WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

Executive Committee

SPECIAL MEETING
A G E N D A

May 9, 2017
4:30 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.

If a quorum of the Workforce Development Board is not present at the time of the meeting BUT a quorum of the Workforce Development Board Executive Committee IS present, an Executive Committee board meeting will be conducted in place of the Workforce Development Board.

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/?page_id=724. 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 Approval of the Workforce Development Board (WDB) Meeting Minutes – February 16, 2017

7.0 Action Items

7.1 Consideration of approval of the nomination of Wendi Lomeli, Employment Development Department, to the WDB.

7.2 Consideration of approval of the resignation of Carey Wilson, SEIU 1000, from the WDB.

7.3 Consideration of approval of the resignation of Jim Rodriguez, Kings View, from the WDB.

7.4 Consideration of approval of the resignation of Kelly Woodard, Madera County Department of Social Services, from the WDB.

7.5 Consideration of approval of the transfer of funds from the dislocated worker funding stream to the adult funding stream in the amount of $150,000.

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

June 22, 2017

12.0 Adjournment

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

MINUTES

February 16, 2017

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

PRESENT: Bridget Carpenter, Casey R. Diaz, John Fitzer, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Kimberly Thomas, Elizabeth Wisener, Ruben Zarate

ABSENT: Michelle Brunetti, Ernie Flores, Brett Frazier, David Hernandez, Bobby Kahn, Terry Nichols, Robert Poythress, Jim Rodriguez, Les Taylor, Cindy Vail, Carey R. Wilson, Kelly Woodard

GUEST: Steven Rodriguez, Jorge DeNava, Shirley Gregory, Wendi Lomeli

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

1.0 Call to Order

Meeting called to order by Chair Pat Gordon at 3:08 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Staff requested the addition of an action item to approve a new training provider – ProTrain, LLC to the agenda. Additions to the agenda require a 2/3 majority vote.

Chuck Riojas moved to add to the agenda, seconded by Mike Fursman.

Vote: Approved – unanimous

Yes: Bridget Carpenter, Casey R. Diaz, John Fitzer, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Kimberly Thomas, Elizabeth Wisener, Ruben Zarate

3.0 Public Comment

None

4.0 Introductions and Recognitions

Directors, guests and staff introduced themselves. Shirley Gregory, Madera Adult School, teaches and is very excited to have joined the Workforce Assistance Center.

5.0 Adoption of Board Agenda

Nichole Mosqueda moved to adopt the agenda, seconded by Lura Gutile.

Vote: Approved – unanimous

Yes: Bridget Carpenter, Casey R. Diaz, John Fitzer, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Kimberly Thomas, Elizabeth Wisener, Ruben Zarate

6.0 Consent Calendar

6.1 Consideration of approval of the Workforce Development Board (WDB) meeting minutes – December 15, 2017.

6.2 Consideration of approval of the Executive Committee meeting minutes – February 2, 2017.

Staff noted that the date stated on the agenda for the December minutes for item 6.1 is incorrectly listed as December 15, 2017. The correct date for the minutes is December 15, 2016. The date is correct on the minutes.

Elizabeth Wisner moved to approve items 6.1 and 6.2, seconded by Kimberly Thomas.

Vote: approved – unanimous

Yes: Bridget Carpenter, Casey R. Diaz, John Fitzer, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Kimberly Thomas, Elizabeth Wisener, Ruben Zarate

7.0 Action Items

7.1 Consideration of approval of the resignation of Ernie Flores, Central Valley Opportunity Center, from the WDB.

7.2 Consideration of approval of the application of Jorge DeNava, Central Valley Opportunity Center, for appointment to the WDB.

7.3 Consideration of approval of the resignation of Sofia Morales, Employment Development Department, from the WDB.

Mike Fursman move to approved agenda items 7.1, 7.2, and 7.3, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Bridget Carpenter, Casey R. Diaz, John Fitzer, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Kimberly Thomas, Elizabeth Wisener, Ruben Zarate

7.4 Consideration of the ratification of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of $95,000.

Agenda items 7.4 and 7.5 were taken to the Executive Committee in order to move forward as soon as possible. Dislocated Worker numbers are down. The transfer will allow for more Adult training.

Mike Fursman moved to approve, seconded by Claudia Habib.

