NORTEC
JOINT WDB AND GOVERNING BOARD
EXECUTIVE COMMITTEE SPECIAL MEETING
MINUTES
June 29, 2026
3:00 P.M.
11 Ilahee Lane, Chico CA

I. CALL TO ORDER

The meeting was called to order at 3:03 p.m. by Susan Marie, Executive Committee Vice Chair.

II. ROLL CALL

Members Present: Ric Leutwyler (GB), Gary Bridges (GB), Susan Marie (WDB), and Amber Yearton (WDB).

Staff Present: Greg Einhorn, Cindy Newton, Elizabeth Massie, and LeAnne Young

III. PUBLIC COMMENT

There was no public comment.

IV. APPROVAL OF MINUTES, JUNE 8, 2026 (ACTION)

A motion made by G. Bridges, seconded by A. Yearton to approve the Executive Committee June 8, 2026, minutes as presented, passed unanimously.

V. HUMAN RESOURCES REQUEST FOR PROPOSAL (INFORMATION)

C. Newton provided an overview of the Human Resources Request for Proposal (RFP) process. Three proposals were received, and Accessible HR was awarded the contract based on its experience working with boards and its submission of the lowest-cost proposal.

S. Marie recalled that, during the May Board meeting, a preference was expressed for hiring a California-based company. She asked whether any of the proposals were submitted by California-based companies, and C. Newton confirmed that none were.

R. Leutwyler asked when the RFP process would begin for the longer-term contract. The committee discussed potential services, including recruitment, payroll,

onboarding, and coaching. R. Leutwyler recommended that staff define the specific services needed and obtain Executive Committee approval before issuing the RFP. G. Bridges agreed that the selected approach should best meet staff's needs.

VI. ADMINISTRATIVE ENTITY/ WDB/GOVERNING BOARD BUDGET (ACTION)

Finance Director E. Massie reviewed the proposed FY 2026–27 consolidated Administrative Entity/WDB/Governing Board Budget and related attachments. She provided an overview of how WIOA funds flow from Congress to NoRTEC's service providers and reported that NoRTEC retains 10% of the core funding with the total Adult, Dislocated Worker, Youth and estimated Rapid Response/Rapid Response Layoff Aversion at $1,042,570.00 for fiscal year 2026-2027. Funding trends for a five-year period were also reviewed, noting that overall WIOA core funding increased due to Dislocated Worker funding, while disaster-relief grants decreased.

The Committee discussed current staffing levels, with 4.5 of 8.5 positions filled, as well as potential vacation payouts and continued health insurance coverage for an employee on unpaid leave. E. Massie confirmed that NoRTEC has approximately $214,000 in a Vanguard money market account available to cover potential payouts.

The Committee also discussed the nearly $1 million in carryover funding. E. Massie explained that this amount is higher than normal due to special grants received during the past two years and NoRTEC's first-in, first-out approach to spending funds. No carryover is anticipated for FY 2027–28, and additional funding opportunities will need to be pursued.

C. Newton stated that NoRTEC is proceeding cautiously with hiring while assessing its staffing and operational needs. She noted that current staffing levels make it difficult to pursue new grant opportunities and that additional program and fiscal support is needed. Although funding for all positions is included in the budget, hiring decisions will be made carefully.

Committee members acknowledged recent improvements in NoRTEC's operations and interactions with service providers. E. Massie reported that the Finance Committee recommended approval of the budget and that its suggested revisions ad been incorporated.

A motion made by A. Yearton, seconded by G. Bridges for the approval of the 2026/2027 Administrative Entity/WDB/Governing Board Budget as presented, passed unanimously.

VII. CLOSED SESSION

Closed session began at 3:45 p.m. for the following items:

A. Closed Session Pursuant to Government Code Section 54956.9(D)(1): Existing Litigation; Conference with Legal Counsel

Heather Chavez v. NoRTEC, WCAB Case Nos. ADJ22350537 & ADJ22350538

B. Closed Session Pursuant to Government Code Section 54956.9(D)(2): Anticipated Litigation, Significant Exposure to Litigation; Conference with Legal Counsel

One potential case

VIII. RECONVENE TO OPEN SESSION

IX. REPORT OF ACTION FROM CLOSED SESSION

There was no reportable action.

X. ADJOURNMENT

Meeting adjourned at 4:51p.m.