



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **A G E N D A**

**August 24, 2017  
2:00 p.m.**

Meeting will be held at:

***Madera County Workforce Assistance Center  
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 Madera County Workforce Investment Corporation, 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.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Corporation (MCWIC) website at [http://www.maderaworkforce.org/?page\\_id=736](http://www.maderaworkforce.org/?page_id=736). 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 Madera County Workforce Investment Corporation (MCWIC) meeting minutes – July 19, 2017

### **7.0 Action Items**

7.1 Consideration of the approval of the revised MCWIC salary schedules.

### **8.0 Information Items**

8.1 MCWIC Year-to-Date Financial Reports Update

8.2 Grants/Projects Update

8.3 Facilities Update

8.4 One Stop Operator Update

8.5 America's Job Center of California (AJCC) Certification Update

8.6 Workforce Development Board (WDB) of Madera County Update

8.7 2017-2018 MCWIC Meeting Calendar

**9.0 Closed Session**

9.1 Request for Closed Session: Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director

**10.0 Written Communication**

**11.0 Open Discussion/Reports/Information**

11.1 Committee Members

11.2 Staff

**12.0 Next Meeting**

September 28, 2017

**13.0 Adjournment**



## MINUTES

### **SPECIAL MEETING**

**July 19, 2017**

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

**PRESENT:** Debi Bray, Victor Gonzalez, Roger Leach, Mattie Mendez

**ABSENT:** Lindsay Callahan, Bob Carlson, Robyn Smith

**GUEST:** Sophia Aguilera

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

#### **1.0 Call to Order**

*Meeting called to by Chair Debi Bray at 3:30 p.m.*

#### **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. Sophia Aguilera introduced herself as the English Language Learner (ELL) Navigator Pilot project Navigator.*

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

*Closed session item 9.1 – Executive Director will not take place and will be placed on the next agenda.*

*Mattie Mendez moved to adopt the modified agenda, seconded by Roger Leach.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Victor Gonzalez, Roger Leach, Mattie Mendez*

#### **6.0 Consent Calendar**

##### **6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) April 27, 2017 meeting minutes.**

*Roger Leach noted that he was not at that Board meeting and would abstain.*

*Mattie Mendez moved to approve, seconded by Victor Gonzalez.*

Yes: Vote: Approved – unanimous

Yes: Debi Bray, Victor Gonzalez, Mattie Mendez

## **7.0 Action Items**

### **7.1 Consideration of the approval of the revised MCWIC staff salary schedule to include the English Language Learner (ELL) Project Navigator.**

*Revisions were made to the staff salary schedule to include the ELL Project Navigator. Madera is the recipient of a \$500,000 ELL Project pilot grant along with the Adult Education Consortium and the Fresno Workforce Development Board. The ELL Navigator position was a mandated position for the grant. The Navigator position is an exempt non-management position. It was noted that the Information Systems Specialist was incorrectly listed on the schedule as an exempt position. Stipends listed on the schedule only apply to employees who came to MCWIC after the separation from Madera County Office of Education (MCOE). Stipends do not apply to anyone hired after the separation from MCOE. It was suggested that the Stipend information be clustered within the section of the salary schedule that pertains to former MCOE employees. The title will also be revised to reflect that the schedule includes only non-management positions rather than exempt or non-exempt due to the ELL Navigator position being non-exempt.*

*Roger Leach moved to approve, seconded by Mattie Mendez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Victor Gonzalez, Roger Leach, Mattie Mendez*

### **7.2 Consideration of the approval of the revised Manager job description and title to Deputy Director.**

*The revision of the title is due to Workforce Innovation and Opportunity Act (WIOA) which requires a firewall for the operation of the One Stop. The Manager position is no longer applicable as that position is no longer involved with the operation of the One Stop. The Deputy Director workload is focused on supporting the Executive Director and the Board with only minimal staff supervision. The salary and benefits remain the same.*

*Roger Leach moved to approve, seconded by Victor Gonzalez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Victor Gonzalez, Roger Leach, Mattie Mendez*

### **7.3 Consideration of approval to designate the Deputy Director and Fiscal Manager as authorized signatory authorities for the Executive Director's time sheet.**

*The authorization for the Executive Director's time sheet came about due to a monitor finding. This is the first finding MCWIC has gotten in five years. The current process has the Executive Director approving all timesheets including the Executive Director timesheet. The timesheet system is an online system. It was suggested that the authorization be given to the Deputy Director "and/or" the Fiscal Manager.*

*Roger Leach moved to approve the Deputy Director and/or the Fiscal Manager as signatory authorities for the Executive Director timesheet, seconded by Victor Gonzalez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Victor Gonzalez, Roger Leach, Mattie Mendez*

### **7.4 Consideration of the approval of the 2017-18 operational budget.**

*Information for fiscal allocations had not been confirmed up to a couple of weeks ago and has been changing up until a couple of days prior to the meeting. There was an approximate increase of \$120,000 between Adult, Dislocated Worker and Young Adult programs. There is no information on the*

allocation amount for Rapid Response. Included in the operational budget is a 3% COLA for all MCWIC staff. Some MCWIC staff have begun to look for employment elsewhere and have occasionally cited salary as a reason for leaving MCWIC. MCWIC staff have not received a COLA increase in 3 years and this may help assuage staff from leaving the organization. The Board requested that consideration of approval of COLAs be separated and identified clearly and possibly apart from the Operational Budget. It was suggested that staff also provide the previous year's budget for comparison.

