

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

June 16, 2016

MINUTES

- PRESENT:** John Fitzer, Brett Frazier (3:17), Gabriel Gil (3:15), Pat Gordon, Laura Gutile, David Hernandez, Mike Lopez, Sofia Morales, Nichole Mosqueda, Terry Nichols (3:19), Ivan Otamendi, Jim Rodriguez, David Salter (3:15), Les Taylor, Kimberly Thomas, Elizabeth Wisener, Kelly Woodard
- ABSENT:** Casey R. Diaz, Ernie Flores, Bobby Kahn, Oscar Neri, Robert Poythress, Chuck Riojas, Carey R. Wilson, Ruben Zarate
- GUEST:** Steven Gutierrez, Gurminder Sangha, Doug Svensson
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail, Lopez, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order by Workforce Development Board (WDB) Chair Pat Gordon at 3:09 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Board Directors, staff and guests introduces themselves.

5.0 Adoption of Board Agenda

Staff requested that item 7.1 be pulled from the agenda as all the necessary documents for the nomination were not received in time for Board approval. Staff will bring the nomination to the Executive Committee for approval and to the WDB for ratification at a later date.

Kelly Woodard moved to adopt the agenda, seconded by Kimberly Thomas.

Vote: Approved – unanimous

Yes: John Fitzer, Gabriel Gil (3:15), Pat Gordon, Laura Gutile, David Hernandez, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Jim Rodriguez, David Salter (3:15), Les Taylor, Kimberly Thomas, Elizabeth Wisener, Kelly Woodard

6.0 Consent Calendar

6.1 Ratify Workforce Development Board (WDB) Meeting Minutes – December 17, 2015

6.2 Ratify Executive Committee Meeting Minutes – February 29, 2016

6.3 Approve Executive Committee Meeting Minutes – May 4, 2016

6.4 Ratify the Re-appointment of Robert Poythress, Citizens Business Bank, to the Workforce Development Board (WDB)

6.5 Ratify Revised On-the-Job Training (OJT) Policy – 2/29/16

- 6.6 Ratify Local Workforce Development Board Recertification Request – Program Years 2016-18**
- 6.7 Ratify the Resignation of Manuel Nevarez, Argus Lending, from the WDB**
- 6.8 Ratify the Resignation of Chris Watts, Madera Community Hospital, from the WDB**
- 6.9 Ratify the Nomination of Elizabeth Wisener, Community Action Partnership of Madera County, to the WDB**
- 6.10 Ratify the Nomination of Mike Lopez, Steel Metal Workers Union #104, to the WDB**
- 6.11 Ratify the Nomination of Laura Gutile, Private Sector, to the WDB**
- 6.12 Ratify the Re-appointment of Pat Gordon, Private Sector, to the WDB**
- 6.13 Ratify Revised Linking Training to Occupations in Demand Policy**
- 6.14 Ratify Revised Individual training Account (ITA) Policy – 5/4/16**
- 6.15 Ratify Revised Adult Program Priority of Service Policy**
- 6.16 Ratify Revised Nondiscrimination and Equal Opportunity Policy**
- 6.17 Ratify Revised Paid and Unpaid Work Experience Policy**
- 6.18 Ratify New Transitional Jobs Policy**
- 6.19 Ratify Revision to the WDB Meeting Agenda Format**
- 6.20 Ratify Memorandums of Understanding (MOUs)**

Item 6.19 was pulled for discussion. The revised meeting and agenda was brought to and approved by the Executive Committee. Under the revised format, staff will no long provide background documents with the agenda. Backup documents will continue to be attached to the agenda packet. Staff will proved a summary for items that require further explanation along with the backup documents.

Kelly Woodard moved to approve the Consent Calendar, seconded by Terry Nichols. Elizabeth Wisener abstained.

Vote: Approved – majority

Yes: John Fitzer, Brett Frazier (3:17), Gabriel Gil (3:15), Pat Gordon, Laura Gutile, David Hernandez, Mike Lopez, Sofia Morales, Nichole Mosqueda, Terry Nichols (3:19), Ivan Otamendi, Jim Rodriguez, David Salter (3:15), Les Taylor, Kimberly Thomas, Kelly Woodard

Abstain: Elizabeth Wisener

7.0 Action Items

- 7.1 Approve the Nomination of Bridget Marie Carpenter, Springhill Suites by Marriott, to the WDB**
- 7.2 Approve Revised WDB Policy – Individual Training Account (ITA) Policy – 6/16/16**
- 7.3 Approve Revised WDB On-the-Job Training (OJT) Policy – 6/16/16**

Items 7.2 and 7.3 were discussed as a group. The current ITA policy allows for a cap of \$5000 for tuition and an additional \$1000 for other training expenses. The revised policy would lower the tuition cap to \$3500 as WIOA mandates that other funding sources be used ahead of WIOA funds such as Pell grants or BOG. The OJT revisions include capping the hours to a maximum of 528 hours. WIOA OJT guidelines ensure that funds are used for any extraordinary cost for staff training. Staff monitor OJTs closely to ensure employers don't abuse the policy and isn't used by employers to supplement their workforce. Information on revisions to the policy are provided in the agenda packet.

Terry Nichols moved to approve item 7.2, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: John Fitzer, Brett Frazier (3:17), Gabriel Gil (3:15), Pat Gordon, Laura Gutile, David Hernandez, Mike Lopez, Sofia Morales, Nichole Mosqueda, Terry Nichols (3:19), Ivan Otamendi, Jim Rodriguez, David Salter (3:15), Les Taylor, Kimberly Thomas, Elizabeth Wisener, Kelly Woodard

8.0 Information Items

8.1 Economic and Skills Gap Analysis Presentation

Doug Svensson provided information and a presentation on the results of the Skills Gap Analysis. The analysis was as a region but also included information on each area individually. EDD and EMSI data were used in the analysis. High Speed Rail data was not included but will be obtained and included in future. The Board and Staff thanked Doug for all the hard work.

8.2 One Stop Procurement Update

Information provided in the agenda packet.

8.3 WDB Dashboard Update

Information provided in the agenda packet.

8.4 California High Speed Rail Update

Information provided in the agenda packet.

8.5 Measure C

Information provided in the agenda packet.

8.6 Facilities Update

Information provided in the agenda packet.

8.7 Financial and Program Activity Update

Information provided in the agenda packet.

8.8 Grants/Projects Update

Information provided in the agenda packet.

8.9 MCWIC Update

Information provided in the agenda packet.

8.10 WDB 2016-17 Meeting Calendar

Information provided in the agenda packet.

8.11 S4S Mentor Program

Information provided in the agenda packet.

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Committee Members

*Pat Gordon: stated that JBT used Workforce staff to assess candidates for job placement. They did a great job!
Kimberly Thomas: thinks the HR Hotline is a great for employers!*

10.2 Staff

Tracie Scott-Contreras: the Madera Chamber Business Extravaganza is this afternoon. Workforce staff and Partners will be in attendance.

Elaine: thanked Les Taylor and CEA for their partnership in working to create an HR Hotline using DEA funds. Employer can call the HR Hotline and get HR questions answered for free.

11.0 Next Meeting

September 15, 2016

12.0 Adjournment

Meeting adjourned at 4:25 p.m.