



MINUTES

March 22, 2018

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

PRESENT: Debi Bray, Lindsay Callahan, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

ABSENT: Roger Leach

GUEST:

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

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

Bob Carlson moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) February 22, 2018 meeting minutes.

Lindsay Callahan noted that she was listed within in the February 22nd meeting minutes before she arrived and was present during the public session of the meeting. Staff will correct the minutes to reflect her attendance correctly.

Lindsay Callahan moved to approve the minutes with the removal of her votes before she arrived, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

7.0 Action Items

7.1 Consideration of approval of the revised MCWIC non-exempt salary schedule to include the addition of the Account Clerk I classification.

Staff provide the salary schedule anytime there are changes to the schedule and staffing. The Account Clerk I position is a reclassification of the Principal Accounting Technician position. Previously, there were two Principal Accounting Technician positions but that position has been downsized to only one. The Account Clerk I position is more of an entry level position with less salary. At this time, this position is being filled by a temp agency. Mattie Mendez asked for clarification for the Account Technician III listed on the salary schedule. Staff clarified that the Account Technician III position has not been used by MCWIC and that the position was listed erroneously on the schedule. The current MCWIC accounting department is comprised of Jessica Roche, Fiscal Manager, a half-time Principal Accounting Technician and a temporary full time Account Clerk I. The Principal Accounting Technician is half time and works mostly around payroll but also does other fiscal duties. Aside from the Account Technician III position, all other positions listed on the schedule are either currently filled or will be in future. Staff are currently recruiting for a Program Technician through a temp agency. Reclassification of the Principal Account Technician position to the Account Clerk I allows for less salary and staff have found that there is a larger pool of candidates for the position compared to the more upper level Principal Accounting Technician position. The person currently filling the position is working out well and staff hope to hire someone who can be trained to work with accounting work required for MCWIC.

Mattie Mendez moved to approve the salary schedule with the removal of the Account Technician III and approval of the Account Clerk I, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

7.2 Consideration of approval of the revised Operational Budget to include additional grant funds.

Staff provided a revised operational budget primarily to include additional grant funds received since the initial budget. Jessica Roche noted that the date listed at the top of the budget document was listed incorrectly as of December 31st. Jessica will have more budget amendments to provide to reflect budget amounts up to the end of March, 2018. The budget presented does not include the salary of the Account Clerk I position as that position was presented to the Board after the preparation of the budget documents. The adjustment for the position will be included in the adjustments presented to the Board at a future meeting. The salary amount presented on the documents is higher than what will be presented after the amendments as the documents include the higher salaried Principal Account Technician position which is being reclassified to the lower salaried Account Clerk I position. Per the Board's request, the budget documents list partner information within the same document rather than a stand-alone document. Partner contributions are based on square footage. MCWIC is the official lease holder for the building. The total rent is \$241,409 but is offset by revenue from Partners which leaves MCWIC's rent portion to be approximately \$136,000. Staff noted that Madera Adult School does not contribute to staff salaries directly but that other program and services from them are leveraged towards Center costs. There was an increase in amounts for consulting fees, travel and general operating services. The consulting fees increase is due to grant requirements for webhosting and the consulting services that increase as MCWIC gets new contracts. These services are mandated by the grants/contracts. For example, within the DEA II contract, consulting services is part of the program outline for the contract. The increase to the travel is due to a State created training contract for the local areas for specific trainings. Merced County is the lead in implementing the trainings. These funds reimburse the registration fees, per diems and other travel related expenses. Staff salaries are not reimbursed by these funds. Formula funds are not used for any of these State required trainings. General operating services are increased by \$18,000 and is primarily for Partner contracts. Auditors consider salaries paid for staff through temp agencies to be a contract and so those salaries are not included in the budgeted salaries amount. Previously, the Board requested that if there was a line item adjustment within \$5,000 that it did