Mattie Mendez moved to approve the 2017-18 operational budget to inclusive of a COLA increase of 3% for staff, seconded by Victor Gonzalez.

Vote: Approved – motion carried

Yes: Victor Gonzalez, Roger Leach, Mattie Mendez

No: Debi Bray

**7.5 Consideration of approval of the MCWIC year to date financial reports for the period ending May 31, 2017.**

Staff is still working on closing out the fiscal year and will bring that information to the Board when its ready.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Victor Gonzalez, Roger Leach, Mattie Mendez

**8.0 Information Items**

None.

**9.0 Closed Session**

**9.1 Request for Closed Session: Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director**

Agenda item 9.1 was removed from the agenda upon Adoption and will be placed on a future agenda.

**10.0 Written Communication**

None.

**11.0 Open Discussion/Reports/Information**

None.

**12.0 Next Meeting**

August 24, 2017

**13.0 Adjournment**

Roger Leach moved to adjourn, seconded by Victor Gonzalez.

Meeting adjourned at 4:51 p.m.

**MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**  
2037 W. Cleveland Avenue, Madera, CA 93637

**NON-EXEMPT SALARY SCHEDULE**

Review Date: 7/19/2017; 8/24/2017

<b>Job Title</b>	<b>Monthly Salary Range</b>		<b>Hourly Range</b>	
Workforce Assistant	\$ 1,787.00	to \$ 2,143.00	\$ 10.31	to \$ 12.36
Workforce Technician I	\$ 2,230.00	to \$ 2,524.00	\$ 12.87	to \$ 14.56
Workforce Technician II	\$ 2,575.00	to \$ 3,214.00	\$ 14.86	to \$ 18.54
Lead Workforce Technician	\$ 3,244.00	to \$ 3,296.00	\$ 18.72	to \$ 19.02
Accounting Technician III	\$ 3,181.00	to \$ 3,875.00	\$ 18.35	to \$ 22.36
Program Technician	\$ 3,276.00	to \$ 3,992.00	\$ 18.90	to \$ 23.03
Business Specialists	\$ 3,336.00	to \$ 4,068.00	\$ 19.25	to \$ 23.47
Career Specialists	\$ 3,336.00	to \$ 4,068.00	\$ 19.25	to \$ 23.47
Principal Accounting Technician	\$ 3,336.00	to \$ 4,068.00	\$ 19.25	to \$ 23.47
Executive Assistant - Confidential	\$ 4,278.00	to \$ 5,215.00	\$ 24.68	to \$ 30.09

*\*Above schedule reflects a Board approved 3% COLA increase on July 1, 2017*

**Stipends for eligible Non-Exempt staff**

	<b>Annually</b>
Bilingual Stipend – Oral only	\$ 600.00
Bilingual Stipend – Oral, Read Write	\$ 900. 00
Master Degree	\$ 1,000.00
Cellular Phone – text only	\$ 240.00
Cellular Phone – data and text	\$ 480.00

**Longevity - Madera County Office of Education (MCOE) staff carried over on January 1, 2013 only**

Longevity pay is equal to 5% of the employee’s current salary for each longevity period, starting on the 8<sup>th</sup> year after hire date.

Example:

<b>Starting Monthly Salary</b>	<b>Hire Date</b>	8 <sup>th</sup> YR	Every 3 <sup>rd</sup> YR	Every 3 <sup>rd</sup> YR
		<b>LONG 1</b>	<b>LONG 2</b>	<b>LONG 3</b>
\$1,000	1/1/2000	2/1/2008	2/1/2011	2/1/2014
	5% increase	\$50.00	\$52.50	\$55.13
		\$1,050.00	\$1,102.50	\$1,157.63

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION  
 2037 W. Cleveland Avenue, Madera, CA 93637

EXEMPT SALARY SCHEDULE

Review Date: 7/19/2017; 8/24/2017

<b><u>Job Title</u></b>	<b><u>Monthly Salary Range</u></b>
English Language (ELL) Project Navigator	\$ 5,356 to \$ 6,200
Program Supervisor	\$ 64,273 to \$ 74,397
Fiscal Manager	\$ 78,304 to \$ 90,650
Deputy Director	\$ 78,304 to \$ 90,650
Executive Director	\$ 93,072 to \$ 107,743

*\*Above Schedule reflects a Board approved 3% COLA increase on July 1, 2017*



**Stipends for eligible Exempt staff**

	<b>Annually</b>
Cellular Phone – text only	\$ 240
Cellular Phone – data and text	\$ 480
Master Degree	\$ 1,000

