



MINUTES

August 24, 2017

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

PRESENT: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

ABSENT: Bob Carlson

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:06 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Roger Leach moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – July 19, 2017

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

7.0 Action Items

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

Staff revised the exempt and non-exempt salary schedules to include the suggested revisions provided by the Board at the previous meeting. The Information Systems Specialist was removed from the non-exempt schedule. The English Language Learner (ELL) Project Navigator position was placed on the exempt salary schedule. The salary was incorrectly listed in the monthly range instead of the annual range as the rest of the exempt positions are. The correct annual range is \$64,272 to \$74,400 and will be corrected on the final document. The notes for each schedule were placed on a second page and include clarification on stipends and longevity increases and which employees are eligible for them.

Mattie Mendez moved to approve the revised schedules to include the change in the ELL Navigator salary on the Exempt salary schedule that will indicate an annual salary range, seconded by Lindsay Callahan.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez, Robyn Smith

8.0 Information Items

8.1 MCWIC Year-to-Date Financial Reports Update

Staff are finishing up the fiscal year-end closeout and will bring the financial documents to the September board meeting for review and approval. Jessica Roche asked the Board to provide input for how they would like the information provided to them. Information on last fiscal year's actuals, final expenditures for the relocation of the One Stop, training dollars spent and program data will be provided. Debi Bray commented that the format in which financial information was provided at the June Board meeting would be helpful.

8.2 Grants/Projects Update

Information provided in the agenda packet.

8.3 Facilities Update

Information provided in the agenda packet.

8.4 One Stop Operator Update

Information provided in the agenda packet.

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

Information provided in the agenda packet.

8.6 Workforce Development Board (WDB) of Madera County Update

Information provided in the agenda packet.

8.7 2017-2018 MCWIC Meeting Calendar

Information provided in the agenda packet.

9.0 Closed Session

Mattie Mendez moved to go into closed session at 2:23 p.m., seconded by Lindsay Callahan.

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

No reportable action taken. Closed session adjourned at 3:53 p.m.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

None.

11.1 Committee Members

None.

11.2 Staff

None.

12.0 Next Meeting

September 28, 2017

13.0 Adjournment

Victor Gonzalez moved to adjourn, seconded by Roger Leach. Meeting adjourned at 4:02 p.m.