NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
MINUTES
THURSDAY, FEBRUARY 26, 2026
GAIA HOTEL AND SPA
ANDERSON, CA

I. CALL TO ORDER

Workforce Development Board Chair, S. Marie, called the meeting to order at 10:00 am.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

The Workforce Development Board (WDB) and the governing Board (GB) met quorum:

Roster

IV. APPROVAL OF AGENDA (ACTION)

A motion by John Wilson, seconded by G. Mathew for WDB approval of the agenda, passed unanimously.

A motion by E. Valenzuela, seconded by T. McGowan for GB approval of the agenda, passed unanimously.

V. PUBLIC COMMENT

There was no public comment.

VI. CLOSED SESSION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Closed session began at 10:09 am and ended at 11:22am.

VII. RECONVENE TO OPEN SESSION

Regular meeting was reconvened at 11:33 am.

VIII. REPORT OF ACTION FROM CLOSED SESSION

No reportable action.

IX. CONSENT AGENDA

S. Marie reviewed the consent agenda items. The Finance Report was pulled from the consent agenda to allow additional time for the new Finance Director to reconcile financial reports prior to Board review.

A motion by M. Clarno, seconded by L. Zorn for WDB approval of items A & C in the consent agenda, passed unanimously.

A motion by G. Bridges, seconded by E. Valenzuela for GB approval of items A & C in the consent agenda, passed unanimously.

X. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (ACTION)

A motion by G. Jones, seconded by G. Bridges for 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, passed unanimously.

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

S. Marie reviewed the WDB vacancies and upcoming term expirations.

XII. EXECUTIVE DIRECTOR REPORT (INFORMATION)

W. Zanotelli updated the board on the current operational status of the organization. She emphasized current efforts are focused on prioritizing critical functions, maintaining compliance obligations, mitigating financial risk, and pursuing external support and necessary extensions. W. Zanotelli is focused on taking a thoughtful approach to restructuring and hiring to support long-term operational effectiveness and stability.

G. Alatorre noted that there is ongoing communication with EDD regarding outstanding matters. Firewall requirements remain a statewide area of focus, and W. Zanotelli is coordinating discussions and sharing relevant information in a timely manner with EDD. W. Zanotelli expressed her gratitude for EDD and G. Alatorre for their communication, support and understanding.

XIII. PY 2025/2026 FUNDING (INFORMATION)

S. Marie reviewed Program Year 2025/2026 funding information as posted on the agenda.

W. Zanotelli shared that as a best practice moving forward embedded charts would not be included in the agenda.

XIV. PROGRAM REPORT (ACTION)

W. Zanotelli reviewed program activities with no items of concern.

A motion by W. Hagge, seconded by A. Yearton for the WDB approval of the Quarter 2 Program report passed unanimously.

A motion by T. McGowan, seconded by E. Valenzuela for the Governing Board approval of the Quarter 2 Program report passed unanimously.

XV. GB/WDB COMMITTEE UPDATES (INFORMATION)

W. Zanotelli provided updates on the three standing committees, reporting that draft charters have been prepared for each committee. Initial priorities include finalizing the committee charters and establishing committee roles and assignments.

XVI. STATUS OF FUNDING APPLICATIONS (INFORMATION)

W. Zanotelli thanked SMART Workforce Center for submitting the HiRE 2.0 grant application. Additional funding opportunities are anticipated for the future.

XVII. OLD BUSINESS (INFORMATION)

There was no old business to discuss.

XVIII. NEW BUSINESS (INFORMATION)

S. Marie discussed the details of the upcoming May and August board meetings.

M. Nystrom commented positively on the report and expressed appreciation for W. Zanotelli and staff.

John Wilson inquired whether grant funding is expected to increase or decrease compared to the previous year. W. Zanotelli responded that it is difficult to determine at this time, noting state funding remains uncertain, while WIOA funding is secure for the coming year.

G. Bridges expressed appreciation to R. Leutwyler and S. Marie for their time, stating that the organization is fortunate to have their support.

R. Leutwyler invited board members to reach out to the board chairs and/or W. Zanotelli in advance of the next meeting with any additional topics they would like to have addressed.

John Wilson expressed desire to see list of in progress grant applications return to board report.

XIX. ADJOURNMENT

Meeting adjourned at 12:27 pm.