



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Executive Committee

MINUTES

August 23, 2018

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

PRESENT: Brett Frazier, Les Taylor, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

ABSENT: Bob Carlson

GUEST:

OTHERS: Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by Chair Brett Frazier at 1:05 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Tracie Scott-Contreras, Interim Deputy Director, stated that Maiknue Vang has been selected to do a presentation on services under the Disability Employment Accelerator (DEA) grant along with staff from the Los Angeles area at the 2018 NENA Conference in Louisville, Kentucky in September.

5.0 Adoption of Board Agenda

Nichole Mosqueda moved to adopt the agenda, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Brett Frazier, Les Taylor, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

6.0 Consent Calendar

All matters listed under consent calendar are considered to be routine and will be enacted by one motion.

6.1 Consideration of approval of the Executive Committee meeting minutes – May 24, 2018.

6.2 Consideration of acceptance of the resignation of David Hernandez, Madera Unified School District, from the WDB.

6.3 Consideration of approval of the re-appointment of Terry Nichols, California Department of Rehabilitation, to the WDB.

- 6.4 Consideration of approval of a revision to the Individual Training Account (ITA) policy to increase the tuition cap from \$3,500 to \$7,000.
- 6.5 Consideration of approval of a revision to the One-the-Job (OJT) policy to increase the maximum training hours from 528 to 1,056.
- 6.6 Consideration of approval of the revised Transitional Job Training (TJT) policy to increase the maximum training hours from 160 to 320.
- 6.7 Consideration of approval of the revised Procurement Policy to align with recently released State guidance.
- 6.8 Consideration of approval of the revised Supportive Services Policy increasing the daily flat reimbursement rate for travel for unpaid training activities from \$8 per day to \$10 per day.
- 6.9 Consideration of approval of a new training provider, Dental Assisting Institute, Modesto, currently listed on the State Eligible Training Provider List.
- 6.10 Consideration of approval of the revised WDB Conflict of Interest Code to include mandatory Whistleblower protections language.

Rob Poythress moved to approve items 6.1 to 6.10, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Brett Frazier, Les Taylor, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

7.0 Action Items

7.1 Consideration of accepting the One Stop Operator Report.

A One Stop Operator (OSO) representative was not able to attend. Tracie Scott-Contreras provided the report-out in his place. The One Stop Operator has been in place for a year. The report clarifies all the roles and responsibilities of the Operator and the Statement of Work. It is the Operators duty to meet with Partners and check in and see how everything is going. The Operator is ensuring cross training between agencies and has developed work groups to streamline the process. There is work being done for integrating the enrollment process between partner agencies. A Center Business Committee is working on a Center brochure. They are working on procedures and processes for outreach to employers so that different partner staff do not do redundant work and outreach. The Operator noted that Center staff go into the Madera Adult classrooms to provide information on services and that Center staff are working well together. Brett Frazier asked if staff and partners are receiving feedback from the OSO including on areas that need improvement. Staff stated that the report included feedback from the partners and staff. All staff have been working well together. There is a timeline set for the Hallmark of Excellence plan. The referral process between agencies is the biggest improvement that needs to take place. An improvement plan was put into place to address some issues. Staff feel confident that they will be able to address items on the improvement plan but stated that the State will need to participate in the process for integrated data.

Rob Poythress moved to accept the One Stop Operator report, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Brett Frazier, Les Taylor, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

7.2 Consideration of approval of the PY 2018-19 preliminary budget.

Staff have received the preliminary funding notice from the State. Funds have been set aside for trainings as mandated by the State. There is a significantly higher amount of training funds available this year due to the lower unemployment rate which means less people are coming in for trainings. Staff are developing and will work through the Skill Up Madera County initiative. There are 80 young adults enrolled in services. Many of the young adults are going into post training activities. Operational costs are level at this time as more Partners have moved into the Center. State Center Community College District will start paying towards facilities costs as they will have more staff present in the Center. Staff are working on ways to utilize training funds. Workforce is funding a Microsoft certification course with Madera Adult School. Staff will collect information from businesses as well as Private Sector board members as to possible trainings needed for employees in the community and for businesses. Staff use various methods to connect with employers to gauge their needs. They make cold-calls as well as doing direct outreach to the local businesses and employers. Staff also check in and meet with the Economic Development Commission and other business groups. Staff are considering surveying employers through the Madera District Chamber of Commerce to see what incumbent worker trainings may be needed. Brett Frazier requested that

