NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA - AMENDED
THURSDAY, February 26, 2026
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. CLOSED SESSION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Confidential Personnel Update

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OF ACTION FROM CLOSED SESSION

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

IX. CONSENT AGENDA

A. WDB/Governing Board Meeting Minutes: October 23, 2025

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

B. Finance 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 quarter's Finance Report provides routine information on available funding and expenditures for the program year July 1, 2025 – June 30, 2026.

NoRTEC's new Finance Director joined the organization February 17, 2026 and is working with the Finance Consultant to validate, streamline, and verify all finance cash and reporting. There are currently no cash discrepancies. There are nominal reporting discrepancies, mainly due to missed accruals and allocations, and spreadsheet formula errors. Reconciliation is continuing and NoRTEC will engage the Finance Committee in early March to present any findings and receive feedback on what reports the Committee would like to present moving forward.

Click on the link above to access the Finance Report.

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.

X. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (ACTION)

The following are new applications to serve the following seats:

A. Organized Labor – At Large
Brett Guerrero has been nominated by the Secretary/Treasurer of the Five Counties Central Labor Council, AFL-CIO to fill the Organized Labor – At Large seat on the NoRTEC Workforce Development Board. Mr. Guerrero is currently the President of United Association Local 228 of the Plumbers and Pipefitting Trades. He has been training apprentices for over 21 years and he serves as an organizer for new members and contractors.

- Application
- Nomination Letter

B. Organized Labor – At Large
John Roden has been nominated by the Secretary/Treasurer of the Five Counties Central Labor Council, AFL-CIO to fill the Organized Labor – At Large seat on the NoRTEC Workforce Development Board. Mr. Roden is currently the Northern Assistant Business Manager for IBEW Local 340. He is the chairman of the Joint Apprenticeship Training Center in his union.

- Application
- Nomination Letter

Recommended Action:

Governing Board appointment of Brett Guerrero to fill the Organized Labor – At Large seat and of John Roden to fill the Organized Labor – At Large seat on the NoRTEC Workforce Development Board.

XI. WORKFORCE DEVELOPMENT BOARD CURRENT VACANCIES AND TERMS EXPIRING (INFORMATION)

A. Current Vacancies:
We have two (2) vacant seats for the Workforce Development Board as follows:

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

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

B. Terms Expiring:
NoRTEC's Workforce Development Board members serve four-year terms with staggered end dates. Every June 30, approximately half of the terms expire in an even-numbered calendar year, and the remaining half expire two years later. At the end of June 2026, 16 of the 33 Workforce Development Board seats will expire.

NoRTEC staff will contact board members whose terms expire on June 30, 2026. Nominations must be secured and voted on at the May 2026 meeting to meet the June 30th deadline.

Click here to view a list of Workforce Development Board terms.

XII. 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.

XIII. PY 2025/2026 FUNDING (INFORMATION)

Project	Original Amount Presented Oct. 2025 Funds Available	Additional Funds Requested/ Pending Allocation	Adjusted Amount Presented December 2025 Funds Available
Adult	$3,678,265	$0	$3,665,061
Youth	$3,720,368	$0	$3,719,792
Dislocated Worker	$2,706,121	$0	$2,705,621
Rapid Response	$704,063	$0	$704,063
Rapid Response – Layoff Aversion	$376,036	$0	$382,111
CA Manufacturing (CMTC)	$21,805	$0	$21,805
RERP Initiative	$36,878	$0	$36,203
Prison to Employment 2.0	$7,664	$0	$8,133
CA Jobs First Partnership Data Project	$1,510	$0	$1,510
Digital Literacy Outreach Projects	$165,844	$0	$193,954
South Bay Apprenticeship Project	$17,550	$0	$14,100
High Performing WDB	$5,555	$0	$5,556

COYA	$279,497	$0	$242,000
Accelerator 12	$854,048	$0	$854,385
2024 Storms	$569,064	$0	$569,574
Chico State – Catalyst Program	$242,000	$0	$242,000
DOR – AJCC Collaborative	$993,000	$0	$993,000
TOTAL	**$14,379,268**	**$0**	**$14,395,052**

Fiscal Director Elizabeth Massie reconciled the funding accounts and found a variance from the prior report of $15,784, which represents 0.11% of funding due to spreadsheet calculation errors on non-core grants and missed allocations or accruals. These errors are being corrected, spreadsheets are being consolidated and corrected, allocations and accruals are being corrected. Process improvement will continue, including month or quarter end closing implementation. The Finance Committee will meet in March to review and consider new processes and financial reports that will ensure more accurate reporting and transparency.