**Longevity - Madera County Office of Education (MCOE) staff carried over on January 1, 2013 only**

Commencing with the 9<sup>th</sup> year of service

<b>9<sup>th</sup> Year of Service</b>	<b>12<sup>th</sup> Year of Service</b>	<b>15<sup>th</sup> Year of Service</b>	<b>18<sup>th</sup> Year of Service</b>
\$500 per annum level	\$750 per annum level	\$1,000 per annum level	\$1,500 per annum level



## Agenda Item 8.1

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: August 24, 2017**

**Subject: MCWIC Year-to-Date Financial Reports Update**

**Information:**

MCWIC is currently completing fiscal and program year-end close for FY 2016-2017 as of June 30, 2017, and finalizing the calculation of year-end balances and carry-forward. Once year-end closeout is completed, *FINAL* June 30<sup>th</sup> reports will be submitted to the Board for approval. This is expected to be completed no later than September 8<sup>th</sup>, 2017.

**Financing:**

Workforce Innovation and Opportunity Act



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## Agenda Item 8.2

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: August 24, 2017**

**Subject: Grants/Projects Update**

### **Information:**

- CCP/AB109: This contract was renewed for 2016-2017 with a decrease in funding from the Department of Corrections. We continue to provide in custody job readiness workshops at the Madera County Department of Corrections facility however the staffing has been reduced and is only available to conduct the workshops. Evaluations from the participants, and DOC staff, have been excellent, and some of the participants have started to come into the Center after they are released from the facility and are ready to begin training or job search. We are also conducting specialized, 3 hour orientation sessions four times per month for individuals referred from County Corrections and Probation. The sessions assist these customers to access the services they need to become employed. We are scheduling a meeting with DoC/Probation to discuss the potential for expanded services and a potential increase in funds. A proposal has been submitted for 17-18 with a Business Services/Specialist included in the budget and scope of work to provide employer resources, interview panels, industry/sector information and has been approved.
- Wells Fargo Grants: We continue to provide resources and assistance to veterans in the community with the second round of funds from Wells Fargo in the amount of \$10,000. The intent for use of this second round of funding is to continue with the work started last year. We will continue to recruit Veteran Mentors, increase advertising and outreach to the Veteran community, participate in all Veteran-oriented community events, and continue to add resources and options to improve our web-based Veteran Resource Center, including the addition of an on-line interest form. We were provided with a showcase window at the County Government Center and provided a veteran display specific to veterans with a sign that thanked Wells Fargo for the opportunity to serve veterans with their funding. We have also received \$15,000 to assist single parent female households, now extended to single parent male households, with a staff navigator and mentor to identify community resources and navigate barriers and challenges faced by this particular population. We have mentors assisting us with focus groups and surveys as well as outreach into the community to better determine the needs of this particular population. We were again invited to submit a letter of

interest and subsequently an application for a rural workforce development \$75,000 grant (this is invitation only) and though we were a finalist, ultimately we were not one of the successful applicants. We were recently contacted by Wells Fargo and asked to submit a proposal for up to \$20,000. A discussion ensued about the scope of work that would be considered and we have submitted a proposal to fund a dedicated HiSET class, with instructor and clerical support and flexible hours for customers and we were recently notified that we were successful for that amount and project and will be receiving funds in the near future. We were recently notified that our application for \$20,000 to continue the HiSET dedicated and customized class with Madera Adult School has been approved.

- Staff have also reached out to PG&E in order to apply for grant monies for their 2016 award period and received a positive response for us to be an applicant for community education and training. We have subsequently held a conference call with PG&E and have identified an area where there is mutual interest for an application and project working with Individuals with a Disability. We are waiting for PG&E to post their application online to complete and submit our project for consideration. We continue to check the PG&E website for open applications but have recently been advised that they are in the process of re-vamping their grant program and that applications would most likely not be available until 2017. However, because we have worked with PG&E on a number of very successful projects, we were asked about any other projects we would like to fund and we have suggested a Veterans Resource Center in the new facility and that is being considered with the potential for up to \$20,000 funding. The Executive Director recently spoke with a new contact with PGE and was asked to provide a proposal/executive summary for a grant that would provide new computers for the resource room, assessment room and mobile laptops with a cart. That proposal was accepted and we will be asked to complete a formal application for \$25,000.
- Disability Employment Initiative: We have successfully completed this project and continue to increase our Ticket to Work assignments and revenue. We received funding to provide Technical Assistance to Merced County, as they are a recent DEI grant recipient. We have since been awarded another round of Disability Employment Accelerator funds, while these funds will continue to assist customers with disabilities the focus is employer/business services to include an HR Hotline and a new website for the local system.
- Disability Employment Accelerator Grant: We have been awarded funds through this grant of approximately \$166,000 to assist individuals with a disability gain employment and/or receive upgrade skills training for retention or advancement and to educate, inform and engage employers. We are currently completing the application for 2016-2017 funds for submission to EDD. We have been awarded these funds as indicated in the DEI. We recently submitted a DEA grant application for 17-18 with a continued focus on employers, as well as jobseekers. We anticipate being notified regarding the results of the grant competition soon. We have been awarded this grant in the amount of \$250,000.
- Community Development Block Grant: We received \$13,000 from the City of Madera for 2015-16 to serve adult low-income City of Madera residents. We are to enroll at least ten (10) participants. This is the third year we have been awarded these funds. We have submitted a 2016-17 application and presented at both the Review Advisory Committee and the City Council and have tentatively been awarded \$10,000. Final approval is scheduled on August 2, 2016. These funds will assist with the dedicated HiSET class with Madera Adult School. The City is still pending receipt of these funds from HUD. As of this date, we have indeed received \$10,000 and signed the contract with the City. We have applied for 17-18 funds and

