

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

MINUTES

December 15, 2016

***Convened at Madera County Workforce Assistance Center - Conference Room
441 E. Yosemite Avenue, Madera, CA 93637
(559) 662-4589***

- PRESENT:** Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter (3:14), Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard
- ABSENT:** Casey R. Diaz, John Fitzer, Ernie Flores, Gabriel Gil, Terry Nichols, Ivan Otamendi, Chuck Riojas, Jim Rodriguez, Ruben Zarate
- GUEST:** John Chamberlin, Steven Gutierrez
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail, Lopez, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order by 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

Directors, staff and guests introduced themselves.

5.0 Adoption of Board Agenda

Staff requested that agenda item 7.1 be pulled as Mr. Diaz' re-appointment has not been confirmed.

Brett Frazier moved to pull item 7.1 and adopt the agenda, seconded by Carey Wilson.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

6.0 Consent Calendar

6.1 Ratify Workforce Development Board (WDB) Meeting Minutes – September 15, 2016.

6.2 Approve Executive Committee Meeting Minutes – October 27, 2016.

6.3 Ratify the re-appointment of David Salter, Private Sector, to the WDB for an additional 3 year term: 11/26/16 to 11/26/19.

Brett Frazier moved to approve the items on the Consent Calendar, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.0 Action Items

7.1 Approval of the re-appointment of Casey Diaz, Diaz Trucking, to the WDB for an additional 3 year term: 1/28/17 to 1/28/20.

Item pulled from agenda.

7.2 Approval of the resignation of John Fitzer, Vice President, Madera & Oakhurst Community College Centers, from the WDB.

7.3 Approval of the application and appointment of Claudia Habib, Vice President, Madera & Oakhurst Community College Centers.

Agenda items 7.2 and 7.3 were discussed as a group. John Fitzer is going back into a classroom to teach and will no longer be available to sit on the Workforce Development Board (WDB). Claudia Habib is the Vice President, Madera & Oakhurst Community College Centers and will be replacing John Fitzer on the WDB.

Kelly moved to approve items 7.2 and 7.3, seconded by David Hernandez.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.4 Approval of a letter to the Employment Development Department Workforce Services Division requesting a waiver to the 80% expenditure requirement.

Staff have requested this waiver to allow for as much funds as possible to be carried over into the incoming fiscal year due to the first allocation on 7/1/17 for 2017-18 not being enough to conduct business until the second allocation scheduled for 10/1/17. The State has provided a waiver the last 2 years but we are not notified until May or June.

Brett Frazier moved to approve, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.5 Approval of revisions to WDB policies.

Staff provided a list of policies and revisions to the policies. Policies numbered 1 to 18 do not include any substantive changes to them and are edits to remove notice of proposed rule-making (NPRM) and to include final regulations. The Incumbent Worker policy has been in place for some time but has not been used. A small employer recently requested services under the Incumbent Worker policy. The new law changes the funding for incumbent worker training toward “up-skilling” employees so that they can advance within their existing jobs. Employers must also contribute towards trainings under this policy but are allowed to use salaries to cover the requirement. It is a requirement that the Incident Reporting policy be updated and shared annually. Staff have updated the policy and provided it as required. The OJT policy previously required that the minimum wage to use an OJT be \$1 above minimum wage. This inadvertently hurt small employers because they typically can't pay \$1 above the minimum wage. The OJT policy was revised to include a sliding scale based on the number of employees to help the smaller employers. Sliding

scale for salary reimbursement based on employees: 1-20=75%, 21-35=70%, 36-50=60%, 51 and above=50%. The Supportive Services policy was revised to clarify that needs related payments such as mortgage or car payments and such are not covered under the policy.

Carey Wilson moved to approve, seconded by Mike Fursman.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.6 Approval of the early termination of the Out-of-School Youth (OSY) services contract and effective December 31, 2016 and final budget.

Staff recommend formal approval for the early termination of the OSY services program and budget effective 12/31/16. The OSY program will be brought in-house and services will be provided by Workforce staff. The Executive Committee approved the termination in October. Previously, the WDB approved that the program be brought in-house at the end of the contract term in September, 2017 however, staff recommended the early termination of the contract so that services can be provided in-house with workforce staff which would allow for some costs savings to the overall budget.

Mike Fursman moved to approve, seconded by Carey Wilson.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.7 Approval of the retraction of the request for proposals (RFP) for the One Stop Procurement.

