

Commission Board Retreat

Friday March 11 – Saturday March 12

Minutes 2016

Approved Minutes

3:00 PM: Tour NCBVI Kearney Office

Saturday March 12, 2016

8:25 AM Call to order

- Ice Breaker: 2 Truths and a Lie
- Discussed history of NCBVI
- Reviewed and discussed making revisions to Commissioner Job description
 - Delete irrelevant duty of #5 because it is similar to #4. It is confusing as there is no listing of former responsibility and job #4 takes care of it.
 - Need to include some examples on #6.
 - Reword or put in parenthesis (WIOA) on #7.
 - Delete #8 because covered by #4.
 - Take out word “session” in #9.
 - Reword #12 to alleviate confusion of the word “focus”.
 - Combine #17 and #18.
 - Reword #19 by taking out “new”.
 - Reword #20.

10:00 AM Break

10:15 AM Resume

- Discussed role of the Commissioners
- Reviewed Commissioner Information Packet

11:45 AM Lunch Break

12:45 AM Resume

- Review Commissioner Information Packet (continued)
- Discussed evaluation process of Executive Director.
- Ice Breaker: 5 Questions
- Discussed preferred communication mode between Meetings
- Discussed an accommodation such as a computer to provide access of information for Commissioners if needed in order to fulfill position requirement.
- Will continue looking into video conferencing if unable to make quarterly meeting.

- Discussed offering a snack at the State Staff meeting again this year.
- Board would like to get a copy of the Commissions Policies.

2:30 PM Break

2:45 PM Resume

- 2016 Meeting Dates and focus topics
 - May 7, 2016—Norfolk: Executive Director Evaluation
 - July 23, 2016—North Platte: Technology Trends and Apps
 - November 5, 2016—Omaha: Youth and Adult Training Programs
 - February 2017—Lincoln: Website, Social Media, Brochures, etc...
- Discussed Succession Planning
 - Talked about on boarding of new commissioners
 - Talked about the process of hiring a new Executive Director
 - Ideas regarding who would be on the hiring committee
 - Discussed possible staff involvement
 - Discussed bringing finalists in for face to face interviews
 - Discussed services being offered to use by the Department of Administrative Services.
- Discussed requesting 12 months notice from Dr. Van Zandt prior to her retirement.
- Mark was asked to research and then compile a list of peer agencies so that we may possibly contact them in the future with questions (i.e. regarding salaries, Commission Board activities, and other policies and procedures)

4:42 PM Adjourn