have been awarded \$7,500. This has been increased to \$7,900. We are still waiting for the contract.

- We are constantly searching for funding opportunities through various Foundations and other institutions due to our non-profit status. We are building a system in that we are notified of grant opportunities and the deadline dates so we do not miss appropriate and viable opportunities.
- The Central California Workforce Collaborative, with Madera as the lead, received \$20,000 for the Governor's Office Slingshot Initiative which is being administered by the State Board for the planning phase of this project, which has been successfully developed. Fresno will be the lead for the \$1m implementation phase. This initiative is to regionalize and enhance collaboration and partnerships with stakeholders for training and employment of valley residents. While the Valley is known for its collaboration and regional efforts around workforce development, the approach of this initiative is unique in that it encourages and allows for out of the box and risk taking projects to enhance access to career pathways and self-sufficiency. The planning phase brought numerous partners together such as EDC, Community Colleges and manufacturing employers to determine the need of the workforce specific to manufacturing, advanced manufacturing, value added manufacturing with the intent to utilize the \$1m funds to implement and/or resolve the challenges and needs identified by the Compact with strategies such as prior learning assessment and reciprocity for demand curriculum across community college campuses. Fresno WIB is the lead on the \$1m project.
- National Emergency Jobs Driven Grant: The Central California Workforce Collaborative have been successfully implementing this grant for long-term unemployed customers across the region, with Madera as the lead. This project requires 30% of the total funds, which is approximately \$3m for the region, to be spent on work-based learning activities such as OJT, Intern/Extern, PWEX, Job Shadow. This grant will also fund a regional economic and skills gap analysis with local data also being provided. This will assist in the local and regional plans that are required but also will benefit employers and partners to determine needs and gaps in the local communities. We have recently requested an extension of six months and a modification to the eligibility criteria in order to expend the dollars associated with this grant and to increase the number of participants regionally. The request for six months was ultimately denied by DoL but EDD provided us with a three month extension to September 31, 2016 and has now provided an extension through March 31, 2017. Recently, the CCWC approved paying for a nationally recognized Business U Boot Camp for Business Specialists staff in the region. This Boot Camp will be held on January 17, 2017 at the Madera Muni Golf Course with approximately 35 participants. We have successfully completed and closed out this grant as of March 31, 2017 and met all performance outcomes and numbers and returned \$8,000 approximately to the state as unexpended. This is due to other areas that could not expend their entire allocation.
- The California Workforce Development Board has approved our application to be designated a High Performing Workforce Board and we have subsequently received approximately \$54,000 for that designation. We were required to reapply for Board Certification by March 31, 2016. We believe at this time that we have received a conditional certification due to not meeting the required percentage for labor representation. Since then, we have received a nomination from the local labor council, along with additional private sector members, which will bring us compliant with membership and will receive full certification. We have received the written notice of full certification from the State Board.

- The California Workforce Development Board has also approved our application for designation as a local workforce development area under WIOA as well as certification of the Workforce Development Board under WIOA. This is a requirement of WIOA and will be for a two year period for the local area and we will be required to reapply in March 2016 for continued certification of the WDB. We have recently received the Directive to begin the process for recertification of the WDB with the application due to EDD by March 31, 2016. The recertification application was approved by the Board of Supervisors at their meeting on March 15, 2016 and has been submitted to EDD and the State Board. We received conditional certification due to a lack of the required labor representative percentage. This was due to a misunderstanding/interpretation of the law. This has since been resolved and we recently received notification from the state board that the WDB will be fully certified.
- Under the auspices and umbrella of the WDB, staff will be facilitating and hosting employer resource events. In October staff will be facilitating an employer event sponsored by PGE and SBDC/Fresno State with a number of partner agencies such as EDC and GoBiz, where in information and resources will be provided to local employers. This was a very successful event with over 30 employers attending. We have since collaborated with the Madera Chamber of Commerce and the California Employer Association to co-host/co-sponsor employer training events. We have also successfully contracted for an HR Hotline made available to Madera County employers at no cost. This was made possible from the DEA funds. These events are ongoing.
- We have submitted a grant application to the Department of Labor under the Strengthening Working Families Initiative solicitation. The grant application was developed in partnership with SCCCD/Madera Community College Center, the Community Action Partnership of Madera County, and the Greater Madera County Industry Association via the Economic Development Commission. The program, if funded, will serve unemployed and underemployed residents of Madera County who are parents, and for whom child care creates a barrier to training and employment. The grant will focus on the provision of training in the Advanced Manufacturing sector and provides resources for child care costs. A portion of the grant will also be provided to SCCCD/Madera Community College Center to increase student capacity in the Advanced Manufacturing programs through the addition of faculty, counseling time, and the provision of updated equipment and tools for the program. We have been notified that we were not a successful award for these funds. Only one workforce development area in California received these funds and it was in San Diego.
- We have also submitted a grant application for Veterans Employment Assistance Program (VEAP) funds in partnership with Merced County WIB. We have received these funds in the past and have identified manufacturing as the sector for training. We have been notified that we have indeed been awarded these funds and we will be the lead on this project. We are currently enrolling eligible veterans under this grant focused in Manufacturing. Transportation and logistics has since been added. We were also successful in receiving additional VEAP funds with Stanislaus as the lead.
- We have applied for America's Promise Grant as a region with Fresno as the lead. This is a four year, \$6 million application with manufacturing training identified as the targeted industry. This grant, if received, will build capacity at the community colleges and allow for more advanced training in manufacturing related trades. Unfortunately, we were not successful in receiving this grant.

