NORTEC
JOINT WDB AND GOVERNING BOARD
SPECIAL EXECUTIVE COMMITTEE MEETING MINUTES
JUNE 8, 2026
10:00 AM
11 Ilahee Lane, Chico CA

I. CALL TO ORDER

The meeting was held remotely and called to order at 10:04 am by Susan Marie, Executive Committee Vice Chair.

II. ROLL CALL

Members Present: Ric Leutwyler (GB), Gary Bridges (GB), Susan Marie (WDB), Michael Clarno (WDB), Amber Yearton (WDB), Stacey Sanchez (WDB)

Staff present: Cindy Newton, Greg Einhorn, Breanna Walker

III. PUBLIC COMMENT

There was no public comment.

IV. APPROVE RESOLUTION NO. 2026-01

A RESOLUTION OF THE JOINT WORKFORCE DEVELOPMENT BOARD/GOVERNING BOARD EXECUTIVE COMMITTEE OF THE NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM DESIGNATING AUTHORIZED BANK SIGNERS, ESTABLISHING BANKING AUTHORITY, AND AFFIRMING INTERNAL FISCAL CONTROLS

A motion made by G. Bridges, seconded by R. Leutwyler, to approve Resolution No. 2026-01 A Resolution of the Joint Workforce Development Board/Governing Board Executive Committee of the Northern Rural Training and Employment Consortium Designating Authorized Bank Signers, Establishing Banking Authority, and Affirming Internal Fiscal Controls passed unanimously.

V. APPROVE RESOLUTION NO. 2026-02

A RESOLUTION OF THE JOINT WORKFORCE DEVELOPMENT BOARD/GOVERNING BOARD EXECUTIVE COMMITTEE OF THE NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM ADOPTING THE DELEGATION OF AUTHORITY POLICY

A motion made by G. Bridges, seconded by M. Clarno, to approve Resolution No. 2026-02 A Resolution of the Joint Workforce Development Board/Governing Board Executive Committee of the Northern Rural Training and Employment Consortium Adopting the Delegation of Authority Policy passed unanimously.

VI. AD HOC EXECUTIVE DIRECTOR SEARCH AND HIRING RECOMMENDATION COMMITTEE

The Executive Committee discussed establishing an Ad Hoc Executive Director Search and Hiring Recommendation Committee. S. Marie shared that Linda Zorn, Michelle Nystrom, and Megan Loeswick volunteered to serve on the committee. Executive Committee members, M. Clarno, S. Marie, and R. Leutwyler also volunteered to serve.

Discussion occurred regarding committee composition and the advantage of maintaining membership below a quorum of the Executive Committee to allow greater flexibility in scheduling meetings.

R. Leutwyler reviewed a proposed recruitment timeline based on the previous Executive Director hiring process, with completion expected by the October Board meeting.

A motion made by M. Clarno, seconded by G. Bridges, to establish an Ad Hoc Executive Director Search and Hiring Recommendation Committee as discussed passed unanimously.

S. Marie introduced Cindy Newton, Interim Executive Director.

VII. APPROVE RESOLUTION 26-03

A RESOLUTION OF THE JOINT WORKFORCE DEVELOPMENT BOARD/GOVERNING BOARD EXECUTIVE COMMITTEE OF THE NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM AUTHORIZING THE EXECUTIVE COMMITTEE TO EXECUTE AN INTERIM EXECUTIVE DIRECTOR AGREEMENT AND MAKING FINDINGS THEREON

R. Leutwyler shared positive feedback from staff and service providers regarding C. Newton's leadership and experience administering workforce programs. It was further noted that C. Newton will assist in identifying opportunities to streamline processes and improve operational efficiency while ensuring compliance with program and funding requirements.

Through her existing contract with NoRTEC, C. Newton has already begun working with staff, service providers, and the Human Resources consultant to support

operations and organizational priorities. She will expand her role to be full-time as Interim Executive Director to meet the organization's needs during the Executive Director recruitment process.

A motion made by G. Bridges, seconded by S. Sanchez, to approve Resolution No. 2026-03, A Resolution of the Joint Workforce Development Board/Governing Board Executive Committee of the Northern Rural Training and Employment Consortium Authorizing the Executive Committee to Execute an Interim Executive Director Agreement and Making Findings Theron passed unanimously.

VIII. Update on Transition: Ric/Susan/Aggie meetings with Staff and Providers

It was noted that communication regarding the leadership transition had been provided to staff, service providers, and the Board, and that actions necessary to address signatory authority, establish a recruitment process, and provide interim leadership support had been implemented. R. Leutwyler also noted that the Request for Proposal for Human Resource Services had been posted.

Interim Executive Director C. Newton introduced herself to the Executive Committee and discussed her workforce development experience and commitment to supporting NoRTEC during the leadership transition. She identified compliance activities, including addressing state monitoring findings, as immediate priorities and acknowledged the efforts of staff during the transition period.

IX. ADJOURNMENT

The meeting adjourned at 10:35am.