Vote: Approved – unanimous

Yes: Bridget Carpenter, Casey R. Diaz, John Fitzer, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Kimberly Thomas, Elizabeth Wisener, Ruben Zarate

7.5 Consideration of the ratification of the WDB of Madera County's application to be America's Job Center of California adult and dislocated worker career services provider.

Previously, per the Workforce Innovation and Opportunity Act (WIOA), the Madera County Workforce Investment Corporation (MCWIC) was going to lose the ability to provide Career Services. A waiver is now available that may allow the MCWIC to provide Career Services. It will still be necessary to obtain a One Stop Operator. The contract covers a 3 year term for career services.

Elizabeth Wisener moved to approve, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Bridget Carpenter, Casey R. Diaz, John Fitzer, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter,

Kimberly Thomas, Elizabeth Wisener, Ruben Zarate

7.6 Consideration of revised strategic goals to align with the Workforce Innovation and Opportunity Act (WIOA).

Staff presented revised strategic goals. The goals are aligned with WIOA and were compiled based on input from Directors at a Facilitated session. Directors broke up into separate groups and provided input based on 17 questions. Staff previously emailed information to the Board and asked for further input. An Ad Hoc workgroup will need to come together in order to plan for each of the 4 goals.

Mike Fursman moved to approve, seconded by Ruben Zarate.

Vote: Approved – unanimous

Yes: Bridget Carpenter, Casey R. Diaz, John Fitzer, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Kimberly Thomas, Elizabeth Wisener, Ruben Zarate

7.7 Consideration of approval of new training provider – ProTrain, LLC

ProTrain is based in Sanger and operates out of the Sanger Adult School. Their primary focus is providing services in adult schools in rural areas. The majority of their trainings are based in the medical area. They offer certificates or recognized licenses.

Chuck Riojas moved to approve, seconded by Mike Fursman.

Vote: Approved – unanimous

Yes: Bridget Carpenter, Casey R. Diaz, John Fitzer, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Kimberly Thomas, Elizabeth Wisener, Ruben Zarate

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 One Stop Certification

Information provided within agenda packet.

8.6 MOU Phase II

Information provided within agenda packet.

8.7 Website and Branding

Information provided within agenda packet.

8.8 Strategic Regional and Local Workforce Development Plans

Information provided within agenda packet.

8.9 Regional One Stop Operator Procurement

Information provided within agenda packet.

8.10 Local Workforce Board Review of WIOA Title II Adult Education and Family Literacy Act Grant Application

Information provided within agenda packet.

8.11 Young Adult Program Update

Information provided within agenda packet.

8.12 Workforce Assistance Center Ribbon Cutting – February 27, 2017 from 3:00 p.m. to 5:00 p.m.

The Center's ribbon cutting was organized by Debi Bray and Madera Chamber of Commerce. Some local elected officials are planning to be in attendance. Staff will provide tours after the ceremony.

9.0 Written Communication

None

10.0 Open Discussion/Reports/Information

10.1 Committee Members

10.2 Staff

- *Elaine Craig: Staff will be providing tours to anyone interested after the Board meeting. EDD is working on moving 4 staff into the Center. Claudia Habib has met with staff to discuss having State Center staff and services in the Center. Central Valley Opportunity Center is also considering having staff in the building. Madera Adult School has 6 classrooms.*
- *Tracie Scott-Contreras: Tracie suggested that everyone should take a look at the testimonials included in the Career Services contract.*

11.0 Next Meeting

April 20, 2017

12.0 Adjournment

Meeting adjourned at 3:45 p.m.

KINGS VIEW

May 3, 2017

Workforce Development Board of Madera County
2037 W. Cleveland Avenue
Madera, CA 93637
Attn: Pat Gordon, Board Chair

Re: Resignation

Dear Mr. Gordon,

I am grateful for the opportunity to serve with you and fellow board of directors of the Workforce Development Board of Madera County. I have come to appreciate and learn about the great work that is being carried out in Madera County over the past year and a half. Lamentably, I am no longer able to continue my service with the Workforce Board. Please accept this letter of my resignation effective on May 9, 2017.

I wish you and the Workforce Development Board much continued success.