- We will also be submitting an application to the State Board for the Workforce Accelerator Grant with the intent to serve individuals who are limited English proficiency by providing, through contract ed, a customized and dedicated class for the participants. Potentially we would target incumbent workers and provide the class at the worksites or at a central location with flexible days and times to accommodate the participants. We are still pending notification of awards for these funds. Unfortunately, we did not receive this grant.
- Staff submitted an application for a technology grant in which only non-profit organizations could apply. This was due to a court settlement with the Attorney General's office related to technology infractions by a private company. We collaborated with the Library and submitted the grant application to replace and provide technology equipment and software to the main library branch and the outlying branches. Unfortunately, we did not receive these funds but have subsequently received grant opportunities for the library and have forwarded them the information.
- Staff continue to work on WIOA Transitional activities such as Regional Planning. The Central California Workforce Collaborative, which comprises the eight local workforce development areas and Boards, will be contracting for a consultant to provide a one day facilitation on beginning the planning and logistics of regional planning. Ultimately, the CCWC will also consult for assistance and facilitation through the development of the required regional plan. The Central Valley Region participated in a full day facilitated regional planning process two weeks ago and will begin the process with bi-weekly webex, conference calls, and when possible, in person meetings. We have also let an RFP with Merced, Stanislaus, San Joaquin and Kings County for a One Stop Operator. This is the second let as the first failed with no proposals. This round closes in a week and we will then know if we have any successful and/or viable proposals to be the sub-regional one stop operator.
- We have also applied for a Workforce Navigator Pilot Project Grant for English as a Second Language Learners. This was done in collaboration with Fresno WDB and the Regional Adult Ed Consortium. We were notified that we were selected for a grant award of \$500,000 and are in the process of hiring a staff person to implement this grant with the partner organizations. We have since hired the Navigator position and are beginning to implement the Scope of Work. This grant term is 18 months.

**Financing:**

Workforce Innovation and Opportunity Act



### Agenda Item 8.3

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: August 24, 2017**

**Subject: Facilities Update**

**Information:**

Madera Unified School District (MUSD) presented the proposed facility relocation for their programs to the school board at their regularly scheduled meeting on March 22, 2016. Their Board approved the concept and the ability to hire an architect to provide a schematic and costs associated with the move. Their Board meets on Tuesday, April 26, 2016 to decide on the relocation based on the submitted costs from the architect and their staff. The MUSD Board approved the Adult School relocation at their May 24, 2016 meeting. MUSD will be requesting bids for construction of ten classrooms for the Adult School in the new building. Bids will be received through June 13, 2016 with the intent to request an award at the MUSD Board Meeting on June 14, 2016. Bids that were ultimately received were well over budget. MUSD has since reduced the number of classrooms and construction materials have been changed to reduce costs. The owner of the property will be accomplishing the tenant improvements to further reduce costs. A contractor has since been selected by the owner and MUSD with a meeting scheduled for Monday, September 19<sup>th</sup> to determine costs and timelines. MUSD has since been in the building and has begun construction.

MCWIC staff have also been working on preparing a project plan in preparation for the possible relocation of facilities. This plan will include costs, timeframes, procurement of services, partner agency location/relocation, etc.

Current leaseholder for the 441 E. Yosemite facility has also been contacted regarding the potential move and is not only very understanding, but very flexible and willing work with us in regards to the timeline of the move. A Special meeting of the MCWIC Board of Directors was held on June 14, 2016 to approve the lease and relocation of the Job Center. We were hoping to relocate in August/September timeframe but it is now currently January 2017. It will depend on the construction progress and completion. We have since signed a lease with the owner but with language that until we have moved into the facility and all issues specific to ADA compliance and completion of those items is complete we will be unable to pay rent. As of this date, the projected move – in is January 2017. We have the partners to fully occupy our side of the building but still have the concern about timing of their occupancy and our need to pay for



them pending sub-leases and payments and have budgeted accordingly. Current partners that will occupy the building, and pay for costs, are DSS, EDD, DoR, MAS. We are working with Madera Community College Center, Housing Authority and SER (Older Worker Program), and CVOC to have a representative in the building and pay for infrastructure costs. All mandated partners are required in accordance with the WIOA to contribute towards the cost, either through operational and/or delivery of career services, of the one stop whether they are co-located or not.

