NORTEC
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD
AGENDA
THURSDAY, AUGUST 27, 2026
10:00 AM – 2:00 PM
CANYON OAKS COUNTRY CLUB
999 YOSEMITE DRIVE
CHICO, CA 95928

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 - *Susan Marie*

II. PLEDGE OF ALLEGIANCE – *Susan Marie*

III. ROLL CALL – *LeAnne Young*

IV. APPROVAL OF AGENDA (ACTION) – *Susan Marie and Ric Leutwyler*

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 – *Susan Marie*

Members of the public will be invited to make brief comments regarding any aspect of NoRTEC business.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS (ACTION) – *Ric Leutwyler*

The following are new applications to serve the following Workforce Development Board seats:

A. Organized Labor – At Large
Matt Goody has been nominated by the President of the Five Counties Central Labor Council, AFL-CIO. Mr. Goody is currently the Business Manager of United Association Local 228 of the Plumbers and Pipefitting Trades. He has served as the President of the Northeastern California Building & Construction Trades Council since 2023 and also serves as a Labor Advisor on the North Central Counties Consortium.

- Application
- Nomination Letter

Recommended Action:

Governing Board appointment of Matt Goody to fill the Organized Labor – At Large seat on the NoRTEC Workforce Development Board.

VII. UPCOMING WORKFORCE DEVELOPMENT BOARD VACANCIES AND TERM EXPIRING (INFORMATION) – *Susan Marie*

We have 7 newly vacant seats for the Workforce Development Board as follows:

- Department of Rehabilitation (At-Large)
- Private Industry (At-Large)
- Private Industry (At-Large)
- Private Industry (At-Large)
- Private Industry (Butte)
- Private Industry (Del Norte)
- Private Industry (Plumas)

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

VIII. EXECUTIVE DIRECTOR REPORT (INFORMATION) - *Cindy Newton*

Key updates to be provided by Interim Executive Director Cindy Newton on developments across the organization to keep members informed about the organization's progress, ongoing challenges, collaboration and opportunities.

IX. CONSENT AGENDA (ACTION) – *Susan Marie*

A. WDB/Governing Board Meeting Minutes: May 28, 2026

B. Finance Report (Link added Monday, August 24, 2026 at 3:45 PM. No agenda item was added or revised.)

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

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
- Job Training Center
- 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. RATIFICATION OF EXECUTIVE COMMITTEE ACTIONS (ACTION) – *Susan Marie*

Background

Under Section 8 of the WDB–LEO Agreement, the Executive Committee may act on behalf of the Boards between meetings when awaiting the next meeting would render the action no longer relevant or current; such actions are subject to ratification. Since the May 28, 2026 joint meeting, the Executive Committee has taken the actions listed below, each of which met that standard. Specifically, fiscal controls, signatory authority, and interim leadership needed to be established without delay; the Fiscal Year 2026/2027 budget had to be in place for the fiscal

year; and the information technology reorganization was time-sensitive to the procurement and service transition. Ratification confirms and adopts these actions as of the dates on which they were taken.

Executive Committee Actions Submitted for Ratification

June 8, 2026 (Special Meeting)

1. **Resolution No. 2026-01** — Designating Authorized Bank Signers, Establishing Banking Authority, and Affirming Internal Fiscal Controls (adopted unanimously). **(Exhibit A)**
2. **Resolution No. 2026-02** — Adopting the Delegation of Authority Policy (adopted unanimously). **(Exhibit B)**
3. **Ad Hoc Executive Director Search and Hiring Recommendation Committee** — establishment of the committee (adopted unanimously).
4. **Resolution No. 2026-03** — Authorizing the Executive Committee to Execute an Interim Executive Director Agreement, and Making Findings Thereon (adopted unanimously). **(Exhibit C)**

June 29, 2026 (Special Meeting)

5. **Fiscal Year 2026/2027 Budget** — adoption of the Fiscal Year 2026/2027 budget as presented (adopted unanimously). **(Exhibit D)**

July 30, 2026 (Special Meeting)

6. **Reorganization of Information Technology Service Delivery** — approval of the reorganization of information technology service delivery and abolition of the Information Technology Manager position, and authorization of the Interim Executive Director to procure contracted information technology services (adopted unanimously). **(Exhibit E)**

August 6, 2026 (Special Meeting)

7. **Effective Date of Abolition** — establishment of December 31, 2026 as the effective date for abolition of the Information Technology Manager position (adopted).
8. **Human Resources Request for Proposal** — authorization of staff to procure Human Resources services through a Request for Proposal for the contract period September 1, 2026 through June 30, 2027, with an option to extend (adopted).

