



MINUTES

July 19, 2018

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

PRESENT: Debi Bray, Lindsay Callahan (2:33pm), Bob Carlson, Roger Leach, Mattie Mendez

ABSENT: Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:05 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: 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 – May 24, 2018.

Bob Carlson moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

7.0 Closed Session

Roger Leach moved to close the open session and go into closed session at 2:07 p.m., seconded by Mattie Mendez.

Vote: Approved – unanimous

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

7.1 Request for Closed Session: Public Employee Appointment Pursuant to Government Code 54957 – Title of Position: MCWIC Interim Deputy Director

a. Closed Session Report Out by MCWIC Chair

Open Session reconvened at 2:18 p.m. Debi Bray reported that Maiknue Vang was appointed as Interim Deputy Director.

8.0 Action Items

8.1 2018 – 2019 Proposed Staffing Plan

A review of the MCWIC organizational chart was done with staff providing information on the existing and proposed staffing. The Disability Resource Coordinator position is required by the grant. Bertha Vega will fill that position. She has received and kept up with required trainings. The Principal Accounting Technician will go from part-time to full-time. The change represents a \$21,251 per year impact to the budget. This is a long standing employee who can handle payables, inventory and payroll. A status change for a Business Specialist to a Career Specialist is specific to providing support for the ELL grant/project. This employee has been very involved in ELL case management and has not had time to focus on business services. Staff may review this change once the ELL grant ends. A current Workforce Assistant will be reclassified to Administrative Support Assistant and will primarily provide clerical support to the Executive Assistant and the Managers. Staff will begin a recruitment for a Workforce Tech II. This position will work with conducting assessments, outreach and eligibility. All the proposed staff changes are included within the preliminary budget.

Bob Carlson moved to approve the staffing plan as presented, seconded by Lindsay Callahan.

Vote: Approved – unanimous

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

8.2 Consideration of the approval of the preliminary 2018-2019 fiscal year budget.

The budget presented includes the proposed and previously approved staffing plan. The budget still includes the second Program Supervisor position which is still vacant. The Workforce Analyst position was removed until staff can determine whether an Analyst or Program Supervisor is preferable. Direct partner costs are broken down on the second sheet. Direct participant costs listed reflect the mandated 30% of WIOA formula allocations as well as participant costs required by other grants and contracts. Operating expenses were reviewed and listed within the third sheet and are based on previous year expenses or based on projected need, or as required by a specific grant or contract. Staff stated that the budgeted amount for legal services was increased. Consulting fees include the expense for a consultant needed for the accounting software currently in use, and the CWA consultants contracted to work on the local and regional plan. MCWIC direct costs for facilities are lower since more Partners are paying for space within the Center. Staff continue to receive requests from outside agencies for space, so staff are working on possible reconfigurations in order to allow more partners within the Center. Mattie Mendez stated that the total revenue figures on the summary sheets (Budget Comparison document) did not align with the larger detailed budget spreadsheets. The FY 2018-2019 Budget spreadsheets were correct and accurate. Jessica Roche, Fiscal Manager, will review and revise the summary sheets (Budget Comparison document) and provide to the Board at a future meeting.

Mattie Mendez moved to approve the fiscal year budget as presented on the larger spreadsheets, seconded by Roger Leach.

Vote: Approved – unanimous

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

8.3 Consideration of the approval of the revised non-exempt salary schedule.

A revised non-exempt salary schedule was presented to the Board and included all the changes discussed in agenda item 8.1. Positions carried over from the Madera County Office of Education (MCOE) are listed separately. Staff stated that 5% is used when calculating salaries for new positions. Raises for current employees are based on a merit system. Managers looked at similar staffing markets for comparable positions as well.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

8.4 Interim Deputy Director compensation package discussion.

Staff have discussed and believe that a \$12,000 increase to Maiknue Vang's current compensation package would be appropriate for the Interim Deputy Director package. This would allow for future growth. This amount stays within the budgeted amount for the Deputy Director position within the budget.

Mattie Mendez moved to approve a \$12,000 increase annually, seconded by Lindsay Callahan.

Vote: Approved – unanimous

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

8.5 Consideration of the approval of new classification and job description for Administrative Support Assistant and the reclassification of a Workforce Assistant to the Administrative Support Assistant classification.

8.6 Consideration of the approval of new classification and job description for Disability Resource Coordinator (DRC) and the temporary reclassification of a current Business Specialist to the DRC classification.

Agenda items 8.5 and 8.6 were discussed and considered together. Both of the positions are listed on the organizational chart and are part of the staffing plan that was discussed and approved under agenda item 8.1.

