NORTEC
JOINT WDB AND GOVERNING BOARD
EXECUTIVE COMMITTEE MINUTES
MONDAY, JUNE 9, 2025

Zoom Meeting:
https://us02web.zoom.us/j/83283081249
Meeting ID: 832 8308 1249

Additional remote sites were available for meeting attendance by the public:
11 Ilahee Ln., Chico, CA 95973
671 Browns Ranch Rd., Weaverville, CA 96093
2872 Lewiston Rd., Lewiston, CA 96052
221 South Roop St., Suite 4, Susanville, CA 96130
1325 Pine St., Redding, CA 96001
4833 Siskiyou Ave. Unit B, Dunsmuir, CA 96025

I. CALL TO ORDER

The meeting was called to order at 4:00 pm by Ric Leutwyler, Executive Committee Chair.

II. ROLL CALL

Members Present: Ric Leutwyler (GB), Gary Bridges (GB), Susan Marie (WDB), Michael Clarno (WDB), Amber Yearton (WDB), Larry Russell (WDB), Stacey Sanchez (WDB)

Staff present: Michael Cross, LeAnne Young

III. APPROVAL OF MINUTES, MAY 15, 2025 (ACTION)

A motion made by S. Marie, seconded by G. Bridges, to approve the minutes of the May 15, 2025, Executive Committee meeting, passed unanimously.

IV. APPROVAL OF AGENDA (ACTION)

A motion made by G. Bridges, seconded by L. Russell, to approve the agenda as posted, passed unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. AD HOC HIRING COMMITTEE UPDATE (INFORMATION)

R. Leutwyler provided an update on the Ad Hoc Hiring Committee activities. The committee discussed the hiring process, including the engagement of freelancer Ryan Metz for posting of job listings and for the initial screening of applicants. The listing has been approved and the job announcement has been posted on NoRTEC's website.

An email can now be sent out by M. Cross to the Governing Board and Workforce Development Board providing them an update on the hiring process, encouraging them to share the information for the posting and letting them know about the goal to have a

candidate selected by the August board meeting. R. Leutwyler explained that, for the interviews of candidates, the attorney said that best practice is to ask each candidate the same questions, but you may ask follow-up questions to their answers.

VII. AGREEMENT FOR INTERIM EXECUTIVE DIRECTOR APPOINTMENT (ACTION)

Chair R. Leutwyler explained the proposed agreement for Andrea Campos to assume the role of Interim Executive Director, effective June 30, 2025.

A motion made by L. Russell, seconded by G. Bridges, to approve the agreement between NoRTEC and Andrea Campos for the role of Interim Executive Director effective June 30, 2025, and to authorize the Executive Committee Chair (R. Leutwyler) to sign the agreement, passed unanimously.

VIII. AGREEMENT FOR TRANSITION SUPPORT (ACTION)

R. Leutwyler explained the proposed agreement between Michael Cross and NoRTEC for Michael Cross to become a 1099 contractor to provide transition support services effective June 30, 2025.

A motion made by G. Bridges, seconded by M. Clarno, to approve the agreement between Michael Cross and NoRTEC for Michael Cross to provide Executive Director transition support services as needed, subject to Mr. Cross' availability, effective June 30, 2025, passed unanimously.

IX. OLD BUSINESS (INFORMATION)

There were no Old Business items.

X. NEW BUSINESS (INFORMATION)

There were no New Business items. However, committee members discussed the hiring process. The compensation range for the new Executive Director would be $140,000 to $180,000 and the Ad Hoc Hiring Committee could negotiate the package and bring it to the entire board. The Ad Hoc Hiring Committee would not need to bring items back through the NoRTEC Executive Committee and the Ad Hoc Hiring Committee would dissolve after the process was finished. Normally, the Executive Committee only meets for the Executive Director's performance evaluation, to set up goals and timeframes for the Executive Director and on an as-needed basis between board meetings. There have never been regularly scheduled Executive Committee meetings.

XI. ADJOURNMENT

The meeting adjourned at 4:30pm.