



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

March 20, 2014

MINUTES

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

ABSENT: Manuel Nevarez, Kelly Woodard

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 4:12 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Adoption of Board Agenda

Rich Mostert moved to adopt 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 – January 23, 2014

Rich Mostert stated that he was left off the attendance for the meeting. He is listed within the minutes correctly but his name needs to be added to the attendance. Staff will correct minutes.

Rich Mostert moved to approve the minutes with the addition of his name to the attendance for the meeting minutes, seconded by Bob Carlson.

Vote: Approved – Unanimous

Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith

6.0 Action Items

6.1 Approve Executive Director Evaluation Process

The Executive Director (ED) will be evaluated annually in June by the MCWIC Chair, Vice Chair and a third Director to be appointed by the Chair. The evaluation team will complete the evaluation forms

independently from each other in May of each year and will provide the completed form to the Chair who will then aggregate the forms onto one form. The ED will have the opportunity to respond to any ratings or comments in writing prior to the evaluation being submitted for review and approval in a closed session at the June Board of Director's meeting. Staff reminded the Board that the Director's compensation packet should not be discussed during a closed session. Any compensation discussion should be done in a public manner as was advised by the attorney. The review will include the ED's job description and current salary and benefits package. Goals and objectives will be provided to the Director's at the beginning of the fiscal year in July. The ED will provide periodic updates semi-annually.

Rich Mostert moved to approve the ED evaluation process with the corrections as noted/discussed, seconded by Robyn Smith.

Vote: Approved – Unanimous

Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith

6.2 Approve Revised Executive Director Job Description and Job Title

The Executive Director job description and title has been revised to align with the currently operational model of the MCWIC. The title was also revised from Executive Director of the WIB to the MCWIC. The Director will continue to have oversight of the WIB.

Robyn Smith moved to approve the revisions as presented, seconded by Rich Mostert.

Vote: Approved – Unanimous

Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith

6.3 Approve MCWIC Business Policies and Procedures Manual

A draft copy of the manual was presented at the January MCWIC meeting. The manual provides an overview of the accounting policies and procedures for the MCWIC. Rich Mostert thanked staff for an amazing job.

Rich Mostert moved to approve the manual as presented, seconded by Bob Carlson.

Vote: Approved – Unanimous

Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith

6.4 Approve Financial Reports

Staff provided balance sheets and fiscal documents reflecting financial information through January 31, 2014. Staff will continue to provide financials monthly. Accruals as lump sums are now included as per the auditors. Everything is going well and is within the budget. Staff is hoping that the state will again provide a waiver to the mandatory 20% carry-over of funds. Staff have submitted the waiver request.

Bob Carlson moved to approve, seconded by Robyn Smith.

Vote: Approved – Unanimous

Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith

7.0 Information Items

7.1 One Stop Consortia Memorandum of Agreement (MOA) Update

The MOA was previously brought to the WIB and the MCWIC. The process has been more lengthy than anticipated. Staff is continuing to work on the MOA and have a meeting with Employment Development Department (EDD) in April to discuss the MOA.

7.2 Filing of Form 990 Tax Return

The IRS Form 990 has been completed and e-filed with the IRS, State of California FTB, and with the State of CA Registry of Charitable Trust.

7.3 Grants/Projects Update

Staff provided an update on grants and projects within the meeting Agenda Packet.

7.4 Facilities Update

Updated facilities information was provided with the meeting Agenda Packet.

7.5 MCWIC Board Member Composition Update

Staff are working on language to be used for a public notice or letter to recruit public non-profit members to the MCWIC. Staff will also place this on the WIB agenda to see if there are any private sector WIB members who are willing to serve on the MCWIC.

8.0 Written Communication

None

9.0 Open Discussion/Reports/Information

9.1 Committee Members

Bob Carlson: stated that the prison information was very good and inquired as to financial status of the project. Staff informed the Board that they have only just started receiving funds and that the MCWIC had to front monies up front. The funds are now almost caught up with the payments to current invoices.

9.2 Staff

None

10.0 Next Meeting

April 24, 2014

11.0 Adjournment

Bob Carlson moved to adjourned the meeting at 4:48 p.m., seconded by Robyn Smith.