



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

April 28, 2016

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

PRESENT: Debi Bray, Bob Carlson, Mattie Mendez, Rich Mostert

ABSENT: Victor Gonzalez, Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:00 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Bob Carlson moved to adopt the agenda, seconded by Rich Mostert.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Mattie Mendez, Rich Mostert

6.0 Consent Calendar

6.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – January 28, 2016

Mattie Mendez moved to approve the minutes, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Mattie Mendez, Rich Mostert

7.0 Action Items

7.1 Approve Employee and Director Per Diem Reimbursement Rate

Staff recommended approval of an increase to the per diem reimbursement rates. The rates are aligned with the General Services Administration. Rates will change as follows: Breakfast: \$6 to \$15; Lunch: \$10 to \$16; Dinner: \$20 to \$28. Staff also requested that the rates be retroactive to April 1st. Gratuities and alcohol are not allowable reimbursements. Non-management staff are able to request an advance per diem if they are traveling to an event. Any possible per diem reimbursements are checked against event agendas for confirmation.

Rich Mostert moved to approve effective April 1, 2016, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Mattie Mendez, Rich Mostert

7.2 Approve the Relocation of the Job Center – Madera County Workforce Assistance Center

Staff requested approval to relocate the Job Center to a new location and to gather information on any financial information and to enter into lease negotiations necessary to relocate the Center to 2037 W. Cleveland Avenue, Madera, CA. This building was formerly occupied by JCPenney and Madera County RMA. There has not been a comprehensive One Stop, as mandated by WIOA, since it was relocated from 7th street to its current location on Yosemite Avenue. Staff have been communicating with Partner agencies and Madera Adult to move in to the Center at the new location. The building is approximately 34,000 square feet. Madera Adult School would occupy approximately 18,000 square feet of the building and would hold their own separate lease with the owner. Once information has been gathered and agreed upon, the information and lease would come to the MCWIC Board for approval.

Rich Mostert moved to approve moving forward with gathering information and negotiating a lease and to have staff bring the information and future lease to the MCWIC for approval, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Mattie Mendez, Rich Mostert

7.3 Approve Financial Reports

Staff provided financial reports for the months of January, February and March of 2016. Revenue figures were added to the top of the budget balance documents per the Board's request.

Bob Carlson moved to approve the financial reports, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Mattie Mendez, Rich Mostert

7.4 Approve the Resignation of Rich Mostert from the MCWIC Board of Directors

Rich Mostert has notified staff that he is no longer able to sit on the Board due to his expanded role at the Valley Small Business Development Corporation. Debi Bray requested that Rich postpone his resignation until the Center lease negotiations have been finalized, if possible. Rich was amenable to postponing his resignation to a future date and will attend meetings when possible.

Bob Carlson moved to table Rich Mostert's resignation to a future date, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Mattie Mendez, Rich Mostert

7.5 Approve Revision to MCWIC Board Meeting Agenda Format

Staff requested approval to change the format in which the MCWIC meeting agenda and agenda packet are written/formatted. Staff would like to discontinue providing individual agenda item background documents as the practice can sometimes be very time consuming and not always an efficient use of staff time. Staff would continue to provide item back-up documents and will ensure that the agenda is written in a way that will satisfactorily provide the necessary detail for each item and to comply with the Brown Act mandates. Staff will provide agenda item back-up documents for items that require more detailed information.

Debi Bray moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Mattie Mendez, Rich Mostert

8.0 Information Items

8.1 Grants/Projects Update

Information provided in agenda packet.

8.2 Facilities Update

Information provided in agenda packet.

8.3 Workforce Development Board (WDB) of Madera County Update

Information provided in agenda packet.

8.4 One Stop Procurement Update

Information provided in agenda packet.

8.5 Executive Director Evaluation

Information provided in the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

Debi Bray: the Madera Chamber and the Workforce Development Board are co-sponsoring a workshop on 5/25/16 – Bras, Boyfriends and Tattoos – HR Trivia. The workshop has gotten good responses. The Mayor's Prayer Breakfast is scheduled to take place on 5/5/16.

Mattie Mendez: visited the Tenaya Lodge and is aware of some job openings. She will share it with Staff.

10.2 Staff

None.

11.0 Next Meeting

May 26, 2016

12.0 Adjournment

The meeting was adjourned at 3:02 p.m. due to a loss of a quorum. Information on items 8.1 to 8.5 was provided in the agenda packet.