Bob Carlson moved to approve items 8.5 and 8.6 as presented, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

8.7 Consideration of the approval of the employment status change for the current Principal Accounting Technician from regular part-time, .63 FTE employment to regular full-time employment as of July 1, 2018 which will increase personnel costs for the position by \$21,251.27.

Staff and the board considered this item repetitive as the position was already approved within agenda item 8.1. No action taken.

8.8 Consideration of the approval of the revised MCWIC Conflict of Interest Code to include mandatory Whistleblower Protections language.

Whistleblower protection language was added to the MCWIC on the advice of legal counsel. The language added was taken directly from the Fair Housing Act. Staff are informed of whistleblower protection within the Employee Handbook.

Lindsay Callahan moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

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

8.9 Consideration of the approval for the revised Accounting & Financial Policies and Procedures Manual to include aligning language for the Form 990 to align with the Form 990 IRS requirements, update Board approval language for 10% by budget category by funding source 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.

Changes to the manual were previously discussed at the May 24, 2018 meeting but the item was tabled so that further discussions could be held. Sample #1 was in line with what the board previously preferred for the revision to the language regarding the Form 990. The language will be revised to read that the Form will be signed by the Executive Director and reviewed by the Board prior to being filed with the IRS. Other changes included removing the arrows denoting the amounts for micro-purchases on page 51, included language under Establishment of Control Devices on page 66 that speaks to requisitions being used in place of the normal purchase order in cases of immediate need of a purchase or payment, and revised language under Budget Modifications that reflect that 10% net change to budget will be based on grant budget categories.

Roger Leach moved to approve sample #1 and the other revisions as presented, seconded by Bob Carlson.

Vote: Approved – unanimous

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

8.10 Consideration of the approval of the revised Executive Director job description to revise the Physical Demand section.

The Executive Director job description was revised to align with language used for ADA. Upon continued review of the document, staff noted that other areas of the document should be revised as well. Staff and the Board tabled this item so that a detailed review of the job description can be done. Revisions to the job description will be brought back to the board for consideration at the next board meeting.

Agenda item 8.10 was tabled – no action taken.

9.0 Information Items

9.1 Workforce Development Board (WDB) of Madera County Update

There were no new updates for the WDB as they have not met recently. Their next meeting is scheduled for August.

9.2 MCWIC Year-to-Date Financial Reports Update

The financial reports were provided through May 30, 2018. The year-end financial reports will be finalized and brought to the Board for their consideration and approval at the next meeting.

9.3 Grants/Projects Update

MCWIC was awarded a \$20,000 grant by Wells Fargo. These funds will be used for the HiSET class. Staff anticipates more grant opportunities from the State. There will be another possible round and opportunity for DEA funding. A Digital Literacy class is taking place in the Center resource room. It teaches students basic computer concepts. Three MCWIC staff have participated in a training to provide a Financial Capabilities workshop to customers. MCWIC is staffing a mini One Stop at the Corrections department and is the Lead for the Workforce Accelerator Grant (WAF). Lindsay Callahan stated that the background documents for the grant/projects update was very lengthy while the information provided for the financial reports did not provide enough information. Staff will work on revising the background documents and information for the financial update and the grants/projects updates.

9.4 Program Update

Information provided within the agenda packet.

9.5 MCWIC Climate Survey Update

Staff compiled the feedback from the survey and provided for review. All MCWIC staff were asked to participate and provide comments. The management team has discussed the feedback and will work with the comments. Management is discussing ways to bring staff together and maintain a positive work environment.

9.6 Executive Director Search Process Discussion

Debi Bray, Lindsay Callahan and Mattie Mendez are on the MCWIC Executive Director (ED) ad hoc committee and will meet after the ED job description is revised. The Workforce Development Board will be invited to provide some members for the ad hoc committee.

9.7 MCWIC Board of Director Member Recruitment

Discussion held regarding possible members for the MCWIC board from within and from the surrounding community. Staff would particularly like to focus on someone from within the financial sector and someone from the surrounding areas such as Chowchilla or Oakhurst. Debi Bray stated that she is aware of a potential member who will fill out and submit an application – Zaven Kalebjian. Roger Leach stated that including someone from the Chowchilla area would be a good idea. Staff will contact Camarena Health as they have recently opened a new facility in Chowchilla and check to see if anyone within that organization would be willing and available to join the MCWIC board.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

11.1 Committee Members

None.

11.2 Staff

None.

12.0 Next Meeting

August 23, 2018

13.0 Adjournment

Roger Leach moved to adjourn the meeting at 3:44 p.m., seconded by Bob Carlson.