



MINUTES

December 5, 2017
9:00 a.m.

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

PRESENT: Lindsay Callahan, Bob Carlson, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

ABSENT: Debi Bray

GUEST:

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

1.0 Call to Order

Meeting called to order by Vice Chair Mattie Mendez at 9:06 a.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Elaine Craig, Executive Director provided information about the Trees for Charity event. MCWIC staff decorated and submitted a tree for the event. \$600 was collected at the event from Horn's Photography. An additional \$700 has been collected from other donors.

5.0 Adoption of Board Agenda

The agenda incorrectly lists the Conference Room as the location of the meeting. The meeting is taking place in the Workshop Room and the location will be revised to reflect the correct location.

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – September 28, 2017.

The Chair's name was misspelled on the September 28, 2017 minutes. The name will be corrected.

Vote: Approved – unanimous

Yes: Lindsay Callahan, Bob Carlson, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

7.0 Action Items

7.1 Consideration of the approval of the MCWIC Board Director Job Description.

The Job Description was previously discussed and is brought to the Board for approval. Elaine thanked Lindsay Callahan for her assistance with the information for the document. The job description will include being part of the marketing and recruitment for the Board. The intent is to provide this and other documents in an application packet for Board member recruitment. Staff will clarify the additional responsibility of representing the Board to the public when the Executive Director is not available on the document. Under ED Performance and Accountability, the word “process” will be added so as to clarify that the Board monitors the Executive Director’s performance process – not the Director’s performance. The Chair and Vice Chair oversee the Executive Director’s evaluation process.

Lindsay Callahan moved to approve with the changes to the section for Additional Responsibilities for Chair and Vice Chair of the Board for representing the Corporation to the public and adding the word “process” after the word performance for the ED Performance and Accountability section, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Lindsay Callahan, Bob Carlson, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

7.2 Consideration of approval of the MCWIC Board of Directors Agreement.

The Board of Directors agreement is being brought to the current members and will be provided to future Directors as well. Staff tried to capture and align it with the organization. The intent is to make the appointment to the Board a more formal process and so that it helps new members understand their roles and responsibilities. Staff hopes that the agreement can be used as a tool to engage its members.

Bob Carlson moved to approve, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Lindsay Callahan, Bob Carlson, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

7.3 Consideration of approval of the Organizational Assessment tool, process and letter to employees.

Conducting a climate survey was discussed as part of the Executive Director evaluation process. Mattie Mendez and Victor Gonzalez provided samples for staff to review and consider for a survey. A subscription to SurveyMonkey was purchased and staff have built a survey that they believe will capture how staff are feeling. The survey and Board letter will be emailed to staff. Staff are asking for approval of the survey and letter to be signed by the Directors if acceptable. The survey appears long but should be completed fairly quickly as there are not many sections for comments. Elaine informed the Board that all staff complete a self-appraisal for their annual evaluation process. Once everyone has completed the survey, management staff will review and bring information back to the Board. The Board recommended that the letter/message go to staff from the Executive Director and not the Board but that staff know that the Board supports the survey. Staff are more comfortable with the Executive Director. In reviewing the survey, it was suggested that the ranges suggesting in #64 and #65 be made broader and less delineated. #63 contains a typo and will be corrected. Staff feel that this question is necessary and should be included in the survey. It was clarified that #49 referred to the employee appraisal process and aligns with the benchmarks used in the appraisal process. #33 refers to Madera’s Strategic Plan. All staff are aware that there is a strategic plan – even though they may not be too familiar with the information.

Roger Leach moved to approve the survey with the changes and that the letter go out on behalf of the Executive Director, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Lindsay Callahan, Bob Carlson, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

7.4 Consideration of approval of the revised MCWIC bylaws to include term limits, board attendance criteria, board qualifications, board composition, Executive Director evaluation process and Board Authority.

