



MINUTES

February 28, 2019

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

PRESENT: Bob Carlson, Debi Bray, Gabriel Mejia, Mattie Mendez (2:29), Mike Farmer, Robyn Smith (2:09), Roger Leach

ABSENT: Lindsay Callahan, Zaven Kalebjian

GUEST:

OTHERS: Bertha Vega, Gail Lopez, Jessica Roche, Maiknue Vang, Michelle Anderson, Nicki Martin, Rebecca Santiago, Sarahi Cuellar, 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

Staff introduced Michelle Anderson and Rebecca Santiago. Michelle and Rebecca are fiscal staff for Madera County Workforce Investment Corporation (MCWIC). Bertha Vega was also introduced as the successful candidate for the Special Projects Manager position.

5.0 Adoption of Board Agenda

Staff noted that the numeration for the consent calendar items mistakenly listed 6.3 twice. The Form 990 review should have been listed as agenda number 6.4.

Bob Carlson moved to adopt the agenda, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach

6.0 Consent Calendar

6.1 Consideration of approval of the January 24, 2019 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

6.2 Consideration of the resignation of Zaven Kalebjian from the MCWIC Board effective March 1, 2019.

6.3 Consideration of approval of the appointment of Amber Crowder, EECU Madera Branch Manager to the MCWIC Board pending receipt of application.

6.3 Review of Form 900 by MCWIC Board of Directors in preparation for submittal to the IRS.

Staff informed the Board that they had not received an application from Amber Crowder and suggested that her appointment be pulled from the consent calendar until staff are able to confirm her participation on the MCWIC.

Roger Leach moved to approve the consent calendar minus Amber Crowder's appointment, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mike Farmer, Robyn, Smith, Roger Leach

7.0 Action Items

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

Doug Sampson with Moss Adams called in to provide a report out for the MCWIC 2018 audited financials. MCWIC funds must be audited due to the fact that MCWIC expends at least \$750,000 in funds from the federal government. The Report of Independent Auditors outlines the auditor's responsibilities. MCWIC received a clean opinion on the financial statements. The Schedule of Expenditures of Federal Awards was given a clean opinion. This schedule is the driver of the majority of the auditing procedures. The report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and other Matters is on page 69 of the agenda packet. Auditors are required to report on internal controls. Auditors don't provide opinions on internal controls but if any issues came up they would be noted in this section. The auditors found no deficiencies. The report for the major federal programs on page 20 of the auditor's report was reviewed. An opinion on federal programs on page 21 of that report. The federal programs received a clean opinion. A Summary of the findings for the audit starts on page 22 of the audit report. MCWIC received a clean opinion on its compliance. Auditors reported no finding on internal controls over compliance. The report has been finalized. The MCWIC board thanked staff and the auditors.

Roger Leach moved to approve, seconded by Mike Furman.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mike Farmer, Robyn, Smith, Roger Leach

7.2 Consideration of approval to continue the agreement for legal services, as a sole source contract, through Baker Manock and Jensen, PC, since this firm submitted the only response to our recent procurement action.

A Request for Quotes (RFQ) for legal services was released by MCWIC. Baker Manock and Jensen was the only organization to submit a quote. Previously, the Executive Director ad hoc committee had suggested that a procurement be done for legal services in order to ensure the best pricing and services. Baker Manock and Jensen are well known throughout the region and are experienced in WIOA. The lead counselor for MCWIC will no longer be Ken Price. Craig Armstrong will be assigned to MCWIC. Staff recommended their services.

Bob Carlson moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mike Farmer, Robyn, Smith, Roger Leach

7.3 Consideration of approval to enter into an agreement with Foster and Parker insurance services for comprehensive insurance brokerage services as the successful company after rating of the proposals received in response to the recent Insurance Brokerage RFP.

A RFQ for business insurance and health insurance was released. Staff recommend approval for Foster and Parker Insurance's proposal. They are a local business. They provided a good and complete proposal. This will be a different agency from what is currently being used – Van Beurden. 3 proposal

were submitted for review. Mike Farmer stated that he would abstain from voting on this item as his wife is employed by Foster and Parker.

Roger Leach moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Robyn, Smith, Roger Leach

Abstain: Mike Farmer

7.4 Consideration of approval of the selection of Comcast as the new phone system vendor based on the cost and service comparison completed by staff.

Staff advised the board that the last page for one of the proposals was accidentally not printed and so not considered as part of that vendor's proposal. Staff requested that approval of a phone vendor be tabled so that the vendor's proposal can be reviewed in its entirety.

Bob Carlson moved to table item 7.4, seconded by Mike Farmer.

Vote: Tabled – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Robyn, Smith, Roger Leach

Abstain: Mike Farmer

7.5 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 employee handbook had been previously brought to the MCWIC for consideration and discussion. Revisions related to the 457 plan were discussed and staff provided revisions to the handbook per the previous meeting discussion. The FMLA references within the handbook were removed as suggested by the attorney since MCWIC falls under the California Family and Medical Leave Act. Revisions to the 457 retirement plan include removing references that indicated that the plan was mandatory for all staff – staff are not required to contribute to the 457 plan. The plan was originally created when Madera Workforce separated from the County Office of Education. It was meant to closely mimic the PERS plan that staff participated in while under the County Office of Education. The Plan contribution was revised and is now set at a 3% minimum for staff with 6% from MCWIC. If the employee chooses to opt out of contributing towards the Plan, the employer contribution will be reduced to 2%. The Board and staff discussed the benefits of still providing a contribution towards the plan by MCWIC even when staff opts out. Staff and the Board also discussed accidental death insurance for staff. Accidental death insurance is at \$10,000 for MCWIC staff. The Board requested that staff research and provide information as to upgrading the life insurance for MCWIC staff. Staff noted that the insurance plan was recently renewed but that they would research life insurances and provide the information to the Board.