Recommended Action:

WDB ratification of the Executive Committee actions listed above, as taken.

Governing Board ratification of the Executive Committee actions listed above, as taken.

XI. AMENDED MOU WITH SDRMA AND RESOLUTION NO 2026-04 (ACTION) – *Elizabeth Massie*

NoRTEC participates in the Special District Risk Management Authority's (SDRMA) Health Benefits program. Recently, SDRMA made some changes in the MOU between SDRMA and its participating entities. These changes were made to align the MOU with their pool, Public Risk Innovation Solutions and Management (PRISM) MOU, and industry norms. As a participant in SDRMA's Health Benefits program, NoRTEC's governing body is required to execute a resolution and amended MOU and submit to SDRMA by November 1, 2026.

A copy of the resolution and MOU may be accessed here:

Resolution No 2026-04 and MOU

Recommended Action:

Governing Board approval of the above referenced Resolution and MOU, to be signed by the Chair of the NoRTEC Governing Board.

XII. SERVICE PROVIDER UPDATE (INFORMATION) – *Jeffrey Harrington, AFWD Deputy Director*

Alliance for Workforce Development (AFWD) staff will share a success story.

XIII. GB/WDB COMMITTEE UPDATES (INFORMATION) – *Susan Marie*

The NoRTEC Workforce Development Board and Governing Board Working Agreement includes three subcommittees: Executive, Finance, and Program Committees. In addition, currently there is a Hiring Committee for the Executive Director. Updates will be provided as follows:

- Hiring Committee – HR Consultant Aggie Dellandre
- Executive Committee – Executive Committee Chair Susan Marie
- Program Committee – Interim Executive Director Cindy Newton
- Finance Committee – Finance Director Elizabeth Massie

XIV. PY 2026/2027 FUNDING (INFORMATION) – *Elizabeth Massie*

Finance Director Elizabeth Massie will provide an overview of PY 2026/2027 available funding.

XV. PROGRAM REPORT (ACTION) – *Cindy Newton/LeAnne Young*

Interim Executive Director Cindy Newton and Director of Operations LeAnne Young will provide the Program Report for PY 2025/2026. This report contains routine information on performance and service to job seekers and employers.

Recommended Action:

WDB approval of the year-end Program report.

Governing Board approval of the year-end Program report.

XVI. STATUS OF GRANT FUNDING/APPLICATIONS (INFORMATION) – *Cindy Newton*

Interim Executive Director Cindy Newton will review the status of grant funding/applications.

A. New Applications

There are no new applications.

B. Prior Approval

NoRTEC has signed an MOU with Roadmap 4 Innovation for a Small Business Technical Assistance Program (SBTAP) for proposed funding of $35,000. NoRTEC reached out to its service providers and they are interested in participating. NoRTEC's proposed role would support outreach and technical assistance for eligible small manufacturers throughout its 11-county service region. Within that broader coverage, we would place particular emphasis on Butte and Trinity Counties, which TAP specifically identifies as low-wealth areas and therefore important target communities. NoRTEC would conduct manufacturer outreach using its existing regional relationships and resources. Funded activities may include intake and needs identification, approved individualized technical assistance, follow-up, regional events or training support, and required service documentation. NoRTEC and providers have participated in previous SBTAP programs.

C. DOR-AJCC Grant Update

On July 23rd, NoRTEC received notification from EDD that the DOR-AJCC grant funding would end effective September 30, 2026, for all grantees due to DOR experiencing a large reduction in funding. The original grant term was planned to end April 30, 2027.

XVII. OLD BUSINESS (INFORMATION) – *Susan Marie*

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

XVIII. NEW BUSINESS – *Susan Marie*

A. Upcoming WDB/Governing Board Meetings

1. The next board meeting is scheduled for Thursday, October 22, 2026, at Gaia Hotel and Spa in Anderson.

2. The following board meeting is scheduled for February 25, 2027, at Canyon Oaks Country Club in Chico.

XIX. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54956.9(D)(1) and 54956.9(D)(2) – *Greg Einhorn*

A. Existing Litigation; Conference with Legal Counsel

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

B. Anticipated Litigation, Significant Exposure to Litigation; Conference with Legal Counsel

One potential case

XX. RECONVENE TO OPEN SESSION – *Susan Marie*

XXI. REPORT OF ACTION FROM CLOSED SESSION – *Susan Marie*

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

XXII. ADJOURNMENT

NoRTEC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the EEO Officer three (3) full business days prior to the meeting at (530) 892-9600 or mailto:eeo@ncen.org.