



## MINUTES

**April 19, 2018**

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

- PRESENT:** Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Robert Poythress (3:33), Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate
- ABSENT:** Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Claudia Habib, Exchille Mendoza, Terry Nichols, Ivan Otamendi, David Salter, Elizabeth Wisener
- GUEST:** Steven Gutierrez
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail, Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Sarahi Cuellar

### **1.0 Call to Order**

*Meeting called to order at 3:11 p.m. by Workforce Development Board (WDB) Vice Chair Les Taylor.*

#### **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. This will be Kimberly Thomas' last WDB meeting. Staff and Board members thanked her for service.*

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

*Bobby Kahn moved to adopt the agenda, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

*Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate*

### **6.0 Consent Calendar**

- 6.1 Consideration of the ratification of the Workforce Development Board (WDB) meeting minutes – December 21, 2017**
- 6.2 Consideration of the ratification of the Workforce Development Board (WDB) meeting minutes – February 22, 2018.**
- 6.3 Consideration of the ratification of the Executive Committee meeting minutes – March 22, 2018.**

- 6.4 Consideration of the ratification of the revisions to the WIOA Youth Program Requirements to align local policy with recently finalized State guidance.**
- 6.5 Consideration of the ratification for rescinding the approval of the transfer of the 501c3 non-profit designation from the Madera County Workforce Investment Corporation to the Workforce Development Board (WDB) of Madera County previously approved at the WDB meeting on December 21, 2017.**

*Bobby Kahn moved to approve agenda items 6.1, 6.2, 6.3, 6.4 and 6.5, seconded by Chuck Riojas.*

*Vote: Approved – unanimous*

*Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate*

## **7.0 Action Items**

- 7.1 Consideration of approval of the re-appointment of Ivan Otamendi, Private Sector, to the WDB for an additional three year term to expire on May 12, 2021.**
- 7.2 Consideration of approval of the re-appointment of Les Taylor, Private Sector, to the WDB for an additional three year term to expire on May 12, 2021.**
- 7.3 Consideration of approval of the re-appointment of Bobby Kahn, Economic Development Commission, to the WDB for an additional three year term to expire on July 30, 2021.**

*David Hernandez moved to approve items 7.1, 7.2 and 7.3, seconded by Kimberly Thomas.*

*Vote: Approved – unanimous*

*Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate*

- 7.4 Consideration of approval of the request to transfer funds from the dislocated worker funding stream to the adult funding stream issued PY 2016, Subgrant K7102039, in the amount of \$100,000.**

*Staff requested approved for the transfer in funds from the dislocated worker funding stream to the adult funding stream in the amount of \$100,000. The primary reason for the transfer is due to the low number of dislocated worker participants coming in for services. Staff contribute the low dislocated worker services and participants to the low unemployment rates. Dislocated workers are getting re-employed on their own. The transfer is allowed by State policy and allows up to 100% of the funds to be transferred. This will be the second transfer from the dislocated worker funding stream to the adult funding stream. The first was in the amount of \$150,000. Staff intend to expend the entire amount on services and programs for adult participants. Any remaining balance can be carried over into the next fiscal year. Staff were recently notified that the State would be granting a waiver to the local areas that would release them from the mandatory expenditure of 80% of their formula funds. The waiver will allow areas to carry over more than the minimum 20% of their formula allocations at the end of the fiscal year.*

*Chuck Riojas moved to approve, seconded by Jorge DeNava.*

*Vote: Approved – unanimous*

*Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate*

- 7.5 Consideration of approval to develop, implement and name an incumbent worker training project initiative – Skill Up Madera.**

