NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA
THURSDAY, AUGUST 28, 2025
10:00 AM – 2:00 PM
GAIA HOTEL AND SPA
4125 RIVERSIDE PLACE
ANDERSON, CA 96007

Our Vision

Partners combining their diverse strengths to support healthy and thriving communities.

Our Mission

To develop strategic partnerships that meet the workforce needs of businesses and job seekers, promoting the economic growth of our region.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA (ACTION)

Recommended Action:

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

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

V. PUBLIC COMMENT

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

VI. WORKFORCE DEVELOPMENT BOARD VACANCIES (INFORMATION)

We have three (3) vacant seats for the Workforce Development Board as follows:

- Private Industry - Del Norte County
- Private Industry - At-Large
- Organized Labor - At- Large

Staff will work to identify nominees for appointment consideration at the next Board meeting.

VII. CONSENT AGENDA

A. WDB/Governing Board Meeting Minutes: May 22, 2025

Click on the link above to access the May meeting minutes.

B. Finance Report

Finance Reports are normally reviewed on the regular agenda during the October and May meetings and are on the consent agenda during the February and August meetings. Program Reports are reviewed on the regular agenda during the February and August meetings and are on the consent agenda during the October and May meetings. These reports are reviewed alternatingly to ensure an in-depth review of the Program and Finance Reports occurs regularly.

This quarter's Finance Report provides routine information on available funding and expenditures for the program year July 1, 2024 – June 30, 2025.

There are no items of concern on the quarterly reports.

Finance Committee members were provided the Finance Report and, upon review, no issues were noted.

C. AJCC CONTINUAL IMPROVEMENT PLANS

Each AJCC in the NoRTEC region has been evaluated and certified for compliance with the State's Comprehensive AJCC Certification process. Based on the Board's assessment across seven indicators of continual improvement, Continual Improvement Plans with actionable goals for each job center were developed as required by the state. Quarterly updates are provided to highlight progress towards achieving the annual goals for each AJCC.

- Alliance for Workforce Development
- JTC of Tehama County
- SMART Workforce Center

Recommended Action:

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

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

VIII. JOINT RESOLUTION OF THE NORTEC GOVERNING BOARD AND THE WORKFORCE DEVELOPMENT BOARD: REDEFINING THE COLLABORATIVE ROLE OF SERVICE PROVIDERS IN NORTEC'S REGIONAL WORKFORCE SYSTEM **(ACTION)**

The Board Chairs have prepared a Joint Resolution for consideration by the Boards. The proposed Resolution would recognize the service providers as strategic partners in the workforce development ecosystem and invite the service providers to participate in strategic planning processes, policy development discussions, and performance improvement initiatives to ensure alignment and shared accountability.

The proposed Resolution provides that such participation shall be in an advisory capacity, without engaging in procurement decisions, oversight, or monitoring of their own performance, in accordance with applicable laws and regulations.

The proposed Resolution charges the Executive Director with the implementation of this Resolution and the development of a process for periodically evaluating the effectiveness of the direction of this Resolution, with findings and recommendations to the Governing Board and to the Workforce Development Board.

Attachment: Joint Resolution 25-01

Discussion and potential action by both Boards:

1. Adoption of the proposed Resolution as presented.
2. Direction to staff to present a revised Resolution at a future meeting; or
3. Rejection of the proposed Resolution.

Recommended Motion: WDB approval, modification, or rejection of Resolution 25-01, Joint Resolution of the Nortec Governing Board and the Workforce Development Board: Redefining the Collaborative Role of Service Providers in Nortec's Regional Workforce System.

Recommended Motion: GB approval, modification, or rejection of Resolution 25-01, Joint Resolution of the Nortec Governing Board and the Workforce Development Board: Redefining the Collaborative Role of Service Providers in Nortec's Regional Workforce System.

IX. PY 2025/2026 FUNDING (INFORMATION)

NoRTEC currently has $13,386,268 in available funds for the 2025/2026 program year. This is a decrease of $3,065,560 over PY 2024/2025 funding. This decrease is the result of the completion and near completion of various grant-funded projects.

