



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

February 26, 2015

MINUTES

PRESENT: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith (@3:06), Kelly Woodard

ABSENT: Bob Carlson

GUEST:

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

1.0 Call to Order

Meeting called to order by WIB Chair Debi Bray at 3:34 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 agenda, seconded by Kelly Woodard.

Vote: Approved – unanimous

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

5.0 Consent Calendar

5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – January 22, 2015

Robyn Smith moved to approve, seconded by Kelly Woodard.

Vote: Approved – unanimous

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

6.0 Action Items

6.1 Approve Amended MCWIC Business Policies and Procedures – Record Retention Policy

The amendments will bring the policy more in line with business delineated retention. The amendments include addition of definitions and Federal Grant supporting documents.

Rich Mostert moved to approve, seconded by Kelly Woodard.

Vote: Approved – unanimous

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

6.2 Approve Community Development Block Grant (CDBG) – City of Madera

Formal Board approval is needed for the application process. The Application has already been submitted and is pending final award. If we are awarded grant funding, the resolution will be submitted to the City.

Kelly Woodard moved to approve, seconded by Brett Frazier.

Vote: Approved – unanimous

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

6.3 Approve Financial Reports

There are 6 new grants on the budget. Staff will bring a revised budget to the Board for approval.

Robyn Smith moved to approve, seconded by Brett Frazier.

Vote: Approved – unanimous

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

7.0 Information Items

7.1 Grants/Projects Update

Information for all information items is provided in the Agenda Packet. Staff will getting an application ready for a Federal Offender grant - \$500,000. The grant is for a 2 year period with plans to create a mini Job Center at the County Jail in order to help facilitate participants back into the community and pre-register them into the CalJOBS system.

7.2 Facilities Update

Information for all information items is provided in the Agenda Packet.

7.3 Application for Adjudication of Worker's Compensation Claim

At this time, staff has been made aware of a possible claim against the company Workers' Compensation carrier. An employee was injured at work and has an issue with the carrier but not with MCWIC.

7.4 Form 700 due April 1, 2015

8.0 Written Communication

None

9.0 Open Discussion/Reports/Information

9.1 Committee Members

- *Kelly Woodard: at this time, DSS has funding to help with residents' housing needs. Staff can contact Miguel Gonzales for more information.*
- *Brett Frazier: a special Board of Supervisors meeting is taking place next week to discuss the Madera County Economic Commission and encouraged members to attend.*

9.2 Staff

- *Elaine Craig: Elaine stated that she will be out of the office during the next scheduled meeting and will have Tracie facilitate the meeting.*

10.0 Next Meeting

March 26, 2015

11.0 Adjournment

Brett Frazier moved to adjourn the meeting, seconded by Rich Mostert. Meeting adjourned at 4:10 p.m.