



# Executive Committee

## **SPECIAL MEETING** **A G E N D A**

September 26, 2017  
4:15 P.M.

Meeting will be held at:

***Madera County Workforce Assistance Center  
Executive Conference Room  
2037 W. Cleveland Avenue  
Madera, CA 93637  
(559) 662-4589***

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Workforce Development Board of Madera County, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637 Telephone 559/662-4589; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Workforce Development Board website at <http://www.maderaworkforce.org/wib/public-meetings/executive-committee-2/>. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director.

### **1.0 Call to Order**

1.1 Pledge of Allegiance

### **2.0 Additions to the Agenda**

Items identified after preparation of the Agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

### **3.0 Public Comment**

This time is made available for comment from the public on matters within the Board's jurisdiction. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes and only one speaker per subject matter.

### **4.0 Introductions and Recognitions**

### **5.0 Adoption of Board Agenda**

### **6.0 Consent Calendar**

6.1 Consideration of the approval of the August 17, 2017 Workforce Development Board (WDB) of Madera County meeting minutes.

### **7.0 Action Items**

7.1 Consideration of the approval of the America's Job Center of California (AJCC) Certification Process Outline.

### **8.0 Information Items**

**9.0 Written Communication**

**10.0 Open Discussion/Reports/Information**

10.1 Committee Members

10.2 Staff

**11.0 Next Meeting**

October 26, 2017

**12.0 Adjournment**



## MINUTES

**August 17, 2017**

***Convened at Madera County Workforce Assistance Center - Conference Room  
2037 W. Cleveland Avenue, Madera, CA 93637  
(559) 662-4589***

- PRESENT:** Michelle Brunetti, Brett Frazier, Claudia Habib, David Hernandez (3:17 p.m.), Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener
- ABSENT:** Jorge DeNava, Mike Fursman, Gabriel Gil, Laura Gutile, Terry Nichols, Ivan Otamendi, Robert Poythress, Cindy Vail, Ruben Zarate
- GUEST:** Steven Gutierrez
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail, Lopez, Jessica Roche, Nicki Martin

### **1.0 Call to Order**

*Meeting called to order by Workforce Development Board (WDB) Chair Brett Frazier at 3:07 p.m.*

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

*None.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*Roundtable introductions were done by everyone in attendance.*

### **5.0 Adoption of Board Agenda**

*Bobby Kahn moved to adopt the agenda, seconded by Chuck Riojas.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the Workforce Development Board (WDB) of Madera County meeting minutes for July 18, 2017.**

*Bobby Kahn moved to approve, seconded by Chuck Riojas.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener*

## **7.0 Action Items**

**7.1 Consideration of approval of the re-appointment of Nichole Mosqueda for an additional 3 year term – 10/21/17 to 10/21/20.**

**7.2 Consideration of approval of the re-appointment of Chuck Riojas for an additional 3 year term – 12/6/17 to 12/6/20.**

**7.3 Consideration of approving the nomination and application of Exchille Mendoza, Sales Manager – SpringHill Suites, to the WDB.**

*Agenda items 7.1, 7.2 and 7.3 were discussed as a group. These items are routine appointments and re-appointments. Ms. Mendoza is representing the Private Sector on the WDB and is replacing Bridget Carpenter as a representative of SpringHill Suites.*

*Bobby Kahn moved to approve items 7.1, 7.2, and 7.3, seconded by Les Taylor.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener*

**7.4 Consideration of approval of the revised WDB bylaws to include possible changes to the Executive Committee representation.**

*There were some minimal changes to the Bylaws. The address was updated to the new location address. The biggest change is within section 8.2. which identifies the Executive Committee membership as the Chair, Vice Chair, immediate past chair when possible, at least 2 Private Sector Directors and at least 1 non-WDB Director. The Madera County Department of Social Services Director is no longer a mandated member of the Executive Committee. Staff will recruit for Private Sector members among the WDB Directors. The Executive Committee meets less frequently than monthly as the WDB now meets every other month and is able to conduct most necessary business at those times. The Executive committee meets in those instances where the WDB is not scheduled and urgent business needs to be finalized.*

*Chuck Riojas moved to approve, seconded by Les Taylor.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener*

**7.5 Consideration of approval of the revised Nondiscrimination and Equal Opportunity policy to align with the State Directive WSD17-01.**

*Tracie Scott-Contreras is the assigned Equal Opportunity (EO) Officer. Changes to the policy based on the state directive include eliminating the State's old 10 step process. Elements of the Method of Administration (MOA) are still within the policy but are no longer referred to as MOA. The biggest changes are an increased emphasis that tools and services be put in place for public access and the addition of State monitoring responsibilities. The State EDD will now conduct annual on-site monitoring reviews. Local areas must ensure that all communications are clear and accessible and the EO tagline is used. The Madera One Stop displays all required EO documents in the lobby for public viewing.*

*Bobby Kahn moved to approve, seconded by Michelle Brunetti.*

*Vote: Approved – unanimous*

Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener

**7.6 Consideration of approval to add Madera Adult School's Occupational Skills training in Certified Nurse Assistant (CNA), Microsoft Office Specialist and Security Guard to the Eligible Training Provider List (ETPL).**