Project	PY 2025/2026 Funds Available	Additional Funds Requested/ Pending Allocation	Total
Adult	$3,678,265	$0	$3,678,265
Youth	$3,720,368	$0	$3,720,368
Dislocated Worker	$2,706,121	$0	$2,706,121
Rapid Response	$704,063	$0	$704,063
Rapid Response – Layoff Aversion	$376,036	$0	$376,036
CA Manufacturing (CMTC)	$21,805	$0	$21,805
RERP Initiative	$36,878	$0	$36,878
Prison to Employment 2.0	$7,664	$0	$7,664
CA Jobs First Partnership Data Project	$1,510	$0	$1,510
Digital Literacy Outreach Projects	$165,844	$0	$165,844
South Bay Apprenticeship Project	$17,550	$0	$17,550
High Performing WDB	$5,555	$0	$5,555
COYA	$279,497	$0	$279,497
Accelerator 12	$854,048	$0	$854,048
2024 Storms	$569,064	$0	$569,064
Chico State – Catalyst Program	$242,000	$0	$242,000
DOR – AJCC Collaborative	$0	$993,000	$993,000
TOTAL	**$13,386,268**	**$993,000**	**$14,379,268**

X. PROGRAM REPORT (ACTION)

Director of Workforce Programs Heather Chavez will provide a presentation of program activities including the last two quarters of Program Year 24-25.

A. Program Monitoring

On-site monitoring has been completed with all three service providers, with the most recent occurring this month at Alliance for Workforce Development in Butte and Nevada Counties. A report will be presented to the board at the October board meeting.

B. State/Federal Monitoring

The state Data Element Validation team visited the NoRTEC office in July for the triennial review of CalJOBS data entry documentation, reviewing 154 files from the Adult, Dislocated Worker, Youth, and NDWG programs. NoRTEC staff received the preliminary results and requested corrections from AFWD, JTC, and SMART. NoRTEC staff reviewed and compiled the responses and submitted the corrections to the state by the deadline of August 22, 2025.

EDD Annual Compliance Monitoring is scheduled for October 6 – 10, 2025 at the NoRTEC office.

C. Universal Services, Client Enrollment, and Contract Performance

1. Universal Services Tracking: Career Center Visits

The Workforce Innovation and Opportunities Act (WIOA) provides for "universal services" which includes access to basic services without WIOA enrollment. This includes services that do not require staff time such as access to job postings, labor market information, and computer usage. Service providers track the total number of visits, as well as the number of unique visitors. The report contained in the link above shows the cumulative number of visits for program year 2024-2025, with 16,375 unduplicated individuals accessing our services during that time.

2. Job Seekers Enrolled in the WIOA Program: Enrollments

Individuals enrolled in each WIOA program by each county can be accessed above.

During the 2024/2025 program year, the following NDWG programs ended: 2021 Summer Wildfires and 2023 Severe Winter Storms.

Current Special Projects are 24 Severe Winter Storms (NDWG), Workforce Accelerator 12, and the DOR-AJCC Collaboration grant.

3. WIOA Service Provider Contract Performance:

a. NoRTEC's performance is evaluated on the following performance measures:

Meeting enrollment goals for each of the Adult, DW, and Youth programs, and

- Employment or Education Rate in the 2nd Quarter after Exit
- Median Earnings in the 2nd Quarter after Exit
- Employment Rate in the 4th Quarter after Exit
- Credential Attainment Rate in the 4th Quarter after Exit
- Measurable Skill Gains earned during the program year

There were two additional data points tracked in the 2024-25 program year, which are explained here:

1. Effectiveness in Serving Employers, recognized federally as the 6th Performance Measure

   This performance indicator is officially defined as Retention with the Same Employer in the second and fourth quarters following a participant's exit from a WIOA core program, and it is reported by the state as a shared indicator. There is no baseline goal for local areas this reporting period.

   NoRTEC's Retention with the Same Employer rate for PY 24-25 is **54.3%.**

2. Priority of Service

   WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA Adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient (including English Language Learners). America's Job Center of California SM (AJCC) staff must always prioritize services to these populations, regardless of the amount of funds available to provide services in the Local Area.

   The state may implement technical assistance with Local Areas that do not meet a 75 percent Priority of Service rate for individuals in an individualized career or training service.