Staff provided Bylaws document to the Board with the changes tracked for review. Roger Leach requested further clarification of the change to section 4.02 section (a). Section (a) was deleted from the document as suggested in a previous discussion. It was suggested that the section be removed since it states that the Board has the power and authority to terminate staff as well as Officers and staff feel that the authority to terminate staff falls to the Executive Director and not the Board. The Deputy Director would have the authority in the absence of an Executive Director. It was discussed that section (a) may possibly need to be cleaned up and that the reference to staff be removed so that only the Executive Director and officers be included in this section instead of deleting it from the document. Staff recalled that at a previous meeting, the Chair suggested that the section may need to be removed to remove the reference to staff within it. In reviewing the document after the meeting, staff were concerned that the section was inaccurately gives the Board the authority to hire and fire staff. The hiring and firing of staff has historically been the role and responsibility of the Executive Director. The Bylaws further clarify that the Board may employ and/or appoint an Executive Director who shall be the administrative head of the Corporation in Section 7.01. It was discussed that there may be a conflict with sections (a) and (e) in Section 7.01 and that they need to be reconciled with each other. It was suggested that section (a) in 4.02 stay in the Bylaws with the reference to staff removed. That section is the only place within the Bylaws that references the Board's authority to appoint and remove the Executive Director and Officers and to remove that section would remove the Board's authority to do so. Staff agree that the section should remain and that that the reference to staff within the section be removed. The need for succession planning was also discussed and staff informed the Board that there is a plan in development.

Agenda item 7.4 was tabled. Staff will revise the Bylaws and bring back to the Board for approval.

Vote: Approved – unanimous

Yes: Lindsay Callahan, Bob Carlson, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

7.5 Consideration of approval of the MCWIC Executive Director evaluation process.

The Evaluation process was discussed as part of the Executive Director evaluation process. The process has been revised and brought back to the Board for review and approval. The previous discussion included trying to simplify the process. Roger Leach stated that the last paragraph may be too complicated and not in keeping with the previous discussion. The process was reviewed and discussed one bullet point at a time. Bullet #1 was acceptable as presented. Bullet #2 was acceptable as presented. Bullet #3 was discussed with an emphasis on the third sentence that refers to inviting other key informants and stakeholders to participate in the evaluation. The Executive Director prefers omitting the sentence that refers to inviting stakeholders as it leaves it open to too wide a pool of possible participants for the evaluation process. Input from staff can be gathered by the climate survey that will be conducted annually. Their input can be considered towards the evaluation process for the Executive Director. This sentence will instead be changed to include language that will allow the Board to opt to invite the Workforce Development Board Chair or Vice Chair to provide input for the Executive Director evaluation. The Board opted to omit this sentence for bullet #3. The word "if" in front of the word "any" in the second sentence of bullet #4 will be removed. Bullet #5 will be revised so that it states that the Executive Director will receive the ratings from the Board before the closed session. Bullet #6 was acceptable as presented. Bullet #7 refers to a more formal process for presenting updates to the Board. The Elaine feels that the Board received updates on a regular basis in a written format through the agenda packet for each meeting. This bullet was acceptable as presented.

Robyn Smith moved to approve with the revisions to the document, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Lindsay Callahan, Bob Carlson, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

7.6 Consideration of approval of the MCWIC Executive Director goals for the period of January 1, 2018 through June 30, 2019.

Language around a fund development plan and enhancing the collaboration between the Workforce Development Board (WDB) and the MCWIC were added to the Executive Director Goals and Objectives. It was suggested that implementing the climate survey be added as well. The survey will be added to the information within the bullet that refers to Board Governance (#8).

Roger Leach moved to approve with the addition of the survey, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Lindsay Callahan, Bob Carlson, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

7.7 Consideration of approval of the revised Contract with Chief Local Elected Official/Madera County Board of Supervisors to align with the Workforce Innovation and Opportunity Act and the Final Rule.

The contract with the chief local elected official (CLEO) was revised in order to align it to the Workforce Innovation and Opportunity Act (WIOA). The CLEO is required for all workforce areas. The County has fiduciary responsibility for the workforce area.

Bob Carlson moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Lindsay Callahan, Bob Carlson, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

8.0 Information Items

8.1 MCWIC Year-to-Date Financial Reports Update

As discussed in the September, the financial documents have been moved to and can be discussed as an information item. The financials will be brought to the Board for approval on a quarterly basis.

8.2 Grants/Projects Update

Information provided within the agenda packet. Madera did not get the Strengthening Working Families grant. All grant was awarded to urban areas.

8.3 Workforce Development Board (WDB) of Madera County Update

Information provided with the agenda packet. The Executive Committee met last to approve items as the WDB was unable to establish a quorum and did not meet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

None.

11.0 Next Meeting

December 28, 2017

12.0 Adjournment

Bob Carlson moved to adjourn, seconded by Roger Leach. Meeting adjourned at 10:34 a.m.