MEMBERS

ANETTE SMITH-DOHRING
Sutter Health Sacramento Sierra Region

BILL BETTENCOURT
Placer School for Adults

CAROL PEPPER-KITTREDGE
Sierra College

CHRISTINA NICHOLSON
Whole Person Learning

DANIELA DEVITT
California Employers Association

DAVID DeLEONARDIS
Crossroads Diversified Services

ERIC COOPER
California Indian Manpower Consortium

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JOHN TWEEDT
District Council 16

KATHLEEN BURRIS
CVS Health

KEVIN FERREIRA
Sacramento – Sierra's Building and Construction Trades Council

KIMBERLY PELLOW
Brandman University

LAUREL BRENT-BUMB
Bumb Construction

MARCY SCHMIDT
Placer Co. Business Advantage Network

MARGARITA VALENZUELA
Unite Here Local 49 Gaming

MARK FRAYSER
Department of Rehabilitation

MARTHA ESCOBEDO
Employment Development Department

MICHAEL ZIMMERMAN
MTI College

PAUL CASTRO
California Human Development

RANDY WAGNER
Sierra Economic Development Corporation

RICK LARKEY, *Vice Chair*
North State Building Industry Foundation

ROBERT WARD
IBEW Local 340

SHERRI SPRINGER
Happy Kids Preschool & Childcare

STEWART SCHURR
Doctor PC

TINK MILLER, *Chair*
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

WORKFORCE DEVELOPMENT BOARD
NOMINATION COMMITTEE
AGENDA

Tuesday, February 9, 2016 – 3:00 pm

Roseville Connections
115 Ascot Drive, Ste. 180
Roseville, CA 95661

I. ROLL CALL AND INTRODUCTION OF GUESTS

II. APPROVAL OF AGENDA 1

III. PUBLIC COMMENT-FOR THOSE ITEMS NOT ON THE AGENDA

IV. REVIEW BYLAWS: 2-4

- NOMINATION COMMITTEE
- ELECTIONS
- WIB CHAIRPERSON & VICE CHAIRPERSON ROLES & RESPONSIBILITIES

V. DISCUSS & ESTABLISH NOMINATION PROCESS

- TIMELINE 5
- FORM LETTER SOLICITING INTEREST 6
- INTERVIEW PROCESS
- SAMPLE INTERVIEW QUESTIONS 7-8
- ELECTION PROTOCOL

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

VII. SCHEDULE NEXT MEETING

VIII. ADJOURNMENT

EQUAL OPPORTUNITY
Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request. Special requests for services, aids and/or special formats need to be made by calling (530) 823-4635 (Voice). TTY users please call the California Relay Service at 711.

ARTICLE IV
OFFICERS

4.1. The presiding officers of the WDB shall be called Chairperson and Vice Chairperson and shall have two year terms of office beginning July 1st of each even year and ending on June 30th, two years later.

4.2. The WDB shall elect, by majority vote of the WDB members present, its Chairperson and Vice Chairperson. Election shall occur prior to July 1st of each two-year office. The WDB Chairperson and Vice Chairperson shall be from its business sector representatives, and they may succeed themselves if so reelected.

4.2.1. Nominating Committee. No later than March of each election year, a nominating committee shall be appointed by the Chairperson.

The committee shall consist of the Chairperson and three WDB members with as many counties being represented as possible.

With the exception of the Chairperson, no WDB member who wishes to run for election shall sit on the nominating committee.

4.2.2. Duties of the Nominating Committee. The nominating committee shall poll WDB members for prospective nominees.

It shall be the duty of the nominating committee to interview each of the candidates prior to placing their names on the ballot and secure their pledges to serve faithfully if elected.

At least twenty (20) calendar days prior to the WDB meeting where elections are to occur, the committee shall mail a list of all nominees to each WDB member.

The nominating committee shall then present names to the WDB no later than June of each election year.

4.2.3. Elections. All voting to elect officers of the WDB shall be by open vote and the ballot shall list nominees by officer position in an order drawn randomly.

