



## MINUTES

**August 23, 2018**

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

**PRESENT:** Debi Bray, Lindsay Callahan (2:13), Zaven Kalebjian, Roger Leach, Gabriel Mejia, Mattie Mendez, Robyn Smith

**ABSENT:** Bob Carlson

**GUEST:**

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

### **1.0 Call to Order**

*Meeting called to order by Chair Debi Bray at 2:09 p.m.*

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

*None.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*Roundtable introductions were done by everyone in attendance. Zaven Kalebjian, EECU, and Gabriel Mejia, Camarena Health, introduced themselves. They are new MCWIC Board members. Their applications are on the agenda for appointment.*

### **5.0 Adoption of Board Agenda**

*Robyn Smith moved to adopt the agenda, seconded by Roger Leach.*

*Vote: approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Roger Leach, Mattie Mendez, Robyn Smith*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – July 19, 2018.**

*Lindsay Callahan moved to approve, seconded by Mattie Mendez.*

*Vote: approved – unanimous*

Yes: Debi Bray, Lindsay Callahan, Roger Leach, Mattie Mendez, Robyn Smith

## **7.0 Action Items**

### **7.1 Consideration of approval of the application of Zaven Kalebjian, EECU, to the MCWIC Board.**

### **7.2 Consideration of the approval of the application of Gabriel Mejia, Camarena Health, to the MCWIC Board.**

*Agenda items 7.1 and 7.2 were discussed together. Zaven Kalebjian is the Branch Manager for EECU and Gabriel Mejia is the Chief Human Resources Manager for Camarena Health. The Staff and the Board welcomed them to the MCWIC Board.*

*Roger Leach moved to approve items 7.1 and 7.2, seconded by Robyn Smith.*

*Vote: approved – unanimous*

Yes: Debi Bray, Lindsay Callahan, Roger Leach, Mattie Mendez, Robyn Smith

### **7.3 Consideration of approval of the revised MCWIC Executive Director job description.**

*The Executive Director job description was brought before the Board at the July 19, 2018 meeting with revisions to the physical demands section. During the discussion for the description, it was decided that additional revisions were necessary. Lindsay Callahan suggested that there be language in the description that addresses the Director's role as a liaison between the MCWIC and the Workforce Development Board (WDB) so that the Director can act as a conduit between the boards. It was suggested that the liaison function for the Director can be added to the section of the description that references building partnerships to support the achievement of goals for the two boards on the second page. Mattie Mendez suggested that a reference to the County Local Elected Official (CLEO) be added to the description. Staff suggested that a statement can be added to the Basic Functions section that addresses Executive Director's role in maintaining compliance for the roles and responsibilities between the WDB, the MCWIC and the Board of Supervisors as defined by the contract with the Board of Supervisors. The Workforce Innovation and Opportunity Act (WIOA) requires that the Chief Local Elected Official (CLEO) oversee the local workforce system. MCWIC is the administrative entity and receives the funding for the Workforce programs in our area. Funds do not pass through the County. The CLEO agreement outlines the legislatively required roles of the MCWIC, the Board of Supervisors and the WDB and how they work together in order to deploy the services to the local area.*

*Mattie Mendez moved to approve the Executive Director job description with the addition of language regarding the liaison role between the MCWIC and the WDB and the addition of language regarding the Executive Director's role in maintaining compliance as specified in the contract between the Board of Supervisor, the MCWIC and the WDB, seconded by Roger Leach.*

*Vote: approved – unanimous*

Yes: Debi Bray, Lindsay Callahan, Zevon Kalebjian, Roger Leach, Gabriel Mejia, Mattie Mendez, Robyn Smith

### **7.4 Consideration of approval of adding the Interim Deputy Director, Maiknue Vang, as an authorized signer for MCWIC bank accounts, checks and procurement documents.**

*Staff requested that the Interim Deputy Director, Maiknue Vang, be added as an authorized signer for the MCWIC bank accounts, checks and procurement documents. Three authorized signers are required as part of the procurement process. The bank requires that authorized signers be approved by the MCWIC board. It was suggested that the MCWIC Chair be considered as part of the designated signers in cases where there are no other authorized signers available and so that the Fiscal Manager be further removed from the process. Authorized signers sign items such as checks, contract, purchase orders and requisitions. Staff will place the Chair as an authorized signer on the next MCWIC agenda for approval.*

*Lindsay Callahan moved to approve, seconded by Roger Leach.*

Vote: approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Zevon Kalebjian, Roger Leach, Gabriel Mejia, Mattie Mendez, Robyn Smith