*Staff and the Board discussed creating and participating in future initiatives during the planning session in October. CEA has an excellent program for incumbent workers. Staff would need to procure for services. Staff has a chance to review the CEA program and noted that it was similar to the Customer Service Academy provided to participants through the Workforce previously at the Madera Community College Center – this program is no longer being provided. This program would teach soft skills. Many*

employers stress the need for soft skills in their employees. Staff would like to market this as an initiative. Staff suggested using *Skill Up Madera* as the name for the initiative. The initiative is not geared towards an employer of a specific size. Staff would like to focus on priority sectors and would work with the entire community. The initiative could help skill up existing employers to help them move up in their jobs which would open entry level positions within the business. The initiative could also provide for workshops or trainers to help businesses provide training for employees for specific needs. The law allows that employers must pay 10% of training costs but staff believe that this requirement can be met as in-kind. The cleanest way to do this would be to have the employer pay 10% of the cost of the training. Staff anticipate that the initiative would be funded at up to 20% of the Adult and Dislocated Worker allocation. Staff will research more fully what is allowed from the employer towards the training amounts and will make sure that it aligns with existing policies. The Board suggested that the initiative be named to include the entire county – *Skill Up Madera County*.

Chuck Riojas moved to approve *Skill Up Madera County*, seconded by Cindy Vail.

Vote: Approved – unanimous

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Rob Poythress, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail

**7.6 Consideration of approval for the Hallmarks of Excellence America’s Job Center of California application and approval for the Board Chair to sign and staff submit to the California Workforce Development Board.**

Staff provided the *Hallmarks of Excellence* document which will be submitted to the State Board and are requesting approval and authorization for the WDB Chair to sign. The Baseline certification was done by a WDB Ad Hoc committee and was submitted in December, 2017. All local areas must complete and submit the *Hallmarks of Excellence* certification as well. Madera hired a consultant to work on the certification. Madera rated a 3.4 average score which meets the *Hallmarks of Excellence* criteria. The consultant met with all the Center Partners as well. The document is due by June 30, 2018. Madera needs to work on more a more integrated delivery system. Staff believes that the rating on the document is good and provides room for growth and improvement. Staff noted that the Madera County workforce area is highly regarded throughout the State. This sentiment was echoed by Jorge DeNava.

David Hernandez moved to approve, seconded by Nichole Mosqueda.

Vote: Approved - unanimous

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Rob Poythress, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate

**7.7 Consideration of approval of the revised Adult Program Priority of Service policy to include the addition of two priority groups – individuals with disabilities and ex-offenders.**

Staff encountered instances where there were people coming to the center who could have used our services but were ineligible but could clearly demonstrate a barrier. This change to the policy would allow the program to provide services to persons with disabilities and/or ex-offenders who may not otherwise have been eligible for services.

Chuck Riojas moved to approve, seconded by Kimberly Thomas.

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Rob Poythress, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate

**7.8 Recommendations for revisions to the Basic Skills Policy based on employer surveys and data.**

A very robust conversation about this topic was started at the last board meeting. Staff are concerned at the number of customers coming in and testing as basic skills deficient. Charts and statistics were provided within the packet. There are many people who are basic skills deficient academically. Staff sent a survey to employers and asked what they are looking for in employees. Staff have a concern that the WorkKeys scores may indicate that participants are work ready but are testing as deficient academically. WorkKeys measures applied skills. WIOA identifies anything below 9<sup>th</sup> grade.

*The meeting quorum was lost at 4:03 p.m. and staff were unable to gather enough information for a motion on a recommendation for this item. This item will be brought back to the board at a future meeting.*

## **8.0 Information Items**

### **8.1 MCWIC Update**

*Information Provided within the agenda packet.*

### **8.2 Financial and Program Activity Update**

*Information Provided within the agenda packet.*

### **8.3 Grants/Projects Update**

*Information Provided within the agenda packet.*

### **8.4 WDB/Madera County Workforce Investment Corporation 501c3 Non-profit Designation Update**

*Information Provided within the agenda packet.*

### **8.5 Regional and Local Plan Implementation Update**

*Information Provided within the agenda packet.*

### **8.6 WDB Podcasts**

*Information Provided within the agenda packet.*

### **8.7 WDB Workforce News Newsletter Logo Update**

*Information Provided within the agenda packet.*

### **8.8 Form 700 – Due by 4/1/18**

*Information Provided within the agenda packet.*

## **9.0 Written Communication**

*None.*

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

### **10.1 Committee Members**

*None.*

### **10.2 Staff**

*None.*

## **11.0 Next Meeting**

*June 21, 2018*

## **12.0 Adjournment**

*Meeting adjourned due to loss of quorum at 4:03 p.m.*