



Executive Committee

SPECIAL MEETING MINUTES

November 9, 2017

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

PRESENT: Les Taylor, Pat Gordon, Robyn Smith

ABSENT: Bob Carlson, Brett Frazier

GUEST:

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) Vice Chair Les Taylor at 4:05 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Pat Gordon moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of the approval of the Executive Committee meeting minutes – September 26, 2017.

Pat Gordon moved to approve, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

7.0 Action Items

7.1 Consideration of the approval of the revised Incumbent Worker Training policy to include a cap of \$2500.

This policy uses funds from the Rapid Response allocation. Staff are concerned that they may receive a request from an employer that would require a high amount of funds and could impact future trainings. Staff recommended a \$2,500 cap to the policy which should cover the majority of employer requests. Staff will add exception language to the policy to be used on a case-by-case basis.

Pat Gordon moved to approve with the addition of the exception language, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

7.2 Consideration of the approval of the revised Selective Service policy to conform with recently published State guidance in EDD Directive WSD16-18.

The policy was revised per the Directive. The Directive does not change the requirement to register. There was a change in some of the language i.e. Illegal Alien to Undocumented Worker and Transexual to Transgender. Anyone born a male must still meet the registration requirement. None of the revisions were substantive.

Pat Gordon moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

7.3 Consideration of the approval of the revised Limited English Proficiency (LEP) policy to conform with recently released State guidance in EDD Directive WDD17-03.

Policy was revised per the directive with an emphasis on eliminating language for discrimination for various groups and aligning the policy with the Federal Section 188 provisions.

Robyn Smith moved to approve, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

7.4 Consideration of the approval of the new Oversight and Monitoring of Nondiscrimination and EO Procedures policy to implement the new requirements issued by the State in EDD Directive WSD17-05.

This policy is new and was predicated by Section 188. This policy requires an annual accessibility inspection and monitoring of the America's Job Centers of California (AJCC). It also requires that staff monitor and inspect all service provider they work with for accessibility requirements and guidelines.

Pat Gordon moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

7.5 Consideration of approval of the new WIOA Youth Program Requirements policy.

This policy is new and identifies and provides guidance for the Youth category and services. It provides outlines and requirements for services to Youth. Materials have been developed and provide information as to how to access services.

Pat Gordon moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

7.6 Consideration of approval to include the Construction sector as an identified sector-in-demand for Madera County.

Construction is growing and demand for workers has increased. Unions have reported that they there is a shortage of construction workers. Madera is working with Stanislaus on a grant which has identified construction as the sector for the training. Identifying construction as a sector-in-demand will simplify and make placing participants in trainings for the grant quicker and easier. A large construction company contacted MCWIC in hopes of helping them recruit and work towards meeting their local labor force requirement numbers. Staff are working with the Madera Compact on a Trades awareness event for high school students and the community.

Pat Gordon moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

7.7 Consideration of approval of the Memorandum of Understanding (MOU) Phase I with California Indian Manpower Consortium, Inc. (CIMC).

Staff reached out to a new contact with CIMC and received an immediate response and their Phase I MOU. This will bring Madera to compliance with the Phase I MOUs. Staff will continue to work with CIMC to receive their Phase II MOU as well.

Robyn Smith moved to approve, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

7.8 Consideration of approval of the America's Job Center of California (AJCC) Baseline Certification Matrix conducted by the WDB ad-hoc certification committee and authorization for WDB Chair signature and submission of the Matrix to the State by December 31, 2017.

The WDB Ad Hoc AJCC Certification Committee met to complete the Baseline Certification document. Michelle Brunette and Laura Gutile were very thorough and had no problem completing the document. Elizabeth Wisener was not available to participate. The certification document must be submitted by December 31, 2017.

Roby Smith moved to approve, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Les Taylor, Pat Gordon, Robyn Smith

8.0 Information Items

None.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

None.

11.0 Next Meeting

December 28, 2017

12.0 Adjournment

Pat Gordon moved to adjourn the meeting at 4:32 p.m., seconded by Robyn Smith.