

Madera County Workforce Investment CORPORATION

A G E N D A

**October 25, 2012
3:30 p.m.**

Meeting will be held at:

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

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Madera County Workforce Investment Board, may request assistance by contacting the Senior Administrative Assistant at Madera County Workforce Development Office, 441 E. Yosemite Avenue, Madera, CA 93638; Telephone 559/662-4589; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Board website at http://www.maderawac.org/WIB/public_meetings/Pages/index.aspx. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Public Comment

This time is made available for comment from the public on matters within the Board's jurisdiction. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes and only one speaker per subject matter.

3.0 Introductions and Recognitions

4.0 Consent Calendar

4.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – September 27, 2012

5.0 Action Items

5.1 Approve Hiring of Employees for MCWIC

5.2 Approve the Designation of the Executive Director as the Secretary to the MCWIC

5.3 Approve the Designation of the Fiscal Manager as the Treasurer to the MCWIC

5.4 Approve the Executive Director as the Primary Signatory Authority for MCWIC

5.5 Approve the Fiscal Manager as the Back Up for Signatory Authority for the MCWIC

5.6 Approve Evaluation Process for Executive Director

5.7 Approve General Insurance Plans for MCWIC

5.8 Approve Health and Retirement Plans for MCWIC Employees

5.9 Approve Operational Contracts

- 5.10 Approve Amendment to Contractual documents for Name Change from Madera County Superintendent of Schools (MCSOS) to MCWIC
- 5.11 Approve Obtaining Fictitious Name Statement – Madera County Workforce Investment Corporation as Madera County Workforce Assistance Center
- 5.12 Approve Fiscal and Budget Review Process
- 5.13 Approve Resolution to Obtain Bank Accounts
- 5.14 Approve MCWIC Meeting Calendar
- 5.15 Approve MCWIC Logo
- 5.16 Approve MCWIC Employee Handbook and Policies

6.0 Information Items

- 6.1 Budget Update
- 6.2 Facilities Update
- 6.3 County Local Elected Official (CLEO) Update
- 6.4 MCWIC Business Plan
- 6.5 MCWIC Board of Directors Binder

7.0 Written Communication

8.0 Open Discussion/Reports/Information

- 8.1 Committee Members
- 8.2 Staff

9.0 Next Meeting

November 22, 2012

10.0 Adjournment

Madera County Workforce Investment CORPORATION

August 23, 2012

MINUTES

PRESENT: Debi Bray, Bob Carlson, Cecilia Massetti, Ed.D., Max Rodriguez, Kelly Woodard

ABSENT: Robyn Smith,

GUEST:

OTHERS: Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order by Chair Bob Carlson at 4:00 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Consent Calendar

None

5.0 Action Items

5.1 Approve Transition of Administrative and Fiscal Agent for Local Workforce Investment Area Programs and Funds

Staff requests approval to begin transitioning from the Madera County Superintendent of School/Madera County Office of Education (MCSOS/MCOE) as the administrative and fiscal agent to the Madera County Workforce Investment Corporation (MCWIC). Staff have discussed the transition with MCSOS and they are aware of the transition and process. Staff have done considerable research into the options for the use of different fiscal agents and processes with other Local Areas. Some areas use partnerships with their local EDCs, County entities, becoming 501c3 organizations, etc. There are many different models. The Madera WIB will be able to apply and accept different types of grants and funds with a 501c3 designation. They are also allowed fundraising funds and unrestricted funds. In order to transition to a 501c3 entity and away from MCSOS, all staff will need to be laid off from MCOE and rehired through the MCWIC. Staff are asking for approval to begin the transition process which will allow staff to start bringing forward information on bank account information and information for other services required to run the MCWIC as a business and also to begin the process with the County Local Elected Official (CLEO). Staff will make sure to keep the Board updated on all the progress and information they receive and will schedule meetings as needed.

Ceci Massetti moved to approve the transition of administrative and fiscal agent for the local workforce investment area and funds, seconded by Max Rodriguez. Motion approved unanimously.

6.0 Information Items

None

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

None

8.2 Staff

None

9.0 Next Meeting

To be determined

10.0 Adjournment

Meeting adjourned at 4:42 p.m.

Madera County Workforce Investment CORPORATION

Agenda Item 5.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

Subject: Approve the Hiring of Employees for MCWIC

Recommendation:

Staff recommend approval for the hiring of all current MCSOS employees, effective January 1, 2013, as MCWIC employees.