The WDB shall elect officers by majority vote of the WDB members present.

4.3. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice Chairperson, the WDB shall, at the beginning of its meeting, designate by majority vote of the WDB members present, a Chairperson Pro-Tem to serve as presiding officer of that meeting.

4.4. The Chairperson shall have the responsibility of preparing the agenda for WDB meetings.

ARTICLE V
MEETINGS AND QUORUMS

5.1. The WDB shall meet at a minimum of four (4) times annually on a calendar quarterly basis.

5.2. Special meetings of the WDB may be called by the WDB Chairperson or by a majority of WDB members.

5.3. All meetings of the WDB shall be conducted and noticed in conformance with the Ralph M. Brown Act, California Government Code 54960 et seq., as amended (the "Brown Act").

5.4. Notice of all meetings of the WDB shall be given by any means reasonably calculated at least seventy-two (72) hours before the meeting. Notices of meetings shall advise WDB members of the general nature of business to be transacted at such meeting.

5.5. A quorum to conduct business of the regular WDB shall require a majority of the WDB members present both in person or by teleconference connection, consistent with the provisions of the Brown Act.

5.6. Each member of the WDB shall have one vote.

5.7. Action may be taken by a majority vote of the WDB members present, unless otherwise required by law.

5.8. The WDB in all its actions and meetings shall be governed by the Act and these Bylaws.

ARTICLE VI
COMMITTEES

6.1. The WDB Chairperson, with the approval of the WDB, shall create committees of the WDB.

6.2. The WDB Chairperson shall appoint committee chairpersons from the WDB membership.

6.2.1. Committee chairpersons must be WDB members

6.3. Committee members shall be appointed by the WDB.

6.3.1. Committees may include WDB members.

6.3.2. Committees shall be supplemented by non-WDB members who the WDB has determined have the appropriate experience and expertise.

6.4. With the exception of the Executive Committee, all committee members, both WDB and non-WDB membership, have equal voting rights.

6.5. Action may be taken by a WDB committee by an affirmative majority vote of the current committee members.

6.6. All actions of a WDB committee shall be advisory to the full WDB, unless the full WDB has expressly delegated "final authority" to a given committee on a given issue or matter.

6.7. The WDB Chairperson, with the consent of the WDB, shall also be able to create and appoint task forces or technical workgroups as needed.

6.8. All committees, task forces or technical workgroups appointed or created by the WDB, are considered under the Brown Act to be "legislative bodies" and are therefore subject to Brown Act requirements.

6.9. The WDB shall have one standing committee:

6.9.1. Executive Committee. The Executive Committee shall consist of five (5) voting members: WDB Chairperson, Vice Chairperson, and three (3) additional WDB members, one of which shall be from the business community. The Golden Sierra Executive Director shall sit as an ex-officio non-voting member of the Executive Committee. The WDB Chairperson may also invite WDB committee chairpersons to participate in Executive Committee meetings as non-voting members. The membership term shall be the same as the chair term.

The function of the Executive Committee shall be to coordinate the establishment and content of WDB agendas, proposals, communications to and from the Governing Body, and other supportive activities and functions as may be directed by the WDB or the Governing Body.

The Executive Committee may exercise the powers of the full WDB when timely action is necessary to ensure the best interest of the WDB, its program and services.

All Executive Committee actions shall be reported to the WDB at its next meeting.

ARTICLE VII
STAFFING AND SUPPORT OF WDB

7.1. The Governing Body shall be asked to provide, from funds made available under the Act, Golden Sierra support staff and necessary office and material support for the WDB.

7.2. Golden Sierra support staff assigned to WDB responsibilities shall coordinate WDB activities with the WDB Chairperson. Notwithstanding the foregoing, such staff shall remain Golden Sierra employees at all times.

7.3. The Governing Body and WDB will maintain the consolidated office and material support necessary for both to properly discharge their responsibilities under the Act.

7.4. Authority for any decision to hire, evaluate, or discharge any staff assigned to the WDB shall rest with the Governing Body.

