NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
MINUTES
THURSDAY, AUGUST 28, 2025
GAIA HOTEL AND SPA
ANDERSON, CA

I. CALL TO ORDER

Workforce Development Board Chair S. Marie called the meeting to order at 10:01 am.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

There was a quorum of the Governing Board (GB) and Workforce Development Board (WDB): Roster

IV. APPROVAL OF AGENDA

A motion by A. Yearton, seconded by E. Cavasso for WDB approval of the agenda, passed unanimously.

A motion by P. Nolen, seconded by S. Starr for GB approval of the agenda, passed unanimously.

V. PUBLIC COMMENT

NoRTEC Interim Executive Director Andrea Campos introduced EDD Regional Advisor Gustavo Alatorre.

VI. WORKFORCE DEVELOPMENT BOARD VACANCIES

S. Marie explained staff is working to fill WDB vacant seats: Private Industry – Del Norte County; Private Industry – At Large; and Organized Labor – At Large.

VII. CONSENT AGENDA

NoRTEC Interim Director A. Campos reviewed the consent agenda items.

A motion by R. Butler, seconded by G. Mathews, for WDB approval of the Consent Agenda, passed unanimously.

A motion by E. Valenzuela, seconded by S. Starr, for GB approval of the Consent Agenda, passed unanimously.

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

GB Chair R. Leutwyler gave an overview of the Resolution explaining that the service providers, after being selected through a transparent RFP process every four (4) years, are strategic partners.

T. McGowan asked what details will be received after the Resolution passes, such as which companies service providers have contacted and documentation about success of efforts. R. Leutwyler said if anyone had any specific recommendations of what they would like to see, they could be considered. T. McGowan said he would like to see data such as the number of businesses contacted, the number of employees businesses hired, and the cost per job.

L. Zorn asked if the intent of the Resolution was to have service providers have a seat at the table so they can ask questions and interact. R. Leutwyler said yes, that is his expectation.

A motion by M. Nystrom, seconded by S. Sanchez, for WDB approval 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, passed unanimously.

A motion by T. McGowan, seconded by P. Nolen, was made for GB approval 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.

Discussion: R. Leutwyler asked Board members if they agreed to service providers having a seat at the table. Many nodded their heads in agreement or said yes. L. Zorn added she thinks there are ways to collaborate, such as avoiding program monitoring at the end of the year when service providers are busy.

A. Campos addressed L. Zorn's comment regarding monitoring, stating that NoRTEC has been in a catching-up phase due to staff turnover and there are certain things that have needed to be done, including monitoring.

R. Leutwyler called for a vote of the GB's motion which passed unanimously.

IX. PY 2025/2026 FUNDING

A. Campos reviewed Program Year 2025/2026 funding information as posted on the agenda.

Fiscal Director E. Honkakangas noted there was a decrease of three (3) million in funding from the previous fiscal year, however, nearly one (1) million is expected from the DOR AJCC Collaborative grant in FY 25/26. The decrease includes programs and grants that have ended. A. Yearton asked if the funding is the same across the state and A. Campos said NoRTEC's allocations have increased and that every workforce board can have other sources of funding. NoRTEC has a very diversified portfolio of funding.

X. PROGRAM REPORT

Director of Workforce Programs H. Chavez reviewed program activities, including the last two quarters of Program Year 24-25.

A. Program Monitoring

H. Chavez said monitoring for this year is nearly complete. She thanked service providers for their help and added that she has worked with staff's schedules.

B. State/Federal Monitoring

H. Chavez explained the state completed a review of 154 files for the triennial review of CalJOBS data entry. The state provided preliminary results and feedback with some ideas on how to help service providers. Service providers made corrections as needed and provided additional information. NoRTEC compiled all the information and provided it back to the state. NoRTEC is awaiting the final results from the state.

C. Barton asked how many corrections were made. H. Chavez stated the exact numbers were not know but that she did not have concern at this point. Most of the corrections were about priority of service verification and youth files. EDD Regional Advisor Gustavo Alatorre said he reviewed the report this morning and there were zero findings.

H. Chavez said EDD Annual Compliance Monitoring is scheduled for October.

C. Universal Services, Client Enrollment, and Contract Performance

1. Universal Services Tracking

H. Chavez reviewed the Career Center Visits report as posted and said the number had increased since last year. There was discussion about including comparative information on the reports. H. Chavez agreed stating type of services and location would be beneficial.

2. Job Seekers Enrolled in the WIOA Program

   H. Chavez reviewed the cumulative enrollments chart and explained NDWG programs for 2021 wildfires and 2023 Severe Winter Storms have ended. Current programs are 2024 Severe Winter Storms (funding is only for Butte County), Workforce Accelerator 12 and DOR-AJCC Collaboration grant.