“Fringe” under the Expenses section of the budget spreadsheet be changed to “Employee Benefits” instead. Staff will revise the spreadsheet for all future occurrences. Jessica Roche, Fiscal Manager, stated that close-out has been finished and the final budget will be presented to the Board. The final budget will include previous year carry-in. Carry in figures include funds that were not expended for trainings as well as 20% set aside at the beginning of each fiscal year specifically for carrying into the next fiscal year. Also, the State granted local areas waiver to the 80% expenditure of formula funds for the fiscal year. This allowed staff to carry in additional funds. Staff have also done a very good job of going after and procuring grants. This allows trainings as well as some administrative/personnel costs to come from grant funds instead of formula funding.

Les Taylor moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Brett Frazier, Les Taylor, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

7.3 Approval of the appointment of 1 to 2 WDB Directors to an ad hoc committee led by the Madera County Workforce Investment Corporation Board to facilitate the hiring process for the Executive Director position.

The Madera County Workforce Investment Corporation (MCWIC) has identified an ad hoc committee for the purposes of researching a possible recruitment of the Executive Director position. The MCWIC board requested that the Workforce Development Board (WDB) also identify members to work with the ad hoc committee. Brett Frazier, Pat Gordon and Nichole Mosqueda volunteered to work on the ad hoc committee. Les Taylor volunteered to help if more members were needed. At this time, the MCWIC members will meet after their meeting. Members will need to decide if there will be an open recruitment. The group will come together and share ideas and thoughts on the process and the Executive Director position.

Rob Poythress motioned to appoint Brett Frazier, Nichole Mosqueda and Pat Gordon to the Executive Director ad hoc committee, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Brett Frazier, Les Taylor, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

7.4 Consideration of approval of the Limited English Proficiency (LEP) Plan, as required by the previously approved WDB Policy for Serving Individuals with Limited English Proficiency.

The development of a Limited English Proficiency Plan (LEP) was brought to the Board in April. An LEP Plan is required by the State in order to ensure that non-English speakers have access to trainings and all the related documents in their native language. Spanish is the predominant second language in Madera. All critical documents have been translated and are available in Spanish. Most Workforce staff are also bilingual in Spanish. Staff also have ISpeak charts for customers to identify their primary language. Staff can also make arrangements to have interpreters available as needed.

Pat Gordon moved to approve, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Brett Frazier, Les Taylor, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

8.0 Information Items

8.1 MCWIC Board Update

Information provided within the meeting agenda packet.

8.2 MCWIC FY 2017-2018 Year-End Unaudited Financial Activity Update

Information provided within the meeting agenda packet.

8.3 Program Update

The information provided was reformatted to summarize the current grants Workforce has received. Charts and graphs for services and demographics were also provided within the packet.

8.4 America’s Job Center of California (AJCC) Continuous Improvement Plan Update

Staff are working on the plan and will bring updates to the Board.

8.5 Regional and Local Plan Update

Information provided within the agenda packet.

8.6 WDB Podcast Update

Information provided within the meeting agenda packet.

8.7 Sub-regional ProPath Contract One Year Extension

Information provided within the meeting agenda packet.

8.8 WDB Workforce Newsletter

Information provided within the meeting agenda packet.

8.9 WDB 2018-2019 Meeting Calendar

Information 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

Staff provided a copy of the newest newsletter being developed by staff. This newsletter is more data driven. Staff requested input from the Board. Nichole Mosqueda stated that she likes the data and that the County information was very helpful. Brett Frazier stated that the charts were easy to read.

11.0 Next Meeting

September 27, 2018

12.0 Adjournment

Meeting adjourned at 1:47 p.m.