



MINUTES

October 18, 2018

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

- PRESENT:** Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant
- ABSENT:** Bobby Kahn, Brett Frazier, Cindy Vail, Exhchille M. Mendoza, Gabriel Gil, Ivan Otamendi, Mike Fursman, Robert Poythress, Ruben Zarate, Terry Nichols, Wendy Lomeli
- GUEST:**
- OTHERS:** Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by Vice Chair Les Taylor at 3:08 pm.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Staff requested approval to add an additional item to the agenda action items to be numbered agenda item 7.9 which will cover revisions to the Transitional Job Training (TJT) policy.

Chuck Riojas moved to add the item, seconded by Laura Gutile.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Everyone in attendance introduced themselves. Tracie Scott-Contreras introduced the newest Madera County Workforce Investment Corporation (MCWIC) staff – Erick Flores and Elizabeth Millan. Erick is a Business Specialist and Elizabeth is a Career Specialist.

5.0 Adoption of Board Agenda

Laura Gutile moved to adopt the agenda, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

6.0 Consent Calendar

- 6.1 Consideration of ratification of the Workforce Development Board (WDB) meeting minutes – April 19, 2018.**
- 6.2 Consideration of ratification of the Executive Committee meeting minutes – May 24, 2018.**
- 6.3 Consideration of approval of the Executive Committee meeting minutes – August 23, 2018.**
- 6.4 Consideration of ratification of the resignation of David Hernandez, Madera Unified School District, from the WDB.**
- 6.5 Consideration of ratification of the re-appointment of Terry Nichols, California Department of Rehabilitation, to the WDB.**
- 6.6 Consideration of ratification of a revision to the Individual Training Account (ITA) policy to increase the tuition cap from \$3,500 to \$7,000.**
- 6.7 Consideration of ratification of a revision to the One-the-Job (OJT) policy to increase the maximum training hours from 528 to 1,056.**
- 6.8 Consideration of ratification of the revised Transitional Job Training (TJT) policy to increase the maximum training hours from 160 to 320.**
- 6.9 Consideration of ratification of the revised Procurement Policy to align with recently released State guidance.**
- 6.10 Consideration of ratification of the revised Supportive Services Policy increasing the daily flat reimbursement rate for travel for unpaid training activities from \$8 per day to \$10 per day.**
- 6.11 Consideration of ratification of a new training provider, Dental Assisting Institute, Modesto, currently listed on the State Eligible Training Provider List.**
- 6.12 Consideration of ratification of the revised WDB Conflict of Interest Code to include mandatory Whistleblower protections language.**
- 6.13 Consideration of ratification of the acceptance of the One Stop Operator Report.**
- 6.14 Consideration of ratification of the PY 2018-19 preliminary budget.**
- 6.15 Ratification of the appointment of Brett Frazier, Nichole Mosqueda and Pat Gordon to an ad hoc committee led by the Madera County Workforce Investment Corporation Board to facilitate the hiring process for the Executive Director position.**
- 6.16 Consideration of ratification of the Limited English Proficiency (LEP) Plan, as required by the previously approved WDB Policy for Serving Individuals with Limited English Proficiency.**

Mike Lopez moved to approve the Consent Calendar, seconded by Wayne Rylant.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

7.0 Action Items

- 7.1 Consideration of acceptance of the resignation of Elizabeth Wisener, Community Action Partnership of Madera County from the WDB.**
- 7.2 Consideration of approval of the application of Mattie Mendez – Executive Director, Community Action Partnership of Madera County, to the WDB for a 3 year term and authorization to forward the application to the Madera County Board of Supervisors for appointment.**

7.3 Consideration of approval of the application of Debi Bray – President/CEO, Madera District Chamber of Commerce., Private Sector, to the WDB for a 3 year term and authorization to forward the application to the Madera County Board of Supervisors for appointment.

Agenda items 7.1, 7.2 and 7.3 were discussed as a group. The Board and staff thanked Elizabeth for her service to the WDB as a representative for Community Action Partnership of Madera County (CAPMC). The MCWIC Ad Hoc committee recommended that members of the MCWIC board come onto the WDB in order to streamline the work between the two boards. Mattie Mendez, CAPMC, and Debi Bray, Madera District Chamber of Commerce, will sit on the WDB and report back to the MCWIC. Both Debi and Mattie have served on the WDB previously.

Chuck Riojas moved to approve, seconded by Wayne Rylant.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

7.4 Consideration of approval of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$250,000 for Subgrant K8106642.

Transfers between the two funding streams are allowed but must be approved by the Board. Local areas are allowed to transfer up to 100% of funds between streams. There have been low numbers of dislocated workers coming to the Center for services due to the low unemployment rate. Staff are still seeing adult, low-income customers with various barriers come in for services and trainings. The \$250,000 is being transferred from last fiscal year's carry-over funding. Staff will most likely request an additional transfer later this fiscal year.

Mike Lopez moved to approve, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

7.5 Consideration of approval to expend up to 20% of allocated youth funds to provide services to in-school juvenile offenders.