Summary:

Due to the transition of the administrative and fiscal agent from MCSOS to MCWIC, all employees will receive layoff notices scheduled for November 7 and 8, 2012 effective December 31, 2012. The current By-Laws are aligned with and allow the hiring of employees in order to continue to operate the local workforce development system. All current employees will maintain their current job titles and job descriptions, pay range including step and longevity, accrual of vacation and sick leave. Sick leave balances will be carried over from MCSOS but vacation must be paid out to each employee. MCWIC will also provide health, retirement, life insurance and EAP benefits to all employees.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

Subject: Approve Designating Executive Director as MCWIC Secretary

Recommendation:

Staff recommend the approval of designating the Executive Director, Madera County Workforce Investment Board as the Secretary for the Madera County Workforce Investment Corporation, effective January 1, 2013.

Summary:

The MCWIC ByLaws authorizes the MCWIC Board of Directors to appoint a Secretary and Treasurer as Officers and at an official MCWIC meeting on February 23, 2012 the MCWIC appointed and approved Elaine Craig as Secretary. As of January 1, 2013 this staff position will become an employee of the MCWIC and the MCWIC will become the administrative and fiscal agent for the local workforce development system, as well as the Operator of the One Stop system.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director
Workforce Investment Board

Date: October 25, 2012

Subject: Approve Designating Fiscal Manager as MCWIC Treasurer

Recommendation:

Staff recommend the approval of designating the Fiscal Manager, Madera County Workforce Investment Board as the Treasurer for the Madera County Workforce Investment Corporation, effective January 1, 2013.

Summary:

The MCWIC ByLaws authorizes the MCWIC Board of Directors to appoint a Secretary and Treasurer as Officers and at an official MCWIC meeting on February 23, 2012 the MCWIC appointed and approved Jessica Roche as Treasurer. As of January 1, 2013 this staff position will become an employee of the MCWIC and the MCWIC will become the administrative and fiscal agent for the local workforce development system, as well as the Operator of the One Stop system.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director
Workforce Investment Board

Date: October 25, 2012

Subject: Approve Executive Director MCWIB as Primary Signatory Authority

Recommendation:

Staff recommend the approval of Elaine Craig, Executive Director MCWIB as the primary signatory authority for all business and operational matters related to the MCWIC, effective January 1, 2013.

Summary:

Primary signatory authority is needed in order to conduct daily business and program functions for the local workforce development and One Stop system. This may include, but not limited to, payroll, contractual documents, and grant applications. This will also allow for the purchase of a signature stamp, which will be appropriately locked in a designated cabinet with access limited to designated key management staff.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.5

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director
Workforce Investment Board

Date: October 25, 2012

Subject: Approve Fiscal Manager as Back Up Signatory Authority

Recommendation:

Staff recommend approval of Jessica Roche, Fiscal Manager and Treasurer of MCWIC, effective January 1, 2013 as the back-up signatory authority.

Summary:

If in the event of an extended absence of the Executive Director, as the primary signatory authority or in the event of a fiscal or programmatic emergency, the Fiscal Manager/Treasurer of MCWIC will be authorized to sign documents. An internal process and protocol will be implemented wherein a key designated manager will be required to review and determine the appropriateness and accuracy of the need for signature.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.6

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

Subject: Approve Evaluation Process for Executive Director

Recommendation:

Staff recommend the approval of an industry recognized and appropriate evaluation tool and process for evaluating the Executive Director MCWIC by the Chair and Vice Chair of the Board of Directors on an annual basis.

Summary:

Currently the MCSOS is the Supervisor and Evaluator of the Executive Director. Effective January 1, 2013 the Executive Director will report to the MCWIC Board of Directors. The MCWIC ByLaws provides oversight authority by the Chair, "together with a personnel committee of the Board" for the performance of the Executive Director.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.7

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director
Workforce Investment Board

Date: October 25, 2012

Subject: Approve General Insurance Plans and Broker for MCWIC

Recommendation:

Staff recommend approval of General Liability, Director and Officer (D&O), Employment Practices Liability (EPLI), Workers Compensation, Property and Auto Insurance with broker VanBeurden Insurance, Inc. for the MCWIC effective January 1, 2013.

Summary:

General Liability will be in the amount of \$1 million, D&O - \$1 million, EPLI - \$1 million, Workers Compensation is standard based on employee classification and rating, Auto - \$1 million, Property - \$380,000

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.8

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

Subject: Approve Health and Retirement Plans and Broker

Recommendation:

Staff recommend the approval of five health plan options from Anthem Blue Cross, a \$10,000 Life Insurance and Employee Assistance Program (EAP) through broker VanBeurden Insurance, Inc. and a mandatory 401a and optional 457b through broker ICMA for retirement plans for employees, effective January 1, 2013.

Summary:

The five options for the health plans will be a 90/10, 80/20 and 70/30 coverage, with two additional high deductible options, as well as a dental and vision plan. The employees monthly premium cost is paid for by MCWIC. If the employees want to add dependants they can choose an appropriate plan and the costs associated with that plan. Employees may also opt out of the health plan as long as they have alternative health plan coverage elsewhere, as an example from a spouse.

