

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

December 17, 2015

MINUTES

- PRESENT:** John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim, Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard
- ABSENT:** JC Conner, Casey R. Diaz, Ernie Flores, , Brett Frazier, Gabriel Gil, Oscar Neri, Manuel Nevarez, Terry Nichols, M.S., Ivan Otamendi, Carey R. Wilson, Ruben Zarate
- GUEST:** Eugene Bell, Steven Gutierrez, Amy Emrany
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail, Lopez, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order at 3:07 by Workforce Development Board (WDB) Chair Pat Gordon.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None

3.0 Public Comment

none

4.0 Introductions and Recognitions

Directors, guests and staff introduced themselves.

5.0 Adoption of Board Agenda

Kelly Woodard moved to adopt the agenda, seconded by David Hernandez.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

6.0 Consent Calendar

6.1 Approve Business Services Committee Meeting Minutes – September 18, 2014

6.2 Ratify Youth Advisory Council Meeting Minutes – June 3, 2015

6.3 Approve Workforce Investment Board Meeting Minutes – September 17, 2015

6.4 Approve Youth Advisory Council Meeting Minutes – December 2, 2015

6.5 Ratify Resignation of Sharon Hjella, Madera-Mariposa SELPA, from the Youth Advisory Council

6.6 Ratify Skills4Success Youth Services Final Contract and Budget

Bobby Kahn moved to approve agenda items 6.1 to 6.6, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.0 Action Items

7.1 Approve Resignation of JC Conner, Lowes, from the Workforce Development Board (WDB)

Kelly Woodard moved to approve, seconded by Bobby Kahn.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.2 Approve Proposed WDB Committee Structure

Staff is recommending changes to the committee structure of the Board. Per the Workforce Innovation and Opportunity Act (WIOA), the Executive Committee of the Board is the only mandated standing committee. The Business Services Committee and the Youth Advisory Council are no longer required under WIOA. Staff recommends that, for the time being, the Executive Committee remain as the only standing committee of the Board and that Ad Hoc workgroups be established as needed. Two possible workgroups may be established. A One Stop procurement and program oversight workgroup may be formed. The ad hoc workgroup for the One Stop procurement will work with an advisor and most likely just one Workforce staff member to help with all clerical needs. Other than clerical support, no other Workforce staff member can be involved in the process. Non-board, community members may also be members of workgroups. All directors are encouraged to contact staff if they are interested in serving on any of the ad hoc workgroups or with any questions they may have.

Bobby Kahn moved to approve, seconded by David Hernandez.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.3 Approve Chief Local Elected Official (CLEO) Agreement

A CLEO is required for all Workforce Boards and outlines the roles of both the County and the Workforce area. The CLEO has been updated to reflect the roles and responsibilities as outlined by WIOA. Brett Frazier represents the Board of Supervisors on the WDB. The CLEO has been reviewed and approved by County Counsel and once approved by the WDB, will go to the Board of Supervisors for approval and signature.

Chuck Riojas moved to approve, seconded by David Hernandez.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.4 Approve WDB Conflict of Interest Code

The Conflict of Interest code is required under the Fair Political Practices Commission (FPPC) and should be turned in every two years at a minimum. All Directors are required to submit a Form 700 on an annual basis. No Director is exempt. The Code was revised so as to align it with WIOA.

Kelly Woodard moved to approve, second by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.5 Approve WDB Policies

The Board policies have been revised from WIA to WIOA. Changes to the policies are not substantive except for those listed on the agenda packet background document.

Chuck Riojas moved to approve, seconded by Bobby Kahn.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.6 Approve Procurement Process and Committees

WIOA mandates that all workforce areas go through a competitive procurement process for One Stop operators. Although final regulations for the procurement process have not been established, staff recommend that the process and workgroups be established in order to begin work on the procurement of the One Stop, if and when this is indeed mandated.

Kelly Woodard moved to approve, seconded by David Hernandez.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.7 Approve Memorandum of Understanding (MOU) Negotiations

Staff is requesting approval to begin negotiations for the One Stop partner MOUs. MOUs have always been in place. Staff does not anticipate any issues.

Kelly Woodard moved to approve, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.8 Approve WDB Dashboard and Agenda Format

Staff would like to change how the Board engages and would like to have the Board and agendas be more strategic. Staff is proposing that a dashboard with goals and objectives be used for meetings. This documents would be constantly changing as goals and objectives are met and others are added. A draft dashboard document was provided which contained information gathered at the June Board

retreat. Directors and Staff worked on updated the draft form to align it to the appropriate sections of the Dashboard. The Dashboard will be brought back to the Board at their meetings.

Bobby moved to approve, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.9 Approve Strategic Priorities for WDB

Staff would like approval for the goals that came out of the June retreat. Directors and staff worked on reviewing the goals and categorizing the goals. Some of the goals provide from the retreat may be duplicative and can be compressed and joined with other goals from the retreat. The Goals will be finalized per the Directors' input and brought back to the Board at the next Board meeting.

John Fitzer moved to approve, seconded by Kimberly Thomas.

Vote: Approved – unanimous

Yes: John Fitzer, Pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

7.10 Approve Revised WDB Bylaws

The Bylaws have been aligned to WIOA and include the previously approved revision to the committee structure of the Board. As mandated by the Bylaws, a written notice was provided 7 days in advance of the approval process.

Robert Poythress move to approve, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: John Fitzer, pat Gordon, David Hernandez, Bobby Kahn, Sofia Morales, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Jim Rodriguez, David Salter, Les Taylor, Kimberly Thomas, Christine Watts-Johnson, Kelly Woodard

8.0 Information Items

8.1 Workforce Innovation & Opportunity Act (WIOA) and WDB Overview

Staff provided information on WIOA and the Workforce Development Board. Handout provided.

8.1 MCWIC Update

8.2 Financial and Program Activity Update

8.3 Grants/Projects Update

8.4 Facilities Update

8.5 Economic and Skills Gab Analysis Presentation – March 2016

8.6 Local/Regional/State Plans

8.7 Ethics Training

8.8 S4S Mentor Outreach

8.9 Form 700 Due April 1, 2016

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Committee Members

10.2 Staff

11.0 Next Meeting

March 17, 2016

12.0 Adjournment

The meeting was adjourned at 4:33 p.m. due to a loss of a quorum. Information on items 8.1 to 8.9 was provided in the agenda packet.