



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

May 23, 2013

## MINUTES

**PRESENT:** Debi Bray, Bob Carlson, Cecilia Massetti, Ed.D., Manuel Nevarez, Kelly Woodard

**ABSENT:** Robyn Smith

**GUEST:**

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

### 1.0 Call to Order

*Meeting called to order at 3:36 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 Meeting Minutes (MCWIC) – February 28, 2013

#### 4.2 Approve MCWIC Meeting Minutes – April 25, 2013

*Deb Bray moved to approve items 4.1 and 4.2, seconded by Kelly Woodard.*

*Vote: approved 5-0*

*Yes: Debi Bray, Bob Carlson, Cecelia Massetti, Manuel Nevarez, Kelly Woodard*

### 5.0 Action Items

#### 5.1 Approve Community Development Block Grant (CDBG)

*The MCWIC has been awarded the CDBG grant in the amount of \$12,000. This amount is subject to change dependent on the total award received through HUD. If there is an increase to the HUD award, all recipients will receive a proportional increase in the award. Staff request that the MCWIC approve the receipt of the grant and authorize the WIB Chair to sign the resolution required to receive the funds.*

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

*Vote: approved 5-0*

*Yes: Debi Bray, Bob Carlson, Cecelia Massetti, Manuel Nevarez, Kelly Woodard*

## **5.2 Approve MCWIC Property Management Policy**

*This policy falls in line with the law (29 CFR Part 97.31 and 97.32) which mandates that all property both non-expendable and real, vests with the MCWIC. There must be a policy in place in order to spend WIA funds. All major acquisitions must come before the Board for approval. Inventories will also be brought to the Board for approval.*

*Kelly Woodard moved to approve, seconded by Bob Carlson.*

*Vote: approved 5-0*

*Yes: Debi Bray, Bob Carlson, Cecelia Massetti, Manuel Nevarez, Kelly Woodard*

## **5.3 Approve Transfer of MCWIC Inventory**

*Staff is requesting the approval of the transfer of inventory from the Madera County Superintendent of Schools (MCSOS) to the MCWIC. The Board of Education/MCSOS previously approved the inventory transfer between MCSOS/Workforce Development Office (WDO) to the MCWIC after the transition to the MCWIC. The extensive inventory includes the 2002 Chrysler van used by WDO and now the MCWIC. Staff is in the process of transferring the title to the van (license 1123521, VIN 1B8GP24392B515849) with DMV and the Office of Equalization. The State Board of Equalization requires MCSOS and MCWIC minutes that can demonstrate the authorization of the transfer to the MCWIC without the MCWIC incurring any debt in the process or that MCSOS received any consideration for any of the inventory and was not part of a contractual agreement.*

*Deb Bray moved to approve, seconded by Manuel Nevarez.*

*Vote: approved 5-0*

*Yes: Debi Bray, Bob Carlson, Cecelia Massetti, Manuel Nevarez, Kelly Woodard*

## **6.0 Information Items**

### **6.1 Grants/Projects Update**

### **6.2 Facilities Update**

*Facilities update given during Executive Committee Meeting – Agenda item 6.4.*

### **6.3 Madera County Workforce Investment Corporation Mission, Vision, and Credo**

*Staff took almost a full day to work on and create the MCWIC Mission, Vision, and Credo statement. It was a very productive day. Staff welcomes any input from the MCWIC. Once all input has been received and the statement is finalized, it will be brought back to the MCWIC for approval.*

### **6.4 MCWIC Social Security Administration Novation Agreement**

*The MCWIC is working on a Novation Agreement with SSA in order to transfer the contract for the Ticket to Work program from MCSOS to the MCWIC. Until the transfer/contract is completed, all funds go to MCSOS. Staff is working with MCSOS on the transfer and will bring the contract back to the MCWIC for approval once it's completed.*

### **6.4 Strategic Five Year Plan Update**

### **6.5 Budget Update**

*Balance Sheet and Cash Accounts are in order and balanced. We operate as a cash-based system – there are no accounts payables. At the end of the fiscal year, staff records receivable and accruals for recording purposes. We are considered a “modified cash accrual” system. All invoices are paid upon receipt. Outside services on the budget are considered contracts we have for services such as janitorial, carpet cleaner, water, etc. along with program contract. There are approximately 12 outside services contracts. Staff will create a report that lists the outside services. Travel expenses reflect expenditures by staff and participants. Staff will separate staff travel from participant travel in future. Staff will continue to work on different print outs in order to provide budget information to the Board.*

*Budget documents for the 2013-14 budget will be much cleaner to view as they will only reflect MCWIC without any references to MCSOS and the transition.*

**7.0 Closed Session**

**7.1 Public Employee Discipline/Dismissal/Release/Reassignment/Resignation (Government Code 54957, 54957.1)**

*No reportable action taken.*

**8.0 Written Communication**

**9.0 Open Discussion/Reports/Information**

**9.1 Committee Members**

**9.2 Staff**

**10.0 Next Meeting**

**June 27, 2013**

**11.0 Adjournment**

*Meeting adjourned at 4:45 p.m.*