The retirement plan is a deferred compensation plan 401a. There will be mandatory employee and employer contribution amounts to the 401a. The employees will also be able to opt in to a 457b deferred comp plan if they choose to increase their retirement plan saving options. MCWIC employees will also be paying into the Social Security system.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.9

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

Subject: Approve Operational Contracts

Recommendation:

Staff recommend the approval of necessary and required contractual documents in order to conduct business as MCWIC effective January 1, 2013.

Summary:

In order for the MCWIC to conduct business without any delay or interruption in services by January 1, 2013 staff have conducted due diligence and research for IT, phone, accounting system, payroll and human resources, copier and janitorial services. The following vendors have been identified: Comcast for IT and phone, SAGE for accounting, Payality for payroll and human resources. We are still interviewing and receiving quotes for janitorial and copier.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.10

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

**Subject: Approve Amendment to Contractual Documents for Name Change from
MCSOS to MCWIC**

Recommendation:

Staff recommend the approval of all necessary and required contractual documents be amended to change the organization from MCSOS to MCWIC, effective 1 January 2013.

Summary:

All contractual documents such as leases, Memorandums of Understanding, grants (local, state and federal), training provider agreements and contracts, etc. will need to be changed to reflect the new administrative and fiscal agent.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.11

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

Subject: Approve Obtaining Fictitious Name Statement

Recommendation:

Staff recommend the approval of obtaining a fictitious name statement for Madera County Workforce Investment Corporation dba Madera County Workforce Assistance Center, effective January 1, 2013.

Summary:

The operation of the local workforce development system and One Stop will continue to be known as the Madera County Workforce Assistance Center. That name is on the One Stop facility and is known by the community.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.12

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

Subject: Approve Fiscal and Budget Review Process

Recommendation:

Staff recommend the approval of a fiscal and budget review process as agreed upon by the MCWIC Board of Directors, effective January 1, 2013.

Summary:

Staff are seeking input and guidance related to what the Board of Directors would like to have presented to them at MCWIC Board meetings related specifically to the MCWIC's fiscal status and operating budget. How often would the Board like to review the fiscal and budget? What specific documents, charts and graphs would the Board like to see? To what extent is the Board's purview related to fiscal and budget?

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.13

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director
Workforce Investment Board

Date: October 25, 2012

Subject: Approve Resolution to Obtain Bank Accounts

Recommendation:

Staff recommend the approval and signature by the Chair and Secretary/Executive Director of a Resolution for bank accounts with Bank of America, effective January 1, 2013.

Summary:

This resolution is a business requirement in order to open a corporate account(s) and conduct standard banking business; such as deposits, withdrawals, check writing, etc.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.14

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

Subject: Approve MCWIC Meeting Calendar

Recommendation:

Staff recommend the approval of the MCWIC regular meeting calendar, including the dates and times.

Summary:

The MCWIC meeting has been scheduled for the last six to eight months on the same day as the WIB Executive Committee meetings, which is the fourth Thursday of every month beginning at 3:00 pm. This was done since the WIB Executive Committee and the MCWIC Board of Directors were one and the same group of people and we could take care of WIB and/or MCWIC business at the same time. The time used for the MCWIC meetings has been both 3:00 and 3:30 pm. Staff are requesting input as to what time the Board of Directors would prefer.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.15

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director
Workforce Investment Board

Date: October 25, 2012

Subject: Approve MCWIC Logo

Recommendation:

Staff recommend the approval of the proposed MCWIC logo as shown below:



Summary:

One of our employees assisted us with the development of this logo. We actually used the Madera County Workforce Development logo as a template since this logo is more readily recognized by the business community. WDO will no longer exist, since it is the name of the Department housed through MCSOS, so employees will begin to identify themselves as MCWIC employees.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment CORPORATION

Agenda Item 5.16

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: October 25, 2012

Subject: Approve MCWIC Employee Handbook and Policies

Recommendation:

Staff recommend the approval of the newly developed MCWIC Employee Handbook and Policies, effective January 1, 2013.

Summary:

The Employee Handbook is still in draft form as we are awaiting clarification on a number of items that we want to be sure either do or do not apply to the new organization and its employees. The Policies are also still being worked on but all policies are and will be in compliance with local, state and federal employment and business laws. The employees will receive a New Employee Packet prior to December 31, 2013 in order that we get their application for employment, I-9 and required documents and W-4. In this packet they will receive the Employee Handbook and MCWIC Policies and we have scheduled a day to conduct an Orientation for all employees.

Financing:

Workforce Investment Act of 1998