The WDB previously approved letting a RFP in September. Shortly after the meeting took place, the State released guidance on a Governor waiver that local boards can use to apply to provide Career Services. Bidders conferences were scheduled and took place before the waiver information was received. All bidders were provided the information on the waiver and were advised that staff would be recommending that the Board apply for the waiver and that the RFP be retracted.

Carey Wilson moved to approve, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter (3:14), Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.8 Approve letting a Request for Proposal (RFP) for a local One Stop Operator.

Madera is taking the lead and will collaborate with Kings, Merced, San Joaquin and Stanislaus county for a sub-regional One Stop Operator. An Operator needs to be in place by 7/1/17. Staff would like to procure a One Stop Operator alone if a regional RFP does not work out. The Operator would report directly to the WDB. All areas are writing their own Scope of Work and will compare their needs against the each other's needs. Staff is concerned that the Scope of Work would not be sufficient to attract a quality Provider. It is possible that Madera could pull out of the sub-regional effort and procure an Operator on their own.

Brett Frazier moved to approve letting a RFP for a One Stop Operator and that staff bring recommendations back as to the viability of a sub-regional Operator to the WDB, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David

Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.9 Approval of the restructuring of the WDB Executive Committee to include composition and meeting schedule.

Restructuring the Executive Committee was discussed as an information item previously. At that time, disbanding the Executive Committee was suggested. Currently, staff recommend that the Executive Committee continue to meet on an as-needed basis for those instances where Special or Emergency meetings may need to take place. Otherwise the WDB would conduct the majority of the necessary business.

Mike Fursman moved to approve, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.10 Approval of revising the WDB meeting calendar in order to schedule meetings every 2 months: February, April, June, August, October, and December.

Brett Frazier moved to approve, seconded by David Hernandez.

Vote: Approve – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.11 Approval to revise the WDB bylaws to include the restructuring of the WDB Executive Committee and WDB meeting schedule.

Staff will revise the bylaws to reflect the new meeting calendar. A notice will be sent 7 days prior to the meeting where the bylaws will be approved.

Brett Frazier moved to approve, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

7.12 Approval of Phase II Memorandum of Understandings (MOU) negotiations and timeline.

Phase II of the MOU process involves negotiating the financial part of the process. The Workforce Innovation and Opportunity Act (WIOA) mandates that all partners must contribute towards the operation of the One Stop – even those partners who are not co-located within the One Stop. If Partners cannot come to an understanding for the MOUs, the State will step in and facilitate the process. All MOUs must be submitted to the State by 3/15/17.

Mike Fursman moved to approve, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Bridget Carpenter, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, David Salter, Les Taylor, Kimberly Thomas, Cindy Vail, Carey R. Wilson, Elizabeth Wisener, Kelly Woodard

8.0 Information Items

8.1 WDB Trees for Charity Fundraising Results

A single individual donated \$500 for the Workforce tree. There were lots of compliments on the tree. Staff would like to form a consortium for the following year in order to gain a higher bid for the workforce tree.

8.2 Presentation by John Chamberlin, Consultant, for the Regional/Local Plan Process

John Chamberlin provided information on the plan process.

8.3 Workforce Innovation and Opportunity Act (WIOA) Board Roles and Responsibilities

Staff will start working on responses and will work on transferring the information to the WDB Dashboard.

8.4 Update on WDB Dashboard

Staff provided information on the dashboard and will continue to provide updates in all meetings.

8.5 OSY Mentoring and Work-based Learning Job Sites

Mentoring is a requirement for the young adult program. Staff invited the Board to volunteer as a mentor or to consider offering their locations as a job site for young adults. Staff are not allowed to be mentors.

8.6 MCWIC Update

Information provided within the agenda packet.

8.7 Financial and Program Activity Update

Upon review of the Boards' roles and responsibilities, the WDB's role involves approval of items such as the operational budget which was being brought before the Madera County Workforce Investment Corporation. Staff will also provide the WDB information for performance measures.

8.8 Grants/Projects Update

Information provided within the agenda packet.

8.9 Facilities Update

Staff are hoping to move into the new building during the third week of January. The new location is approximately 30,000 square feet: Madera Adult School houses approximately 18,000 square feet of the building. The Department of Social Services, Employment Development Department and the Department of Rehabilitation will be co-located in the building. Staff are talking to the State Center about staffing and creating a "mini" college center within the One Stop.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

None.

11.0 Next Meeting

February 16, 2017.

12.0 Adjournment

Meeting adjourned at 4:24 p.m. due to loss of quorum.