\*\*The One Stop was closed the week of January 16, 2017 for the physical move to the new location and we opened for business on Monday, January 23, 2017 with Madera Adult School co-located. Department of Rehabilitation and Department of Social Services have also began providing services in the new facility. DSS's lease has since been signed to begin paying for costs as of March 1, 2017. The last of the required

ADA issues are being taken care of in order for the State Form G to be signed off by the architect and for EDD to enter into a sublease and have staff physically collocated as well. We are hoping in the next month we can finalize with EDD on both the lease and staff presence and services. We have also met with Madera Community College Center and CVOC regarding either collocation and/or a level of services and representation in the One Stop. The Form G has been formally signed and has been provided to EDD. We are currently in sublease negotiations to include their IT, Phone and Furniture staff making the necessary arrangements for EDD staff to occupy the space. We are anticipating this will most likely take a number of more months to finalize. Central Valley Opportunity Center has leased an office space to have representation back in the One Stop and they are now on-site effective the week of June 5, 2017. Madera Center is planning and hoping to lease and occupy an office and cubicle space and is preparing to take that to their Board. This will leave us with one empty cubicle that can be used for other partners who are not able to co-locate such as SER and/or Tribal TANF. The ADA Form G has been completed and signed. We are still working with EDD on the lease. It is now projected to be completed by October 1, 2017.

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.4

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: August 24, 2017**

**Subject: One Stop Operator Update**

### **Information:**

The sub-region of San Joaquin, Stanislaus, Merced, Madera and Kings Counties has let a request for proposals twice in accordance with the mandate of WIOA for a One Stop Operator.

The first let resulted in no proposals being received. It was let again with some modification in the scope of work to include a not exceed budget amount. We received one proposal but it was rated 42 out of 100 by an independent evaluation committee made up of Executive Directors and Board Chairs. This score has been deemed unsatisfactory. The sub-region counties are considering a sole source after declaring a failed procurement and possibly using an agreed upon consultant who has workforce Development and One Stop operator experience. This approach is being vetted by legal and procurement staff with Merced County. This would be a temporary solution for the 17/18 program/fiscal year as we would still be required to either procure or resolve the issue of the firewall and seek a waiver from the State. WE have since entered into a contract with ProPath – a well known and regarded provider of workforce development activities. We have met with the owner and our assigned liaison, Roger Schmitt, who used to be our state Regional Advisor until his retirement. Either him and/or the owner will attend a Board meeting for introductions and will report out to the Board at least annually.

### **Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.5

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: August 24, 2017**

**Subject: AJCC Certification Update**

### **Information:**

A work group from the Workforce Development Board was identified at the last meeting. The members are Laura Gutile, Michelle Brunetti and Elizabeth Wisener. This work group will work with Board staff to determine a process for certification which is due to the California Workforce Development Board (CWDB) by September 30, 2017 as well as the Baseline Certification which is due to the CWDB by December 31, 2017. The Hallmarks of Excellence Certification, which staff believe we can indeed meet the minimum criteria for certification, is due to the CWDB by June 30, 2018. A conference call, at the time of the development of the agenda packet, was scheduled for Tuesday, August 15, 2017 with the work group to have preliminary discussions related to the process. Staff, and the work group, will update the Board at the meeting on Thursday, August 17, 2017.

### **Financing:**

Workforce Innovation and Opportunity Act



AJCC Certification Ad-Hoc Committee  
 Conference Call  
 August 15, 2017 – 1:00 p.m.  
 (408) 792-6300; Access Code: 802 429 449

## Agenda

### Attendees:

Elizabeth Wisener, Laura Gutile, Michelle Brunetti, Nicki Martin, Tracie Scott-Contreras

#### 1. Overview of Certification Requirement

*The Workforce Innovation and Opportunity Act (WIOA) requires that all area workforce boards certify that each local area's AJCCs meet a baseline criteria at a minimum. Each state's Governor must come up with processes and procedures for the certifications such as Partner MOUs that detail services within the Centers or ensuring that all services are accessible and offered in different modalities.*

#### 2. Certification Directive and Matrices

*EDD Directive WSD16-20 provides detailed information on the Certification ([http://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/wsd16-20.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd16-20.pdf)) as well as the Baseline and Hallmarks of Excellence matrices. Staff don't anticipate any problems and foresee that the Madera AJCC will meet all the requirements for the Baseline Criteria certification but want to meet and certify the Madera AJCC under the Hallmarks of Excellence certification. Madera will need to work on a couple of sections in order to meet that level but feel that it is doable.*

