0%
DISLOCATED WORKER PROGRAM PERFORMANCE STANDARDS			
Performance Measure	Goal	Actual	Success Rate
Entered Employment Rate	73.5%	79.5%	108.0%
Retention Rate	82.0%	84.2%	103.0%
Average Earnings	\$15,400	\$15,007	97.0%
YOUTH PROGRAM PERFORMANCE STANDARDS			
Performance Measure	Goal	Actual	Success Rate
Placement in Employment or Education	72.0%	77.9%	108.0%
Attainment of a Degree or Certificate	60.0%	53.2%	89.0%
Literacy/Numeracy Gains	54.0%	69.7%	129.0%

2. Negotiated Performance for PY 2013/2014 - During August 2013, NoRTEC staff negotiated PY 2013/2014 performance measures. The State was required to increase its performance for this program year, so LWIAs were also required to increase their performance.

Following are the performance measures negotiated for the current program year:

PY 2013/2014		
ADULT PERFORMANCE STANDARDS		
Performance Measure	State Proposed Goal for NoRTEC	Actual Negotiated Goal for NoRTEC
Entered Employment Rate	87.3%	76.6%
Retention Rate	90.7%	78.9%
Average Earnings	\$15,327	\$13,700

DISLOCATED WORKER PERFORMANCE STANDARDS		
Performance Measure	State Proposed Goal for NoRTEC	Actual Negotiated Goal for NoRTEC
Entered Employment Rate	86.2%	77.6%
Retention Rate	92.0%	79.4%
Average Earnings	\$15,653	\$14,759
YOUTH PERFORMANCE STANDARDS		
Performance Measure	State Proposed Goal for NoRTEC	Actual Negotiated Goal for NoRTEC
Placement in Employment or Education	69.0%	62.1%
Attainment of a Degree or Certificate	37.7%	55.37%
Literacy/Numeracy Gains	77.2%	59.4%

D. Client Enrollment and Contract Performance (Information)

Job Seekers Enrolled in the WIA Program: [Enrollments](#)

WIA Service Provider Contract Performance: [Adults/Dislocated Workers](#)

WIA Service Provider Contract Performance: [Youth](#)

As of September 30, 2013, four of the NoRTEC service providers are not meeting one or more performance standards as noted on the attached performance reports. However, this is the first quarter of performance for the year, and these performance results are very likely to improve after the second quarter of performance. Corrective action plans have been requested, which will be reviewed and monitored by staff.

E. Plant Closure Updates (Information)

There have been over a thousand plant closures and several thousand workers laid off throughout NoRTEC since we began tracking this information in PY 2000. The plant closure website is updated as additional closures occur.

To view the report, click on the link below and enter ">=" and "07/01/2013" in the "Date Closed" field to review closures/layoffs reported since July 1, 2013 (29 company closures/layoffs and 841 workers affected): [Plant Closure Report](#)

It should be noted that about two-thirds of the workers affected are anticipated layoffs at the end of the calendar year at Sierra Army Depot. These layoffs are usually for civilian contracts, and some of the workers are often rehired when new contracts are negotiated. The entire group of laid-off workers are not, however, guaranteed a position when (if) new contracts are negotiated. Many of these workers seek assistance from AFWD after they are laid-off. AFWD reported they have already had 20 laid off workers seek services last week.

F. Business Services Report (Information)

NoRTEC, through its Service Providers, implemented a business services program after transitioning from the Job Training Partnership Act (JTPA) to the Workforce Investment Act (WIA) in 2000. WIB members, NoRTEC staff, and the Service Providers believed the local employer community should receive as much attention as local job seekers if the goal was to strengthen our local economy.

For the past year, NoRTEC staff and the Service Providers have been working together to develop a report that would reflect the services being provided to local employers by each Service Provider. The reports that were developed include data for some predefined data elements, as well as the option for a narrative to provide additional highlights or information.

A summary report for all NoRTEC Service Providers with respect to specific data elements is available here: [NoRTEC Business Services Report](#)

Over 2,400 businesses have received more than 7,300 discrete business services from the Service Providers.

