



Executive Committee

MINUTES

February 22, 2018

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

PRESENT: Bob Carlson, Brett Frazier, Pat Gordon, Robyn Smith

ABSENT: Les Taylor, Nichole Mosqueda, Robert Poythress,

GUEST: Claudia Habib, Cindy Vail, Deborah Martinez, Elizabeth Wisener, Ivan Otamendi, Laura Gutile

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

1.0 Call to Order

Meeting called to order by Chair Brett Frazier 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

None.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

Yes: Bob Carlson, Brett Frazier, Pat Gordon, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of approval of the Workforce Development Board (WDB) meeting minutes – December 21, 2017

Pat Gordon moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Bob Carlson, Brett Frazier, Pat Gordon, Robyn Smith

7.0 Action Items

7.1 Consideration of approval of the revisions to the WIOA Youth Program Requirements to align local policy with recently finalized State guidance.

A draft version of the youth program requirement policy was provided to the WDB in December. The Employment Development Department (EDD) office issues a final directive in January for the policy guidelines. There are no substantive changes from the draft version provided previously.

Bob Carlson moved to approve, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Bob Carlson, Brett Frazier, Pat Gordon, Robyn Smith

8.0 Information Items

8.1 MCWIC Update

Information provided in the agenda packet.

8.2 Financial and Program Activity Update

Information provided in the agenda packet.

8.3 Grants/Projects Update

Information provided in the agenda packet. Staff applied for and were successful in being awarded 3 Workforce Accelerated Fund grants.

8.4 Basic Skills Deficiency Policy Update

There was a substantive discussion at the December WDB meeting on basic skills deficiency scores for customers. Staff is finding that some many customers are testing as basic skills deficient even though they have a high school diploma or GED/HiSET. Staff surveyed employers to see what their needs are. Staff provided copies of the survey results as well as the policy around basic skills deficiency from the Fresno Workforce board. Staff have met to discuss the issue. Staff would like to bring this issue to the WDB and get input and guidance from them to develop policies and guidelines. Staff will develop a policy and bring back to the WDB for their consideration. Brett Frazier commented that the December discussion saw much engagement from the Directors present. A variety of employers were sent the survey i.e. manufacturing, healthcare and retail – a variety of employers in the area. Approximately 10% of employers responded to the survey.

8.5 Update on 501c3 Non-profit Transfer

Elaine clarified and apologized to the Board for the order in which the transfer was brought to the Board for their consideration. Elaine and staff believed they were doing everything right in the sense of what order was used – WDB approval before Madera County Workforce Investment Corporation (MCWIC) board approval. At the time that the WDB considered and approved the transfer, the MCWIC had not yet been provided an opportunity to consider or approve a transfer. The MCWIC was not agreeable to approving the transfer and requested that they be given an opportunity to gather information before any action be taken towards a transfer. At the MCWIC meeting, with the attorney present, the MCWIC board elected to take no action and table the action item for the transfer to the WDB. The MCWIC decided to form an ad hoc committee to gather information for a possible transfer. The MCWIC wants to work with a WDB ad hoc committee for the 501c3 transfer. Rescinding the approval of the 501c3 transfer will need to be placed on an agenda for the WDB or the Executive Committee if there is not a quorum for the WDB. Brett Frazier stated that it may be best to roll things back in order to ensure that the transfer is done in the right order. The board may need to have more information. Forming an ad hoc committee to work with the MCWIC ad hoc committee is a good idea. Laura Gutile asked for information about what the benefit is to having only one board. Staff have consulted and gotten the premise vetted by the attorney. The benefit to one board is that there is only one employer of record and less confusion with marketing and contracts with employers. The need for an additional board was due to the Workforce Innovation and Opportunity Act (WIOA) which mandated a firewall between the One Stop operator and

the Board. Once a One Stop Operator was procured the need for the firewall was gone and so a single board model would be acceptable. Staff also noted that they unfortunately used the wrong terminology when they asked for a "transfer" of the designation. The designation cannot be transferred. The correct process/terminology is a re-designation of the non-profit status. Staff brought an action item to the WDB in order to assess their willingness to take on the non-profit status. Had the WDB not been amenable, the MCWIC would not have needed to consider taking action themselves. Staff will bring an action item to the WDB to rescind the approval of the transfer and will elicit interest/volunteers for an ad hoc committee from the WDB. Brett Frazier suggested that an email would be acceptable but asked that staff blind copy everyone so as to ensure that there would be no serial communication between the group. Laura Gutile, Brett Frazier, Pat Gordon and Les Taylor volunteered to work on the WDB ad hoc committee. The MCWIC ad hoc committee consists of Debi Bray, Lindsay Callahan and Mattie Mendez. The WDB ad hoc committee members can be placed on the WDB agenda for formal approval at the next meeting.

8.6 Workforce News Newsletter Logo Update

Staff provided and displayed the final logo.

8.7 Workforce Assistance Center Mural.

The mural was unveiled on 2/15/18. The ceremony went very well and was well attended. Pat Gordon and Victor Ramirez helped with the unveiling.

8.8 Form 700 – Due by 4/1/18

All forms due to Nicki Martin by 4/1/18.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

None.

11.0 Next Meeting

April 19, 2018

12.0 Adjournment

Meeting adjourned at 3:42 p.m.