



MINUTES

December 6, 2018

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

PRESENT: Debi Bray, Gabriel Mejia (2:05), Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach, Zaven Kalebjian
ABSENT: Bob Carlson, Robyn Smith
GUEST: Brandi Moore
OTHERS: Jessica Roche, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:03 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Roger Leach introduced Brandi Moore. Brandi is working as a program assistant within his church through their leadership program.

5.0 Adoption of Board Agenda

Roger Leach moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach, Zaven Kalebjian

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – October 25, 2018.

Lindsay Callahan moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach, Zaven Kalebjian

7.0 Closed Session

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

Mattie Mendez moved to close open session and go into closed session at 2:06 p.m., seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach, Zaven Kalebjian

a. Closed Session Report-out by MCWIC Chair

Open session reconvened at 2:42 p.m. Debi Bray reported that MCWIC recommends that Tracie Scott-Contreras be appointed as the Executive Director to be effective January 1, 2019. The Ad Hoc Committee consisting of Gabriel Mejia, Lindsay Callahan, and Mattie Mendez will work with Tracie on an employment contract.

8.0 Action Items

8.1 Consideration of approval of the compensation package for the MCWIC Executive Director.

The current wages for the Interim Executive Director are \$108,994. The current salary range for the Executive Director was posted at \$101,000 to \$115,000. It was recommended that the Executive Director's salary start at \$110,000 effective January 1, 2019.

Mike Farmer moved to approve to be effective January 1, 2019, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach, Zaven Kalebjian

8.2 Consideration of approval of the Request for Proposals (RFP) document, process and timeline for MCWIC Insurance Services.

8.3 Consideration of approval of the Request for Proposals (RFP) document, process and timeline for MCWIC Legal Services.

The 2 RFPs for items 8.2 and 8.3 were discussed together. Staff want to release 2 procurements. The insurance brokerage services would include MCWIC business insurance and health insurance. The MCWIC Board had previously recommended that a procurement for business insurance be let. The services for both procurements would be effective as of July 1, 2019. Both RFPs have the same deadlines. The Board expressed that it is important that legal services providers have a good understanding of the workforce system. Staff noted that the current legal services provider provides consultation services nationally and staff would send the RFP information to various areas in the region. The RFPs will go out as soon as they are approved.

Gabriel moved to approve items 8.2 and 8.3, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach, Zaven Kalebjian

8.4 Consideration of approval to obtain quotes for a new phone system per EDD WSD17-18 Procurement of Equipment and Related Services directive and submit quotes to the State and the Board for final approval.

The current phone system is no longer supported and is very outdated. It was purchased in the 90's. Any services that are more than \$5,000 would need State approval. Staff confirmed with EDD that putting out a request for quotes (RFQ) instead of a request for proposals (RFP) was acceptable in this case. The phone system replacement is not budgeted but there are funds within the budget for the expense. The current system is not a network system. At this time, staff are contacting other agencies for names and recommendations for phone vendors and will consider leasing in order to maintain the most current system in place and so that the equipment does not become obsolete compared to purchasing. Staff will gather information on both a lease and purchase option. The State would need to be contacted if MCWIC purchases a new system.

Mattie Mendez moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach, Zaven Kalebjian

9.0 Information Items

9.1 Workforce Development Board (WDB) of Madera County Update

The WDB is scheduled to meet on December 20, 2018. Everything with the local plan modification is moving forward. A draft plan should be available in the coming days. Debi Bray and Mattie Mendez were appointed to the WDB. They are scheduled to attend their first meeting later this month.

9.2 MCWIC Year-to-Date Financial Reports Update for the Period Ending October 31, 2018

Currently, MCWIC is under expended for WIOA training by approximately 30%. These funds cannot be transferred and must be spent on participant trainings. The WDB is looking to procure training activities. Training funds must be expended by June 30, 2019 or a corrective action plan will need to be done. Any contracted trainings must provide credentials or licenses by an accredited institution and must be for in-demand fields. Trainings also must not overlap existing training programs provided by partners. Staff will contact the Community College to see if any trainings can be done through the college. Staff and Board discussed contacting and partnering with the trades and apprenticeship programs. Staff will look into a Class A training so that participants don't have to go outside of the county. At this time, staff is not aware of certification programs for facility maintenance but will check with the College for more information. Years ago, Workforce offered a custodian training that was very successful. Staff would need to look into wage outcomes for participants in order to make sure trainings will offer acceptable wages in the field. Mattie Mendez suggested that staff contact the Community College to discuss CDA certification. This certification works with a combination of units and hours of training and could possibly be used for home child care. Lindsay Callahan expressed concern that some current training programs are not full and not impacted and would like to ensure that it be addressed if possible. Staff stated that trainings such as CNA trainings are not impacted because the subject is not in high-demand. There are usually 8-12 participants per class and the cap is 15. Most people want to train in LVN and those trainings tend to get impacted. Workforce also has participants in the Microsoft Certification class. At this time, there is not a Quickbooks training option but staff can look into it. These classes are offered through the Madera Adult School (MAS). Anyone can register to attend outside of the Workforce program. At this time, all Workforce participants must have a GED or high school diploma, fairly good academic assessment scores and/or commit to remediation in order to receive services. Generally speaking, if a Community College student qualifies for Workforce services, they tend to qualify for some fee and tuition waiver from the college. Workforce can provide assistance with books and other supportive services. Discussion held regarding the common area maintenance (CAM) fees. Previously, staff advised the Board that the fees were quickly reaching the budgeted amount and the fees would eventually reach an amount outside of the negotiated figures. The latest invoice brings the fees to approximately \$6,000 over the budgeted cap for those fees. Staff will need to send a formal notice to the owner that MCWIC will

not pay any fees above the negotiated amount. There were unexpected projects done to the complex such as the re-paving that brought the CAM fees to an unexpected amount.

9.3 Program Update

Funds from the WAF grant will be used to expand ELL Services. DEA funds will be used to work with the Community College for students with disabilities. Madera will participating on a regional grant for Veteran employment along with Merced, Stanislaus and Kings counties. Staff are looking into Go Biz' community reinvestment program funding which goes towards job placement and mental health services. There will be \$10 million in grant funding available with \$10 million for the following 5 years for community investment grants.

9.4 Facilities Update

Madera County Department of Social Services (DSS) has given informal notice that they will vacate most staff from the Center when the new County Campus is open. Staff are communicating with CVOC and Reading and Beyond about a possible move into the Center. Staff will contact Deborah Martinez, DSS Executive Director, for information on specific details about their move. EDD may also expand their area and staff in the Center. There is no new information about the parking.

9.5 MCWIC Employee Handbook Update

The attorney confirmed that MCWIC is not a public agency and so the references to FMLA can be removed from the employee handbook. References to CFRA must remain. The State considers MCWIC a private, non-profit entity. Staff will bring a finalized handbook for approval.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

11.1 Board Members

- *Roger Leach stated that he attended the regional workforce plan forum in November. He felt it was a good event with lots of good resources and encouraged staff to continue doing those types of events.*
- *Lindsay Callahan stated that she had the RSVP link to the Governor's Town Hall meeting in Fresno and would forward it to anyone interested.*

11.2 Staff

Tracie Scott-Contreras stated that the Workforce Board's most recent podcast had 479 downloads. Tracie reported that MCWIC ELL grant staff were recognized at a State convening in Sacramento.

12.0 Next Meeting

January 24, 2019

13.0 Adjournment