



MINUTES

September 28, 2017

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

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

ABSENT: Bob Carlson, Robyn Smith

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 MCWIC Chair Debi Bray at 2:08 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 Mattie Mendez.

Vote: Approve - unanimous

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

6.0 Consent Calendar

6.1 Consideration of the approval of the Madera County Workforce Investment Corporation (MCWIC) August 24, 2017 meeting minutes.

Lindsay Callahan moved to approve, seconded by Victor Gonzalez.

Vote: Approved - unanimous

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

7.0 Action Items

7.1 Consideration of the approval of the resolution for the City of Madera Community Development Block Grant (CDBG) Public Service Proposal 2017-2018 to be used to provide GED/HiSET

preparation for Madera residents.

MCWIC's CDBG proposal was approved by the City. The \$7,945 award will be used to supplement the HiSET preparation class. Once approved, the City requires that a Board approved, signed resolution be returned.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approve - unanimous

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

7.2 Consideration of the approval of the final 2017-2018 operating year budget.

Year-end close out has been completed and the 2017-18 operating budget was presented. Salaries are presented by grant. The budget reflects direct charges applied to each grant. Operational costs are tied to percentage of time for staffing applied to grants. 2 allocation methods were used that reflect by square footage and occupancy method. PG&E payments are calculated based on square footage so that every partner pay the appropriate amount. To date, the Employment Development Department (EDD) has not moved in to the Center. MCWIC is absorbing and will continue to absorb the cost of their portion of the square footage until they sign a lease and move forward with moving in. Staff are hoping to receive a signed lease within the week. Staff will bring information on EDD's financial contribution towards their lease/square footage to the Board.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approve - unanimous

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

7.3 Consideration of approval of the MCWIC year to date financial reports for the period ending August 31, 2017.

The information up to 6/30/17 is preliminary until the audit is finalized. Program activity documents are required by and submitted to the State. The MCWIC Board prefers the general ledger format. The board recommended that the Financials be presented to the Board quarterly.

Mattie Mendez moved to approve, seconded by Victor Gonzalez.

Vote: Approve - unanimous

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

8.0 Information Items

8.1 Grants/Projects Update

Information provided within agenda packet. Staff have received 2 requests to partner on some grants within the last couple of days.

8.2 WDB Strategic Implementation Facilitated Session – 10/18/17, 1:00 p.m. to 5:00 p.m.

The MCWIC Board are invited to participate in a strategic implementation session on 10/18/17. The session will focus on strategic goal implementation around the local plan.

8.3 MCWIC Board Governance Discussion

Board governance was precipitated by the discussion that took place previously around the Executive Director evaluation process. Lindsay volunteered to meet and discuss board governance with the Elaine in order to develop and implement a process and procedures. Lindsay Callahan, Mattie Mendez, and Victor Gonzalez provided examples of documents for climate surveys and board governance. Staff will build an organization climate survey based on the information provided. Staff will plan on presenting the survey to staff along with a message from the MCWIC Board. Elaine has reviewed some self-appraisal and board job description and board member agreement documents that

could work well. Staff will look at the documents and will revise to suit the MCWIC board and staff needs. Board orientations, limit to term limits, office job descriptions, Board member job descriptions and attendance were discussed and will be considered for implementation. Providing a "Fiscal 101" workshop for board members could be provided in future. Developing and providing a fund development plan will come to the Board for their input and approval. Decisions made on items such as Executive Director evaluation, term limits, minimal attendance requirements or board composition would involve revising the Bylaws. Staff will research information on teleconferencing for Board meetings and how it affects the quorum. Staff will consider whether a closed session agenda item should be a standing item on the agenda. Staff will also research proxy voting. Staff will revise job description documents and provide to the Board and gather input for a final document. Debi Bray pointed out a section of the bylaws (4.02) that indicated that the Board would have the authority to appoint or remove officers or staff. She recommended that staff review the bylaws and ensure that they clearly indicate that the authority for officer and staff appointments belong to staff – not the Board. The Executive Director evaluation process was discussed. A rough draft of a possible evaluation process was discussed and provided. It was determined that the Executive Director does not need to meet to review and discuss the evaluation with the Chair prior to the formal evaluation at the closed session at the board meeting.

8.4 Executive Director Goals Update

It was suggested by the Board that the goals encompass an 18 month time period – July 1, 2017 to June 30, 2019. Elaine provided a rough draft of the Executive Director goals and asked for input from the Board. Debi Bray suggested that the fund development plan goal be written in a way that involves working alongside the MCWIC Board so that it can be accomplished as a team effort. Many of the goals provided are centered around the work that is done with the Workforce Development Board (WDB) and WIOA mandates. Lindsay Callahan suggested creating a goal to facilitate the relationship between the 2 Boards. At this time, the minutes for each board is included within the Board agenda's so that the each see what business is being done by the other. Lindsay suggested that both the WDB and MCWIC boards should be included in the Executive Director evaluation process since so much of the Director's goals involve WDB processes and mandates. The Board suggested that they could be allowed the discretion to invite a member of the WDB to participate or provide input on the Executive Director evaluation. Elaine will revise the rough draft and bring them back to the Board.

8.5 Workforce Development Board (WDB) Update

Information provided within the agenda packet.

9.0 Written Communication

Staff presented a framed sign to Victor Gonzalez for Wells Fargo as a thank you for their grant award to MCWIC. The grant funds are used for an open entry HiSET class.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

The fall job fair is scheduled to take place on October 26, 2017 at the Pan Am center from 9:00 a.m. to 12:00 p.m. There are 30 employers currently scheduled to participate in the Job Fair.

11.0 Next Meeting

October 26, 2017

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 4:38 p.m., seconded by Victor Gonzalez.