



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

October 24, 2013

MINUTES

PRESENT: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

ABSENT:

GUEST:

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

1.0 Call to Order

Meeting called to order at 9:05 a.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 – June 27, 2013

Kelly Woodard moved to approve meeting minutes, seconded by Robyn Smith

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

5.0 Action Items

5.1 Review and Approve MCWIC Fiscal Year 2012-2013 Single Audit

Sheryl Morse with Morse Wittwer Samsprn, LLP presented the Single Audit findings to the Board. The auditors found all business conducted by MCWIC to be in compliance and issued unqualified opinions which are clean opinions and desirable for audits. Due to the small size of the fiscal department, it was recommended that staff put into place a clearer separation of duties – specifically within the Fiscal Department. At the time of the audit, the Fiscal Manager was able to print checks, sign checks, print bank statements and prepared monthly reconciliation without independent review or approval which could possibly result in errors. Since the audit, MCWIC staff have implemented new procedures whereby the Executive Director reviews the monthly statements and the Manager signs checks in her absence.

Kelly Woodard moved to accept the Single Audit, seconded by Robyn Smith

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

5.2 Approve Secretary (Executive Director), Treasurer (Fiscal Manager), and Manager Compensation

Staff request approval for the compensation for the Secretary, Treasurer, and Manager so that the compensation is properly documented and approved.

Bob Carlson moved to approve, seconded by Debi Bray

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

5.3 Approve Resolution Designating the MCWIC as the One Stop Operator

Staff requested that this item be pulled from the agenda. This item will go before the Madera County Workforce Investment Board and brought back to the MCWIC at a later date.

Debi moved to pull agenda item 5.3, seconded by Manuel

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

5.4 Approve Memorandum of Understanding (MOU) with Madera County Workforce Investment Board

The MOU with the Madera County Workforce Investment Board (WIB) is a standard MOU which will replace the MOU with the Madera County Office of Education/Madera County Workforce Development Office. The previous MOU listed the County Office of Education as the Fiscal and Administrative agent. Since that time, the MCWIC has been named the Fiscal and Administrative agent. Staff request approval of the MOU and authorization to forward to the Board of Supervisors for approval.

Debi Bray moved to approve, seconded by Robyn Smith

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

6.0 Information Items

6.1 Budget Update

Board members discussed placing financial statements and documents on the agenda as Action items in order to document that the Board has received and reviewed the information. In future, staff will provide copies of financial statements to include monthly bank reconciliations, statement of activities and other accounting system generated reports for the Board approval as an action item. The Employment Development Department (EDD) has informed the local areas that they would be passing on the allocations once the Department of Labor disbursed funds to the States. It is possible that there will be more information or allocation as early as next week. Staff are not sure if there will be a sequestration that will affect the amount of funds to be received. Madera is in a good position compared to other areas due to saving carryover funds at the end of each fiscal year.

6.2 Grants/Projects Update

Everything is going well with the budget.

- Staff plan on requesting an advance payment from CDCR on the grant as they have expended some funds in preparation for the workshops staff will be providing ahead of receiving the funds. This will require obtaining a fidelity fund which will need to go before the Board for approval.*
- Tracie and Charlie Hindes are working the Wells Fargo Vet grant. 3 veterans have been identified as Veteran Mentors and will be working on this project with staff. They will receive a stipend out of the grant and must work a required amount of hours in order to receive the stipend. Staff and the*

Mentors will participate at the Vet Stand Down and will be conducting a survey while there. The Mentors have provided input and would like to start a peer support group that could possibly meet monthly. The Mentors will help by providing input and ideas for a webpage on our website.

6.3 Facilities Update

Staff contacted the building manager and inquired as to whether the building owner would be willing to conduct a certified architectural ADA survey in order to certify the building. EDD has stated that they would be willing to contribute towards the cost. MCWIC would not be contributing to the cost of the certification. A certification would enable EDD to place EDD staff in the building. MCWIC staff was contacted and asked if they are willing to be a part of the new County campus site for Department of Social Services and other county agencies. Staff will be working with the County to provide input and possibly be a part of the campus project.

6.4 Local Strategic Plan Update

The Madera County Local Strategic Plan was approved by the State and Madera is recertified.

6.5 MCWIC Organizational Chart

7.0 Written Communication

8.0 Open Discussion/Reports/Information

8.1 Committee Members

8.2 Staff

9.0 Next Meeting

The November 28, 2013 meeting is cancelled due to the Thanksgiving Day holiday on that date. Staff will contact Board members and schedule an alternate date.

10.0 Adjournment

Debi Bray moved to adjourn meeting at 10:20 a.m., seconded by Bob Carlson.