



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

January 24, 2013

## MINUTES

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

**ABSENT:**

**GUEST:**

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

### 1.0 Call to Order

*Meeting called to order at 3:07 p.m.*

#### 1.1 Pledge of Allegiance

### 2.0 Public Comment

*None*

### 3.0 Introductions and Recognitions

*Directors and Staff congratulated Max Rodriguez on becoming the Chair of the Madera County Board of Supervisors.*

### 4.0 Consent Calendar

#### 4.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – December 6, 2012

*Debi Bray moved to approve, seconded by Bob Carlson*

*Vote: approved 5-0*

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

### 5.0 Action Items

#### 5.1 Approve Resolution for Name Change to Madera County Workforce Investment Corporation for Department of Rehabilitation

*The Department of Rehabilitation (DOR) requires that they have a signed resolution form the MCWIC in order to do business. DOR is a One Stop partner and pays a portion of the rent for staff housed in the building. The resolution would allow staff to move forward with a contract with DOR and receive future rents.*

*Robyn Smith moved to approve, seconded by Max Rodriguez*

*Vote: approved 5-0*

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

## **5.2 Approve Resolution for Participation in Employment Development Department Unemployment Insurance and State Disability Insurance**

*The Employment Development Department (EDD) requires a signed resolution from entities wishing to participate in their unemployment insurance (UI) and state disability insurance (SDI) programs. Participation in EDD's program is not mandatory but is the most widely used. Employers who do not choose to use EDD's program will need to develop a self-insured process for their staff.*

*Debi Bray moved to approve, seconded by Bob Carlson*

*Vote: approved 5-0*

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

## **6.0 Information Items**

### **6.1 Madera County Workforce Investment Corporation Employee Handbook**

*Per the MCWIC Board, staff forwarded the employee handbook to the attorney for review. After review, some minor changes were made to the handbook e.g. adding more protected categories per the State of California, information on credit checks, and FMLA for the State of California. None of the changes were substantive and the handbook was vetted by the attorneys.*

### **6.2 Five Year Strategic Plan Update**

*Staff is working hard on developing the Madera WIB's plan for our local area and have recruited WIB Directors for an ad-hoc committee to help develop the plan. The Plan will go to the Board of Supervisors for approval once it is finalized and ready to be submitted. Staff may ask for input from the Supervisors throughout the process. Staff have received the initial draft of the State's initial plan. The State's plan incorporated various local areas as well as community colleges, pre-apprenticeships, K-12 education and anything in the State related to training and employment services. Some portions of the plan will be done regionally. The biggest issue some areas will have is the WIB private sector majority composition. Many areas are unable to meet that criteria in its composition. Staff is looking to work with all the Partner agencies. The Plan is due to the State by July 1, 2013. Regions will also be looking at other states and their processes and methods for their workforce systems.*

### **6.3 Form 700**

*Form 700s are due by April 1, 2013.*

## **7.0 Written Communication**

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

### **8.1 Committee Members**

*Debi Bray: would like to receive budget updates from staff at every MCWIC meeting. Fiscal staff are still working on finalizing the MCWIC budget after separating from Madera County Office of Education. The process has been lengthy. Staff are working on finalizing the budget and will provide updates to the Board at meetings and possibly via email as needed.*

*There will be a workshop on Health Care Reform which will provide information on the new health care laws. Space is limited – must RSVP to reserve a spot.*

*Cecelia Massetti: the public opening/ribbon cutting for the new education building will be held on Monday, February 11, 2013 from 2:00 to 4:00 p.m.*

### **8.2 Staff**

*None*

## **9.0 Next Meeting**

*February 28, 2013*

**10.0 Adjournment**

Meeting adjourned at 3:54 p.m.