Sincerely,

Jim S. Rodriguez, MBA
Chief Financial Officer
Kings View Corporation

7170 N. Financial Dr., Suite 110 • Fresno, California 93720 • **559.256.0100** • FAX: 559.256.7609
www.kingsview.org

DEPARTMENT OF SOCIAL SERVICES
COUNTY OF MADERA

700 E. YOSEMITE AVENUE / MADERA, CALIFORNIA 93638
P. O. BOX 569
(559) 675-7841 PHONE / (559) 675-7603 FAX

KELLY WOODARD, Director

An Equal Opportunity Employer

Date: February 10, 2017

To: Workforce Investment Corporation

From: Kelly Woodard, Social Services Director

Subject: Retirement

I will be retiring from the Department of Social Services at the end of April, 2017. My last working day will be April 28, 2017. Therefore, I will be retiring from my position with the Workforce Investment Board as well.

Working for Madera County as a Director and Deputy Director has been a wonderful professional experience. I have enjoyed working with all of you and will always be grateful for the friendships that I have made in Madera County.

TRANSFER REQUEST

1. Local Area Name Madera County Workforce Investment Corp (MAD Transfer Request No. 01

2. Subgrant Number K7102039

3. Program Year 2016

4. Direction of Transfer (check one)

Adult to Dislocated Worker	Dislocated Worker to Adult
☐ 201 → 299	☐ 501 → 499
☐ 202 → 200	☒ 502 → 500

5. Amount of Transfer $150,000

6. Reason for Transfer (Include effects on local services and proposed changes to the local plan.)

Higher number of Adult participants being served vs. Dislocated Worker participants

7. Date of local board meeting to discuss transfer _____

8. Print name of Local Area Administrator/Designee Elaine M. Craig

9. "I certify this transfer request was approved at the local board meeting date of _____".

10. Signature of Local Area Administrator/Designee _____

11. Contact Person Jessica R. Roche, Fiscal Manager

12. Telephone Number 559-662-4590

13. Date of Request March 31,2017

TRANSFER REQUEST
BUDGET PLAN

Local Area: MAD
Date: 1/23/2017

TITLE IB BUDGET PLAN SUMMARY (Adult and Dislocated Worker Funds)

WIA 118; 20 CFR 661.350(a)(13)

Subgrant # K698368
Year of Appropriation 2015

Grant Code

Adult to Dislocated Worker		Dislocated Worker to Adult	
☐	201 → 299	☐	501 → 499
☐	202 → 200	☑	502 → 500

FUNDING IDENTIFICATION	ADULT	DISLOCATED
1. Formula Allocation	663,568	621,619
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	0	0
4. Current Amount to be Transferred	150,000	(150,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 thru 4)	813,568	471,619
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6A through 6E)	732,211	424,457
B. Basic Career Services	243,652	132,888
C. Individualized Career Services	306,919	181,895
D. Training Services	162,714	94,324
E. Other	18,926	15,350
7. Administration	81,357	47,162
8. TOTAL (Lines 6 plus 7)	813,568	471,619
QUARTERLY TOTAL EXPENDITURE PLAN (Cumulative)		
9. September 2016	27,581	0
10. December 2016	88,485	0
11. March 2017	117,964	62,316
12. June 2017	409,817	200,157
13. September 2017	549,817	280,157
14. December 2017	689,817	360,157
15. March 2018	768,326	440,157
16. June 2018	813,568	471,619
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10.00%	10.00%

Jessica Roche, Fiscal Manager — 559-662-4590 — 3/31/2017
Contact Person, Title — Telephone Number — Date Prepared

Comments:

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Attachment 2

Transfer of Funds Request
Participant Plan

Local Area: Madera **Prepared Date** 3/31/2017

Enter the number of individuals in each category.

1. Registered Participants Carried in from PY 2016	176	65
2. New Registered Participants for PY 2017	200	35
3. Total Registered Participants for PY 2017 (Line 1 plus 2)	**376**	**100**
4. Exiters for PY 2017	185	55
5. Registered Participants Carried Out to PY 2017 (Line 3 minus 4)	**191**	**45**

6. Career Services	**675**	**170**
a. Basic Career Services (WIA Core Services)	380	105
b. Individualized Career Services (WIA Intensive Services)	295	65
7. Training Services	132	30

8. Entered Employment	110	39
9. Training-Related	79	33
10. Entered Military Service	0	0
11. Entered Apprenticeship Program	5	4
12. Exited for Exclusionary Reasons	68	17

Tracie Scott-Contreras, Manager — (559) 662-4587

Contact Person, Title — **Telephone Number**

Comments: