



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

October 22, 2015

MINUTES

PRESENT: Debi Bray, Victor Gonzalez, Mattie Mendez, Rich Mostert

ABSENT: Bob Carlson, Robyn Smith

GUEST:

OTHERS: Elaine Craig, Tracie Scott-Contreras, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Nancy Her

1.0 Call to Order

Meeting called to order by MCWIC Chair Debi Bray at 3:03 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

Victor Gonzalez and Mattie Mendez were welcomed. Victor works for Wells Fargo and has worked with MCWIC on various grants for 3 years. Mattie is the Executive Director for Community Action Partnership of Madera County (CAPMC) and has lots of experience working with community organizations.

4.0 Adoption of Board Agenda

Rich Mostert moved to adopt the agenda. Seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Victor Gonzalez, Mattie Mendez, Rich Mostert

5.0 Consent Calendar

5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – October 14, 2015

Rich Mostert moved to approve the minutes, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Victor Gonzalez, Mattie Mendez, Rich Mostert

6.0 Action Items

6.1 Approve MCWIC Meeting Calendar

Previously, the Executive Committee and the MCWIC Boards consisted of the same members. With the change to the membership of those 2 boards, the board meeting dates can now be changed per the MCWIC members' preference. Robyn Smith and Bob Carlson will continue to serve on both boards

for the time being.

Rich Mostert moved to hold the MCWIC meetings on the 4th Thursday of the month at 2:00 p.m., seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Victor Gonzalez, Mattie Mendez, Rich Mostert

6.2 Approve Financial Reports

Staff provided financial reports for the period ending September 30, 2015.

Rich Mostert moved to approve the financial reports, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Victor Gonzalez, Mattie Mendez, Rich Mostert

6.3 Approve Revised MCWIC Bylaws

Officer positions and elections were discussed at the special MCWIC meeting on October 14, 2015. Items discussed for possible revision were term limits, member composition, and elections. The bylaws have been revised to reflect that officers will be elected every 2 years from the previous 1 year and that the elections will take place every 2 years at the annual meeting. Board members will continue to have open ended term limits. The bylaws have been vetted by the attorney.

Mattie Mendez moved to approve the revised bylaws, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Debi Bray, Victor Gonzalez, Mattie Mendez, Rich Mostert

6.4 Approve 2015-16 Fiscal Year Budget

The 2015-16 fiscal year for July 1, 2015 through June 30, 2016 budget was provided and discussed. The budget was previously presented but the Board requested further information and documents on revenue. An Operational Budget was provided which was broken down by funding stream. MCWIC is working with various grants and is lead for an 8 county National Emergency Grant (NEG). As the lead, Madera gets a 10% administrative fee. Staff budget an allowable 20% of funds for carry-over. This helps ensure continued operation in case the funding isn't made available in a timely manner. \$138,000 was budgeted for the future hiring of a Workforce Analyst. It was suggested that staff include salary for any anticipated salaries included in the Staff Salary Line on the budget. The Board also suggested that there needs to be more branding and marketing done for MCWIC.

Rich Mostert moved to approve the budget with the change to the staff line as suggested, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Victor Gonzalez, Mattie Mendez, Rich Mostert

7.0 Information Items

7.1 Grants/Projects Update

Information in included in the Agenda Packet.

7.2 Facilities Update

Elaine is sitting on the RFP panel for the new County building. 5 proposals were received. Information in included in the Agenda Packet.

7.3 Madera County Employer Resource and Information Event

Information in included in the Agenda Packet.

7.4 CLEO Update

The CLEO agreement is going to the Workforce Development Board (WDB) for approval. Once approved, the agreement will go to the Board of Supervisors for final approval. The agreement is between the MCWIC, WDB and Madera County and clarifies everyone's roles in the operation of the Center.

8.0 Closed Session

Closed session convened at 3:52 p.m.

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

No reportable actions taken.

Public meeting session reconvened at 4:08 p.m.

9.0 Written Communication

None

10.0 Open Discussion/Reports/Information

10.1 Committee Members

Victor Gonzalez holds 5 or 6 classes thanks to Workforce referrals.

10.2 Staff

None

11.0 Next Meeting

November 26, 2015

12.0 Adjournment

Rich Mostert moved to adjourn the meeting, seconded by Mattie Mendez.

Meeting adjourned at 4:12 p.m.