



MINUTES

May 24, 2018

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

PRESENT: Debi Bray, Lindsay Callahan (2:07), Bob Carlson, Roger Leach, Mattie Mendez

ABSENT: Victor Gonzalez, Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:00 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Staff requested the addition of action item 7.6 – Fiscal Actions for Transition. This item includes items which are critical for business.

Roger Leach moved to add item 7.6 to the agenda, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Roger Leach, Mattie Mendez

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 Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Roger Leach, Mattie Mendez

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – April 26, 2018.

6.2 Consideration of approval of the MCWIC meeting minutes – May 17, 2018.

Roger Leach moved to approved items 6.1 and 6.2, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Roger Leach, Mattie Mendez

7.0 Action Items

7.1 Consideration of approval for the revised Accounting & Financial Policies and Procedures Manual to include aligning language for the Form 990 to align with Form 990 IRS requirements, update Board approval language for 10% by grant/line item changes on budget modifications, align language for Micro-Purchases and maximum threshold amount for Authorization and Purchasing Limits with actual OMB procurement requirements and update language in Establishment of Control Devices in the Accounts Payable Management Section to include the use of Requisition documents.

The Accounting & Financial Policies and Procedures manual was reviewed and provided with the proposed revisions. The document was revised to bring it to alignment with the Employment Development Department (EDD) procurement guidelines and the OMBs. Revisions were made within the purchasing limits table. Amounts of purchases greater than \$500 was changed to \$3,000 for regular purchases - \$2,000 in cases of acquisitions for construction. Staff always get comparative quotes when considering purchases. Supervisors write up and sign requisitions for purchases. The Executive Director signs purchases orders. Mattie Mendez suggestion that the < (greater than arrow symbol) be removed and instead use “\$0 to \$3,000” so that it is clearer to the reader. Language was added to a Note under Establishment of Control Devices that refers to direct pay instances. In those instances, a purchase may be placed via a requisition without a purchase order. Language was revised and added to the Review of Form 990 by Board of Directors section of the document to reflect the IRS requirements for the Form. The Board and staff reviewed the proposed revision for this section. The IRS does not require that the Form be approved by the Board but rather it should be reviewed and accepted by the Board. It was suggested that “and approved” be removed in the first sentence. The second sentence was included for those instances where staff may come up against a filing deadline where it may be necessary to submit the Form before the Board is able to review and accept the Form. The Budget Modifications section was revised from an overall net change of more than \$5,000 to an overall net change to the budget of more than 10%. Staff needed more clarification as to the Board’s preference for the change to this section. The Board clarified that the revision to this section was meant to state that budget revisions submitted to the Board would be by grant budget category – not overall budget. Staff will need to go back to this section and revise the language to reflect the changes by funding source. Due to the need to revise the document to the correct budget modification language, the Board suggested that item be tabled so that staff could properly revise the document and bring back to the Board.

Mattie Mendez moved to table item 7.1 to the June 2018 Board meeting, seconded by Bob Carlson.

Vote: Item tabled – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.2 Consideration of approval of the non-exempt and exempt salary schedules.

Staff were previously asked to identify and separate those staff who were employed through Madera County Office of Education (MCOE) and transferred to MCWIC after the separation from those staff who are hired as new MCWIC employees as well as providing a salary schedule for non-exempt positions. Staff clarified that new hires for MCWIC are not eligible for Bilingual or Master Degree stipends and that those references should be removed from the document however, some new MCWIC staff may be eligible for cellular phone stipends. Information on these employee positions and stipends is also included in the Employee Handbook. Non-exempt employees do not receive longevity. They would receive a raise in cases where a COLA was applied or a one-time increase. If a new non-exempt employee were to be hired, a new salary schedule would be created under MCWIC and would be separate for those existing position that transferred over from MCOE.

Lindsay Callahan moved to approve the salary schedules with the removal of the Bilingual and Master Degree stipend from MCWIC employee salary schedule, Seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.3 Consideration of approval of the employment status change for the current Principal Accounting Technician from Regular Part-Time employment to Regular Full-Time employment as of July, 2018.

