



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

October 25, 2012

MINUTES

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

ABSENT:

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Bob Carlson at 3:30 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Consent Calendar

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

Debi Bray moved to approved meeting minutes, seconded by Bob Carlson. Motion approved unanimously.

5.0 Action Items

5.1 Approve Hiring of Employees for MCWIC

Staff is getting ready for the transition to the Madera County Workforce Investment Corporation (MCWIC). The transition will be effective as of January 1, 2012. Madera County Office of Education (MCOE) will be giving lay-off notices to all workforce staff on November 7-8, 2012. The MCWIC by-laws allow for the hiring of employees to the Corporation. All staff will accrue vacation and sick pay at the same rate as when employed by MCOE. All staff vacation time will be paid out upon their separation from MCOE. Health and life insurance brokers will be making presentations to staff to provide information on their future benefits. The MCWIC will pay for the employee's health insurance premium. The employee will need to decide on a plan and whether they will include their family members on the plan. All employees will be part-time except for 1 part-time employee. Payroll will run bi-weekly on the 5th and the 20th of the month. All employees will receive an application packet on 10/26/12.

Max Rodriguez moved approve, seconded by Kelly Woodard. Motion approved unanimously.

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

5.2 and 5.3 Items 5.2 and 5.3 were discussed as a group. The MCWIC previously approved appointing staff as Secretary and Treasurer to the MCWIC but could not name the staff member because no employees had been hired under the Corporation. Because staff will be hired as of 1/1/13, staff now asks to name the Executive Director (Elaine Craig) as the Secretary and the Fiscal Manager (Jessica Roche) as the Treasurer to the MCWIC. As of 1/1/13, the Corporation will become the fiscal agent and operator of the Madera County One Stop.

Kelly Woodard moved to approve items 5.2 and 5.3, seconded by Max Rodriguez. Motion approved unanimously.

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

Staff request that the Executive Director be approved as the primary signatory authority for all business and operational matters effective 1/1/13 to include the purchase of a signatory stamp. The stamp will be stored in a secure, locked cabinet with limited access to designated staff. The signature block will be mainly for payroll but can also be used for contracts, leases, grants, etc.

Debi Bray moved to approve, seconded by Max Rodriguez. Motion approved unanimously.

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

Staff request approval of the Fiscal Manager/Treasurer of the MCWIC as the back-up signatory. Staff will put into place internal protocols and policies as to instances when the Executive Director is away and cannot sign and fiscal documents need to be signed. In those instances, a secondary non-fiscal staff signature by the Workforce Manager will be required. The signatory back-up would mostly be used primary in emergency, highly urgent instances. Directors suggest that staff consider that the second-in-command, the Workforce Manager should be considered the signatory authority back up as the Fiscal Manager is already highly involved in many of the documents that require signature.

Kelly Woodard moved to approve the Workforce Manager as the signatory authority with the Fiscal Manager as a concurrent signatory authority, seconded by Max Rodriguez. Motion approved unanimously.

5.6 Approve Evaluation Process for Executive Director

Staff recommends the approval to begin the process of selecting a method for the evaluation of the Executive Director with the understanding that all evaluations would be conducted in closed session. Staff would like direction from the MCWIC for recommendations for appropriate methods. Staff has access to many different tools that can be used but welcome any input that the Board could provide.

Ceci Massetti moved to have staff gather information for evaluation methods and provide that information to the Chair and Vice Chair at a meeting in order to finalize an evaluation method of the Executive Director, seconded by Max Rodriguez. Motion approved unanimously.

5.7 Approve General Insurance Plans for MCWIC

Staff recommends the approval of general liability, Director and Officer (D&O), employment practices liability (EPLI), workers compensation, property and auto insurance with VanBeurden Insurance Inc. effective 1/1/13 for insurance amounts of \$1 million for all categories except for property insurance for the amount of \$380,000. The price for the property insurance was a little high due to our 4 different sites. Staff contacted different brokers in order to obtain the best rates. Staff contacted many different brokers but received interest with only 2 brokers - 1 local broker and VanBeurden who is from Kingsburg. Staff met with both brokers to provide information so that they could write up a quote. Of the 2 quotes received, VanBuerden's quote came in at \$15,199 compared to the second quote of \$22,100. There was no written RFP process done as there was not enough time. The RFP process will be used when the time comes to renew the contracts and obtain new quotes. Director Debi Bray expressed concern that there may not have been sufficient follow-up with the losing broker so that they better understood the end result - a professional courtesy. Staff assured the Board that they met with the local broker in order to ensure that they understood exactly what staff was looking for in their quote.

