

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

Executive Committee

MINUTES

October 27, 2016

*Convened at Madera County Workforce Assistance Center - Conference Room
441 E. Yosemite Avenue, Madera, CA 93638
(559) 662-4589*

PRESENT: Brett Frazier, Pat Gordon, Robyn Smith, Kelly Woodard

ABSENT: Bob Carlson

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Pat Gordon at 3:19 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

Brett Frazier moved to adopt the agenda, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith, Kelly Woodard

6.0 Consent Calendar

6.1 Approve Workforce Development Board (WDB) of Madera County Meeting Minutes – September 15, 2016

Brett Frazier moved to approve, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith, Kelly Woodard

7.0 Action Items

7.1 Approve Re-Appointment of David Salter, Private Sector, to the WDB for an additional 3 year term: 11/26/16 to 11/26/19.

Brett Frazier moved to approve, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith, Kelly Woodard

7.2 Approve revising the Supportive Services Policy so as to lower the allowable total cost of supportive services from \$2,500 to \$1,500 and fix the mileage reimbursement rate to \$8 per day for anyone driving 25 miles or more to training effective November 1, 2016.

The revisions to the policy will apply to new participants as of effective date. The cost of mileage reimbursement has become prohibitive when participants are in long-term training. Some participants get bus passes and not mileage for help with transportation.

Kelly Wood moved to approve, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith, Kelly Woodard

7.3 Approve revisions to the On-the-Job Training (OJT) policy to permit higher reimbursement rates only when the negotiated starting wage for the OJT participant is at least \$1.00 above the current minimum wage.

There were major changes to this policy in September but staff found that further clarification needed to be made with the number of employees per employer. The previous revision did not identify business with less than 24 employees. The revision to the policy clarifies the reimbursement rates for certain sized businesses.

Brett Frazier moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith, Kelly Woodard

7.4 Approve early termination of Out-of-Youth (OSY) services contract effective December 31, 2016.

The Workforce Innovation and Opportunity Act (WIOA) states that Workforce Boards are allowed to run OSY programs. This differs from the previous Act. Staff recommended that the WDB terminate the OSY services contract effective December 31, 2016 and provide services in-house. Staff will be assigned to provide OSY services and will work with Kings View staff for the transition of services.

Brett Frazier moved to approve, Seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith, Kelly Woodard

7.5 Approve retracting the Request for Proposals (RFP) for the One Stop Procurement.

A RFP for the One Stop procurement was let on September 29, 2016. The Employment Development Department released a draft directive on October 1, 2016 that states that workforce boards would be able to apply to provide Adult and Dislocated Worker services via a Governor waiver. Bidders' conferences had taken place and those bidders present were advised that staff would be requesting the retraction of the RFP so as to apply and provide those services in-house.

Kelly Woodard moved to approve, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith, Kelly Woodard

7.6 Approve researching a procurement for a local sub-regional One Stop Operator.

Staff want to look into contracting a sub-regional One Stop Operator along with Merced, San Joaquin and Stanislaus.

Brett Frazier moved to approve, seconded by Pat Gordon.

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 Facilities Update

Information provided within the Agenda Packet. Staff anticipate that the lease will be signed in the coming days with a move-in date in January, 2017. The current location lease is on a month-to-month basis.

8.5 Local Workforce Area Regional and Local Plan

Information provided within the Agenda Packet.

8.6 Memorandum of Understanding (MOU) Phase II

Information provided within the Agenda Packet.

8.7 WDB Executive Committee Restructuring/Disbandment

Information provided within the Agenda Packet. The disbandment of the Executive Committee will be brought to the Workforce Development Board December. The Workforce Development Board will start meeting every two months.

8.8 Facilitated Workforce Development Board (WDB) Session – October 31, 2016

Information provided within the Agenda Packet.

8.9 Workforce Innovation and Opportunity Act (WIOA) Board Roles and Responsibilities

Information provided within the Agenda Packet.

9.0 Written Communication

9.1 Madera County Fall Job Fair

10.0 Open Discussion/Reports/Information

10.1 Committee Members

10.2 Staff

11.0 Next Meeting

The November 24 2016 meeting is cancelled.

12.0 Adjournment

Brett Frazier moved to adjourn the meeting at 3:59 p.m., seconded by Pat Gordon.