7.5. The WDB shall not directly operate programs.

2016

Process:

NC meets:

- 1st meeting (in person)
  Review bylaws and roles
  Review solicitation letter
  Establish interview process/questions
- 2nd meeting
  Review all nominees & assign or conduct interviews
- 3rd meeting (via teleconference)
  Discuss interviews and approve nominees to be forwarded to WB by April 29th

Timeline:

February 9	1st meeting (review process & timeline)
February 12	Release solicitation notice
February 26	Due date for nominations (#1) – 2 weeks
March 4	Extended due for nominations (#2) if insufficient response by February 26
March 7-11	2nd Meeting
March 14-25	Conduct interviews
April 18-22	3rd meeting (discuss & approve)
April 29	Forward applicant list to WB

DATE: February 12, 2016

TO: Golden Sierra Workforce Board Members

FROM: Lorna Magnussen

SUBJECT: **WB Chairperson and Vice-Chairperson Nominations**

On January 21, 2016, the Workforce Board discussed agenda Item VII regarding the nomination and election of chairperson and vice chairperson to serve July 2016 – June 2018. Action was taken and a nomination committee was formed; Daniela Devitt, Randy Wagner, Laurel Brent-Bumb, and current Chair Tink Miller will serve.

On February 9, 2016, the Nomination Committee met to determine the process to follow for submittal of nominees.

The next scheduled meeting will be (Date) 2016, to evaluate nominees that will be forwarded to the full WB on April 29, 2016, with voting on May 19, 2016.

In order to submit qualified nominations to the committee, consider the following:

WB Bylaws

1. The WB Chairperson and Vice Chairperson shall be from its business sector representatives. (Bylaws §4.2). Eligible candidates include:

Anette Smith-Dohring	Christina Nicholson	Daniela Devitt
David DeLeonardis	David Frazier	Kathleen Burris
Kim Pellow	Laurel Brent-Bumb	Michael Zimmerman
Randy Wagner	Rick Larkey	Sherri Springer
Stewart Schurr	Vic Wursten	

2. The Chairperson shall have the responsibility of preparing agendas for WB meetings (Bylaws §4.4), calling special meetings as needed (Bylaws §5.2), creating committees of the WB (Bylaws §6.1), appointing committee chairpersons (Bylaws §6.2), creating and appointing task forces or technical workgroups (Bylaws §6.7) and serving as Chairperson on the Executive Committee (Bylaws §6.9.1).

3. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer (Bylaws §4.3), The Vice Chairperson shall serve on the Executive Committee (Bylaws §6.9.1).

Availability

Commitment may include participation on committees, meetings with staff, other WB chairs, State Workforce Investment Board and events, Conferences, California Workforce Association events, etc.

Should you wish to nominate an eligible WB member or be considered for Chairperson or Vice Chairperson, please submit the following:

- bio that should include Company name, number of employees, qualifications for the position
- a statement as to the direction the nominee would like to see the WB proceed in the future
- a statement as to what the nominee see their role being as the WB Chair or Vice Chair

Submit all nominations by February 26, 2016 to Lorna Magnussen at info@goldensierra.com or fax to (530) 855-5579.

Review attendance

Questions:

1) What is your understanding of the WB? (you could ask – please explain the WB in 30 words or less)

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2) What are your primary interests and passions / what drew you to become a member of the WB?

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3) What have you contributed to the WB thus far? (Committee member, presentations, etc.)

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4) Are you comfortable representing the WB publicly at conferences and other meetings/events?

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5) Do you have any ideas about getting small businesses involved with the WB?

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6) What value do you see for getting small business representation on the board? Both for the board and the business.

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7) Do you understand the scope of the position and the time commitment involved? (Attending & preparing for WB, Executive Committee, Regional Executive Committee meetings and other events such as Day at the Capital and annual NAWB Conference)

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8) What direction would you like to see the WB proceed and how do you see that being implemented (focus on their answer to this question on their application; you could customize this questions based on their response) example: Restate the answer from their application "The direction you see for the WB is setting goals and obtaining High Performing Board status"; how do you see that being implemented?

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