



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

December 6, 2012

## MINUTES

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

**ABSENT:** Bob Carlson, Robyn Smith

**GUEST:** Herb Mattos, Freddie Moreno

**OTHERS:** Elaine Craig, Jessica Roche, Gail Lopez, Maiknue Vang, Nicki Martin

### 1.0 Call to Order

*Meeting called to order by Vice Chair Debi Bray at 3:30 p.m.*

#### 1.1 Pledge of Allegiance

### 2.0 Public Comment

*None*

### 3.0 Introductions and Recognitions

*Elaine Craig, Executive Director, introduced Herb Mattos and Freddie Moreno. Herb does IT for the Workforce Office and has been doing a great job with the transition of all the IT from Madera County Office of Education. Freddie Moreno is a paid work experience (PWEX) participant through the Kings View Ready, Set, Go! (RSG) youth program and is assigned to help in the IT department.*

### 4.0 Consent Calendar

#### 4.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – October 25, 2012

*Ceci Massetti moved to approve, seconded by Kelly Woodard.*

*Vote: approved 4-0*

*Yes: Debi Bray, Ceci Massetti, Max Rodriguez, Kelly Woodard*

### 5.0 Action Items

#### 5.1 Approve Obtaining Bank of America Credit Card

*The bank requires a delineated approval of credit card we are applying for. Staff does not carry credit cards on their person. The card will mostly be used to make travel arrangements such as hotel reservations. The card may be used in case of emergencies. It will be kept in a locked safe. The bank requires 2 years of financial reports and board minutes to approve.*

*Kelly Woodard moved to approve, seconded by Max Rodriguez.*

*Vote: approved 4-0*

*Yes: Debi Bray, Ceci Massetti, Max Rodriguez, Kelly Woodard*

## **5.2 Approve Obtaining Gas Credit Card(s) – Chevron, Shell, Valero**

*Card companies need delineated approval from the Board for obtaining their cards. The current gas cards being used will be returned to the Madera County Office of Education (MCOE). These cards are only used while staff is using the company vehicle. All cards will be kept in a locked, secure location and will be signed out by staff in order to use them. Valero was the only company that did not approve our application. The Chevron card requires an ID code in order to be used at the pump/station. Staff is required to log all mileage that they use while using the company vehicle. Max Rodriguez requested that staff include expenditures for the cards on the fiscal update forms/spreadsheets.*

*Max Rodriguez moved to approve, seconded by Kelly Woodard.*

*Vote: approved 4-0*

*Yes: Debi Bray, Ceci Massetti, Max Rodriguez, Kelly Woodard*

## **5.3 Approve Authorization for Bank of America Facsimile Signature Stamp**

*A delineated approval for a facsimile signature stamp is required by the bank. This stamp would have Elaine Craig's signature on it and would primarily be used for account payable checks. It will be stored in a locked safe.*

*Kelly Woodard moved to approve, seconded by Max Rodriguez.*

*Vote: approved 4-0*

*Yes: Debi Bray, Ceci Massetti, Max Rodriguez, Kelly Woodard*

## **5.4 Approve Employee Handbook**

*The employee handbook provided is in draft form. The document only needs formatting before it is ready for staff but is substantively correct in content. This handbook is a fluid document and subject to change. Staff will have an Orientation on 12/14/12 and will receive the handbook at that time. Managers used a template from the Payality HR department. Payality will be the Corporation's payroll vendor and will provide basic HR services as part of the service. Staff will forward the document to the Attorney for their review per suggestion by Directors.*

*Kelly Woodard moved to approve the Handbook and concurrently have the attorney review it, seconded by Max Rodriguez.*

*Vote: approve 4-0*

*Yes: Debi Bray, Ceci Massetti, Max Rodriguez, Kelly Woodard*

## **5.5 Approve Resolution for ICMA Retirement Plans**

*Staff is requesting approval of a resolution for a 457 retirement plan from ICMA. ICMA requires an approved resolution by the Corporation for the implementation of the staff retirement plans. Initially, the Corporation approved obtaining a mandatory 401 and voluntary 457 plans. Staff was recently made aware that there are administrative costs associated with a 401 plan which were not previously reported by ICMA to staff. The broker was unable to exempt the costs for the 401 plan. Employees will not only have to enroll in the 457 retirement class. The 401 plan will no longer be offered. Under the 457 plan, staff will contribute 3% to the employer's 6%. This plan is a better plan than the 401 plan and could allow some staff to get up to 5% at retirement.*

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

*Vote: approved 4-0*

*Yes: Debi Bray, Ceci Massetti, Max Rodriguez, Kelly Woodard*

## **6.0 Information Items**

### **6.1 Executive Director Evaluation Process**

*Staff is still researching and will bring information to the Corporation Board as it is gathered.*

## **6.2 Employees' Status Update**

*All staff has received their lay-off notices from MOCE. Everything is going well. All staff were given an employee application packet. 1 staff member will be staying with MCOE and will have bumping rights. Staff will be hiring 1 fiscal department position to replace the staff member. Interviews are under way and a decision will be made next week.*

## **6.3 General Insurance Update**

*The new insurance is effective 1/1/13. The first check payment was mailed has already been mailed to the broker.*

## **6.4 Health and Retirement Update**

*All MCWIC staff is enrolled in the new plans. We are working on the flex spending forms/accounts. Employees are able to opt out of health insurance benefits but must have an alternate form of coverage. Staff receives no cash-out benefits if they opt out.*

## **6.5 Operational Contracts Update**

*Staff has amended all contracts to the MCWIC. We are receiving the amendments and are also getting W9 vendor forms for the MCWIC.*

## **6.6 Fictitious Name Update**

*Staff is working on the fictitious name changes. Staff will also be getting business licenses for the Workforce locations.*

## **6.7 MCWIC Business Plan**

*Staff is working on a MCWIC business plan. Staff is working on all the necessary documents and will provide the plan to the MCWIC as soon as possible.*

## **6.8 MCWIC Board of Director's Binder**

*A binder containing the Articles of Incorporation, Bylaws, CLEO, and the Conflict of Interest documents has been put together for each MCWIC Director. Other documents will be added to the binder as needed. Directors can leave the binders with Workforce staff to populate with documents as needed if that is their desire.*

## **7.0 Written Communication**

*None*

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

### **8.1 Committee Members**

*Elaine met with Steve Barsotti and discussed a schematic for a possible new One Stop location on E Street.*

### **8.2 Staff**

*Ceci Massetti: attended a meeting at the Chamber of Commerce office and spoke with a staff member from the State Center Community College and noted that they have lots of veterans who need services. Referred them to the Madera WIB for possible services.*

## **9.0 Next Meeting**

January 24, 2013

## **10.0 Adjournment**

*Meeting adjourned 4:43 p.m.*