For detailed information from each program, including additional narrative information, access the individual Service Provider reports by clicking on the following links:

- [Rural Human Services \(Del Norte County\)](#)
- [Alliance for Workforce Development \(Butte, Lassen, Modoc, Plumas, and Sierra Counties\)](#)
- [Smart \(Shasta and Trinity Counties\)](#)
- [Siskiyou Training and Employment Program \(Siskiyou County\)](#)
- [Job Training Center \(Nevada and Tehama Counties\)](#)

G. Headline Program Reports (Information)

Members are encouraged to read the Community Coordinator Reports. These reports are prepared to inform interested members of the events and happenings in their respective counties. Following are links for the reports received for the period ending September 30, 2013:

- [Alliance for Workforce Development \(Butte County\)](#)
- [Rural Human Services \(Del Norte County\)](#)
- [Alliance for Workforce Development \(Lassen County\)](#)
- [Alliance for Workforce Development \(Modoc County\)](#)
- [Job Training Center \(Nevada County\)](#)
- [Alliance for Workforce Development \(Plumas County\)](#)
- [Smart Business Resource Center \(Shasta County\)](#)
- [Alliance for Workforce Development \(Sierra County\)](#)
- [STEP \(Siskiyou County\)](#)
- [Job Training Center \(Tehama County\)](#)

[Smart Business Resource Center \(Trinity County\)](#)

A few highlights from this quarter's reports are:

- Butte County – AFWD scored big this last quarter by assisting two employers hire a large workforce. Goodwill Industries opened a new store in the North Valley Plaza mall and AFWD assisted them with hiring. More than 60 people obtained employed at the new facility.

The big story, however, is hiring for Milestone Technologies, a Fremont based company that solves information technology problems for its clients which include companies like Facebook, Google, and eBay. AFWD went all-out with recruitment assistance and made sure more than 1,000 people pre-registered on-line for interviews for over 200 jobs. The CEO of Milestone was so impressed with AFWD's efforts on behalf of his company, he has agreed to attend our January 2014 board meeting and share his experience. Way to go AFWD!

- Del Norte County – The Workforce Center is working with Castle Rock Charter School to provide adults, 19 years of age and older, with an opportunity to obtain a high school diploma. This will not only help these individuals when applying for work (high school diploma is often a minimum qualification); it will also assist those who obtain the diploma to further their education at post-secondary institutions by making them eligible to apply for financial aid. Ten individuals, ranging in age from 19-44, have already been referred by the Workforce Center since mid September.
- Lassen County – AFWD staff were once again busy assisting a new business hire employees. Lumberjacks opened a restaurant in Susanville and AFWD staff helped recruit potential employees. The Manager of Lumberjacks was very impressed with the help they received.
- Modoc County – Recruitment efforts continue for AFWD in Modoc County. Over the last quarter, AFWD has assisted Pacific Crest Credit Union, Subway, and the Niles Coffee Company find qualified employees.
- Nevada County – The Business and One Stop Career Center in Nevada County has a “radio celebrity” on staff. Staffing Specialist Christine Hoxsie was a guest speaker on local radio station KNCO during their hour long community discussion program. The topic was employment in Nevada County with a focus on local challenges for businesses and available resources.
- Plumas County – AFWD participated in the Feather River College Job Fair in mid-September. High school students were given an opportunity to interview representatives from careers and educational institutions, listen to guest speakers, and talk to a panel of recent high school graduates about choices after high school and how these choices impact lives. AFWD staff participated in the Job Fair and provided information on services available through the One Stop.

