



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

May 22, 2014

MINUTES

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

ABSENT: Kelly Woodard

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:47 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Adoption of Board Agenda

Per California Code section 54954.2(b)(2), staff are requesting the addition of an agenda action item. Staff applied and were granted Community Development Block Grant (CDBG) funding from the City of Madera. An approved and signed Board resolution is required to enter into an agreement and obtain the funds. Staff request the addition of this items to obtain then necessary approval and signature of the WIB Chair.

Manuel Nevarez moved to approve the agenda with the addition of the additional action item for the CDBG grant, seconded by Robyn Smith.

Vote: Approved – unanimous

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

5.0 Consent Calendar

5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – March 20, 2014

Rich Mostert moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

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

6.0 Action Items

6.1 Approve Capitalized Asset Threshold Change

Staff are requesting approval for a reduction of the capitalized asset threshold from \$5,000 to \$500. The \$5,000 was an amount set by MCOE policy. After consultation with the CPA and due to our smaller size, a \$500 threshold would be appropriate for the MCWIC.

Rich Mostert moved to approve, seconded by Manuel Nevarez.

Vote: Approved – unanimous

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

6.2 Approve 2014-15 Budget

Staff provided a projected budget for the 2014-15 program year. The budget is based on current expenditures. Staff will have actual expenditures at the end of the current program year and will bring a revised budget for approval to the Board. MCWIC staff became aware that the Corporation is exempt from the FUTA tax and will receive a refund for the funds sent in for the tax. Much of any potential savings to the budget are absorbed by a decrease to the allocations. Staff have requested a waiver that will exempt the Workforce program from a mandatory expenditure of 80% of the total allocation. Staff can carry-over more than the required 20% of the budget if granted.

Rich Mostert moved to approve the 2014-15 preliminary budget, seconded by Manuel Nevarez.

Vote: Approved – unanimous

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

6.3 Approve Financial Reports

Staff provided financial information up to April 2014. Financial and bank statements provided. Everything looks good and is going well. The Workforce system is cash based. State requirements do not allow programs to have more than 3 days' worth of cash on hand at any time.

Rich Mostert moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

6.4 Approve CDBG Grant Award - \$20,000

Staff applied for and received funds for a CDBG grant from the City of Madera. This is an increase from the previous grant award and requires the WIB Chair signature.

Bob Carlson moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

7.0 Information Items

7.1 2013-2014 Fiscal and Procurement Monitoring Review

Information provided on agenda packet background documents.

7.2 Executive Director Evaluation

Staff will send the evaluation to the 3 members of the evaluation committee – Debi Bray, Rich Mostert, and Robyn Smith. The forms are to be filled out and sent to the Chair by Friday, June 6, 2014. Staff will make sure to create a fillable form document for ease of use. A meeting will be scheduled between the Chair and the Executive Director for presentation and review of the evaluation. The evaluation of the Executive Director will be presented at the June MCWIC meeting.

7.3 Grants/Projects Update

Information provided on agenda packet background documents.

7.4 Facilities Update

Information provided on agenda packet background documents.

7.5 Memorandum of Agreement (MOA) Update

Information provided on agenda packet background documents.

7.6 SB751 – Brown Act Amendment

Information provided on agenda packet background documents.

7.7 2014-15 Meeting Calendar

7.8 Staff Benefits

Staff are proposing that MCWIC staff be given a one-time cost of living allowance (COLA) payment and that a floating "Birthday" holiday be added to the work calendar. Staff have not received a cost of living increase in approximately 6 years. Staff are researching the cost of a possible 1-3% one-time payment based on each individual's pay rate. The Birthday holiday would be taken within the month of an employee's birthday or not at all – "use it or lose it". Staff will bring the COLA and proposed holiday to the Board for approval at a later meeting for possible implementation in July.

8.0 Written Communication

None

9.0 Open Discussion/Reports/Information

9.1 Committee Members

None

9.2 Staff

None

10.0 Next Meeting

June 26, 2014

11.0 Adjournment

Bob Carlson moved to adjourn, seconded by Rich Mostert. Meeting adjourned at 4:47 p.m.