NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA
THURSDAY, OCTOBER 23, 2025
10:00 AM – 2:00 PM
CANYON OAKS COUNTRY CLUB
999 YOSEMITE DRIVE
CHICO, CA 95928

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: August 28, 2025

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

B. Program Report

Program and Finance reports are reviewed alternatingly to ensure an in-depth review occurs regularly. 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.

This Program Report provides routine information on performance and service to job seekers and employers.

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. EXECUTIVE DIRECTOR REPORT (INFORMATION)

Key updates to be provided by Executive Director Wendy Zanotelli on developments across the organization to keep members informed about the organization's progress, ongoing challenges and opportunities, fostering transparency and collaboration.

IX. 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 (INFORMATION)

Executive Director Wendy Zanotelli will share updates about the joint resolution adopted at the August 28, 2025 Board meeting.

Attachment: Joint Resolution 25-01

X. 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**

XI. FINANCE REPORT (ACTION)

A. Approval of the 2025/2026 First Quarter Financial Reports

Recommended Action:

WDB approval of the report.

Governing Board approval of the report.

XII. GB/WDB COMMITTEE UPDATES (INFORMATION)

Executive Director Wendy Zanotelli will provide an update on the Executive, Finance and Program committees.

The NoRTEC Workforce Development Board and Governing Board Working Agreement includes 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. Staff for this committee is the Executive Director.

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. The current WDB members are: Willy Hagge, Larry Russell, Ryan Richardson, Gil Mathew, and Michael Clarno. Staff for this committee is the Finance Director with oversight by the Executive Director.

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. The current WDB members are: Linda Zorn, Amber Yearton, Joe Wilson, Noah Levinson and Gina Muse. Staff to this committee is Director of Workforce Programs with oversight by the Executive Director.

XIII. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications

There are no new applications.

B. Prior Approval

There are no applications for prior approval.

C. Submitted Applications Update

On June 19, 2025, NoRTEC staff submitted a request to the California Workforce Development Board (CWDB) to be included in an application to Board of State and Community Corrections (BSCC) for Proposition 47 Cohort 5 funding. The CWDB was not awarded Prop 47 funding. CWDB thanked NoRTEC and the other workforce development boards who participated in the application for their diligence and quick turnaround in getting the application submitted.

XIV. OLD BUSINESS (INFORMATION)

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

XV. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The next board meeting is scheduled for Thursday, February 26, 2026, at the Gaia Hotel and Spa in Anderson.

2. The following board meeting is scheduled for Thursday, May 28, 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.

XVI. ADJOURNMENT