- Shasta County – Smart recently attended an “Apprenticeship Meeting” hosted by the Shasta Builder’s Exchange for HVAC and plumbing contractors. Those attending the meeting discussed the issue of limited training opportunities in the area. Local employers, union representatives, Shasta Builder’s Exchange, and Smart are committed to working on ways to increase the availability of quality, local training opportunities.
- Sierra County – AFWD assisted MAXIMUS, an agency that assists federal, state, and local governments provide critical health and human services programs to local communities find employees in Sierra County. Those hired will be helping explain new health care options to local residents and help them enroll in health care plans.
- Siskiyou County – STEP recently developed a local Youth Council. Membership includes individuals representing law enforcement, education, public housing, private industry, family resource centers, community service agencies, community members, and former participants. The group is working on ideas to benefit youth throughout the county.
- Tehama County – Job Training Center has been posting (and filling) a lot of agriculture jobs in their county. In an effort to continue to connect with local employers, Job Training Center staff went on a tour of a local business, Maywood Farms, to get a glimpse of what it takes to grow and process figs. This business employs more than 120 workers during their peak season. Workers earn \$9.50 an hour plus a bonus if they stay for the entire season. Workers who return the following year earn higher hourly wages as an incentive to keep them returning. Returning employees make more money and the employer retains skilled workers—a win for both!
- Trinity County – Smart and the Trinity County Office of Education are collaborating to provide youth who dropped out of school with an opportunity to earn a high school diploma and gain some work experience. Smart will be providing a work readiness program, resume writing assistance, interview practice, and work-related opportunities. The office of education will provide needed instruction to obtain a high school diploma.

H. Staff Training (Information)

1. Service Provider Staff Development – B. Boyer participated in training for Job Training Center staff on August 2, 2013. The training focused on staff assisted job search strategies and proper documentation of participant activities throughout the job search period.

B. Boyer also participated in training for Alliance for Workforce Development staff on September 19-20, 2013. Topics for this staff training included the use of assessments for participant employment plan development, youth enrollment considerations, proper use of case notes, appropriate documentation of

participant activities in the participant tracking system and an overview of business services for program staff.

2. NoRTEC Staff Development - There has been no NoRTEC staff development events since the last meeting.

I. Youth Council Report (Information)

All of the Service Providers in NoRTEC are working on establishing local Youth Councils. An update will be given at the January 2014 meeting.

The quarterly report for the Youth Council that has been operational for several years in Tehama County can be accessed by clicking on the following link: [Report](#)

Recommended Action:

WIB approval of the First Quarter Program Committee Report.

Governing Board approval of the First Quarter Program Committee Report.

X. FINANCE COMMITTEE REPORT (ACTION)

Claudia Martin will present the Finance Committee report.

A. PY 2013/2014 Funding (Information)

NoRTEC currently has \$14,907,650 in available funds for the 2013/2014 Program Year. This is a decrease of \$1,129,244 from 2012/2013 Program Year funding.

The reduction in available funding for the 2013/2014 Program Year is primarily due to the dwindling availability of special project funding. NoRTEC’s allocated funding allocation only dropped 2.7% this year, which was a significantly smaller reduction than we were expecting.

Project	PY 2013/2014 Funds Available	Additional Funds Requested	Total
Adult	\$3,200,443	\$0	\$3,200,443
Youth	\$3,529,301	\$0	\$3,529,301
Dislocated Worker	\$3,896,337	\$0	\$3,896,337
Rapid Response	\$965,174	\$0	\$965,174
MCLAUS X	\$2,750,000	\$0	\$2,750,000
NEG-OJT	\$469,390	\$0	\$469,390
USDA RCDI	\$97,005	\$0	\$97,005
TOTAL	\$14,907,650	\$0	\$14,907,650

B. Approval of the Final PY 2012/2013 Fourth Quarter Financial Reports (Action)

Preliminary fourth quarter financial reports for PY 2012/2013 were presented at the July 25, 2013, meeting. The final reports presented below have some minor changes, but are not substantively different from the preliminary reports presented in July.

1. [PY 2012/2013 Contracts Summary](#)

There were no changes.

2. [PY 2012/2013 Service Provider Contract Modifications Report](#)

There were no changes.

3. [PY 2012/2013 Program Expenditure Report](#)

Service Provider expenditures were adjusted to reflect final closeout expenditure reporting to NoRTEC. There were no significant changes.

4. [PY 2012/2013 NoRTEC Administrative Entity Expenditure Report](#)

Some adjustments were made to reflect final expenditures. There were no significant changes.