   E. Cavasso asked if the population by counties could be included to show trends or impacts.

3. WIOA Service Provider Contract Performance:

   a. H. Chavez reviewed the contract performance measures as posted in the agenda. Two (2) new performance measures were discussed: (1) Retention with the Same Employer Rate and (2) Priority of Service (POS) measure. H. Chavez reviewed the intent of both measures. Board members raised concern over the effectiveness over these new measures. P. Nolen said that the 75% for POS is a difficult number to meet and recognized service providers for being so close to meeting the goal.

   b. PY 2024/2025 Performance

      H. Chavez reviewed the performance chart as posted and did not have any concerns.

D. Customer Satisfaction Surveys

   H. Chavez said almost 1300 surveys were received and the results overall were positive.

E. Plant Closure Update

   H. Chavez reviewed the Closures/Layoffs report noting there were 56 businesses and 1071 employees affected by closures or layoffs. Service Providers are providing rapid response and dislocated worker services as needed.

F. Headline Program Reports

   H. Chavez thanked service providers for providing Community Coordinator Reports and encouraged Board members to read the reports which highlight events, outreach efforts, and successes. H. Chavez also introduced the highlights as posted in the agenda and each service provider gave a brief overview of their success stories.

G. Staff Training

   H. Chavez said they have planned staff training with Larry Robbin, with one session focused on serving clients and another session for managing stress and burnout.

At the end of the Program Report, Board members suggested information that would be helpful on future program reports.

A motion by E. Cavasso, seconded by M. Nystrom, for WDB approval of the year-end Program Report, with the request and expectation that future program reports will provide information that allows detection of trends, indicators of what is different, and an understanding of employment health within the region, passed unanimously.

A motion by T. McGowan, seconded by P. Nolen, for Governing Board approval of the year-end Program Report, with the request and expectation that future program reports will provide information that allows detection of trends, indicators of what is different, and an understanding of employment health within the region, passed unanimously.

XI. WDB COMMITTEE ASSIGNMENTS

A. Campos gave an overview of the Executive, Finance and Program committees and their composition. R. Leutwyler asked if the three (3) additional WDB members of the Executive Committee wanted to continue in their roles. All three (A. Yearton, L. Russell, and S. Sanchez) said yes. Board members were asked to volunteer for the Finance Committee with the expectation that the committee will meet once a quarter for an hour virtually or by phone. Board members were asked to volunteer for the Program Committee which will meet quarterly for about an hour.

A motion by M. Clarno, seconded by D. Gayner, accepting WDB volunteers and appointing L. Zorn, Joe Wilson, and A. Yearton to the Program Committee, passed unanimously.

A motion by John Wilson, seconded by R. Butler for accepting WDB volunteers and appointing members G. Mathew, R. Richardson, M. Clarno, L. Russell and W. Hagge to the Finance Committee, passed unanimously.

XII. CONFLICT OF INTEREST CODE

Attorney Greg Einhorn explained the requirements of the GB Conflict of Interest Code. The Code requires GB members and alternates file Statements of Economic Interests (i.e., Form 700) electronically with the FPPC annually.

A question was asked about the applicability to the WDB and G. Einhorn answered it is not applicable to the WDB as the WDB is not a governing body.

A motion by T. McGowan, seconded by P. Nolen, for Governing Board adoption of the NoRTEC Conflict of Interest Code as posted, passed unanimously.

XIII. NORTEC CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT

A. Campos presented the Conflict of Interest Policy (Policy) and Code of Conduct as posted. The Policy and Code of Conduct need 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 and sign forms annually.

M. Nystrom asked if the documents had previously been adopted by the Board. A. Campos said they had not been adopted.

A motion by L. Russell, seconded by E. Cavasso, for WDB approval of the Conflict of Interest Policy and Code of Conduct, as posted, passed unanimously.

A motion by E. Valenzuela, seconded by P. Nolen, for Governing Board approval of Conflict of Interest Policy and Code of Conduct, as posted, passed unanimously.

XIV. STATUS OF FUNDING APPLICATIONS

A. New Applications

A Campos explained that, yesterday, June 19, 2025, NoRTEC staff gave a letter of commitment for an Industry Skills Driven Training Fund Grant Program which is being applied for by EDD's Department of Labor. The grant is for employers to train new and incumbent workers in high growth and emerging industries for in-demand skills, including AI. The state is looking to focus on advance manufacturing, but NoRTEC also tied in agriculture and skilled trades in consideration of the small and medium sized businesses in the north state.

B. Prior Approval

H. Chavez explained that in June, NoRTEC applied to the California Workforce Development Board (CA WDB) to be included in an application to the Board of State and Community Corrections (BSCC) for Proposition 47 Cohort 5 funding. H. Chavez noted the grant would focus on justice involved job seekers. It would be in partnership with the CA WDB and, if awarded, would be about 1 million dollars. This grant differs from other justice involved grants in that participants would be required to be involved in a diversion program.

XV. OLD BUSINESS

There was no old business.

XVI. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

S. Marie said the next meeting is Thursday, October 23, 2025 at the Canyon Oaks Country Club in Chico. The following meeting is to be held Thursday, February 26, 2026, and the location is to be decided.

B. Other New Business
There was no new business.

At 11:30 am, a five-minute break was given before continuing the meeting into Closed Session.

XVII. CLOSED SESSION

Closed session began at 11:35 a.m. for the following items:

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

Regular meeting reconvened at 12:18 pm.

XIX. REPORT OF ACTION FROM CLOSED SESSION

S. Marie reported that direction was given to the Executive Committee.

XX. ADJOURNMENT

Meeting adjourned at 12:19 pm.