



Executive Committee

SPECIAL MEETING **MINUTES**

September 26, 2017

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

PRESENT: Bob Carlson, Les Taylor, Pat Gordon

ABSENT: Brett Frazier, Robyn Smith

GUEST:

OTHERS: Elaine Craig, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 4:15 p.m. by Vice Chair Pat Gordon.

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

Bob Carlson moved to adopt the agenda, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Bob Carlson, Les Taylor, Pat Gordon

6.0 Consent Calendar

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

Pat Gordon moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Bob Carlson, Les Taylor, Pat Gordon

7.0 Action Items

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

The State and the Workforce Innovation and Opportunity Act (WIOA) mandate that all workforce development areas certify their AJCCs. An outline of the certification process is due to the State by September 29, 2017. 3 WDB Directors volunteered to work as an AJCC Certification Committee and worked with Tracie Scott-Contreras, Deputy Director, on the process and outline. All workforce areas must complete and submit a Baseline Certification Matrix. Madera will have no problem meeting the Baseline matrix requirements. Madera has elected to obtain Hallmark certification as well. The Hallmark level certification is more rigorous but could lead to future High Performing board designation as well as possible funding that could be made available to areas with the Hallmark certification. Due to its more rigorous requirements, the AJCC Committee recommended that a Consultant be hired to help with the process. Staff are looking into hiring a consultant that is very familiar with the workforce development system to work with the Committee for the Hallmark certification and have found that the fee could be up to \$10,000. At this time, staff are confident that they will meet and obtain Hallmark certification. There are 2 areas out of 8 that Madera does not currently meet but a plan will be put into place to meet those 2 areas in order to meet all requirements.

Bob Carlson moved to approve the AJCC Certification Process Outline, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Bob Carlson, Les Taylor, Pat Gordon

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

October 26, 2017

12.0 Adjournment

Pat Gordon moved to adjourn the meeting at 4:29 p.m., seconded by Bob Carlson.