



January 28, 2016

MINUTES

PRESENT: Debi Bray, Bob Carlson, Brett Frazier, Rich Mostert, Robyn Smith, Kelly Woodard

ABSENT:

GUEST: Doug Sampson

OTHERS: Elaine Craig, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:01 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None

3.0 Public Comment

None

4.0 Introductions and Recognitions

Directors, staff and guest introduced themselves.

5.0 Adoption of Board Agenda

Robyn Smith moved to adopt the agenda, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – October 22, 2015

Robyn Smith moved to approve the minutes, seconded by Mattie Mendez

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Review and Approve the MCWIC Fiscal Year 2014-2015 Single Audit

Jessica Roche clarified that the Single Audit was mistakenly referred to as the 2013-2014 Single Audit in the background document recommendation. It is correctly listed elsewhere as the 2014-2015 Single Audit. Doug Sampson provided a review of the audit and stated that the audit was unmodified which indicates that there were no findings. This is MCWIC's third audit – all three have been clean with no findings. All the financial information provided within the audit reports has been shared with the Board

throughout the year at Board meetings. The report provided is considered a draft until it is formally approved by the Board – it will be finalized once approved. Rich Mostert thanked the auditor and staff for their work. Debi Bray commended MCWIC staff for all their hard work.

Rich moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

7.2 Approve MCWIC Form 990

The Form 990 is prepared by the auditor's office. The Form 990 is comprised of some information from the audit report. The Form is presented to the Board annually for approval. MCWIC funds are primarily from grants and Federal funds. Schedule O provides a summary of management and program expenses.

Rich Mostert moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

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

7.3 Approve MCWIC Accounting and Financial Policies and Procedures

The revised MCWIC Accounting and Financial Policies and Procedures document was provided and included with the agenda packet. Revisions to the document were highlighted in yellow. Changes to the document were minor with the exception of the "micro purchase" procedure. Uniform guidance does not require multiple quotes for purchases of \$5,000 or less. MCWIC will now set the micro purchase limit at \$500 with one mandatory quote for comparison.

Mattie Mendez moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

7.4 Approve Ethics Training

Staff recommends that the MCWIC board members complete an hour, bi-annual ethics training course. Currently, all Workforce Development Board directors are required to participate in and provide proof of completion of an ethics course. Due to subject matter that routinely includes financial oversight of public funds, staff recommend that MCWIC board members also participate in ethics training. Staff recommend using the Fair and Political (FPP) website's ethics training course - <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>. It is acceptable to provide proof of an ethics course that was completed for another organization as long as it meets the FPP minimum requirements.

Mattie Mendez moved to approve, seconded by Rich Mostert.

Vote: Approved – unanimous

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

7.5 Approve Form 700

The Form 700 is a Workforce Development Board requirement for all Directors. Staff recommend that all MCWIC Board members complete and turn in a Form 700 annually by the April 1st deadline.

Bob Carlson moved to approve, seconded by Victor Gonzalez.

Vote: Approved – unanimous

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

7.6 Approve Financial Reports

The background document for the financial reports incorrectly state that the documents provided are for the period of September through December. The Board has previously reviewed and approved September's financial reports. Staff is requesting approval of the financial reports for the months of October through December. We currently have 19 different funding sources. The first column of the document indicates the total amount. Mattie Mendez suggested including percentages. Mattie has some examples of documents that illustrate her suggestion.

Rich Mostert moved to approve with a recommendation that Mattie Mendez send examples of financial documents, seconded by Mattie Mendez.

Bob Carlson moved to approve, seconded by Victor Gonzalez.

Vote: Approved – unanimous

8.0 Information Items

8.1 Grants/Projects Update

Information provided in the agenda packet.

8.2 Facilities Update

We are communicating and collaborating with Madera Unified School District (MUSD) in the hopes of bringing the Madera Adult School in as a Partner in the One Stop. MUSD is considering moving in to the One Stop as a partner and will take it to their Board for approval. The owner of the former RMA building has been very patient during this process.

8.3 Workforce Development Board (WDB) of Madera County Update

Information provided in the agenda packet.

8.4 CLEO Update

Information provided in the agenda packet.

8.5 One Stop Procurement Update

Information provided in the agenda packet.

9.0 Written Communication

None

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None

10.2 Staff

None

11.0 Next Meeting

February 25, 2016

12.0 Adjournment

Rich Mostert moved to adjourn the meeting at 2:56 p.m., seconded by Bob Carlson.