



MINUTES

October 25, 2018

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

PRESENT: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer
ABSENT: Bob Carlson, Zaven Kalebjian, Roger Leach, Robyn Smith
GUEST: Elizabeth Millan, Erick Flores, Scott Miller
OTHERS: Gail Lopez, Jessica Roche, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 2:10 p.m. by Chair Debi Bray.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Tracie Scott-Contreras introduced Erick Flores and Elizabeth Millan to the Board. Erick is a Business Specialist and has been with the Workforce Investment Corporation (MCWIC) for approximately 4 months. Elizabeth is a Career Specialist and has been with MCWIC for approximately a month. Elizabeth worked previously with Central Valley Opportunity Center and Reading and Beyond.

5.0 Adoption of Board Agenda

Mattie Mendez moved to adopt the agenda, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – September 27, 2018.

Lindsay Callahan noted that Roger Leach's last name is misspelled on the minutes within the motion for item 10.1. Staff will correct the minutes.

Lindsay Callahan moved to approve the minutes with the correction to Roger Leach's name, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer

7.0 Closed Session

Lindsay Callahan moved to close open session and go into closed session at 2:16 p.m., seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer

7.1 Request for Closed Session: Public Employee Employment Hiring Process Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director

a. Closed Session Report-out by MCWIC Chair

Open session reconvened at 2:49 p.m. Debi Bray reported that there were no reportable actions taken in closed session.

8.0 Action Items

8.1 Consideration of approval of the revised MCWIC Executive Director Job Description

Lindsay Callahan moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer

8.2 Consideration of approval of the revised exempt staff salary schedule.

Staff provided the exempt and non-exempt salary schedules. The only change to the schedules was the revised rate for the Executive Director. The new range is \$101,000 to \$115,000 per the ad hoc committee recommendation.

Mattie Mendez moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer

8.3 Consideration of approval of the MCWIC year to date financial reports for the quarter ending September 30, 2018.

The budget and expenditures are on track. Expenditures for trainings have increased since July 1, 2018 due to staff ramping up training expenses and also due to the Workforce Development Board increasing the limits on certain training activities. The newest options for trainings are Transitional Job Trainings (TJT) which was created with WIOA. Staff are starting to utilize that for special populations through grants. TJT allows part time, subsidized employment while participants are in other activities. The incumbent worker training is new training being used in Madera. The reports provided are grouped by funds that shows where we're at related to budget for each grant for each quarter of the year. There is nothing out of the ordinary when comparing expenditures to budget. We are in the process of getting an extension on DEA grant which was due to close at the end of December. Madera received an extension through the end of March, 2019. This will allow us to expend the work-based learning funds before the end of the grant. Jessica Roche, Fiscal manager, stated that there have been more expenditures for facility repairs than anticipated. When unexpected issues come up, staff obtain prior approval from the partners since this will cause expenses above and beyond what was budgeted. Jessica asked the board for their input as to how they preferred to view the quarterly report actual details. Information can be provided to include year to date totals are just the quarter's information. The Board preferred to receive the information broken out by most recent quarter actual details. For December, the Board will see October, November and December details along with year to date information.

Mattie Mendez moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer

9.0 Information Items

9.1 Presentation by Circles USA

Lindsay Callahan provided some information on Circles USA. Circles USA works nationwide with local organization and many United Ways to reduce poverty. Their strategy is relational and individualized but also systemic. Scott Miller, provided a presentation on Circles USA. Tracie Scott-Contreras, Interim Executive Director stated that she would take Circles USA information to the Workforce Development Board.

9.2 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

9.3 Program Update

Staff are continuing to see individuals with significant barriers. MCWIC will apply for the next round of Disability Employment Accelerator (DEA) grant funds.

9.4 Employee Handbook Review by Legal Counsel Update

Staff have submitted the employee handbook to legal counsel and are waiting to hear back from them and will provide an update to the Board once they receive input from counsel.

9.5 Insurance Services and Legal Services Procurements Update

Staff are currently preparing procurements for health and legal services. It will be important that any organization submitting a proposal have non-profit experience. Insurance procurements will include health and business insurances. The procurements should be ready to go shortly after the beginning of next year. Staff will prepare and bring the documents to the Board for review. Staff will post and review any proposals received and provide a recommendation to the Board for their consideration.

9.6 MCWIC Representation on the Workforce Development Board of Madera County Update

The Workforce Board approved Debi Bray's and Mattie Mendez's applications at their October 18th board meeting. Staff will forward the applications to the Board of Supervisors for appointment.

9.7 Executive Director Ad Hoc Committee Update

No new updates at this time.

9.8 Facilities Update

A parking permit system will be implemented to help with the parking in front of the building. Center staff will be issuing parking passes to anyone spending more than an hour at the Center. Visitors will be asked to use the parking stalls farther away from the front of the building as designated in a map provided by the complex manager. Customers will not be parking in the back of the building. There have not been any additional complaints about parking.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

11.1 Board Members

None.

11.2 Staff

Tracie Scott-Contreras spoke about the local and regional forums taking place for the update to the local and regional workforce plans. Reading and Beyond has participated in some of the meetings. Staff are considering a membership with the National Council of Non-Profits.

12.0 Next Meeting

December 6, 2018

13.0 Adjournment

Mattie Mendez moved to adjourn the meeting at 3:53 p.m., seconded by Lindsay Callahan.