Gabriel Mejia moved to approved handbook as presented, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mattie Mendez, Robyn, Smith, Roger Leach

7.6 Consideration of approval of the revised non-exempt salary range for the Workforce Assistant position due to the number of MCWIC employees exceeding 25 which increases the minimum staff wage to \$12.00 an hour.

MCWIC recently hired its 26th employee which puts the minimum wage for staff at a minimum of \$12 an hour. Staff are also still researching and gathering information on salaries for the surrounding areas and will bring the information to the Board soon.

Mattie Mendez moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mattie Mendez, Robyn, Smith, Roger Leach

7.7 Consideration of approval of the quarterly MCWIC year to date financial reports for the period ending December 31, 2018.

Staff are trying to expend training dollars but still have plenty of funds due to the low unemployment rate. Staff will check into submitting a waiver to the State if they don't expend the mandatory percentage for participant trainings. Training allocations are not taken back by the State but an Action Plan may need to be put into place. Staff have discovered that the surrounding workforce areas are also encountering issues expending training funds. Receiving and using grant funds for participants is also slowing down expending State allocations for trainings. Jessica Roche, Controller, stated that the accounting system was down and she was not able to provide actuals but will bring them to the next meeting. The 5800 account on the report demonstrates the underspent training funds. Everything else on the financials looks good. Staff will most likely submit a transfer request for Dislocated Worker funds to Adult funds in the Spring. Staff will bring a proposed budget to the Board in the coming months. Roger Leach stated that the trainee that worked with his church worked out very well. She recently worked on a 5K run. The trainee was working under a transitional job training (TJT) Workforce program. TJT uses the earn-and-learn model and allows participants to learn new skills on the job. Roger stated that he would share the program's information with the Ministerial Association. Staff noted that a significant amount was budgeted for upgrading back-up equipment such as staff computers, servers, software licenses, etc. Staff stated that the current MCWIC servers are housed off site at Madera County First 5 and that First 5 back-up servers are housed by MCWIC. This arrangement is at no-cost.

Mattie Mende moved to approve, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mattie Mendez, Robyn, Smith, Roger Leach

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Staff and the WDB are working on Board engagement with the community and businesses. 2 Board members will accompany staff the California Workforce Association's Day at the Capitol where they have scheduled appointments with elected officials to discuss and promote workforce issues. Staff and WDB members are working towards coordinating presentations to community organizations, participate in mock interviews and panel interviews. Debi Bray thanked Tracie for engaging the WDB members – the last meeting was very good.

8.2 Program Update

Information provided within the agenda packet. There has been no news on the Accelerator 7.0, DEA round 5 or the Veteran employment grants. A regional re-entry grant was submitted for a possible \$320,000 in funds to serve the re-entry population. Staff are also working on submitting a grant application for ELL 2.0. Staff are working with current ELL project partners for the next ELL grant. Staff are still working on an Adult re-entry grant which contains a requirement for housing. Staff are still looking for an organization who can coordinate the housing piece of the grant. Mattie Mendez suggested that staff contact Madera Community Action Partnership if Turning Point is unable to work with the housing part of the grant. Mattie suggested that everyone take a moment to visit and tour the Madera Rescue Mission. Staff reached out to the Housing Authority but have not heard back from them. The Housing Authority would only be able to provide assistance within the City of Madera. The State is releasing AB1111 funding which will provide services to target populations that are typically underserved. A Community re-investment grant will provide health services and job placement within communities affected by the opioid epidemic. Staff is watching a couple of Bills that focus on the re-entry population. A State-wide ban-the-box initiative bans employers from asking potential job seekers about any previous justice-involved history prior to a job offer. Another Bill will allow justice-involved individuals to apply to receive licenses, credentials or certifications if the certifications have nothing to do with any prior justice-involved history. AB593 will allow workforce areas access to base wage files. This will help areas verify work history.

8.3 ELL Budget Amendment

The grant ended December 31, 2018. The funds returned represent less than 10% of the total grant award. Madera met or exceeded the grant performance.

8.4 WIOA Budget Amendment

Funds were moved to cover the additional cost for new equipment and software licenses. MCWIC is getting great discounts due to their nonprofit designation. There was also an increase in funds to allow for WDB members to participate in events/trainings.

8.5 Update on Contracted HR Services

Information provided within the agenda packet. Staff contacted 3 HR companies and have found that using an HR company would be relatively low cost. An HR company could also be used to review and help revise the employee handbook as needed. This would be much cheaper than using the attorney to review the handbook.

8.6 Update on Salary Survey

Staff are still gathering information on salaries from within the surrounding areas but will bring back any information they gather.

8.7 MCWIC Chair and Vice Chair Elections Update

Debi Bray suggested that an election could be done in April in order to make the results effective in July. Debi encouraged anyone interested contact her and let her know.

8.8 Form 700 due April 1, 2019

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

None.

11.0 Next Meeting

March 28, 2019

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 3:29 p.m., seconded by Bob Carlson.