NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
MINUTES
THURSDAY, MAY 28, 2026
GAIA HOTEL AND SPA
ANDERSON, CA

I. CALL TO ORDER

Workforce Development Board Chair, S. Marie, called the meeting to order at 10:03am.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

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

Roster

APPROVAL OF AGENDA (ACTION)

Recommended Action:

A motion by M. Clarno, seconded by A. Yearton for WDB approval of the agenda passed unanimously.

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

IV. PUBLIC COMMENT

GB Chair R. Leutwyler introduced Graham Knaus, CEO for the California State Association of Counties (CSAC). G. Knaus spoke to the Board about efforts to secure USDA Rural Development funding for Northern California communities through grant and loan guarantee opportunities. A regional project list is currently being developed, and Board members were invited to engage in these efforts. Questions and further information will be coordinated through the WDB and GB chairs as appropriate.

S. Marie noted that Agnieszka Dellandre of Accessible HR, the Human Resources consultant that NoRTEC is currently contracting with, was joining the meeting via Teams.

V. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(1) and 54957:

Closed Session began at 10:22am. At 11:53, the Board recessed from Closed Session and returned to Open Session to continue with the regular agenda. Closed Session reconvened at 1:20pm and ended at 2:15pm.

VI. RECONVENE TO OPEN SESSION

Regular meeting reconvened at 11:53am.

VII. REPORT OF ACTION FROM CLOSED SESSION

Direction was given to staff.

VIII. CONSENT AGENDA

S. Marie reviewed the consent agenda items.

A motion by W. Hagge, seconded by G. Mathew for WDB approval of the consent agenda, passed unanimously.

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

IX. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (ACTION)

S. Marie explained the terms for half of the WDB members will expire on June 30, 2026. She thanked NoRTEC staff for collecting all necessary paperwork and said the reappointments would be addressed as a group. The WDB members seeking reappointment for the July 2026-June 2030 term were as follows:

- Blanca Barba – Community Representative (At-Large)
- Connie Barton – CBO (At-Large)
- Michael Clarno - Private Industry (Siskiyou County)
- Araceli Gutierrez Renteria - Private Industry (At-Large)
- Susan Marie - Private Industry (Trinity County)
- Gil Mathew – Additional Member (At-Large)
- Dena Platz - Private Industry (At-Large)
- John Roden – Organized Labor (At-Large)
- Tiffany Rowe – Health and Human Services (At-Large)
- Amber Yearton – EDD (At-Large)

A motion by E. Valenzuela, seconded by G. Bridges for GB approval of all listed WDB members seeking reappointment, passed unanimously.

S. Marie reported that one new application had been received from Corey Watson for a Health and Human Services Representative (At-Large) position, who was nominated by Trish Barbieri as she will soon be vacating due to her upcoming retirement. W. Zanotelli thanked Trish Barbieri for her service.

A motion by E. Valenzuela, seconded by C. Harmon for approval of C. Watson's WDB appointment, passed unanimously.

X. UPCOMING WORKFORCE DEVELOPMENT BOARD VACANCIES AND TERM EXPIRING (INFORMATION)

Executive Director W. Zanotelli shared list of upcoming WDB vacancies, indicating staff have already made progress determining potential nominees. Staff will continue efforts to identify nominees for appointment consideration for the next Board meeting.

XI. JOINT RESOLUTION OF THE NORTEC GOVERNING BOARD AND THE WORKFORCE DEVELOPMENT BOARD

W. Zanotelli shared her appreciation to all three service providers for their willingness to provide client success stories to the Board. W. Zanotelli explained that, due to the anticipated length of today's agenda, AFWD was asked to defer its presentation until the next meeting.

Carrie Ferchaud, Executive Director of Job Training Center, shared a video success story of Gary, a dislocated worker client, featuring his new job at the Research Conservation District, one of JTC's strongest employer partners.

Betsey Ray, Program Director for SMART Workforce Center, introduced a former young adult client named Eder, who shared his positive experience with his career advisor who fostered his passion for production and editing. Eder shared that he has just reached his one-year mark as Production Supervisor at KIXE PBS.

XII. EXECUTIVE DIRECTOR'S REPORT (INFORMATION)

W. Zanotelli provided the Board with updates on NoRTEC's recent monitoring activities, including the recent engagement of Cindy Newton, retired Executive Director of North Central Counties Consortium (NCCC), who will be contracted to conduct monitoring of service providers as required per regulation. W. Zanotelli shared there is a new Administrative Coordinator and Director of Operations on staff, with additional job openings

currently posted. Additionally, W. Zanotelli provided key workforce development news from the California Workforce Association (CWA) Board meeting that occurred May 21, 2026.

XIII. NORTEC STRATEGIC GOALS (INFORMATION)

Due to time constraints, the presentation prepared by EconoVue was postponed to a future Board meeting.