XIV. PROGRAM REPORT (ACTION)

Executive Director Wendy Zanotelli will review program activities through the second quarter of Program Year 25-26.

A. Program Monitoring

No on-site monitoring has occurred since the last quarterly Board meeting. Program monitoring will be scheduled with service providers in spring/summer 2026.

B. State/Federal Monitoring

EDD Annual Compliance Monitoring has been rescheduled from January 2026 to the week of April 6th, 2026, at the NoRTEC office. NoRTEC staff are thankful for EDD's understanding and flexibility in rescheduling.

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 number of visits through the second quarter of this program year, July 1 to December 31, 2025. There were 8,256 unduplicated individuals accessing

services. This number is marginally lower than reported at this time during the last program year when the number of unique visitors was 8,344.

2. Job Seekers Enrolled in the WIOA Program: Enrollments

   Individuals enrolled in each WIOA program through the second quarter of this program year (by county) can be accessed at the above link.

   Current Special Projects are the NDWG 24 Severe Winter Storms, Workforce Accelerator 12, and the DOR-AJCC Collaboration grant. The number of enrollments is cumulative since the start of these special projects.

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 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 the second quarter of PY 25-26 is **59.50%.**

      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 the second quarter of PY 25-26 is 78.15%, an increase of 4 percentage points from the first quarter of this program year.

b. PY 2025/2026 Performance – Adults, Dislocated Workers, and Youth

The data for NoRTEC and service provider performance for the second quarter of Program Year 2025/2026 is included in the link above for informational purposes. The rates and percentages for the second quarter are unreliable indicators of how the programs will perform by the end of the program year, and staff see no areas of concern at this time. We will be working with providers to track third quarter performance.

After calculating performance for the first two quarters of the program year, NoRTEC is meeting the performance metrics as expected, except for Credential Rate Q4 After Exit, coming in at 50% with a goal of 65%. Enrollments are on track as we are 50% through the Program Year with enrollments actuals to goal as follows – Adult: 91%, Dislocated Worker: 71%, and Youth: 67%. Measurable Skills Gains are cumulative and typically catch up by the end of the program year.

D. Customer Satisfaction Surveys

In addition to monitoring performance, NoRTEC wants to ensure 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. Surveys are completed by enrolled clients, walk-in clients, and from employers. NoRTEC staff were unable to access and review the surveys in time to include the results in this quarter's report; therefore, the second and third quarter survey results will be provided at the May 2026 Board meeting.

E. Plant Closure Update: Closures/Layoffs

From July 1, 2025, to December 31, 2025, 36 businesses and 376 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 by the providers 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 December 31, 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)

G. Staff Training

Currently there is no planned training as of the date of this report.

The DOR-AJCC Collaboration Grant will include staff development and cross-training between Department of Rehabilitation and America's Job Centers of California staff.

Recommended Action:

WDB approval of the Quarter 2 Program report.

Governing Board approval of the Quarter 2 Program report.

XV. 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.

Draft Committee Charters that will be presented to each committee for review and revisions:

- Executive Committee Charter
- Finance Committee Charter
- Program Committee Charter

XVI. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications

There are no new applications. However, there are multiple upcoming application opportunities that staff are currently planning for.

B. Prior Approval

There are no applications for prior approval.

C. Submitted Applications Update

There are no pending applications.

XVII. OLD BUSINESS (INFORMATION)

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

XVIII. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The next board meeting is scheduled for Thursday, May 28, 2026, at the Gaia Hotel and Spa in Anderson.

2. The following board meeting is scheduled for Thursday, August 27, 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.

XIX. ADJOURNMENT