5. [PY 2012/2013 NoRTEC WIB/Governing Board Expenditure Report](#)

There were no changes.

Recommended Action:

The Finance Committee recommends approval of the final PY 2012/2013 Fourth Quarter Finance Reports.

WIB approval of the final PY 2012/2013 Fourth Quarter Finance Reports.

Governing Board approval of the final PY 2012/2013 Fourth Quarter Finance Reports.

C. Approval of the PY 2013/2014 First Quarter Financial Reports (Action)

1. [PY 2013/2014 Contracts Summary](#)

This report shows the total amount of funding in contracts with the State, the source of that funding, and its allocation within NoRTEC for the 2013/2014 program year. As of September 30, 2013, NoRTEC had a total of \$14,907,650 available in State contracts for the 2013/2014 program year. This report includes only amounts available in the current year. Amounts expended in prior years are not included.

2. [PY 2013/2014 Service Provider Contract Modifications Report](#)

This report shows the changes between July 1, 2013, and September 30, 2013, in the service provider contract amounts available for expenditure in the current program year. This report shows only contract amounts available in the current year. Contract amounts expended in prior years are not included.

The contract modifications for this period consisted entirely of the addition of new 2013/2014 program year funding. These amounts include any unspent funds carried forward from the prior year.

The contract modifications are detailed in the attached report. There are no items of concern.

3. [PY 2013/2014 Program Expenditure Report](#)

This report shows each subcontractor's total available balance for the program year (July 1, 2013, to June 30, 2014), the cumulative expenditures for the quarter ended September 30, 2013, and the remaining balance at September 30, 2013, for each specific funding title and program type. This report shows only contract amounts available in the current year. Contract amounts expended in a prior year are not included.

All Service Provider expenditures were within NoRTEC's expenditure requirements. There are no other items of concern.

Background: NoRTEC service providers are generally required to spend 80% of each year's allocated funding (Adult, Youth and Dislocated Worker) by the end of the program year. NoRTEC has reduced the required allocated funding expenditure rate from 80% to 70% for this program year only in anticipation of reduced funding in PY 13/14. This will allow service providers to carry forward a larger amount of funding into the next program year.

The normal quarterly expenditure rate requirements are as follows: (1) First Quarter – between 10% and 35%, (2) Second Quarter – between 30% and 60%, (3) Third Quarter – between 50% and 85%. A corrective action plan (an explanation from the service provider of how they intend to utilize the funds by the end of the funding period) is automatically required from a service provider if any allocated funding title's expenditure rate falls outside the quarterly requirements. The required expenditure rates apply to regular funding titles only and do not apply to special projects.

"Excess" funds may be voluntarily returned by a service provider or recaptured by NoRTEC if it appears that a service provider will not be able to effectively utilize them by the end of the funding period. These funds are then redistributed to other NoRTEC service providers demonstrating a greater need, or returned to the State if they cannot be effectively utilized within the consortium. Early detection and correction of expenditure problems is important because it allows time for the funds to be put to good use by service providers in other consortium counties. In addition, the effective use of funds directly affects NoRTEC's ability to secure additional funding in future years.

4. [PY 2013/2014 NoRTEC Administrative Entity Expenditure Report](#)

This report shows the Administrative Entity (AE) expenditures against the annual line item budget for the three months ended September 30, 2013. At

September 30, 2013, the NoRTEC Administrative Entity had expended 22% of its Operating budget and 2% of its Other Projects budget. Overall, the Administrative Entity spent 8% of its budget.

There are no items of concern.

5. [PY 2013/2014 NoRTEC WIB/Governing Board Expenditure Report](#)

This report shows the WIB and Governing Board expenditures against the annual line item budget for the twelve months ended September 30, 2013. At September 30, 2013, the WIB/Governing Board had expended 14% of its total budget.

There are no items of concern.

Recommended Action:

The Finance Committee recommends approval of the PY 2013/2014 First Quarter Finance Reports.

WIB approval of the PY 2013/2014 First Quarter Finance Reports.

