



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

May 23, 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 (2:31), Mike Farmer, Roger Leach

ABSENT: Lindsay Callahan, Robyn Smith

GUEST:

OTHERS: Bertha Vega, 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 2:01 p.m.

1.1 Pledge of Allegiance

Pledge of Allegiance lead by Roger Leach.

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Tracie Scott-Contreras, Executive Director, stated David Raygoza, Madera Adult School, nominated Madera Workforce for an award with California Council for Adult Education (CCAЕ) for their partnership with the Adult School and that Workforce was awarded a regional award. They will submit Workforce for a State award as well.

5.0 Adoption of Board Agenda

Roger Leach stated that he was incorrectly marked absent on the attendance chart for the May 23, 2019 Board meeting. Staff will correct the chart.

Bob Carlson moved to adopt the agenda, seconded by Roger Leach.

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 Madera County Workforce Investment Corporation (MCWIC) March 28, 2019 meeting minutes.

Roger Leach moved to approve the Consent Calendar, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Consideration of approval of the proposed budget for FY 2019-20.

Staff were notified that Madera was not awarded the DEA or the ELL phase 2 grants. Staff have received the amounts for the P2E grants and information on allocations. Staff stated that staffing will remain at the current level. The finalized budget will be brought back to the Board after the current year is closed out. Staff are looking at adding a Program Assistant in the next fiscal year. This position helps with assessments, eligibility and participant follow ups. There are no significant changes to the budget. Training allocations for work-based training were increased for participant trainings. Only 5 areas were awarded the DEA grant. The ELL grant was granted to new areas – except for 1 area. Workforce will still provide services to the target population even without the grant monies. Staff are contacting EDD to get input on their grant applications. There has been no word on the regional Veterans grant with Merced and Stanislaus. Federal funding for Workforce seems very steady. The Workforce legislation is due to be reauthorized in 2020. Bob Carlson noticed that rows 155 and 156 were the same amount and asked whether the numbers were correct. Jessica Roche, Controller, stated that row 156 was listed incorrectly and should be a lower amount. She will correct the figure and make sure that it is correct on the final budget is correct.

Gabriel Mejia moved to approve with the corrections, seconded by Roger Leach.

Vote: Approved – unanimous

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

7.2 Consideration of approval of the MCWIC year to date financial reports for the period ending March 31, 2019.

Current spending and expenditures are at the anticipated levels to date. Staff are close to getting a signature for the Facilities Agreement from Department of Rehabilitation (DOR). Once the form is signed, DOR will begin submitting lease payments. Roger Leach stated that he liked that all the different reports were signed.

Roger Leach moved to approved, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.3 Consideration of approval of the amendment to Creekside Farming LLC lease for CAM adjustment.

Staff requested consideration of the adjustment to the CAM rate for the period starting July 1, 2019. If approved, Partner subleases will also be amended to reflect the new rate beginning July 1st. There are no large maintenance related projects coming up as far as staff are aware that might affect the CAM fees. Total budget for last year was \$22,737. The increase equals approximately \$4,600 for the next fiscal year. The cost should stay stable for the second quarter. The amendment will take effect as of July 1st and the CAM fee of \$1.78 per square foot will be passed along to the Partners who will include the fee in the lease payments.

Mattie Mendez moved to approve with an effective date of July 1, 2019, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.4 Review and approval of payment for 2018 CAM overage out of MCWIC's budget.

Staff met with Creekside Farming and had a robust conversation regarding the CAM fees. Creekside Farming is requesting an amendment to cover the amount for CAM fees due to an overage in CAM fees from the property manager for the last calendar year. There were some unexpected maintenance fees incurred which resulted in CAM fees charged over the agreed upon amount. Creekside is asking MCWIC to pay the \$18,344 overage. The overage cannot be passed on to the Partners as they have subleases with MCWIC that are set at a specific amount. CAM fees are charged to the owners by the property manager and the owner then bills the tenant - MCWIC. The fee would be paid out of this fiscal year's budget.