**7.5 Consideration of approval of unaudited MCWIC financial statements for the period ending June 30, 2018.**

Staff have wrapped up the end of year close-out. The auditors are scheduled to do an audit in October. Final expenditure reports for the last fiscal year were provided to the Board for their consideration. The grants are balanced out monthly as well as a quarterly and also at the end of the year when reported to the State. There are many controls in place for year-end closing in order to make sure everything balances. Once everything is checked and balanced the unaudited financial statements are created. Then the auditor will come in and check for accuracy during the audits and the final Audited Financial Statements are produced. Since MCWIC receives Federal funds, the auditor performs the single audit requirements as outlined in the Office and Management Budget Guidelines (OMB's). At this time, MCWIC has 18 grants – 13 are federally funded. MCWIC's primary funding source comes from the Workforce Innovation and Opportunity Act and is allocated to the local area for the Adult, Dislocated Worker, Youth, and Rapid Response categories by the State. The rest of the funding is from either competitive grant awards or from foundation or other public entities through partnerships on projects with other workforce areas as regional grants. Financial documents provided include a break-out for each grant. The documents also include information on contracts, carry-in, allocations, expenditures and obligation/encumbrances, a summary of the information along with the net revenue and expenditure balance for each grant and contract. The audited financials will include a Schedule of Federal Awards (SEFA) which wraps up all the Federal awards on one document. Jessica Roche, Fiscal Manager, is happy to meet with Board members and offer more detail on the information provided. On the document (Budget to Actuals document), the budget column net revenue less budgeted expenditure includes obligated budget remaining for training, per WIOA regulations. Local areas were given a waiver to the 80% allocation expenditure requirement and so funds are being carried over to the next fiscal year. There is a significant amount of obligated training dollars being carried over to the next fiscal year due to the lower number of unemployed. Reserved funds for grants that run beyond the fiscal year are also included in the carry-over amount. The 4<sup>th</sup> column reflects the final budgeted revenue and expenditure balance that will be part of the carry-over into the next fiscal year. The very last page (MCWIC Monthly Recap – total column, bottom section Revenue and Expenditures (FY-17-18)) reflects \$19,400 (actual amount on document \$19,421.26) net balance which is revenue less expenditures. This amount is strictly the revenue received less expenses recorded, which does not reflect the grant allocations. In the Summary Information section of the document, the total funding for the year is reflected, less expenditures to date, less unliquidated obligations, less obligated training available, reflecting balance (FY Year End Balance June 30, 2018), of which some will be carried into the next FY. The available training reflected will be carried into the next year, on 7/1/18. Directly below that section is revenue less expenditures. Grant allocations (detail) is located in the summary section at the top of the document (Current Available Funding section) \$411,122 is reserved for FY 18-19. The WDB Executive Committee approved revised policies which increases the limits on Supportive services, increased On-the-Job (OJT) hours for participants and increased subsidized hours towards transitional job training (TJT). Workforce funding is based on a cost reimbursement system. Workforce areas are awarded funds through an allocation but can only drawdown those funds once funds are expensed. Therefore, funds are only drawn to cover expenses. No federal grant funds are received in advance. The budget balance reflects a decrease in operational expenses as the Center is now fully occupied by Partner agencies. More agencies want space in the Center and staff are working on how to add additional workstations for staff. Training budget balance is due to having multiple special grants where training is charged there vs. the formula grants. Decrease in unemployed in combination with individuals coming in for assistance who are not employed, need more up front staff assisted services and time, before they can go into training and/or employment. These individuals may have more barriers that are keeping them from becoming employed, and are harder to place these individuals into training. Therefore, going into next fiscal year, staff will be looking into utilizing the 20% allowance of formula funds to provide incumbent worker training for business to up-skill workers that are currently employed. Up-skill requirements are that the employee must be employed with that employer for 6 months, employer picks the trainer, and Workforce pays a significant amount of cost for that training, with the expectation that they will advance within the employer

and receive higher wages. Also making that business more competitive due to the increase in skilled workers.

Roger Leach moved to approve, seconded by Robyn Smith.

Vote: approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Zevon Kalebjian, Roger Leach, Gabriel Mejia, Mattie Mendez, Robyn Smith

## **8.0 Information Items**

### **8.1 Workforce Development Board (WDB) of Madera County Update**

Staff is working with the WDB on the Skill Up Madera County Initiative. Two new Directors have recently joined the WDB – Wayne Rylant, Pacific Ethanol; Jesse Carrasco – Madera Unified School District.

### **8.2 MCWIC Year-to-Date Financial Reports Update for the period ending July 31, 2018.**

Information provided within the agenda packet.

### **8.3 Program Update**

The program update was reformatted to include less narrative and more bulleted information and will include only current project information. The report will include general information on charts and graphs and enrollments.

### **8.4 FY 2018-2019 Budget Comparison Document Revision Follow-up**

This document was brought back to the board per a discussion at the last MCWIC meeting.

### **8.5 Executive Director Search Process**

The MCWIC ad hoc committee consists of Debi Bray, Lindsay Callahan and Mattie Mendez. The WDB Executive Committee identified Brett Frazier, Pat Gordon with Nichole Mosqueda available upon request. Debi Bray stated that she would like the Committee to meet before the next MCWIC Board meeting.

### **8.6 MCWIC Board Member Recruitment**

Roger Leach reported that he had been speaking to potential board members. He talked to Pastor Mike Farmer and Rayan from the Food Bank. Ryan may be interested but needs more information. Staff will follow up and provide more information to both potential members.

### **8.7 2018-19 MCWIC Meeting Calendar**

## **9.0 Written Communication**

None.

## **10.0 Open Discussion/Reports/Information**

### **10.1 Committee Members**

Board members suggested that agenda item 10.1 Committee Members be revised to Board Members. Staff will update the agenda per their suggestion.

### **10.2 Staff**

The WDB released their latest volume of their Business Newsletter. Staff will have the MCWIC board members added to the email list. Members can unsubscribe at any time. Maiknue Vang was chosen to present on the DEA grant and services at the NENA conference in Louisville, Kentucky. She will be presenting along with a counterpart from Southern California. Staff are working on the local workforce

*plan modification. A series of local convening will take place along with one regional convening to gather community and partner input for the Local Plan.*

**11.0 Next Meeting**

*September 27, 2018*

**12.0 Adjournment**

*Roger Leach moved to adjourn at 3:23 p.m., seconded by Mattie Mendez.*