Governing Board approval of the PY 2013/2014 First Quarter Finance Reports.

D. [NoRTEC Fiscal Monitoring \(Information\)](#)

Fall fiscal monitoring reviews are scheduled to be conducted on the following dates:

Rural Human Services – October 9-10, 2013

Alliance for Workforce Development – October 15-16, 2013

Siskiyou Training and Employment Program – November 5-6, 2013

Smart Center – November 18-19, 2013

Job Training Center – December 2-3, 2013

A report on the fall on-site reviews will be given at the January 23, 2014, WIB and Governing Board meeting.

E. [State and Fiscal Procurement Monitoring of NoRTEC \(Information\)](#)

There are no federal or state fiscal monitoring reviews scheduled at this time.

Recommended Action:

WIB approval of the First Quarter Finance Committee Report.

Governing Board approval of the First Quarter Finance Committee Report.

XI. [NORTEC INSURANCE PROVIDER CHANGES \(ACTION\)](#)

A. [Property/Liability and Worker's Compensation](#)

NoRTEC staff recently requested price quotes for property/liability and workers' compensation insurance coverage from several insurance carriers. Of the carriers who provided price quotes, Special District Risk Management Authority (SDRMA) offered the best coverage at the lowest price.

A description of the SDRMA property/liability insurance program is available [here](#).

In addition to increasing our liability coverage from \$2,000,000 to \$5,000,000, SDRMA is offering an estimated savings of up to \$15,000 over the three year period of commitment. SDRMA currently provides NoRTEC staff's medical insurance, which has been excellent, very reasonably priced insurance.

SDRMA is a joint powers authority providing insurance to California special districts. SDRMA requires NoRTEC pass the following resolution to join the joint powers authority and participate in the property/liability and workers' compensation programs for three years. NoRTEC's attorney has reviewed the resolution and joint powers agreement and has found them to be acceptable.

[Resolution Approving the Form of and Authorizing the Execution of a Sixth Amended Joint Powers Agreement and Authorizing Participation in SDRMA's Property/Liability and Workers' Compensation Programs](#)

[Special District Risk Management Authority Sixth Amended Joint Powers Agreement](#)

Recommended Action: WIB approval of the attached resolution which approves the form of and authorizes the execution of a sixth amended joint powers agreement and authorizes participation in the Special District Risk Management Authority Property/Liability Program and Workers' Compensation Programs.

Recommended Action: Governing Board approval of the attached resolution which approves the form of and authorizes the execution of a sixth amended joint powers agreement and authorizes participation in the Special District Risk Management Authority Property/Liability Program and Workers' Compensation Programs.

B. [Additional Resolution for Workers' Compensation](#)

In addition to the agreements listed in Item A above, NoRTEC is also required to seek the State's permission to insure our workers' compensation liabilities through the joint powers authority. This requires the WIB and Governing Board to authorize the Interim Executive Director to request permission from the State of California.

The application and required resolution are included in the following document:

[Application for a Public Entity Certificate of Consent to Self Insure](#)

Recommended Action: WIB adoption of the following resolution as outlined on the Application for a Public Entity Certificate of Consent to Self Insure:

Recommended Action: Governing Board adoption of the following resolution as outlined on the Application for a Public Entity Certificate of Consent to Self Insure:

RESOLVED, that the Interim Executive Director be and is hereby authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liability on behalf of the Northern Rural Training and Employment Consortium and to execute any and all documents required for such application.

C. Staff Benefits

SDRMA has also offered staff dental, vision, and life insurance at significantly lower rates than our current carriers. In order to secure coverage, SDRMA requires NoRTEC pass the following resolution and execute a Memorandum of Understanding:

[Resolution Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program](#)

[SDRMA Health Benefit Memorandum of Understanding](#)

Recommended Action: WIB approval of the attached resolution which approves the form of and authorizes the execution of a memorandum of understanding and authorizing participation in the Special District Risk Management Authority's Health Benefits Program.

