

NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
MINUTES
THURSDAY, FEBRUARY 22, 2024
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order by W. Hagge, Workforce Development Board chair, and E. Cavasso, Governing Board chair, at 10:04 a.m.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

There was a quorum of the Governing Board and Workforce Development Board:
[Roster.](#)

IV. APPROVAL OF AGENDA

A motion by D. Platz was seconded by H. Oilar for WDB approval of the agenda and passed unanimously.

A motion by G. Bridges was seconded by T. McGowan for Governing Board approval of the agenda and passed unanimously.

V. PUBLIC COMMENT

Michael Cross spoke to welcome new Governing Board member Mary Rickert from Shasta County and Sharon Dryden, alternate from Sierra County.

Michael Cross also thanked Michele Piller, retiring as WDB member and Program Committee Chair, for 32 years of service to NoRTEC.

VI. CONSENT AGENDA

W. Hagge, WDB Board Chair, reviewed the consent agenda.

A motion by M. Clarno, seconded by R. Butler, for WDB approval of the consent agenda passed unanimously.

A motion by G. Bridges, seconded by E. Scofield, for Governing Board approval of the consent agenda, passed unanimously, with M. Rickert and S. Dryden abstaining.

VII. NORTEC STRATEGIC GOALS

A. Strategic Goal #4 – Increase Awareness of NoRTEC Activities, Fostering Regional Awareness and Partnerships

Wendy Zanotelli, Executive Director of Smart Workforce Center in Redding, presented a participant success story highlighting wildfire recovery efforts in Trinity County funded by NoRTEC. Aaron Martinez, a participant in the temporary jobs NDWG program, described the hard work required of the job repairing public land destroyed in the fires. Aaron worked with a crew that hiked up to nine hours in the forest in high summer to reach the rural areas needing repair. Aaron enjoyed the opportunity and secured a permanent position with the U.S. Forest Service due to his work in the program.

Jack Lienhard, Recreation Program Manager of the Watershed Research and Training Center in Trinity County, also presented. The nonprofit organization repaired over 60 miles of trail under the NoRTEC-funded program, providing temporary jobs to long-term unemployed individuals.

B. Strategic Goal #4 – Increase Awareness of NoRTEC Activities, Fostering Regional Awareness and Partnerships

Workforce Board member Stacey Sanchez introduced herself and her organization to the board. Stacey works at CDC Small Business Finance, a part of Momentus Capital. Stacey focuses on small business development and entrepreneurship at the community development organization. Stacey also has previous experience with workforce development boards and served as the chair of the Santa Ana WDB.

VIII. PY 2023/2024 FUNDING

M. Cross, NoRTEC Executive Director, reviewed the Program Year 2023/2024 funding, noting the increment structure of National Dislocated Worker Grant (NDWG) funding that creates challenges in receiving additional funds for the total grant amount within the grant timelines.

P. Hagata asked questions about the Susanville Prison Closure line item. M. Cross explained that the funds were available and allocated to NoRTEC but not necessarily spent. M. Cross also noted that an extension was requested for those funds and is expected to be nine months to one year to spend the remaining funds for the Susanville Prison Closure. P. Hagata asked what NoRTEC's funds were spent on. J. Hough answered that funds were spent on projects related to the Susanville Prison Closure, noting a workforce survey. A. Campos, NoRTEC Director of Program Administration, explained that the workforce survey is part of technical assistance and includes a county profile of Lassen County. P. Hagata asked about a contract with

David Teeter, and M. Cross noted that the contract is included in the allocation to AFD.

IX. FINANCE REPORT

J. Hough, NoRTEC Fiscal Director, reviewed the funding information for 2023/2024 as presented in the agenda. She noted no concerns about the report.

A. 2023/2024 Second Quarter Financial Reports

1. PY 2023/2024 Contracts Summary

2. PY 2023/2024 Service Provider Contract Modification Report

J. Hough noted that the contract modification report included changes from the final allocation of WIOA funds for Adult, Dislocated Worker, and Youth.

3. PY 2023/2024 Program Expenditure Report

4. PY 2023/2024 NoRTEC Administrative Entity Expenditure Report

J. Hough also noted that the NoRTEC Administrative Entity Report expenditures showed 39%, below the expected 50%

5. PY 2023/2024 NoRTEC WDB/Governing Board Expenditure Report

Similarly, the NoRTEC WDB/Governing Board Expenditure Report showed 38% expended.