XIV. PY 2025/2026 FUNDING (INFORMATION)

Finance Director E. Massie reviewed PY 2025/2026 Funding information as posted on the agenda

XV. FINANCE REPORT (ACTION)

E. Massie presented the Finance Report, as posted.

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

Staff noted corrections to special and core grant allocations resulted in stabilized funding levels for the current fiscal year. Contract and expenditure reports showed all service providers were within required spending thresholds, with projected full expenditure by year-end and allowable carryover of unspent funds. Administrative Entity expenditures remained slightly below projections, with anticipated audit invoicing expected to align expenditures closer to budgeted levels.

Staff also reported on monitoring and compliance activities, noting completion of multiple fiscal and procurement reviews and ongoing monitoring of remaining grants.

A motion by L. Zorn, seconded by G. Mathew, for WDB approval of the 2025/2026 Third Quarter Financial Reports (Item A), passed unanimously.

A motion by G. Bridges, seconded by S. Starr, for GB approval of the 2025/2026 Third Quarter Financial Reports (Item A), passed unanimously.

B. Approval of the 2026/2027 Administrative Entity Budget

E. Massie presented the AE budget as reported. The Board raised questions surrounding staff, travel, insurance, and health benefits. It was noted that the proposed budgets had not yet been reviewed by the Finance Committee or Executive Committee. Staff indicated Board leadership had requested this be removed as an action item for consideration, but the agenda had not been updated to reflect this. R. Leutwyler noted that Board members could be provided with a dedicated email address through which they may submit budget comments and feedback. Comments received will be shared

with the Finance Committee and Executive Committee for consideration during their review of the proposed budgets.

C. Approval of the 2026/2027 WDB/Governing Board Budget
Due to discussion on item B. above, the FY 26/27 WDB/GB budget was not reviewed during the meeting.

A motion by D. Platz, seconded by W. Hagge, to authorize the Executive Committee to approve the 2026/2027 Administrative Entity and 2026/2027 WDB/GB budgets (Items B and C), with input from the Finance Committee, prior to the start of the new fiscal year and to provide an Executive Summary to the full Board at its next quarterly meeting, passed unanimously.

A motion by G. Bridges, seconded by S. Starr, to authorize the Executive Committee to approve the 2026/2027 Administrative Entity and 2026/2027 WDB/GB budgets (Items B and C), with input from the Finance Committee, prior to the start of the new fiscal year and to provide an Executive Summary to the full Board at its next quarterly meeting, passed unanimously.

D. Acceptance of the June 30, 2025, Single Audit Report

A motion by M. Clarno, seconded by H. Oilar, for WDB acceptance of the June 30, 2025, Single Audit Report, passed unanimously.

A motion by E. Valenzuela, seconded by G. Bridges, for GB acceptance of the June 30, 2025, Single Audit Report, passed unanimously.

XVI. GB/WDB COMMITTEE UPDATES (INFORMATION)

S. Marie noted that the committee updates were addressed in the Executive Director's Report and these committees provide an important avenue for Board input and engagement. Board members interested in serving on a committee were directed to contact W. Zanotelli.

XVII. STATUS OF FUNDING APPLICATIONS (INFORMATION)

A. New Applications
There were no new application updates.

B. Prior Approval
There were no applications for prior approval.

C. SUBMITTED APPLICATIONS UPDATE
There were no pending applications.

XVIII. REQUEST AUTHORIZATION TO ISSUE REQUEST FOR PROPOSAL/QUALIFICATIONS: HUMAN RESOURCES SUPPORT (ACTION)

Discussion ensued regarding the proposed HR consulting services procurement process, including concerns about authorizing services without a defined scope, budget, or contract limit. Members discussed the need to avoid a gap in services while the budget development and procurement processes are completed. L. Zorn expressed that she would like to see California firms considered.

It was clarified that an RFP would be issued in accordance with federal procurement requirements. A two-part approach was discussed to authorize the Executive Committee to approve an interim services agreement to ensure continuity of services through the next Board meeting, while a longer-term annual agreement would be developed through the budget and RFP process and returned to the Board for review and approval.

A motion made by P. Artz, seconded by R. Butler, to authorize the Executive Committee to approve an interim HR consulting services agreement, through a competitive RFP process, to ensure continuity of services until the next Board meeting with a longer-term HR consulting services agreement to be brought back to the Board for review and approval following completion of the budget and procurement process, passed unanimously.

A motion by S. Dryden, seconded by G. Bridges, to authorize the Executive Committee to approve an interim HR consulting services agreement, through a competitive RFP process, to ensure continuity of services until the next Board meeting with a longer-term HR consulting services agreement to be brought back to the Board for review and approval following completion of the budget and procurement process, passed unanimously.

XIX. OLD BUSINESS (INFORMATION)

There was no old business.

XX. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

S. Marie reviewed the details of the upcoming August and October Board meetings.

XXI. ADJOURNMENT

Meeting adjourned at 2:15pm.