Recommended Action: Governing Board approval of the attached resolution which approves the form of and authorizes the execution of a memorandum of understanding and authorizing participation in the Special District Risk Management Authority's Health Benefits Program.

XII. STATUS OF FUNDING APPLICATIONS (A000CTION)

A. Prior Approval

There are no pending applications.

B. New Applications

NoRTEC is planning to submit an application to the State of California for \$500,000 to train workers in the healthcare industry. This application is due October 31, 2013.

Recommended Action: WIB approval of NoRTEC submitting an application for \$500,000 to train workers in the healthcare industry.

Recommended Action: Governing Board approval of NoRTEC submitting an application for \$500,000 to train workers in the healthcare industry.

XIII. PLAN APPROVAL (INFORMATION)

The WIB and Governing Board approved NoRTEC's strategic workforce plan for 2013-2017 at the July 25, 2013, meeting. The plan was approved by the California Workforce Investment Board on October 1, 2013.

A copy of the approval letter can be accessed here: [Plan Approval Letter](#)

XIV. NORTEC EXECUTIVE DIRECTOR (ACTION)

At the July 25, 2013, WIB and Governing Board meeting, a Hiring Committee was formed of WIB and Governing Board members. This committee was directed to solicit and screen applications, interview candidates, determine compensation, make a hiring recommendation, and negotiate an employment contract. The Committee was also directed to present their recommendations to the full WIB and Governing Board to make the final decision regarding the employment and compensation of an Executive Director.

Committee members met at the NoRTEC office on August 15 and developed a job description and a timeline for hiring a new director. The position was advertised, 29 applications were received, and four qualified candidates were interviewed for the position on September 27, 2013, in Chico.

The committee unanimously selected Michael Cross for the position, pending ratification by the full WIB and Governing Board.

An employment contract was also negotiated, the terms of which were made available to the full WIB and Governing Board prior to this meeting.

Closed Session

While not required, the WIB and Governing Board may wish to go into closed session to discuss the hiring and compensation for an Executive Director. NoRTEC Counsel has advised the discussion of this staff appointment is allowable in closed session per California Code Section 54957(b)(1).

Recommended Action: The Hiring Committee recommends WIB confirmation of the Hiring Committee's selection of Michael Cross for the Executive Director position of NoRTEC and approval of the negotiated employment contract, effective November 1, 2013.

Recommended Action: The Hiring Committee recommends Governing Board confirmation of the Hiring Committee's selection of Michael Cross for the Executive Director position of NoRTEC and approval of the negotiated employment contract, effective November 1, 2013.

XV. NORTEC INTERIM EXECUTIVE DIRECTOR COMPENSATION (ACTION)

Michael Cross was appointed NoRTEC Interim Executive Director at the July 25, 2013, WIB and Governing Board meeting. The Hiring Committee was tasked with determining a level of compensation for Cross for the time period July 22, 2013, until a new Executive Director is hired.

Closed Session

While not required, the WIB and Governing Board may wish to go into closed session to discuss the compensation for the Interim Executive Director. NoRTEC Counsel has

advised the discussion of this staff appointment is allowable in closed session per California Code Section 54957(b)(1).

Recommended Action: The Hiring Committee recommends WIB approval of compensation for the Interim Executive Director at the same salary level negotiated in the Executive Director's employment contract, for the period July 22, 2013, until a new Executive Director is hired.

Recommended Action: The Hiring Committee recommends Governing Board approval of compensation for the Interim Executive Director at the same salary level negotiated in the Executive Director's employment contract, for the period July 22, 2013, until a new Executive Director is hired.

XVI. OLD BUSINESS (INFORMATION)

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

XVII. NEW BUSINESS (INFORMATION)

A. Upcoming WIB/Governing Board Meetings

The next WIB/Governing Board meeting is scheduled for Thursday, January 23, 2014, at the CARD Center in Chico, California.

Additional quarterly meetings will be held on Thursday, April 24, 2014, and Thursday, July 24, 2014, from 10:00 am – 2:00 pm. Locations will be announced at a later date.

B. Other New Business

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

XVIII. ADJOURNMENT