



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

June 26, 2014

## MINUTES

**PRESENT:** Debi Bray, Rich Mostert, Manuel Nevarez, Robyn Smith, Kelly Woodard

**ABSENT:** Bob Carlson

**GUEST:**

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

### 1.0 Call to Order

*Meeting called to order at 3:04 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 adopt the Board agenda, seconded by Robyn Smith.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Rich Mostert, Manuel Nevarez, Robyn Smith, Kelly Woodard*

### 5.0 Consent Calendar

#### 5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – May 22, 2014

*Robyn Smith moved to approve the minutes, seconded by Rich Mostert.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Rich Mostert, Manuel Nevarez, Robyn Smith, Kelly Woodard*

### 6.0 Action Items

#### 6.1 Approve Disposal of HP LaserJet 8000N Printer and VOS Server PC from Inventory

*Staff requested approval to remove the HP 8000N printer and a computer used as a VOS server from the inventory. The printer has been in use for over 13 years and has become obsolete. The manufacturer is no longer making toner for the printer. The VOS server computer is very old and has been rebuilt numerous times. Staff have entered into a contract with Zoom for a new printer. The contract includes service calls and toners for all the printers.*

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

*Vote: Approved – unanimous*

*Yes: Debi Bray, Rich Mostert, Manuel Nevarez, Robyn Smith, Kelly Woodard*

## **6.2 Approve Financial Reports**

*Staff presented financial reports for month ending May 31, 2014. Staff are currently working on closing out the fiscal year. Anytime a negative figure appears is usually do to cash not being drawn down at that time or AP has run. Cash is reconciled on a weekly basis.*

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

*Vote: Approved – unanimous*

*Yes: Debi Bray, Rich Mostert, Manuel Nevarez, Robyn Smith, Kelly Woodard*

## **6.3 Approve Addition of Paid Floating Holiday for MCWIC Employees**

*This item was brought to the Board as an information at the last meeting. Staff are asking for the approval of an additional paid holiday for staff to be taken on the day of an employee's birthday or some time during the month of their birthday. Staff must use the holiday during the month of their birthday or lose the day – "use it or lose it". This new holiday will be added to the current list and the employee handbook will be revised to include the new day. The new holiday has no financial impact on the budget.*

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

*Vote: Approved – unanimous*

*Yes: Debi Bray, Rich Mostert, Manuel Nevarez, Robyn Smith, Kelly Woodard*

## **6.4 Approve One-time Cost of Living Allowance Payment to MCWIC Employees**

*This item was brought to the Board as an information item at the last meeting. Staff are recommending a 3% one-time cost of living allowance for all MCWIC employees. Employees have not received a cost of living allowance in over six years and most are "topped out" in step and longevity increases. This allowance does not affect the base-pay or benefits/retirement for employees. This will be paid to all employees in July, 2014.*

*Rich moved to approve a one-time 3% allowance, seconded by Kelly Woodard.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Rich Mostert, Manuel Nevarez, Robyn Smith, Kelly Woodard*

## **7.0 Information Items**

### **7.1 Change to MCWIC Board Composition**

*The MCWIC has already approved that the MCWIC Board would be Private Sector driven. Elaine will reach out to WIB private sector members individually and will also ask for recommendations from currently members for the Board. Bob Carlson will be resigning from the Madera WIB but will stay on the MCWIC and Executive Committee Boards. The majority of private sector membership for the Board was recommended by the auditors in order to provide a fire wall between the WIB and MCWIC. Kelly Woodard would most likely come off the MCWIC board.*

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

*Information provided in the meeting agenda packet.*

### **7.3 Facilities Update**

*Information provided in the meeting agenda packet.*

### **8.0 Closed Session**

*Closed session commenced at 3:35 p.m.*

#### **8.1 Public Employee Performance Evaluation (Government Code 54957) - MCWIC Executive Director**

*No reportable action taken.*

*Regular session commenced at 3:54 p.m.*

### **9.0 Written Communication**

*None*

### **10.0 Open Discussion/Reports/Information**

#### **9.1 Committee Members**

*None*

#### **9.2 Staff**

*Elaine Craig: Senate passed the Workforce Innovation & Opportunity Act (WIOA) which will replace WIA. It will now go to the House and the President after that for approval.*

### **11.0 Next Meeting**

*July 24, 2014*

### **12.0 Adjournment**

*Manual moved to adjourn the meeting at 3:58 p.m., seconded by Robyn Smith.*