



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **A G E N D A**

**April 25, 2013  
3:00 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](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 Meeting Minutes – February 28, 2013

### **5.0 Action Items**

5.1 Approve Tentative 2013-14 Budget Process

### **6.0 Information Items**

6.1 Budget Update

6.2 Grants/Projects Update

6.3 Facilities Update

### **7.0 Written Communication**

### **8.0 Open Discussion/Reports/Information**

8.1 Committee Members

8.2 Staff

**9.0 Next Meeting**

May 23, 2013

**10.0 Adjournment**



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

February 28, 2013

## MINUTES

**PRESENT:** Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard

**ABSENT:** Cecilia Massetti, Ed.D., Robyn Smith,

**GUEST:** Ana Barriga-Gil, Kathleen Hallert, Rose Deleon

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

### 1.0 Call to Order

*Meeting called to order at 3:03 p.m.*

#### 1.1 Pledge of Allegiance

### 2.0 Public Comment

*None*

### 3.0 Introductions and Recognitions

#### 3.1 Introduction of Madera County Workforce Investment Corporation Staff – Workforce Assistant & Customer Service Representatives

*Upfront staff were introduced to the Board - Ana Barriga-Gil, Workforce Assistant, Kathleen Hallert, Customer Service Representative, and Rose Deleon, Customer Service Representative. Kathleen and Rose work with customers on eligibility, enrollment, and Orientation. Ana works the lobby desks and guides customers through the services. They are doing a great job.*

### 4.0 Consent Calendar

#### 4.1 Approve Madera County Workforce Investment Corporation (MCWIC) Board Meeting Minutes – January 24, 2013

*Kelly Woodard moved to approve minutes, seconded by Debi Bray.*

*Vote: approved 4-0*

*Yes: Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard*

### 5.0 Action Items

#### 5.1 Approve Flexible Spending Account Policy

*Staff recommended approval of a Flexible Spending Account (FSA) policy. This policy provides staff an opportunity to set aside up to \$2,500 for medical use. Staff consulted a CPA to review fiscal procedures and were advised to create a stand-alone policy and reference IRS codes stating that all funds must be used within its designated time frame or they will lose the funds – “use it or lose it”. The employee handbook was revised to include the policy and staff are aware of the requirements for this policy.*

*Debi Bray moved to approve, seconded by Kelly Woodard*

*Vote: approved 4-0*

*Yes: Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard*

## **5.2 Approve Transfer of Funds from the Dislocated Worker Funding Stream to the Adult Funding Stream**

*This transfer is typically sent to the Workforce Investment Board on a yearly basis. Staff are recommending the transfer of \$200,000 from the Dislocated Worker (DW) funding stream to the Adult funding stream. The current state waiver allows for up to a 50% transfer. \$200,000 represents a 30% transfer of funds. Currently, Adult trainings have been frozen due to lack of adult funds. Not many DW have been coming in for services. DW trainings have been covered under other DW grants obtained by the Workforce program. Many customers are coming in qualifying for Adult services.*

*Debi Bray moved to approve, seconded by Kelly Woodard*

*Vote: approved 4-0*

*Yes: Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard*

## **5.3 Approve MCWIC Budget Process and Format**

*In trying to work as transparently as possible, staff wants input from the Board as to how they would like to receive budget information as well as the format in which it is presented.*

*Debi Bray moved to have staff provide monthly report balances, actuals, and month-to-date, documents as has been done previously, seconded by Max Rodriguez.*

*Vote: approved 4-0*

*Yes: Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard*

## **6.0 Information Items**

### **6.1 Budget Update**

*The Vet grant is closing out in March. The Additional Assistance grant was extended to May. Staff do not have allocation information from the State. The Youth allocations are due in April but many times they get delayed or split. Staff will present a projected budget in May based on the California Workforce Association (CWA) information received. Staff will use a worst-case-scenario when using figures for the budget.*

### **6.2 Projects/Grants Update**

- The CDCR approached us to do workshops at 2 prison facilities in Chowchilla. Staff are currently in negotiations. It would require 4 staff members.*
- An application was submitted for the Madera City Community Development Block Grant (CDBG). Staff is hopeful that the Workforce will receive some funds from the grant – approximately \$12,000. If the grant is received, it will require a resolution and approval from the Board.*
- CCP (Community Correction Plan) wants us to provide assessment and post-release workshops.*
- There is a Wells Fargo grant application submitted and pending.*
- Applied for the Chukchansi grant for \$25,500 which will be used to replace the computers customers use in the Resource Room. It would replace computers in all 3 locations: Madera, Chowchilla, and Oakhurst.*
- Staff is working on the Local Plan. It will be submitted in June. Staff have scheduled and facilitated Focus Group meeting to gather information on Employers' workforce needs. This information will be used in the Plan. The plan will include possible revisions on how we do business and the customer flow. Staff have a WIB focus group set up. A 30 day notice will go up for the plan. Staff will bring plan to WIB for approval.*
- No reauthorization yet. There is information that SKILLS will be used – “earn and learn” philosophy.*

### **6.3 City of Madera Community Development Block Grant (CDBG)**

#### **7.0 Written Communication**

#### **8.0 Open Discussion/Reports/Information**

##### **8.1 Committee Members**

*Debi Bray: heard that they are hiring Correctional Officers at the State level*

*Kelly Woodard: DSS has been authorized to hire 16 eligibility staff. Involves nominal requirements and a high school diploma.*

##### **8.2 Staff**

*Staff is busy looking at new buildings and has worked with Grubb and Ellis Realtor. They have workforce experience. They have toured 3 locations in Madera.*

#### **9.0 Next Meeting**

*March 28, 2013*

#### **10.0 Adjournment**

*Meeting adjourned at 4:20 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: April 24, 2013**

**Subject: Approve Tentative 2013-2014 Budget Process**

**Recommendation:**

Staff recommend approval to research and begin administrative remedies for the 2013/2014 tentative allocations and budget process.

**Summary:**

Staff has received tentative/"hypothetical" formula allocations for 2013/2014. If these allocations come to fruition, which we believe they will, we will need to make significant reductions in order to conduct and maintain required business needs and still allocate dollars for the mandated percentage of training per SB734. Staff will provide a number of different scenarios for the Board to consider

**Financing:**

Workforce Investment Act of 1998