

NORTEC  
WORKFORCE DEVELOPMENT BOARD AND GOVERNING BOARD  
MINUTES  
THURSDAY, OCTOBER 26, 2023  
ANDERSON, CA

I. CALL TO ORDER

The meeting was called to order at 9:02 a.m.

II. PLEDGE OF ALLEGIANCE

The pledge was recited.

III. ROLL CALL

There was a quorum of the Governing Board and Workforce Development Board:  
[Roster](#).

IV. APPROVAL OF AGENDA

*A motion by L. Zorn, seconded by J. Wilson, for WDB approval of the agenda passed unanimously.*

*A motion by G. Bridges, seconded by E. Scofield, for Governing Board approval of the agenda passed unanimously.*

V. PUBLIC COMMENT

M. Cross introduced Eric Flora, the new Workforce Services Director for NoRTEC.

VI. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

E. Scofield introduced Noah Levinson as the nominee for an Education seat on the Workforce Development Board.

*A motion by E. Scofield was seconded by G. Bridges for Governing Board approval of Noah Levinson for the Education seat on the Workforce Development Board and passed unanimously.*

VII. CONSENT AGENDA

W. Hagge reviewed the consent agenda items.

*S. Sanchez made a motion for WDB approval of the consent agenda. The motion was seconded by R. Butler and passed unanimously.*

*E. Valenzuela motioned for the Governing Board approval of the consent agenda. The motion was seconded by G. Bridges and passed unanimously.*

## VIII. NORTEC STRATEGIC GOALS

### A. Strategic Goal #3 – Promote open communication among local and regional workforce partners to create a shared vision and regional strategy.

NoRTEC staff presented strategic goals, assisted by Service Provider staff: Kristine ZuaZua, Executive Director of Alliance for Workforce Development, Carrie Ferchaud, Executive Director of Job Training Center, and Wendy Zanutelli, Executive Director of Smart Workforce Center. Governing Board Member Ric Leutwyler led the discussion.

A SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis was presented, and board input was provided. The SWOT analysis identified the following:

1. Strengths – Cohesive strategy across organizations, established partnerships.
2. Weaknesses – Lack of branding, awareness of different facilities, and need for technology utilization.
3. Opportunities – Increased focus on small business development and self-employment given remote work trends, attracting people to the outdoor lifestyle.
4. Threats – Declining funding, aging population leading to fewer workers, lack of healthcare access in rural areas.

The ensuing discussion highlighted four areas:

1. Service delivery – Ensuring high-quality services that effectively balance client and program needs, serving rural communities.
2. Branding and image – Building brand recognition, awareness and perception through co-branding and establishing the organization as best-in-class.
3. Funding – Pursuing stable, diverse funding sources aligned with client needs to have three to five-year forecasting.
4. Organizational effectiveness – Embracing continuous improvement, investing in leadership/staff, and improving efficiencies through centers of excellence and shared resources.

The board discussed measuring goals through metrics like clients served, expenditures, leadership ratings, and board ratings of the organization. Developing specific strategies and deliverables to achieve the strategic goals was identified as needing further work.

## IX. PY 2023/2024 FUNDING

M. Cross, NoRTEC Executive Director, reviewed Program Year 2023/2024 funding, noting a 3.7 million dollar decrease from the previous fiscal year.

M. Enyeart asked about the CMTC Small Business Technical Assistance Program line item. A. Campos, NoRTEC Director of Program Administration, gave an overview of the program.

X. FINANCE REPORT

J. Hough, NoRTEC Fiscal Director, reviewed the funding information for 2023/2024 as presented in the agenda; she noted no concerns at this time.

A. 2022/2023 First Quarter Financial Reports

1. PY 2023/2024 Contract Summary
2. PY 2023/2024 Service Provider Contract Modifications Report
3. PY 2023/2024 Program Expenditure Report
4. PY 2023/2024 NoRTEC Administrative Entity Expenditure Report
5. PY 2023/2024 NoRTEC WDB/Governing Board Expenditure Report

B. NoRTEC Fiscal Monitoring

C. State Fiscal and Procurement Monitoring of NoRTEC

***A motion by D. Beeson was seconded by S. Boston for WDB approval of the first quarter finance report and passed unanimously.***

***A motion by G. Bridges was seconded by E. Valenzuela for Governing Board approval of the first quarter finance report and passed unanimously.***

XI. REPORT FROM CAREER SERVICES ADVISORY COMMITTEE

R. Leutwyler reported that the committee was encouraged by the collaboration progress between NoRTEC and service providers. He reported that the working group identified the next steps of initiating the strategic planning process, determining deliverables and making an action plan with measurable goals for the working group. R. Leutwyler also noted that the leadership team needs board support and involvement.

XII. STATUS OF RFP FOR SERVICE DELIVERY

M. Cross reviewed the updated timeline for the Career Services Request for Proposal (RFP) process that was approved for an extension for one year to June 30, 2025.

XIII. BOARD MEETING SCHEDULE

M. Cross reviewed the current meeting schedule and noted reasons for adjusting the meeting schedule for the first two meetings of the year. Due to winter weather, county board of supervisors appointments in January, and the timeline of the funding allocation information release in April, M. Cross suggested that the January meeting be moved to February, and the April meeting be moved to May. P. Durfee noted that Memorial Day may conflict with the May meeting.

***S. Boston seconded a motion by J. Wilson for WDB approval to modify the current Governing Board meeting schedule to meet on the fourth Thursday in February, May, August, and October in 2024. The motion passed unanimously.***

***Gary Bridges seconded a motion by E. Valenzuela for Governing Board approval to modify the current Governing Board meeting schedule to meet on the fourth Thursday in February, May, August, and October in 2024. The motion passed unanimously.***

#### XIV. STATUS OF SUSANVILLE PRISON CLOSURE

Kristine ZuaZua, Executive Director of Alliance for Workforce Development (AFWD), provided an update on the Susanville Prison Closure grant progress. She noted workshops hosted at the AJCC for job seeker roundups, a workforce survey for businesses, and On-the-Job training for individuals in truck driving and the healthcare industry.

Discussion ensued regarding the economic conditions in Lassen County. A. Campos, NoRTEC Director of Program Administration, noted NoRTEC's county profiles that assess workforce training needs in Lassen County, along with other pertinent information. Those profiles are continuously updated. More information will be provided at the next meeting.

#### XV. STATUS OF FUNDING APPLICATIONS

A. There were no new applications.

#### XVI. WORKFORCE DEVELOPMENT BOARD NOMINATIONS

A. M. Cross reviewed the Workforce Development Board nomination process. Each board member serves four-year terms with staggered expiration dates on even-numbered calendar years. M. Cross noted that in 2024, approximately half of the board terms will expire. Board members whose terms expire on June 30, 2024, will be notified. Nominations will be voted on at the May 2024 meeting.

#### XVII. OLD BUSINESS

No Old Business was discussed.

#### XVIII. NEW BUSINESS

A. Upcoming WDB/Governing Board Meetings

The next WDB/Governing Board Meeting will be rescheduled for Thursday, February 22, 2024, from 10:00 a.m. – 2:00 p.m.

B. Other New Business

M. Clarno asked about finding a location in Chico for future meetings.

XIX. ADJOURNMENT

The meeting was adjourned at 12:10 p.m.