#### 3. Certification Timeline

*Each local board must submit an outline of their certification process by September 30, 2017. The State Board will review the process and notify the local boards by November 1, 2017 if the process submitted is sufficient. Once the process is approved, Baseline certification self-assessments must be completed and submitted to the State Board by December 31, 2017. Boards must also submit corrective action plans if necessary. Boards who are deemed not-yet-certifiable must complete any corrected baselines by April 1, 2018.*

#### 4. Certification Process Options

*Local Boards have a few options as to how they want to complete the process for AJCC certification.*

- a. *Boards can appoint a Committee – which was the case in Madera. This committee will conduct the process and report back to the Board. The committee can/will work with Workforce Board staff (Elaine and Tracie) to fix any deficiencies found.*

- b. *Boards can opt to have an outside consultant or the One Stop Operator work with the Committee and to conduct the process.*
- c. *Local workforce regions have discussed using a peer review process where selected staff from different areas will conduct the certification process for different workforce areas. This will be discussed at a Central California Workforce Collaborative (CCWC) meeting on August 25, 2017.*

*The Committee indicated that they would prefer to work with a Consultant or a third party such as the One Stop Operator for the Hallmark certification process. The committee suggested that a self-assessment be completed in order to address any issues prior to the official review. The process does not involve writing a report but rather using the Matrices provided that are more like a check off list. The Committee will work off of the Matrices and then report and present to the WDB for approval and then to the State by the deadlines provided.*

**5. Baseline Certification Review – Next Meeting**

*It was suggested that the Committee meet again in October to begin to work on the Matrices. The Committee will work on the Baseline Matrix.*

**6. Report to WDB**

*Committee members were asked to provide information and an update on the process at the August 17, 2017 WDB meeting.*

# WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

## AGENDA

August 17, 2017  
3:00 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](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) of Madera County meeting minutes for July 18, 2017.

### 7.0 Action Items

7.1 Consideration of approval of the re-appointment of Nichole Mosqueda for an additional 3 year term – 10/21/17 to 10/21/20.

7.2 Consideration of approval of the re-appointment of Chuck Riojas for an additional 3 year term – 12/6/17 to 12/6/20.

- 7.3 Consideration of approving the nomination and application of Exchille Mendoza, Sales Manager – SpringHill Suites, to the WDB.
- 7.4 Consideration of approval of the revised WDB bylaws to include possible changes to the Executive Committee representation.
- 7.5 Consideration of approval of the revised Nondiscrimination and Equal Opportunity policy to align with the State Directive WSD17-01.
- 7.6 Consideration of approval to add Madera Adult School's Occupational Skills training in Certified Nurse Assistant (CNA), Microsoft Office Specialist and Security Guard to the Eligible Training Provider List (ETPL).

## **8.0 Information Items**

- 8.1 MCWIC Update
- 8.2 Financial and Program Activity Update
- 8.3 Grants/Projects Update
- 8.4 Facilities Update
- 8.5 WDB Dashboard
- 8.6 One Stop Operator Update
- 8.7 America's Job Center of California (AJCC) Certification Update
- 8.8 MOU Phase II Update
- 8.9 Strategic Regional and Local Workforce Development Plans Update
- 8.10 Young Adult Program Update
- 8.11 Title II Adult Education and Family Literacy Act (AEFLA) Plan Review
- 8.12 Future WDB Initiatives
- 8.13 WDB Business Newsletter
- 8.14 WDB and Workforce Assistance Center Website and Logo Redesign
- 8.15 Wells Fargo Grant Check Presentation – August 23, 2017, 2:00 p.m.
- 8.16 WDB 2017-18 Meeting Calendar

## **9.0 Written Communication**

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

- 10.1 Committee Members
- 10.2 Staff

## **11.0 Next Meeting**

October 19, 2017

## **12.0 Adjournment**

# WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

## MINUTES

### **SPECIAL MEETING**

**July 18, 2017**

***Convened at Madera County Workforce Assistance Center - Conference Room  
2037 W. Cleveland Avenue, Madera, CA 93638  
(559) 662-4589***

- PRESENT:** Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener
- ABSENT:** Bridget Carpenter, Jorge DeNava, Gabriel Gil, Claudia Habib, David Hernandez, Terry Nichols, Robert Poythress, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate
- GUEST:**
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail, Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Sophia Aguilar

#### **1.0 Call to Order**

*Meeting called to order by Workforce Development Board (WDB) Chair, Pat Gordon, at 4:44 p.m.*

##### **1.1 Pledge of Allegiance**

#### **2.0 Additions to the Agenda**

*None.*

#### **3.0 Public Comment**

*None.*

#### **4.0 Introductions and Recognitions**

*Round table introductions were done by everyone in attendance. Pat Gordon was recognized with a certificate of Appreciation for his work as the WDB chair.*

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

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

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener*

#### **6.0 Consent Calendar**

- 6.1 Consideration of the ratification of the Workforce Development Board (WDB) meeting minutes – February 16, 2017.**
- 6.2 Consideration of the ratification of the WDB Executive Committee meeting minutes – May 9, 2017.**
- 6.3 Consideration of the ratification of the nomination of Wendy Lomeli, Employment Development**



Department, to the WDB.

