



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

January 23, 2014

## MINUTES

**PRESENT:** Debi Bray, Bob Carlson, Rich Mostert, 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 3:46 p.m.*

#### 1.1 Pledge of Allegiance

### 2.0 Public Comment

*None*

### 3.0 Introductions and Recognitions

*None*

### 4.0 Adoption of Board Agenda

*Kelly Woodard moved to approve the adoption of the agenda, seconded by Bob Carlson.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Kelly Woodard*

### 5.0 Consent Calendar

#### 5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – December 5, 2013

*Manuel Nevarez moved to approve, seconded by Rich Mostert.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Kelly Woodard*

### 6.0 Action Items

#### 6.1 Approve Revised MCWIC Bylaws

*Revisions have been made to Article IV Board of Directors section 4.04 changing the qualifications for appointment to the MCWIC Board as nominated members from the WIB – revised from being members of the Executive Committee. Qualifying WIB Directors to the MCWIC must now be from the Private Sector. Article 7, Section 3 was added to include the annual evaluation of the Executive Director's performance by the WIB Chair, Vice Chair and an appointed third Director.*

*Rich Mostert moved to approve, seconded by Kelly Woodard.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Kelly Woodard*

## **6.2 Approve Revised Executive Director Evaluation Process**

*Staff had reviewed previous meeting minutes and recordings for approval of the evaluation process for the Executive Director. The previous approved motion included specific dates and timelines. After meeting with the Chair and receiving input for the process, staff have brought back a request for approval for revising the evaluation process in order to clarify the process. The Executive Director will be evaluated annually. Staff and Board of Directors discussed the process by which the Executive Director would be evaluated:*

- The Executive Director will write up and provide Goals and Objectives for the following fiscal year in July*
- The Chair, Vice Chair and 1 appointed Board member will evaluate the Executive Director*
- The appointed Board member will be appointed in July*
- The Executive Director will provide a Self-Review to the Evaluation Committee by May 1<sup>st</sup>*
- The Evaluation process will begin in May with independent evaluators filling out the evaluation documents*
- The Chair will compile the 3 evaluations into 1 document by May 31<sup>st</sup>*
- The formal Evaluation for the end of the fiscal year will take place in June*
- The Chair will meet with the Executive Director to discuss the evaluation in June*
- The final Evaluation will be reviewed by the MCWIC Board in closed session*
- The summary will include the Executive Director's job description*

*Previously, the prior motion stated that the Executive Director would provide a semi-annual progress report on their Goals and Objectives in January. The Board of Directors felt that staff provide updates and information throughout the year and there is no need to specify a mid-year report. The Board of Directors would like to address the process for any evaluation disputes and have the attorney provide input on how to handle disputes.*

*Rich Mostert moved to table item 6.2 until staff are able to contact and get input from the attorney regarding evaluation disputes, seconded by Manuel Nevarez.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Kelly Woodard*

## **6.3 Approve Non-Financial One Stop Consortia Memorandum of Agreement (MOA)**

*Staff request approval of an MOA that will designate the MCWIC as the One Stop Operator. The Central Valley Opportunity Center (CVOC), Department of Rehabilitation (DOR), and the Employment Development Department (EDD) are 3 mandatory One Stop partners who have agreed to be included on the MOA and have been given a draft document for the purposes of gaining input and approval of the final document.*

*Manuel Nevarez moved to approve, seconded by Kelly Woodard.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Kelly Woodard*

## **6.4 Approve Financial Reports**

*The Board was provided updated financial reports as of 12/31/13 including bank account statements/documents. Staff will bring summaries by funding source in the future. This item will be a standing item on all the agenda. The current reports are not generated from the accounting system and staff are working on configuring reports using the system for future use.*

*Rich Mostert move to approve, seconded by Bob Carlson.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Kelly Woodard*

## **6.5 Approve Budget Revision**

*Staff are requesting approval of line time revisions/adjustments. In balancing the accounts, staff found a mistake applied towards the SUI tax which was calculated in error. This will bring money back into the budget. Line items adjustment for purchases for assessment skills products and web security software were added as well. Adjustments were also made to reflect the award of \$25,000 for the Chukchansi Grant.*

*Manuel moved to approve, seconded by Rich Mostert.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Kelly Woodard*

## **6.6 Approve Form 990 for Submission to IRS**

*Staff asked for approval of the draft Form 990 return which will be submitted to the IRS.*

*Rich Mostert moved to approve, seconded by Kelly Woodard.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Kelly Woodard*

## **7.0 Information Items**

### **7.1 MCWIC Policies and Procedures Manual**

*Staff provided a copy of the draft manual with the agenda packet for review. This is a new manual and will be brought back to MCWIC for final approval in the future.*

### **7.2 Grants/Projects Update**

*Staff provided updates for grants/projects in the agenda packet for their review. Everything looks good.*

### **7.3 Facilities Update**

*Staff are continuing to be included in the meetings and planning for the new County Campus.*

## **8.0 Written Communication**

*None*

## **9.0 Open Discussion/Reports/Information**

### **9.1 Committee Members**

*None*

### **9.2 Staff**

*None*

## **10.0 Next Meeting**

*February 27, 2014*

## **11.0 Adjournment**

*Bob moved to adjourn meeting, seconded by Kelly Woodard. Meeting adjourned at 5:02 p.m.*