   NoRTEC's Priority of Service rate for PY 24-25 is **70.13%.**

b. PY 2024/2025 Performance – Cumulative performance for the previous program year is available for review here:

   Adults, Dislocated Workers, and Youth

   With performance calculated for the program year ending June 30, 2025, NoRTEC is meeting all but one goal.

   The Adult program has exceeded the enrollment target and is meeting all measures.

   The enrollment goal for the Dislocated Worker program was also exceeded with 292 clients. The Dislocated Worker program missed the Employment Rate 4th Quarter after exit by 0.1% (goal 81.0%, actual 80.9%).

   In the Youth program, the enrollment goal was exceeded by 22 youth, and all other measures were met.

D. Customer Satisfaction Survey: Results

In addition to monitoring performance, NoRTEC wants to ensure that the needs of our clients are met helpfully and professionally. To that end, NoRTEC created a survey to measure customers' satisfaction with accessing our centers. Walk-in clients are offered a survey at the AJCC, either online or through a paper survey. Of the 1299 surveys received, the results were positive overall from walk-in clients, enrolled clients, and employers.

E. Plant Closure Update: Closures/Layoffs

From July 1, 2024, to June 30, 2025, 56 businesses and 1071 employees were affected by closures or layoffs. Service Providers are providing rapid response and dislocated worker services as needed.

F. Headline Program Reports

Board members are encouraged to read the Community Coordinator Reports. These reports are prepared to highlight events, outreach efforts, and successes across multiple programs and projects throughout the NoRTEC region.

Following are links for each county for the period ending June 30, 2025:

- Alliance for Workforce Development (Butte County)
- Del Norte Workforce Center (Del Norte County)
- Alliance for Workforce Development (Lassen County)
- Alliance for Workforce Development (Modoc County)
- Alliance for Workforce Development (Nevada County)
- Alliance for Workforce Development (Plumas County)
- Smart Workforce Development Center (Shasta County)
- Alliance for Workforce Development (Sierra County)
- Smart Workforce Development Center (Siskiyou County)
- Job Training Center (Tehama County)
- Smart Workforce Development Center (Trinity County)

In addition to the Headline Program Reports, we have a highlight from each agency for PY 24-25 as follows:

- AFWD Program Highlight
- JTC Program Highlight
- SMART Program Highlight

G. Staff Training

Staff development planned for this fall will bring Larry Robbin, a renowned workforce development trainer, to AJCC staff for a two-part coaching activity. Virtual sessions will include "Digging for Gold! A Strengths Based Approach to Finding Hidden Assets to Employment in the Hard-to-Employ" and "Are You Working to Burnout or Working for Wellness? How to Manage Anxiety, Stress and Burnout in Workforce Development Organizations".

Recommended Action:

WDB approval of the year-end Program report.

Governing Board approval of the year-end Program report.

XI. WDB COMMITTEE ASSIGNMENTS (ACTION)

The NoRTEC Workforce Development Board and Governing Board Working Agreement includes the establishment of three subcommittees:

Executive Committee – This committee is comprised of the Chair and Vice-Chairs of the Governing Board (GB) and Workforce Development Board (WDB), and three additional WDB members elected by the WDB. The Executive Committee members are: GB Chair Ric Leutwyler, GB Vice-Chair Gary Bridges, WDB Chair Susan Marie, WDB Vice-Chair Michael Clarno, and the three additional WDB members are Amber Yearton, Larry Russell and Stacy Sanchez. Members are appointed for two years beginning in January of each odd year. The next term for this committee will begin January 2027.

Finance Committee – This committee, comprised of WDB members, reviews the NoRTEC fiscal information and functions as an advisory committee to the NoRTEC WDB and Governing Board. There are currently two WDB Board members on this committee – Willy Hagge and Larry Russell. Staff to this committee is Finance Director Erik Honkakangas.

Program Committee – This committee, comprised of WDB members, reviews the NoRTEC One Stop system and youth activities and is an advisory committee to the NoRTEC WDB and Governing Board. WDB Member Linda Zorn is the only member on this committee. Staff to this committee is Director of Workforce Programs Heather Chavez.

The WDB Chair will accept volunteers and appoint WDB members to serve on the Finance and/or Program Committee.

Recommended Action:

Accept WDB volunteers and appoint members to the Program Committee.

Accept WDB volunteers and appoint members to the Fiscal Committee.