This employee was employed and carried over from MCOE. The Board requested information on what the change to the employment status would look like to the budget. The position is reflected on the MCOE salary schedule and reflects what that position is currently making and not what the salary would be once the change took effect. If the status change is approved, the salary schedule would also need to be revised. Staff inadvertently miscalculated and listed the Principal Accounting Technician's salary information on the Schedule incorrectly. This position is eligible for health and retirement benefits. The Board suggested that staff take this item and information and revise the schedule to reflect the correct dollar amounts and bring back the information at the June meeting.

Bob Carlson moved to table item 7.3, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.4 Consideration of approval of a compensation package for Tracie Scott-Contreras, Interim Executive Director, effective June 1, 2018.

Tracie was appointed Interim Director effective June 1, 2018. Debi Bray recommended that no less than between \$10,000 to \$12,000 added to Tracie's current annual salary would be appropriate for her Interim Executive Director salary. Tracie has been with Workforce for approximately 32 years. Mattie Mendez calculated the difference between Tracie's current salary and the high end for the Executive Director salary and suggested that the Interim Director's salary be increased by \$1,400 per month. Elaine Craig asked for clarification as to why the pay would be effective June 1st since it would essentially be "double dipping" Executive Director salaries since she would still be on duty until June 12, 2018. The Board felt it acceptable since Tracie would be working in the capacity of the Interim Executive Director as of June 1, 2018.

Mattie Mendez motioned that \$1,400 increase per month for the Interim Executive Director effective June 1, 2018, seconded by Lindsay Callahan.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.5 Consideration of approval of the resignation/removal of Victor Gonzalez as a MCWIC Board member.

Staff were notified by Wells Fargo that Victor Gonzalez is no longer working for them and that the Board should proceed as they see fit. Victor has missed 3 consecutive meetings and per the Bylaws, this would constitute removal from the MCWIC board. Staff have reached out to Victor but have not heard from him. Wells Fargo wants to continue to be involved in the Workforce system.

Mattie Mendez moved to remove Victor Gonzalez from the Board, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.6 Fiscal Actions for Transition

Staff requested the approval of fiscal actions related to the transition due to the resignation of the Elaine Craig, Executive Director: close business credit card associated with Elaine M. Craig, remove Elaine Craig from bank accounts effective 6/13/18, approve new bank authorization for facsimile signatures and approve signatory authority of Interim ED, Tracie Scott-Contreras.

Roger Leach moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

There are no updates from the WDB since the board hasn't met since the last update.

8.2 MCWIC Year-to-Date Financial Reports Update

Information provided within the agenda packet.

8.3 Grants/Projects Update

Information provided within the agenda packet. MCWIC was invited to apply for a Wells Fargo grant. This will be the 4th time MCWIC applies. If funds are granted, they would be used to fund the GED/HiSET class.

8.4 Program Update

Information provided within the agenda packet.

8.5 501c3 Non-profit Status Ad Hoc Committee Update

The Committee has not met since the initial meeting. Staff will wait until the year end to meet and gather additional information.

8.6 MCWIC Climate Survey Update

The survey was inadvertently left out of the agenda packet. Staff will forward the information to the Board in the near future.

8.7 MCWIC Organizational Chart Update

Staff provided the updated organizational chart. The Board requested to see an organization flowchart for the Board and suggested that staff could place it on the back of the MCWIC organizational chart for convenience.

8.8 Board Governance

Board governance documents were provided within a packet. The Directors were asked to sign the Board Agreement and turn it in to staff. At this time, there are 3 seats on the Board available. They bylaws state that the MCWIC Board may consist of up to 9 members. The Directors will help recruit for new members.

8.9 Discussion Related to Procurement for Single Audit and Financial Statements

Jessica Roche, Fiscal Manager, informed the Board that there is not enough time to do a procurement for the single audit as the next audit is scheduled for August. Staff will start a procurement process in November for the next audit.

9.0 Closed Session

9.1 Conference with legal Counsel – Anticipated litigation Significant Exposure to litigation pursuant to Government Code section 54956.9(d)(2) Number of cases: 1

Roger Leach motioned to close the open session and enter into closed session at 2:43 p.m., seconded by Mattie Mendez.

a. Closed Session Report Out by MCWIC Chair

Open session reconvened at 3:09 p.m. Debi Bray reported that there were no reportable actions taken during the closed session.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

None.

11.1 Committee Members

None.

11.2 Staff

None.

11.0 Next Meeting

June 28, 2018

12.0 Adjournment

Roger Leach moved to adjourn at 3:35 p.m., seconded by Bob Carlson.