Roger Leach moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

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

7.5 MCWIC Chair Election

Elections are due before the end of June. Debi Bray stated that she would step down if anyone else was interested in serving as the MCWIC Chair. Elections can be done at this meeting or in June.

Roger Leach nominated Debi Bray for MCWIC Chair, seconded by Bob Carlson.

Mike Farmer moved to close the nominations.

Vote: Approved – unanimous

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

7.6 MCWIC Vice Chair Election

Roger Leach moved to nominate Mattie Mendez for MCWIC Vice Chair, seconded by Debi Bray.

Mike Farmer moved to close the nominations, seconded by Bob Carlson.

Vote: Approved – unanimous

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

Abstain: Mattie Mendez

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within agenda packet.

8.2 Program Update

Information provided within agenda packet. Information on the number of customer served and grants has been update and provided. Everything is moving along nicely.

8.3 Salary Study Update

Previously, staff was concerned that the lobby staff and the Administrative Support positions were under comparable salary levels from the surrounding area. The Workforce Technician I and II are under the current market. Staff want to move the salaries closer to the regional hourly average: \$14 - \$17 for the Tech I and \$16 - \$19 for the Tech II in the future. The Administrative Support Assistant is at the same rate as the Tech I position. These positions are entry-level and have similar duties. Staff will bring changes to the salary schedule for these positions to the MCWIC for approval effective July 1, 2019.

8.4 HR Audit Report Update

The HR audit went very well and staff stated that it was a terrific experience. Most areas are in really good shape. Time keeping practices is an area of concern. Sierra HR recommended an hourly time

recording system. The audit report from the HR audit was provided in the agenda packet. Currently, time keeping is done on a salary basis. Staff receive their salary bi-monthly. Staff report their hours and leave requests on a web based system and represents bulk time. There is no clocking in or out. Switching to an in and out system will be developed through the same vendor as is being used now – OnePoint. This will cover liability and ensure documentation of meal and break times. Staff will see a difference in their paychecks after the salary system is discontinued and their paychecks reflect actual time worked and not the salary average as was paid previously. Staff proposed that the new time keeping process be implemented on January 1, 2020 as 5 months have already passed and payroll would need to be audited to in order to verify and reconcile any over or under payments to staff. The MCWIC board preferred to implement changes to the current time keeping system as soon as possible. Staff will work with the vendor to revise the current program to an hourly time keeping system and will notify staff of the change as soon as possible.

8.5 Live Well Madera County Community Health Plan Implementation

Tracie met with Deborah Martinez, Department of Social Services (DSS) to discuss Live Well plan. Madera Workforce was included in a section of the plan that focuses on increasing job preparedness for adults with children. The plan focuses on the impact of such things as child abuse and access to healthy food and the effects of diabetes. The Plan has only just come out and planning and organization of subgroups is still in progress. Participation with this plan is in line with MCWIC's work. MCWIC will lead their section and gather information and coordinate meetings and participants. Tracie would like to make sure to include an educational representative for the workforce section of the plan.

8.6 MCWIC Executive Director Evaluation

The Executive Director, Tracie Scott-Contreras, was hired effective January 1, 2019. An evaluation process was not put into place upon her hire date. The MCWIC board recommended that the evaluation process start as of July 1, 2019 and requested that the Executive Director submit goals and objectives to begin July 1st with a mid-year review/check-in the following January with the evaluation process beginning in May, 2020. Tracie stated that she would be happy to provide a progress report for the first 6 months as the Executive Director along with her goals and objectives. The Board was amenable to receiving a progress report along with the goals and objectives.

8.7 MCWIC 2019-20 Meeting Calendar

Information provided within agenda packet.

9.0 Written Communication

The Workforce Development Board received a letter from the California Workforce Development Board notifying them that they received a 2 year extension to serve as the local workforce area's Adult and Dislocated Worker career services provider. The extension is effective through June 30, 2021.

10.0 Open Discussion/Reports/Information

10.1 Board Members

Bob Carlson stated that he would be leaving and would be away for the remainder of the year and that he would be tendering his resignation from the Board at the next meeting.

10.2 Staff

None.

11.0 Next Meeting

June 27, 2019

12.0 Adjournment