XII. CONFLICT OF INTEREST CODE (GB ACTION)

The Fair Political Practices Act (Act) requires that the NoRTEC Governing Board adopt a Conflict of Interest Code (Code). NoRTEC is a "multi-county agency" as defined by the Act and by the Fair Political Practices Commission (FPPC), the body established to enforce the Act. As a multi county agency, NoRTEC is required to develop a Code, publish and post for review and comment, and submit to the FPPC for approval.

The Code was developed pursuant to the Act by NoRTEC legal counsel working with FPPC staff. The Code incorporates the Model Code of the FPPC. The Code identifies all NoRTEC officials and employees within the agency who make governmental decisions based on the positions they hold.

The Code and Appendices have been published and posted for review and comment. Following the designated publication and posting period, the Code was submitted to the FPPC for approval. The FPPC approved the Code and Appendices on July 7, 2025.

View the Code and the Appendices, designating positions and establishing disclosure categories, constituting the NoRTEC Conflict of Interest Code.

The Code requires Governing Board Members and Alternates to file Statements of Economic Interests (known as the Form 700) electronically with the Fair Political Practices Commission. All other individuals holding designated positions must file their statements with NoRTEC.

NoRTEC staff will coordinate the completion and filing of the Form 700s for designated positions and review the Code at least every other year to ensure it remains current and accurate in accordance with the Act.

Recommended Action:

Governing Board adoption of the NoRTEC Conflict of Interest Code, as posted.

XIII. NORTEC CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT (ACTION)

Grantees, subrecipients, and contractors funded under the Workforce Innovation and Opportunity Act (WIOA) must implement codes of conduct and conflict of interest policies and procedures as stipulated in WIOA; federal and state regulations and guidance; relevant Office of Management and Budget (OMB) circulars; and state conflict of interest policies.

NoRTEC developed a Conflict of Interest Policy and Code of Conduct that meets WIOA subrecipient requirements. The Policy and Code of Conduct should be officially adopted by the WDB to ensure that individuals and representatives of organizations entrusted with public funds will not personally or professionally benefit from the award or expenditure of

such funds. Board members, NoRTEC staff, contractors, and sub-contractors with decision-making authority must also comply with the adopted policy and code of conduct.

Staff will provide copies of the Policy and Code of Conduct for review and signature if adopted.

NoRTEC Workforce Development Board Conflict of Interest Policy and Code of Conduct

Recommended Action:

WDB approval of the Conflict of Interest Policy and Code of Conduct, as posted.

Governing Board approval of Conflict of Interest Policy and Code of Conduct, as posted.

XIV. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications

There are no new applications.

B. Prior Approval

On June 19, 2025, NoRTEC staff submitted a request to the California Workforce Development Board to be included in an application to Board of State and Community Corrections (BSCC) for Proposition 47 Cohort 5 funding. The goal of Proposition 47 is to reinvest savings recovered from realignment of crime charges into community-based programs that address the root causes of crime and reduce recidivism, including education, employment, and intervention programs. Successful applicants will be notified on September 12, 2025, and grant implementation will occur from October 1, 2025, through December 31, 2028. If awarded, NoRTEC's funding will be approximately $1,000,000.

XV. OLD BUSINESS (INFORMATION)

Old business items may be discussed at the pleasure of the NoRTEC WDB/Governing Board members.

XVI. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The next board meeting is scheduled for Thursday, October 23, 2025, at the Canyon Oaks Country Club in Chico.

2. The following board meeting is scheduled for Thursday, February 26, 2026. A location has yet to be determined.

B. Other New Business

Additional New Business items may be discussed at the pleasure of the NoRTEC WDB/Governing Board members.

XVII. CLOSED SESSION

A. CLOSED SESSION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYMENT

Position: NoRTEC Executive Director

B. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(1): EXISTING LITIGATION; CONFERENCE WITH LEGAL COUNSEL

Stephanie Bruce v. NoRTEC, Butte County Superior Court Case No. 25-CV00842

XVIII. RECONVENE TO OPEN SESSION

XIX. REPORT OF ACTION FROM CLOSED SESSION

If appropriate, the Workforce Development Board and Governing Board will report on action during the closed session.

XX. ADJOURNMENT