- 6.4 Consideration of the ratification of the resignation of Carey Wilson, SEIU 1000, from the WDB.
- 6.5 Consideration of the ratification of the resignation of Jim Rodriguez, Kings View, from the WDB.
- 6.6 Consideration of the ratification of the resignation of Kelly Woodard, Madera County Department of Social Services, from the WDB.
- 6.7 Consideration of the ratification of the transfer of funds from the dislocated worker funding stream to the adult funding stream in the amount of \$150,000.

*Agenda items 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 6.7 were discussed as a group. Items 6.1 to 6.6 are routine resignations and meeting minutes. The dislocated worker fund transfer is routine and allowed by the State. This is the second transfer and was previously approved by the Executive Committee.*

*Bobby Kahn moved to approve items 6.1 to 6.7, seconded by Chuck Riojas.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener*

## **7.0 Action Items**

- 7.1 Consideration of the approval of the re-appointment of Gabriel Gil, PG&E, to the WDB for an additional 3 year term.
- 7.2 Consideration of approval of the resignation of Bridget Carpenter, SpringHill Suites Madera, from the WDB.
- 7.3 Consideration of approval of the resignation of Pat Gordon, Private Sector, from the WDB.
- 7.4 Consideration of approval of the application of Deborah Martinez, Madera County Department of Social Services, to the WDB.

*Agenda items 7.1, 7.2, 7.3 and 7.4 were taken as a group. Pat Gordon is resigning as he no longer works in the Private Sector within Madera County and so no longer qualifies for the WDB of Madera County..*

*Brett Frazier moved to approve agenda items 7.1 to 7.4, seconded by Bobby Kahn.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener*

- 7.5 Consideration of the approval of the WDB 2017-2020 local area plan and authorization to have the WDB Chair sign the plan and forward to the Madera County Board of Supervisors for approval.

*The Plans need to be approved by the WDB and forwarded to the Board of Supervisors for signature. Once signed, the Plans will be forwarded to the State for final submission.*

*Brett Frazier moved to approve, seconded by Mike Fursman.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener*

## **7.6 Consideration of the approval of the Phase II MOU.**

*The MOU process was in 2 parts – Phase I focused on the services and Phase II focuses on the financial information for services provided in the Center by Partner agencies. Staff have gotten most of the partner information and signatures for the Phase II MOUs and will submit to the Board of Supervisors for approval.*

*Brett Frazier moved to approve, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener*

## **7.7 Consideration of the appointment of an America's Job Center of California (AJCC) Certification Committee.**

*Per state requirements, Workforce staff are not allowed to participate in the certification process for the AJCC. The process must be Board driven. This committee will meet to go over the process and compile all the necessary documents in order to certify the AJCC. Laura Gutile, Michelle Brunetti and Elizabeth Wisener volunteered to be on the Committee.*

*Bobby Kahn moved to appoint Laura Gutile, Michelle Brunetti and Elizabeth Wisener to the AJCC Certification Committee, seconded by Brett Frazier.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener*

## **7.8 Consideration of approval of the 2017-18 program budget.**

*Brett Frazier moved to approve the program budget as presented, seconded by Bobby Kahn.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener*

## **7.9 WDB Chair Elections**

*Brett Frazier volunteered to be the WDB Chair.*

*Mike Fursman moved to approve Brett Frazier as the WDB Chair, seconded by Chuck Riojas.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener*

## **7.10 WDB Vice Chair Elections**

*Staff suggested that Les Taylor could be the WDB Vice Chair and they could call him personally to see if he is able to act as the Vice Chair on the WDB. Nichole Mosqueda agreed to accept the Vice Chair nomination if Les is unable to accept.*

*Brett Frazier moved to have staff contact Les Taylor to accept the Vice Chair nomination or accept Nichole Mosqueda's nomination if Les is not able, seconded by Mike Fursman.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Brett Frazier, Mike Fursman, Pat Gordon, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Nichole Mosqueda, Ivan Otamendi, Chuck Riojas, David Salter, Elizabeth Wisener*

**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**

*August 17, 2017*

**12.0 Adjournment**

*Chuck Riojas moved to adjourn the meeting, seconded by Bobby Kahn.*

*Meeting adjourned at 4:55 p.m.*



2017-2018

**BOARD MEETINGS**

Meeting Location:  
 Madera County Workforce Assistance Center  
 2037 W. Cleveland Avenue  
 Madera, CA 93637  
 559-662-4589

Monthly: 4th Thursday of the month @ 2:00 p.m.
July 27, 2017
August 24, 2017
September 28, 2017
October 26, 2017
November 23, 2017
December 28, 2017
January 25, 2018
February 22, 2018
March 22, 2018
April 26, 2018
May 24, 2018
June 28, 2018