

# WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

## MINUTES

**September 15, 2016**

### CONVENED AT:

**Madera County Workforce Assistance Center  
Executive Conference Room  
441 E. Yosemite Avenue  
Madera, CA 93638  
(559) 662-4589**

**Department of Rehabilitation via Phone Call  
Conference Room  
464 East Yosemite Avenue, Suite A  
Merced, CA 95340  
(209) 726-6527**

**PRESENT:** Michelle Brunetti, Bridget Carpenter, John Fitzer, Brett Frazier, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, David Hernandez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Robert Poythress, Chuck Riojas, David Salter (3:07), Les Taylor, Kimberly Thomas, Elizabeth Wisener

**ABSENT:** Casey R. Diaz, Ernie Flores, Bobby Kahn, Mike Lopez, Oscar Neri, Terry Nichols, Jim Rodriguez, Cindy Vail, Carey R. Wilson, Kelly Woodard, Ruben Zarate

### **GUEST:**

**OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Rachel Freeman, Steven Gutierrez

### **1.0 Call to Order**

*Meeting called to order 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 and staff introduced themselves.*

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

*Pat Gordon moved to adopt the agenda, seconded by David Hernandez.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Bridget Carpenter, John Fitzer, Brett Frazier, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, David Hernandez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Robert Poythress, Chuck Riojas, Les Taylor, Kimberly Thomas, Elizabeth Wisener*

### **6.0 Consent Calendar**

**6.1 Ratify the Workforce Development Board (WDB) of Madera County Meeting Minutes – June 16, 2016**

- 6.2 Approve the Executive Committee Meeting Minutes – July 28, 2016
- 6.3 Ratify the Private Sector Representative Nomination of Michelle Brunetti, Director, Human Resources – Valley Children’s Hospital to the WDB for an appointment of a 3 Year Term.
- 6.4 Approve the Private Sector Representative Nomination of Bridget Carpenter, Sales Manager – SpringHill Suites Madera to the WDB for an appointment of a 3 Year Term.
- 6.5 Ratify the Private Sector Representative Nomination of Cindy Vail, Owner/Broker, Vail Insurance Services LLC to the WDB for an appointment of a 3 Year Term.
- 6.6 Ratify the Labor Sector Representative Nomination of Mike Fursman, Representative – UFCW Local 8 to the WDB for an appointment of a 3 Year Term.
- 6.7 Ratify the Revision to the One-the-Job Training (OJT) Policy to clarify that only one OJT per participant is allowed, unless an exception to the policy is approved by the Executive Director.
- 6.8 Ratify the Revisions to the Individual Training Account (ITA) Policy to define payment options currently used with various types of training providers, including reimbursement based on hours of training completed, or modules of training completed, and to account for payment of fees/tuition for community college programs.

*Mike Fursman moved to approve agenda items 6.1 to 6.8, seconded by Rob Poythress.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Bridget Carpenter, John Fitzer, Brett Frazier, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, David Hernandez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Robert Poythress, Chuck Riojas, Les Taylor, Kimberly Thomas, Elizabeth Wisener*

## **7.0 Action Items**

- 7.1 Approve the Re-appointment of Ruben Zarate, Laborers’ International Union of North America #294, to the WDB.

*Mr. Zarate’s re-appointment will help the WDB maintain its mandatory Labor Sector composition.*

*Mike Fursman moved to approve, seconded by David Hernandez.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Bridget Carpenter, John Fitzer, Brett Frazier, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, David Hernandez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Robert Poythress, Chuck Riojas, Les Taylor, Kimberly Thomas, Elizabeth Wisener*

- 7.2 Approve letting a Request for Proposals (RFP) for the One Stop Procurement.

*The Executive Committee approved letting an RFP for the One Stop Procurement at their July 28, 2016 meeting. The Workforce Innovation and Opportunity Act (WIOA) requires that all One Stop Operators be competitively procured. 2/3 of local workforce boards run their own One Stops and will have to let an RFP for their One Stops. Previously, staff intended to submit a proposal for the Operator role but are unable to do so due to WIOA firewall mandates. The WDB will maintain and provide business services and lay-off aversion services. Staff will most likely be laid off except for those who will work the business and lay-off aversion programs. Staff have researched and conferred with counsel and have concluded that letting an RFP is the best course of action. An RFP will be let and staff will call for volunteers to rate the proposals. An operator must be identified and designated by July 1, 2017.*

*Rob Poythress moved to approve, seconded by David Hernandez.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Bridget Carpenter, John Fitzer, Brett Frazier, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, David Hernandez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Robert Poythress, Chuck Riojas, David Salter (3:07), Les Taylor, Kimberly Thomas, Elizabeth Wisener*

### **7.3 Approve staff researching Out-of-School (OSY) youth program as an in-house service.**

*The Executive Committee met on July 28, 2016 and approved providing youth program services as an in-house service. MCWIC would elect not to let an RFP for youth services and would start providing youth services at the end of the current youth provider's contract.*

*Mike Fursman moved to approve, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Bridget Carpenter, John Fitzer, Brett Frazier, Mike Fursman, Gabriel Gil, Pat Gordon, Laura Gutile, David Hernandez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Robert Poythress, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener*

## **8.0 Information Items**

### **8.1 MCWIC Update**

*All information provided in agenda packet.*

### **8.2 Financial and Program Activity Update**

*Information provided in agenda packet.*

### **8.3 Grants/Projects Update**

*Information provided in agenda packet.*

### **8.4 Facilities Update**

*Information provided in agenda packet.*

### **8.5 WIOA Transition Update**

*Information provided in agenda packet.*

### **8.6 Regional Planning Update**

*Information provided in agenda packet.*

### **8.7 Facilitated Board Session**

*Staff want to hold another John Baker facilitated Board session. Both the WDB and MCWIC board members will be invited to attend. The session will focus on the WDB role per WIOA. A survey for possible dates will be sent to Directors.*

### **8.8 Website Redesign/Social Media Update**

*Information provided in agenda packet.*

### **8.9 Preliminary 2015-16 Performance and 2016-18 Performance Negotiations**

*Information provided in agenda packet.*

### **8.10 WDB Executive Committee/WDB Restructuring Discussion**

*Staff want to structure the meetings in such a way as to keep the Board engaged. John Baker can facilitate and provide a session on Board responsibilities. WIOA states that a non-board member sit on the WDB. It may be possible to restructure the WDB to include a non-board member and disband the Executive Committee. The WDB considered and may want to meet every other week. The Bylaws would need to be revised once a final decision has been made.*

### **8.11 WDB Dashboard**

*Information provided in agenda packet.*

## **8.12 Success Story**

*Participant Success Story: Adriana came to the One Stop and was provided services by Mike Lovell, Career Specialist. Adriana spoke of her background and struggle to gain employment once she returned to Madera. Mike encouraged her to apply for the Manager position with Planet Fitness and was the successful candidate. She has since gone to training in Florida and is getting ready to open the new Madera location. She highly recommends that people come to the Center and use their services.*

*Employer Success Story: In his role as HR Manager with Ardagh Group, Michael has worked with Jorge Espinosa, Business Specialist. Jorge has provided services such as screening and recruiting and Ardagh has been able to hire high quality employees as a result.*

## **9.0 Written Communication**

### **9.1 HR Hotline**

### **9.2 2016 CA Partnership for the San Joaquin Valley Summit**

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

### **10.1 Committee Members**

*None*

### **10.2 Staff**

*None*

## **11.0 Next Meeting**

*December 15, 2016*

## **12.0 Adjournment**

*Meeting adjourned at 4:02 p.m.*