Staff were recently approached by staff from the Madera County juvenile division of the Probation Department with a request that Workforce work with students in court day school who are mostly juniors and seniors, to help them retain these students in school to complete their high school diplomas but also assist with transition services. Juvenile staff have identified 12-15 students that they would want to involve in a pilot program for services. Previously, Workforce discontinued services to in-school youth (ISY) as funding shifted to out-of-school (OSY) and ISY could access services through the school systems. There is a significant increase in State emphasis on providing services to justice involved and re-entry individuals. Staff would go to the facility to provide services. They do not want to lose contact with the youth once they exit the system. There is the possibility that providing services to youth will impact Workforce Outcomes related to youth performance. The performance outcomes for Youth mirror the Adult outcomes: entry into education, post-secondary employment, apprenticeship and entry into military within 6 months that they exit and also completion of a credential within 1 year of exit and an increase in median earnings in the second quarter after they exited the program. Initially services will be staff services at the court day school. Probation has offered to transport the students to the Center as needed. A maximum of \$150,000 will be paid out of the Youth allocations. Staff would like to try to provide these services for the remainder of this fiscal year and continue with the program the next fiscal year if everything works well. At this point, staff do not have any information on Probation's outcomes for their youth programs. Once youth turn 18, they can voluntarily leave their programs and Probation staff can lose them. The Board emphasized the importance of obtaining outcome details for services. Providing services to these youth will not impact any other services being provided. The Board emphasized the importance of possibly bringing in speakers and the trades to speak to the youth.

Chuck Riojas moved to approve, seconded by Deborah Martinez.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

7.6 Discussion and consideration of approval of a plan to implement the Skill Up Madera County initiative to include graphics, messaging, skill development inventory and marketing.

Staff and the Board previously brainstormed ideas for the initiative. Staff gathered the board's ideas and provided. Staff would like to have a Resource Fair and invite providers to participate to provide information on their services to the community. Staff will research how to bridge any gaps identified. Jorge De Nava suggested including information as to the length of time it may take to complete a course and obtain a certificate and information on what the cost per certificate trainings are. The WDB can only cover up to a certain point and the return on investment should be considered. Claudia Habib spoke to the many different programs available at Madera Community College. We also need to make sure that there is a wide selection of programs. Nichole Mosqueda suggested that staff look to the Deputy Sector Navigators for infographics that can be used. The homeless need also be taken into consideration. A "crew" program is working well in Southern California for the homeless. Childcare is also a big issue. Paying for childcare can become an issue once people are employed and have to start paying for childcare. Programs/trainings that offer alternate times should be considered. Workforce may be able to help with transportation i.e. bus tickets or even providing a bicycle. Jesse Carrasco noted that schools are focusing on career pathways. Tracie stated that staff would like to put on a Resource Fair. Vocation schools would also be invited to attend. Staff may consider charging a fee to for-profit organizations but this was discouraged as noted by Mike Lopez that some vocational schools are put off by being charged a fee. Staff are aiming to have the Resource Fair sometime in the Spring – April, 2019 at the Madera County Fairgrounds. Staff and the Board reviewed and provided input on the final logo for the initiative. There was a suggestion that a smaller, sans serif font be used and that the italicizing be removed.

Laura Gutile moved to approve, seconded by Jessie Carrasco.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

7.7 Consideration of approval of negotiated performance outcome goals for PY 18-19 and PY 19-20.

Staff participated in a call with other regions and the State Board staff for performance outcome goals and provided the results. The goals can be re-negotiated if there is a significant change to the economy in the area.

Laura Gutile moved to approve, seconded by David Salter.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

7.8 Consideration of entering into an agreement for the provision of occupational skills training with the Merced County Office of Education.

Staff stated that they frequently receive requests from participants who live in Chowchilla or closer to Merced to participate in trainings in Merced as those trainings may be closer to them than Madera or Fresno. Workforce has other Merced vendors as well. There are many programs that could be useful to

participants such as computerized office technology, construction technology, automotive technology and accounting occupations.

Wayne Rylant moved to approve, seconded by Mike Lopez.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

7.9 Consideration of approval of the revised Transitional Job Training (TJT) Policy.

The TJT policy was added to the agenda by a unanimous vote. The previous policy left off exception language. Exceptions to the policy are done on a case-by-case basis or are considered based on the needs of the employer or worksite.

Deborah Martinez moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

8.0 Information Items

8.1 MCWIC Board Update

Information provided within agenda packet.

8.2 Program Update

Information provided within agenda packet.

8.3 Facilities Update

Information provided within agenda packet.

8.4 MCWIC Executive Director Ad Hoc Committee Update

Information provided within agenda packet.

8.5 MCWIC FY 2017-2018 Year-End Unaudited Financial Activity Update

Information provided within agenda packet.

8.6 ProPath, Inc. Quarterly Report and America's Job Center of California (AJCC) Continuous Improvement Plan Update

Information provided within agenda packet.

8.7 Regional and Local Plan Update

Information provided within agenda packet.

8.8 Madera County Local Workforce Area Success Story Spotlight in EDD Labor Day 2018 Campaign

Information provided within agenda packet.

8.9 WDB Podcast Update

Information provided within agenda packet.

8.10 Sub-regional ProPath Contract One Year Extension

Information provided within agenda packet.

8.11 WDB Workforce Newsletters

Information provided within agenda packet.

8.12 WDB 2018-2019 Meeting Calendar

Information provided within agenda packet.

9.0 Written Communication

None

10.0 Open Discussion/Reports/Information

10.1 Board Members

None

10.2 Staff

None

11.0 Next Meeting

December 20, 2018

12.0 Adjournment

Meeting adjourned immediately after action item 7.9 due to loss of a quorum at 4:08 p.m.