



Executive Committee

MINUTES

July 28, 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

ABSENT: Bob Carlson, Kelly Woodard

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Pat Gordon 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

Tara Acuna was introduced. She is the new Account Tech for Madera County Workforce Investment Corporation (MCWIC). It is her 2nd day on the job. Board Directors and staff introduced themselves.

5.0 Adoption of Board Agenda

Brett Frazier moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith

6.0 Consent Calendar

6.1 Approve Workforce Development Board (WDB) of Madera County Meeting Minutes – June 16, 2016.

Brett moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith

7.0 Action Items

- 7.1 **Approve Private Sector Representative Nomination of Michelle Brunetti, Director, Human Resources – Valley Children’s Hospital to the WDB and authorize submission to the Madera County Board of Supervisors for an appointment of a 3 Year Term.**
- 7.2 **Approve Private Sector Representative Nomination of Bridget Carpenter, Sales Manager – SpringHill Suites Madera to the WDB and authorize submission to the Madera County Board of Supervisors for an appointment of a 3 Year Term.**
- 7.3 **Approve Private Sector Representative Nomination of Cindy Vail, Owner/Broker, Vail Insurance Services LLC to the WDB and authorize submission to the Madera County Board of Supervisors for an appointment of a 3 Year Term.**
- 7.4 **Approve Labor Sector Representative Nomination of Mike Fursman, Representative – UFCW Local 8 to the WDB and authorize submission to the Madera County Board of Supervisors for an appointment of a 3 Year Term.**

Agenda items 7.1, 7.2, 7.3, and 7.4 were discussed as a group. The group of applications represents a diverse group of people that represent Private and Labor sectors. Michelle Brunetti and Bridget Carpenter will represent the Hospitality and Healthcare sectors. The 4 new Directors will bring the Workforce Development Board (WDB) of Madera County into full compliance with board membership composition.

Robyn Smith moved to approve items 7.1, 7.2, 7.3, and 7.4, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith

- 7.5 **Approve the Revision to the One-the-Job Training (OJT) Policy to clarify that only one OJT per participant is allowed, unless an exception to the policy is approved by the Executive Director.**
- 7.6 **Approve the Revisions to the Individual Training Account (ITA) Policy to define payment options currently used with various types of training providers, including reimbursement based on hours of training completed, or modules of training completed, and to account for payment of fees/tuition for community college programs.**

Items 7.5 and 7.6 were discussed as a group. The OJT was revised due to having left off language in the last revision that specified that OJTs would be limited to 1 per program participant. It is possible to have exceptions to the rule with authorization from the Executive Director. The ITA policy language was revised to include payments per modules and language regarding enrollment for community colleges and other public educational entities. Additional payment methods for vendors was added.

Brett Frazier moved to approve items 7.5 and 7.6, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith

- 7.7 **Approve letting a Request for Proposals (RFP) for the One Stop Procurement.**

Staff have been bringing information for the One Stop procurement process to the Board for the past year. Staff had hoped to be able to use a 3rd party facilitator to work on the procurement process in order to eliminate staff involvement as staff to the WDB and to the current One Stop Operator (the Madera County Workforce Investment Corporation (MCWIC)) are the same people. MCWIC planned to write a proposal to operate the One Stop but was advised that this would not provide for the proper firewall division between the WDB and the One Stop Operator as mandated by WIOA. As such, MCWIC will not be able to submit a proposal for the One Stop procurement. The WDB will need to let a RFP for the One Stop Procurement. Staff will work on the procurement documents and processes. The One Stop Operator will run the One Stop and provide Adult and Dislocated Worker services. All other Services can continue to be provided by the staff to the Board – MCWIC. The WDB would continue to

receive funds for and run services for Special Project grants as well as Business Services. WIOA also allows local area Boards to provide youth services which were previously disallowed for Boards.

Brett Frazier moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith

7.8 Approve staff researching Out-of-School (OSY) youth program as an in-house service.

Under the Workforce Investment Act (WIA), workforce boards were not allowed to run and maintain their own youth services program. WIOA has changed funding for youth services and workforce boards are now allowed to run and provide youth services. Staff recommends that the Board not let a RFP for youth services at the end of the current provider's contract and keep the program in-house. Staff will research running an in-house program and bring to Board for approval.

Brett Frazier moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Robyn Smith

8.0 Information Items

8.1 Facilities Update

8.2 Grants/Projects Update

8.3 Regional Planning Update

Information for items 8.1, 8.2, 8.3 were provided within the meeting agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

- *Tracie Scott-Contreras: stated that Madera workforce received Veteran grant funds that will provide funds for training in advanced manufacturing.*
- *Elaine Craig: stated that Madera applied for America's Promise Grant along with other local areas in the region. This grant would fund \$4.6 million over 4 years from H1B money. Because the grant would run 4 years, they are looking into possibly being able to provide funding for participants to help obtain a 4 year degree.*

11.0 Next Meeting

August 25, 2016

12.0 Adjournment

Meeting adjourned at 3:57 p.m.