

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

MINUTES

August 17, 2017

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

PRESENT: Michelle Brunetti, Brett Frazier, Claudia Habib, David Hernandez (3:17 p.m.), Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener

ABSENT: Jorge DeNava, Mike Fursman, Gabriel Gil, Laura Gutile, Terry Nichols, Ivan Otamendi, Robert Poythress, Cindy Vail, Ruben Zarate

GUEST: Steven Gutierrez

OTHERS: Elaine Craig, Tracie Scott-Contreras, Gail, Lopez, Jessica Roche, Nicki Martin

1.0 Call to Order

Meeting called to order by Workforce Development Board (WDB) Chair Brett Frazier at 3:07 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Roundtable introductions were done by everyone in attendance.

5.0 Adoption of Board Agenda

Bobby Kahn moved to adopt the agenda, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener

6.0 Consent Calendar

6.1 Consideration of approval of the Workforce Development Board (WDB) of Madera County meeting minutes for July 18, 2017.

Bobby Kahn moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener

7.0 Action Items

7.1 Consideration of approval of the re-appointment of Nichole Mosqueda for an additional 3 year term – 10/21/17 to 10/21/20.

7.2 Consideration of approval of the re-appointment of Chuck Riojas for an additional 3 year term – 12/6/17 to 12/6/20.

7.3 Consideration of approving the nomination and application of Exchille Mendoza, Sales Manager – SpringHill Suites, to the WDB.

Agenda items 7.1, 7.2 and 7.3 were discussed as a group. These items are routine appointments and re-appointments. Ms. Mendoza is representing the Private Sector on the WDB and is replacing Bridget Carpenter as a representative of SpringHill Suites.

Bobby Kahn moved to approve items 7.1, 7.2, and 7.3, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener

7.4 Consideration of approval of the revised WDB bylaws to include possible changes to the Executive Committee representation.

There were some minimal changes to the Bylaws. The address was updated to the new location address. The biggest change is within section 8.2. which identifies the Executive Committee membership as the Chair, Vice Chair, immediate past chair when possible, at least 2 Private Sector Directors and at least 1 non-WDB Director. The Madera County Department of Social Services Director is no longer a mandated member of the Executive Committee. Staff will recruit for Private Sector members among the WDB Directors. The Executive Committee meets less frequently than monthly as the WDB now meets every other month and is able to conduct most necessary business at those times. The Executive committee meets in those instances where the WDB is not scheduled and urgent business needs to be finalized.

Chuck Riojas moved to approve, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener

7.5 Consideration of approval of the revised Nondiscrimination and Equal Opportunity policy to align with the State Directive WSD17-01.

Tracie Scott-Contreras is the assigned Equal Opportunity (EO) Officer. Changes to the policy based on the state directive include eliminating the State's old 10 step process. Elements of the Method of Administration (MOA) are still within the policy but are no longer referred to as MOA. The biggest changes are an increased emphasis that tools and services be put in place for public access and the addition of State monitoring responsibilities. The State EDD will now conduct annual on-site monitoring reviews. Local areas must ensure that all communications are clear and accessible and the EO tagline is used. The Madera One Stop displays all required EO documents in the lobby for public viewing.

Bobby Kahn moved to approve, seconded by Michelle Brunetti.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener

7.6 Consideration of approval to add Madera Adult School's Occupational Skills training in Certified Nurse Assistant (CNA), Microsoft Office Specialist and Security Guard to the Eligible Training Provider List (ETPL).

These classes would add career technical classes within this community. There are no other local areas that offer these trainings. These programs all align with the sectors in demand identified by the WDB. Because the programs are new, there are no performance measures information – this could cause the State to deny their application. If they were denied, the WDB could elect to contract the trainings directly. The State could look into their performance measures 12 to 24 month after being approved. There was concern among the Directors that the teacher for the CNA class have all the necessary hours to be able teach the class – staff assured the Board that the CNA class teacher has all necessary credentials and degrees and experience for the class. The security guard class will be local and this will help save on funds for mileage. The company providing the training is willing to hire successful students. Staff will check to ensure that there is no conflict-of-interest with their hiring process for students. Student will obtain a guard card at the conclusion of the training.

Chuck Riojas moved to approve, seconded by Elizabeth Brunetti.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Brett Frazier, Claudia Habib, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, David Salter, Les Taylor, Kimberly Thomas, Elizabeth Wisener

8.0 Information Items

8.1 MCWIC Update

Information provided within agenda packet.

8.2 Financial and Program Activity Update

Information provided within agenda packet.

8.3 Grants/Projects Update

Information provided within agenda packet.

8.4 Facilities Update

Information provided within agenda packet.

8.5 WDB Dashboard

The Dashboard has been updated by staff and provided within the agenda packet for review by the WDB. Staff will start looking at initiatives and check with the WDB as to what they want to take on.

8.6 One Stop Operator Update

Information provided within agenda packet.

8.7 America's Job Center of California (AJCC) Certification Update

Michelle Brunetti, Laura Gutile and Elizabeth Wisener volunteered to serve on the AJCC Certification Committee and participated on a conference call with Tracie Scott-Contreras to discuss and plan the process for the certification of the Job Center. Elizabeth shared that Tracie did a great job of providing an overview and feels that everything will go well. The certification process must be submitted to the State Board by 9/30/17 – the State Board will reply by 11/1/17. Job Centers have until April 1st to complete any corrective actions – if applicable. The committee discussed the option to work with an outside consultant and will likely elect to work with a consultant for the more rigorous aspect of the

certification. The certification document is a matrix document – not a report. The committee feels comfortable doing the Baseline Matrix but prefer to work with a consultant on the Hallmark certification process. Minutes for the Committee conference call will be forwarded to the WDB for their review.

8.8 MOU Phase II Update

Information provided within agenda packet.

8.9 Strategic Regional and Local Workforce Development Plans Update

Information provided within agenda packet.

8.10 Young Adult Program Update

Information provided within agenda packet.

8.11 Title II Adult Education and Family Literacy Act (AEFLA) Plan Review

Information provided within agenda packet.

8.12 Future WDB Initiatives

Information provided within agenda packet.

8.13 WDB Business Newsletter

Information provided within agenda packet.

8.14 WDB and Workforce Assistance Center Website and Logo Redesign

Information provided within agenda packet.

8.15 Wells Fargo Grant Check Presentation – August 23, 2017, 2:00 p.m.

The check presentation ceremony was cancelled due to some unexpected scheduling conflicts with Wells Fargo. A new date and time will be selected and shared with the WDB.

8.16 WDB 2017-18 Meeting Calendar

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

Tracie reported that EDD has collected success stories from local workforce areas and Madera was contacted by the EDD public information officer and informed that 4 of the 6 participants were being interviewed for additional information and possible use for EDD's Labor Day campaign.

11.0 Next Meeting

October 19, 2017

12.0 Adjournment

David Hernandez moved to adjourn the meeting, seconded by Elizabeth Wisener. Meeting adjourned at 3:50 p.m.