



SPECIAL MEETING

October 14, 2015

MINUTES

PRESENT: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith

ABSENT: Bob Carlson, Kelly Woodard

GUEST:

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

1.0 Call to Order

Meeting called to order by Debi Bray at 1:28 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Adoption of Board Agenda

Brett Frazier moved to adopt the Board agenda. Seconded by Rich Mostert.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith

5.0 Consent Calendar

5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – May 28, 2015

Brett Frazier moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith

6.0 Action Items

6.1 Approve Application and Process for MCWIC Board of Directors

Staff provided the Board Directors present with a MCWIC Board of Directors application and asked that they fill them out and turn them back in so that all MCWIC Directors will have an application on file. This application will now be used by anyone wanting to join the Board. Director applications will be approved by the Board and do not have to go to the Board of Supervisors for appointment. The MCWIC Board does not have term limits. There are currently 5 members on the Board. The bylaws state the Board will be comprised of 5 to 8 members. All members are private except for 2 members of

the community at large – Bob Carlson and Mattie Mendez. MCWIC Directors expressed a desire to create procedures for collecting and maintaining potential Director applications and application review.

Robyn Smith moved to approve, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith

6.2 Approve Revised MCWIC Bylaw

The revisions to the Bylaws were due to changing out all references from Workforce Investment Act (WIOA) to Workforce Innovation and Opportunity Act (WIOA). Staff pointed out a section of the Bylaws (section 5.03-page 18) that refers to the appointments of officers as “chosen annually”. At some point, Staff and the Board will need to discuss the term limits for the Chair and Vice chair. The Board will be able to suggest term limits such as 1 or 2 years or even no term limits. The Board prefers to have no term limits for non-officer Director appointments. Brett Frazier suggested that staff research using Rosenberg’s Rules of Order for the meetings instead of Robert’s Rules of Order. The Board requested that staff bring back information on Rosenberg’s rules and suggested 2 years for the term limits.

Brett Frazier moved to approve, seconded by Rich Mostert.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith

6.3 Approve the Resignation of Kelly Woodard, Department of Social Services, from the MCWIC

6.4 Approve the Resignation of Brett Frazier, Madera County Board of Supervisors, from the MCWIC

6.5 Approve MCWIC Board of Director Application – Victor Gonzalez, Wells Fargo Bank

6.6 Approve MCWIC Board of Director Application – Mattie Mendez, Community Action Partnership of Madera County

Agenda items 6.3, 6.4, 6.5, and 6.6 were discussed together. Kelly Woodard and Brett Frazier are resigning from the MCWIC Board and will remain on the Workforce Investment Board (WIB). Victor Gonzalez – Private Sector and Mattie Mendez – Community Based Organization will serve on the MCWIC Board. The resignations and new Directors will help create a firewall between the 2 boards per WIOA mandates. Debi Bray – MCWIC Chair, would like the Board to consider that Brett Frazier serve on the MCWIC Board as a Private Sector representative on the MCWIC Board instead of resigning and serving on the WIB. Brett Frazier and Staff will discuss what this would entail and how it would affect the mandated firewall between the 2 boards.

Robyn Smith moved to approve items 6.3, 6.4, 6.5. and 6.6, seconded by Rich Mostert.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith

6.7 Approve MCWIC Mission, Vision, Credo Statement

Staff proved the updated Mission, Vision, Credo Statement. This document was previously brought to the Board as an information item and is now being brought to the Board for final approval.

Robyn Smith moved to approve, seconded by Rich Mostert.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith

6.8 Approve Financial Reports

Staff brought the financial reports for the months of June 2015, July 2015 and August 2015 to the Board for approval. Staff were not able to finalize the September 2015 financial documents and will bring them to the Board at the next meeting.

Brett Frazier moved to approve, seconded by Rich Mostert.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith

6.9 Approve 2015-16 Fiscal Year Budget

The budget provided for the 2015-16 is for the period from July 1, 2015 through July 30, 2016. Staff provided budget documents. Amount to staffing is decreased as the MCWIC is decreased 1 Business Specialist and 1 IT staff. There are now funds set aside for contracted IT services. There is an increase to Consulting services as staff will seek quotes for web design. The MCWIC office also aging computer equipment that will need to be replaced and so funds are budgeted accordingly. There are decreases to materials and supplies as there are fewer active grants. Insurance costs will go up but are not reflected in the presented budget. Staff will bring any insurance changes to the Board as an amendment. Directors suggested that they would like to see what revenue may come in to the budget as well as expenditures before approving a final budget.

Rich Mostert motioned to approve the budget as tentative until staff bring forward budget documents that reflect revenue as well as expenditures, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith

7.0 Information Items

7.1 Grants/Projects Update

7.2 Facilities Update

7.3 Morse Wittwer Sampson, LLP Engagement Letter

7.4 One Stop Operator Procurement Update

7.5 MCWIC Meeting Calendar

8.0 Closed Session

8.1 Request for Closed Session: Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Committee Members

10.2 Staff

11.0 Next Meeting

October 22, 2015

12.0 Adjournment

The meeting was adjourned at 2:05 p.m. after the discussion and action taken for agenda item 6.9. Closed session item 8.1 was not discussed due to a lack of quorum and will be addressed at the next MCWIC meeting scheduled to take place on October 22, 2015.