B. NoRTEC Fiscal Monitoring

J. Hough noted that a finding for Smart had been satisfactorily addressed, and the item was closed.

C. State Fiscal and Procurement Monitoring of NoRTEC

J. Hough noted no scheduled monitoring.

A motion by C. Barton was seconded by M. Piller for WDB approval of the first quarter finance report and passed unanimously.

A motion by T. McGowan was seconded by R. Leutwyler for Governing Board approval of the first quarter finance report and passed unanimously.

X. REPORT FROM CAREER SERVICES ADVISORY COMMITTEE

M. Cross introduced R. Leutwyler, the Governing Board member representing Trinity County and chair of the Career Services Advisory Committee. R. Leutwyler reviewed

the [Strategic Planning Executive Summary](#) as summary-level data refining the SWOT analysis:

- next steps
- branding
- funding
- cultural health
- partnership development
- rural advocacy
- organizational effectiveness.

Discussion ensued. E. Cavasso asked if the timeline was realistic. R. Leutwyler replied that the deadlines were not committee-imposed but were NoRTEC and service provider goals. G. Bridges noted that he appreciated the goals and timelines included in the document. A. Yearton asked what was identified as the most essential item. R. Leutwyler responded that the timeline for the goals needed to be mindful of the Request for Proposals scheduled for 2025. M. Cross noted that funding sustainability was important. E. Scofield asked about definitions for organizational effectiveness and if those were achieved. R. Leutwyler replied that the structure of service provision was the same, but that collaboration was much improved. T. Barbieri asked about funding sustainability and if financial resources were included in the MOUs with county welfare offices. M. Cross replied that while funding should be forthcoming from those organizations, NoRTEC had not historically been successful at securing funds. G. Muse noted that the Department of Rehabilitation is an example of a partner organization, noting that a needs assessment is needed for each county to capture work already being done and to maximize funding and partnership. R. Leutwyler then noted that the next steps will include board input.

XI. STATUS OF SUSANVILLE PRISON CLOSURE

M. Cross introduced K. ZuaZua, Executive Director of AFWD, who provided an update on the activities under the Susanville Prison Closure grant. K. ZuaZua noted that while the number of individuals laid off was small, the impact on the county was large. She described AFWD's responses and work to reach affected individuals and

businesses, stating that Lassen College will now provide additional Truck Driving and Registered Nursing programs.

P. Hagata asked about AFWD's contract with David Teeter and what work he performed. K. ZuaZua answered that he worked with Job Developers to reach out to over 200 businesses, worked with the City of Susanville, performed outreach, and helped with the county profile. P. Hagata announced a potential new large business, a biomass facility, coming to Lassen County.

XII. STATUS OF FUNDING APPLICATIONS

A. New Applications

M. Cross reviewed three new applications. Two have been submitted: Opportunity Young Adult Career Pathway Program and Breaking Barriers. The third application, North State Planning and Development Collective, was awarded to NoRTEC for \$300,000.

A motion by L. Russell, seconded by H. Oilar, for WDB approval to submit applications for Opportunity Youth Career Pathway Program, Breaking Barriers, and North State Planning and Development Collective passed unanimously.

A motion by E. Scofield, seconded by G. Bridges, for Governing Board approval to submit applications for Opportunity Youth Career Pathway Program, Breaking Barriers, and North State Planning and Development Collective passed unanimously.

B. Old Applications

There were no old applications.

XIII. WORKFORCE DEVELOPMENT BOARD NOMINATIONS

M. Cross reviewed the informational item explaining workforce development board nominations, with 16 of 33 terms expiring June 30, 2024. M. Cross stated that NoRTEC staff will individually contact board members whose seats will expire and noted that nominations must be secured and voted on at the May 2024 meeting to meet the June 30th deadline.

XIV. MEETING LOCATIONS

M. Cross reviewed the informational item, explaining that NoRTEC staff are reviewing other meeting locations for future board meetings.

XV. OLD BUSINESS

No old business was discussed.

XVI. NEW BUSINESS

The next WDB/Governing Board meeting is planned for Thursday, May 23, 2024.

The following WDB/Governing Board meeting is scheduled for Thursday, August 22, 2024.

XVII. ADJOURNMENT

The meeting was adjourned at 12:19 p.m.