Bob Carlson moved to approve item 5.7 as recommended, Ceci Massetti seconded. Debi Bray abstained. Motion approved: 3 yes; 0 no; 1 abstention.

5.8 Approve Health and Retirement Plans for MCWIC Employees

Staff requests approval of 5 health plan options from Anthem Blue Cross, a \$10,000 life insurance and employee assistance program (EAP) through VanBuerden brokers, and a mandatory 401a and optional 457b insurance plans through ICMA effective 1/1/13. The MCWIC will cover the employee's cost for insurance while the employee has the option to include their family members with 1 of 5 plans available. Employees are allowed to opt out of health insurance coverage as long as they have alternate coverage. The MCWIC will pay a percentage into the employees' 401a retirement plan. Workforce staff will now be paying into Social Security benefits - not previously done through MCOE. Because the MCWIC is a new employer, staff was unable to receive quotes for insurance from Blue Shield. Staff will possibly go out for additional quotes and options once the MCWIC has been in business for a minimum of 90 days.

Robyn Smith moved to approve, seconded by Ceci Massetti. Debi Bray - no. Motion approved by majority: 3-1.

5.9 Approve Operational Contracts

Staff requests approval of necessary contracts for IT, phone service, HR services, copier, and janitorial services. Staff contacted various local janitorial service companies to obtain quotes but have not received many. Staff is still interviewing companies for janitorial services. Staff is still looking at copier leases. Payality will provide payroll services. Payality will provide most basic HR services at no cost. Any issues not included can be obtained from Payality on a fee for service basis.

Debi Bray moved to approve, seconded by Ceci Massetti. Motion approved unanimously.

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

5.10 and 5.11 were discussed as a group. Staff requests approval to amend all necessary contracts and documents to change the organization name from Madera County Superintendent of Schools to MCWIC and obtaining a fictitious name statement for the MCWIC. Directors reminded staff to make sure to include all their sites in the statement.

Robyn Smith moved to approve items 5.10 and 5.11, seconded by Bob Carlson. Motion approved unanimously.

5.12 Approve Fiscal and Budget Review Process

Staff request approval to begin the process of determining the best method of bringing fiscal and budget information to the MCWIC. Staff welcomed any input from the Board. Directors suggested that staff continue to provide fiscal information to the Board in the current fashion.

Bob Carlson moved to continue to receive fiscal updates as is currently done, seconded by Robyn Smith. Motion approved unanimously.

5.13 Approve Resolution to Obtain Bank Accounts

Staff recommends the approval of the Bank of America bank resolution in order to obtain and bank account and conduct standard banking. The resolution would cover 2 accounts: corporate banking and taxes. The accounts would include general banking and credit cards. Staff must also get gas credit cards. The resolution is required by the bank and must be signed by the Chair and the Secretary.

Ceci Massetti moved to approve the resolution with the addition of the back up signatory, seconded by Debi Bray. Motion approved unanimously.

5.14 Approve MCWIC Meeting Calendar

Staff wanted clarification on the meeting time for the MCWIC as there was some confusion of the start time previously. It was clarified that the MCWIC meetings would be scheduled to take place at 3:00 on the meeting dates.

Debi Bray moved to approve the meeting time of 3:00 p.m., seconded by Bob Carlson. Motion approved unanimously.

5.15 Approve MCWIC Logo

Staff provided the MCWIC with the new MCWIC logo for approval.

Debi Bray moved to approve, seconded by Ceci Massetti. Motion approved unanimously.

5.16 Approve MCWIC Employee Handbook and Policies

5.16 Staff request approval of the draft Employee Handbook. The handbook contains standard policies.

Ceci Massetti moved to approve the handbook with a review of the final draft in December, Robyn Smith seconded. Motion approved unanimously.

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

Discussion held regarding having another MCWIC meeting as soon as possible after Thanksgiving to conduct business as needed. Next meeting to be held December 6, 2012

10.0 Adjournment

Meeting adjourned at 5:05 p.m.