



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.