not need to be brought before the Board - line item adjustments above \$5,000 and/or if it affected or decreased training dollars or anything directly to the clients would be brought to the Board. Grants are brought before the Board due to their large amounts that would offset other sections of the budget. Lindsay Callahan noted that \$5,000 was a very low threshold and that some boards adopt a 10% threshold for bringing adjustments to the Board. MCWIC has no indirect costs. Staff requested input from the Board as to how to handle instances of surplus funds. Staff believe a more detailed programmatic discussion may need to take place for surplus funds. Mattie Mendez suggested that a budget revision be brought to the Board that shows moving funds from one category to another in order to utilize any surplus funds. Staff noted that some of the surplus funds can be carried over. Mattie suggested that perhaps a line could be added for carryover and that in instances of large surplus amounts that movement of those funds be reflected on a budget revision to show how those funds will be utilized. The Board suggested that staff gather information as to how they would like to use the surplus and provide those needs within revisions to the budget. Staff are currently waiting to know whether local areas will be allowed to carry over funds to the next fiscal year and how much will be allowed to be carried over. Staff stated that many times services or programs for clients can come about very quickly and staff needed input from the Board as to how to handle instances where immediate action may be necessary as waiting on Board approval may slow those services or projects for clients. The Board authorized staff to start any programs for direct services to clients as needed before the budget revisions are brought before the Board. There was a request from the Board that staff use gridlines or format the budget documents in a way that would make reading the line items easier.

Mattie Mendez moved to approve the budget presented requesting staff bring a revised budget to address the revenue less expenditures for review, seconded by Lindsay Callahan.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

8.0 Information Items

8.1 MCWIC Year-to-Date Financial Reports Update

Information provided within the agenda packet.

8.2 Grants/Projects Update

Information provided within the agenda packet. MCWIC has applied for and has many different grants.

8.3 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.4 Program Update

Bob Carlson stated that he appreciated getting an update on the Youth program.

8.5 Form 990 Exempt Organization Tax Return Filing Update

Lindsay noted that typically the Form 990 goes before the Board for approval before it is submitted and suggested that the Form should be signed by the Board Chair. Staff stated that there was an issue with meeting a filing deadline by the accountant and so the Form was submitted prior to Board approval. Typically and in the past, the Form was brought to the Board for approval as an action item prior to submittal. Staff asked for input as to the approval process language for the Form – whether the Form is reviewed and approved vs. reviewed and accepted since there is nothing that can necessarily get changed beyond typographical errors etc. Lindsay stated that the language for most financial items are to accept and not approve and suggested that utilizing e-voting in this instance may have taken care of this item in time to meet the deadline and would like to have a conversation with the attorney to confirm e-voting guidelines. Lindsay suggested that there is supposed to be an audit committee and that a committee is required under a new non-profit law. Jessica stated that an auditor had stated that MCWIC did not need an audit committee due to its smaller size but that it would be up to the Board whether to have a committee or not. The Board will consult with the attorney to confirm an audit committee requirement. Mattie stated that CAPMC has a finance committee which meets a week prior when there

is an audit to review the audit and the item is added to the agenda according to where the committee deems it necessary. Debi Bray stated that a Treasurer to the Board may also serve to review and report to the Board. Further discussion held regarding e-voting and its compliance with the Brown Act. The Brown Act allows for teleconferencing with strict guidelines as to posting requirements and Board jurisdiction/boundaries for Board members.

8.6 Form 700 – due April 1, 2018

9.0 Closed Session]

Executive Director, Elaine Craig, stated that she prefers that her performance be evaluated in open sessions however the Board has indicated that they prefer that they be done in closed session without staff and that the Executive Director will have an opportunity to address the full Board regarding the evaluation in future.

Mattie Mendez moved to close the public session and adjourn the closed session at 2:51 p.m., seconded by Bob Carlson.

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

Public session opened at 3:37 p.m. – no reportable action taken.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

11.1 Committee Members

None.

11.2 Staff

None.

12.0 Next Meeting

April 26, 2018

13.0 Adjournment

Mattie Mendez moved to adjourn at 3:39 p.m., seconded by Robyn Smith.