



## MINUTES

**January 24, 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, Zaven Kalebjian, Gabriel Mejia

**ABSENT:** Mike Farmer, Roger Leach, Mattie Mendez, Robyn Smith

**GUEST:**

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

### **1.0 Call to Order**

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

#### **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 Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – December 6, 2018.**

*Lindsay Callahan moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

## **7.0 Closed Session**

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

*Lindsay Callahan moved to close open session and go into closed session at 2:03 p.m., seconded by Bob Carlson.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

#### **a. Closed Session Report-out by MCWIC Chair**

*Open session reconvened at 2:20 p.m. Debi Bray reported that there was no reportable action taken during closed session.*

## **8.0 Action Items**

### **8.1 Consideration to accept and approve the audit report for the 2018 audited financial statements submitted by Moss Adams.**

*Moss Adams was not available to present the audit report. Staff will contact Moss Adams to reschedule and will place on the next agenda. No action taken.*

### **8.2 Consideration of approval of the revised MCWIC organizational chart.**

*Staff have cleaned up the line of authority on the organizational chart. Previously, all 4 managers were directly under the Executive Director. The revised line of authority places the Controller and the Deputy Director directly under the Executive Director. The revised line of authority will also create a cleaner firewall between the WIOA Board functions and career services. The Executive Director does not need to have direct and detailed operational oversight. Staff have been operating under this system since July and have found it to be effective. The Deputy Director deals with program functions and the Controller deals with the fiscal functions. This helps the Executive Director deal with the many deadlines and projects currently in development and those that are upcoming. All the positions on the chart are budgeted. There were only slight changes to staff and the supervisors. The Special Projects Manager is a new, entry level supervisory position. Maiknue Vang stated that the new process works well and it delineates the functions of the Board from the program. Tracie stated that Maiknue Vang will be appointed as the Deputy Director effective February 1, 2019.*

*Bob Carlson moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

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

*There were no recommended changes to the Executive Director job description. No action taken.*

### **8.4 Consideration of approval of the Executive Director employment agreement.**

*Debi Bray thanked the Ad Hoc committee, Lindsay Callahan, Gabriel Mejia and Mattie Mendez for coming together and developing the employment agreement. Tracie Scott-Contreras stated that staff and managers are very committed to working with customers and are looking forward to moving forward.*

*Bob Carlson moved to approve, seconded by Zaven Kalebjian.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

**8.5 Consideration of approval of the job description for the Special Project Manager.**

*Staff are bringing in many special projects that require lots of research and information gathering. Merced County has a similar position. This will be an entry level management position. This position will manage and report on all the special projects. It was noted that language regarding staff evaluations needs to be added to the job description. Staff will make sure to include the additions to the job description.*

*Lindsay Callahan moved to approve the job description with the addition of the evaluation language, seconded by Zaven Kalebjian.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

**8.6 Consideration of approval of the revised job description and title for the Program Supervisor classification to Program Manager.**

*The revisions to the job description will bring the description in line with what staff are currently doing and to clearly delineate for future job candidates. This job description was brought over from Madera County Office of Education (MCOE) and has not been revised since that time.*

*Gabriel Mejia moved to approve, seconded by Zaven Kalebjian.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

**8.7 Consideration of approval of the revised job description and title for the Fiscal Manager classification to Controller.**

*This job description was also brought over from MCOE and was specific to MCOE. It contained references to educational entity functions. It needed to be updated and aligned to the current duties being performed for this position.*

*Zaven Kalebjian moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

**8.8 Consideration of approval of the revised exempt salary schedule.**

*Staff checked salaries for the surrounding area and the salaries are comparable. The Special Projects Manager position is a little lower than some areas, however, staff stated that there are a couple of in-house candidates and the starting salary would allow for growth. Staff were mindful of the budget while keeping it competitive. Staff could not compare this position to other larger areas with larger funding sources. The Special Projects Manager position will help back-fill the open Program Manager position that has been open for 7 months. Lindsay Callahan stated that she would like to see a salary survey to compare MCWIC salaries to other areas. Staff stated that they have surveyed other areas and have found that the Business Specialists and the Career Specialists' salaries are at or above other similar positions in the surrounding areas. Staff suggested that perhaps the front line, clerical staff positions could benefit from a salary survey. Jessica Roche, Controller will research salaries from within the surrounding areas.*

*Bob Carlson moved to approve the salary schedule as presented, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

**8.9 Consideration of approval of the revised MCWIC employee handbook to include the removal of references to FMLA and revisions to the MCWIC 457 plan and its related sections of the employee handbook, which include revisions to opting-out requirements and revised vesting requirements.**

*The handbook was brought to the Board as an information item at the previous meeting in order to discuss the removal of references to FMLA and is now brought before the Board for final approval. References to FMLA have been removed. Staff have further reviewed the handbook and questions regarding the 457 retirement plan arose. Staff noted that enrollment in the 457 plan cannot be mandated and staff must be allowed to opt out. A 457 plan was chosen when MCWIC was first created and staff came over from the Madera County Office of Education (MCOE). The 457 plan was the most similar with what staff were enrolled in with MCOE and was found to “mimic” PERS in many ways. Staff researched many options and landed on the plan through ICMA. This plan seemed to give staff the most flexibility. The current plan gives employees a wide range of options as to how to invest their money. MCWIC is able to select their employer contribution. Employees are vested at 10 years of employment. This creates a problem if employees leave MCWIC due to MCWIC’s employer contribution to their account. This required that funds be removed directly from former employee’s accounts due to them not being vested. Staff need to change the language in the handbook to include opt-out language for all employees. Staff have a concern that 10 years to become vested may be too long a duration and will speak with ICMA to gather more information. Also, staff tend to get hired on for special projects that can last for only the duration of the funding which can be anywhere between 18 to 24 months typically. Vesting language in retirement accounts is an incentive to keep staff employed with MCWIC but not required. Staff also need input as to the amounts for staff and employer contributions while making sure that the retirement plan is not underfunded. Staff will further review the handbook and include language that will notify staff that retirement plan participation starts for employees after 6 months of employment. Discussion held as to percentages for staff and employer. It was suggested that employee’s contribute 3% to receive employer’s 6% contribution. Other scenarios were discussed but it was decided that there was still much research that needed to go into the final revision to the 457 plan language in the handbook. The Board and staff agreed to table the revisions to the handbook so that staff could further research the retirement plan language and plan options.*

*Bob Carlson moved to table approval for the MCWIC handbook, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Lindsay Callahan, Bob Carlson, Zaven Kalebjian, Gabriel Mejia*

**9.0 Information Items**

**9.1 Workforce Development Board (WDB) of Madera County Update**

*Information provided within the agenda packet.*

**9.2 MCWIC Year-to-Date Financial Reports Update for the Period Ending November 30, 2018.**

*Information provided within the agenda packet.*

**9.3 Program Update**

*Information provided within the agenda packet.*

**9.3 Grants/Projects Update**

*Information provided within the agenda packet.*

**9.4 Potential Partnership with Nobel Credit Union**

*Information provided within the agenda packet.*

**9.5 Form 700 due April 1, 2019**

*Information provided within the agenda packet.*

**10.0 Written Communication**

## **11.0 Open Discussion/Reports/Information**

### **11.1 Board Members**

### **11.2 Staff**

## **12.0 Next Meeting**

*February 28, 2019*

## **13.0 Adjournment**

*Meeting adjourned at 3:24 p.m. after action item 8.9 due to lack of a quorum.*