*These classes would add career technical classes within this community. There are no other local areas that offer these trainings. These programs all align with the sectors in demand identified by the WDB. Because the programs are new, there are no performance measures information – this could cause the State to deny their application. If they were denied, the WDB could elect to contract the trainings directly. The State could look into their performance measures 12 to 24 month after being approved. There was concern among the Directors that the teacher for the CNA class have all the necessary hours to be able teach the class – staff assured the Board that the CNA class teacher has all necessary credentials and degrees and experience for the class. The security guard class will be local and this will help save on funds for mileage. The company providing the training is willing to hire successful students. Staff will check to ensure that there is no conflict-of-interest with their hiring process for students. Student will obtain a guard card at the conclusion of the training.*

*Chuck Riojas moved to approve, seconded by Elizabeth Brunetti.*

*Vote: Approved – unanimous*

Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener

**8.0 Information Items**

**8.1 MCWIC Update**

*Information provided within agenda packet.*

**8.2 Financial and Program Activity Update**

*Information provided within agenda packet.*

**8.3 Grants/Projects Update**

*Information provided within agenda packet.*

**8.4 Facilities Update**

*Information provided within agenda packet.*

**8.5 WDB Dashboard**

*The Dashboard has been updated by staff and provided within the agenda packet for review by the WDB. Staff will start looking at initiatives and check with the WDB as to what they want to take on.*

**8.6 One Stop Operator Update**

*Information provided within agenda packet.*

**8.7 America's Job Center of California (AJCC) Certification Update**

*Michelle Brunetti, Laura Gutile and Elizabeth Wisener volunteered to serve on the AJCC Certification Committee and participated on a conference call with Tracie Scott-Contreras to discuss and plan the process for the certification of the Job Center. Elizabeth shared that Tracie did a great job of providing an overview and feels that everything will go well. The certification process must be submitted to the State Board by 9/30/17 – the State Board will reply by 11/1/17. Job Centers have until April 1<sup>st</sup> to complete any corrective actions – if applicable. The committee discussed the option to work with an outside consultant and will likely elect to work with a consultant for the more rigorous aspect of the*

*certification. The certification document is a matrix document – not a report. The committee feels comfortable doing the Baseline Matrix but prefer to work with a consultant on the Hallmark certification process. Minutes for the Committee conference call will be forwarded to the WDB for their review.*

#### **8.8 MOU Phase II Update**

*Information provided within agenda packet.*

#### **8.9 Strategic Regional and Local Workforce Development Plans Update**

*Information provided within agenda packet.*

#### **8.10 Young Adult Program Update**

*Information provided within agenda packet.*

#### **8.11 Title II Adult Education and Family Literacy Act (AEFLA) Plan Review**

*Information provided within agenda packet.*

#### **8.12 Future WDB Initiatives**

*Information provided within agenda packet.*

#### **8.13 WDB Business Newsletter**

*Information provided within agenda packet.*

#### **8.14 WDB and Workforce Assistance Center Website and Logo Redesign**

*Information provided within agenda packet.*

#### **8.15 Wells Fargo Grant Check Presentation – August 23, 2017, 2:00 p.m.**

*The check presentation ceremony was cancelled due to some unexpected scheduling conflicts with Wells Fargo. A new date and time will be selected and shared with the WDB.*

#### **8.16 WDB 2017-18 Meeting Calendar**

### **9.0 Written Communication**

*None.*

### **10.0 Open Discussion/Reports/Information**

#### **10.1 Committee Members**

*None.*

#### **10.2 Staff**

*Tracie reported that EDD has collected success stories from local workforce areas and Madera was contacted by the EDD public information officer and informed that 4 of the 6 participants were being interviewed for additional information and possible use for EDD's Labor Day campaign.*

### **11.0 Next Meeting**

*October 19, 2017*

### **12.0 Adjournment**

David Hernandez moved to adjourn the meeting, seconded by Elizabeth Wisener. Meeting adjourned at 3:50 p.m.

## AJCC Certification Process Outline September 2017

The Workforce Development Board of Madera County appointed an ad-hoc work group of three WDB members on July 18, 2017 to oversee the AJCC Certification process in Madera County. The Ad-Hoc Work Group will be responsible for completing the base line certification matrix and will submit the completed matrix to the full Board at the December 2017 meeting. The Board will make a determination at their December 2017 meeting whether to use a peer review process with staff from other LWDA's or to use an outside consultant or some combination of these two approaches to complete the Hallmark certification matrix. The Work Group has also suggested the use of a self-assessment process to identify and resolve any areas of concern prior to the formal review by the selected external third party. Madera County has one comprehensive AJCC that will be subject to the certification requirements outlined in EDD Directive WSD16-20. The anticipated process is as follows:

WDB Ad-Hoc Work Group Appointed	July 2017
Initial Work Group Meeting Held	August 2017
Work Group to Complete Baseline Certification Matrix	Oct-Nov 2017
Local Self-Assessment Process Initiated	November 2017
Baseline Matrix to WDB for Approval & Submission to State	December 2017
WDB To Determine Method for Hallmark Certification	December 2017
<ul style="list-style-type: none"> <li>• Identify peer reviewers and/or consultant using the CWA Training Institute resources</li> </ul>	
Complete Local Self-Assessment Process	Jan-Feb 2018
Present Self-Assessment Results to Board and Initiate Hallmark Certification Review	February 2018
Progress Report to Board on Hallmark Certification Review Process	April 2018
Final Hallmark Certification Matrix to WDB for Approval and Submission to State	June 2018