



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

SPECIAL MEETING

December 5, 2013

MINUTES

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

ABSENT: Kelly Woodard

GUEST: Roni Armstrong – Employment Development Department

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

1.0 Call to Order

Meeting called to order at 9:43 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 – October 24, 2013

Bob Carlson moved to approve, seconded by Manuel Nevarez

Vote: Approved – unanimous

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

5.0 Adoption of Board Agenda

Debi Bray moved to adopt Board Agenda, seconded by Robyn Smith

Vote: Approved – unanimous

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

6.0 Action Items

6.1 Approve MCWIC Staff Salary Schedule

Officially approving the MCWIC staff salary schedule was a recommendation as a result of the Single Audit that was recently completed. This would help maintain transparency. All job titles, salary, etc. were brought over from what was being used while the Workforce program and staff were with Madera County Office of Education (MCOE). Staff are planning on looking into the current compensation rates and revise them for any new hires in the coming future. All existing staff that were hired using the

MCOE salary schedule will be grandfathered in and will remain on the same schedule.

Debi Bray moved to approve, seconded by Manuel Nevarez

Vote: Approved – unanimous

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

6.2 Approve Process to Change MCWIC Board Member Composition

Staff requests approval to begin the process to change the MCWIC Board composition to Private Sector with 2 community at-large members. This was a recommendation by the auditors in order to have a more clear separation of duties between the Operation and Oversight of the One Stop. This will also allow for a more Private Sector driven Board. The Chair and Vice Chair positions would continue to be represented by Private Sector members.

Robyn Smith moved to approve

Vote: Approved – unanimous

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

6.3 Approve Development of a Non-Financial One Stop Consortia Memorandum of Agreement (MOA)

Staff have determined that MCWIC is not able to “grandfathered” as One Stop Operator since the separation from MCOE. In researching the process of One Stop Operator designation, it was determined that neither the recertification of the Madera County WIB nor the Local Plan approval by the California WIB nor the CLEO /MOU with Madera County were acceptable methods for designation. Upon further research, it was determined that entering into a non-financial MOA with at least 3 mandated partners would be the best method for gaining designation. Board members also suggested the possible addition of a Private Sector member. Staff bring MOA information to the WIB and proceed after gaining approval.

Robyn Smith moved to approve, seconded by Bob Carlson

Vote: Approved – unanimous

Yes: Bob Carlson, Manuel Nevarez, Robyn Smith

6.4 Approve Process for Performance Evaluation for Executive Director

Staff have previously sent out example evaluation forms and information and asked for input on their preference. Evaluations would be done in closed session. Staff have spoken with many other Directors and Board members to gain input on other area’s processes. Board members preferred to use Sample #1 Executive Director Performance Evaluation Review. The Executive Director and the Evaluation Committee will use the form for the evaluation. After each Evaluator (3) completes their evaluations of the Executive Director, the Chair will compile the 3 evaluations into one. The Chair will meet with the Executive Director to present the final written evaluation. The Executive Director may submit written comments or goals at this meeting. The formal evaluation will then take place during the Board’s closed session where an oral report/overview of the Executive Director’s evaluation will be provided, along with any written comments/communications by the Executive Director to the board. Goals can be considered, amended, and approved at this time. The Executive Director’s compensation package can be discussed during the closed session. Any change to the Executive Director’s compensation package must be approved by the Board. After the closed session, the Chair, or board, will provide a verbal or written report to the Executive Director regarding compensation or any further comment e.g. goals, objectives, board direction. Should there be a delay in the process, any increase to the Executive Director’s compensation package should be applied retroactively to July 1. The Board would like to review the Executive Director’s self-evaluation and Goals and Objectives annually during the January MCWIC Board meeting during closed session. This will serve as a mid-way check-in. Staff and the Board will then commence the evaluation process beginning in May by requiring that an updated Goals and Objectives and Self Review be completed and turned in to the Board annually by

May 15th. The Bylaws will need to be revised to reflect the evaluation process. Robyn Smith volunteered to serve as one of the evaluators. Debi Bray suggested that the Executive Director's job description and benefits package be part of the evaluation process/documents.

Debi Bray moved to have Executive Director have their Goals and Objectives and Self Review completed and submitted to the evaluation committee annually by May 15th. The Evaluation Committee will review the documents by the last business day in May. The formal evaluation will be conducted during closed session at the June MCWIC meeting. Motion was seconded by Robyn Smith

Vote: Approved – unanimous

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

6.5 Approve Financial Reports

Staff provided financial reports for the month of October and will continue to bring monthly reports to the Board in order to maintain transparency in business dealings. Staff expect an increase to Unemployment Insurance (UI) of .9% in 2014 which represents a payment of \$15,012. Staff will bring budget adjustments to the next board meeting.

Manuel Nevarez moved to approve, seconded by Robyn.

Vote: Approved – unanimous

Yes: Bob Carlson, Manuel Nevarez, Robyn Smith

6.6 Approve Writing Off Bad Debt

For purposes of tracking, balancing, and transparency, staff requested approval for writing off a bad debt of \$1,435.00 in accounts receivable. This resulted from revenue for MCWIC that was mistakenly sent to MCOE. As a result of an internal MCOE audit, MCOE declined to forward the funds to MCWIC as they assert that MCWIC has an outstanding balance on their fiscal books. Staff and MCOE have met to discuss resolution of the funds but could not come to an agreement to obtain the funds from MCOE.

Bob Carlson moved to approve, seconded by Manuel Nevarez

Vote: Approved – unanimous

Yes: Bob Carlson, Manuel Nevarez, Robyn Smith

7.0 Information Items

7.1 Grants/Projects Update

Staff provided an update on grants and projects. Staff attended an award ceremony for the \$25,000 grant awarded to MCWIC by Chukchansi to be used for replacing Resource Room computers in the 3 the One Stop locations. Whatever computers can't be used will be donated.

7.2 Facilities Update

Staff provided a written update on facilities.

8.0 Written Communication

None

9.0 Open Discussion/Reports/Information

9.1 Committee Members

None

9.2 Staff

None

10.0 Next Meeting

The December 26, 2013 meeting is cancelled due to the holiday. The MCWIC board will next meet on January 23, 2014.

11.0 Adjournment