



MINUTES

SPECIAL MEETING **November 15, 2016**

*Convened at Madera County Workforce Assistance Center - Conference Room
441 E. Yosemite Avenue, Madera, CA 93638
(559) 662-4589*

PRESENT: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez

ABSENT: Bob Carlson, Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:08 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Board Directors and staff introduced themselves.

5.0 Adoption of Board Agenda

Mattie Mendez moved to adopt the agenda, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Mattie Mendez

6.0 Consent Calendar

6.1 Approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – October 27, 2016.

Mattie Mendez moved to approve, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Mattie Mendez

7.0 Action Items

7.1 Approval of the appointment of Roger Leach, Valley West Christian Center, to the MCWIC.

Roger was welcomed and thanked for joining the Board.

Debi Bray moved to accept, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Mattie Mendez

7.2 Approval of the final 2016-17 budget.

The final budget was delayed due to the year-end close-out process, various new regulations and questions regarding the Out-of-School (OSY) services contract. Staff had previously recommended the early termination of the OSY services contract. After a review of the roles and responsibilities of the Workforce Development Board (WDB) of Madera County and the MCWIC, the WDB Executive Committee was asked to consider the early termination of the OSY services contract as of 12/31/17. Staff provided the Executive Committee the Recommended, the Alternate 1 and Alternate 2 budgets. Using the budget information provided, the Executive Committee approved the early termination of the OSY services contract. Staff are recommending that the MCWIC approve the Recommended budget as provided. Staff have been assigned to work the OSY program. Tracie Scott-Contreras is overseeing the transition of the program from Kings View to MCWIC.

Mattie Mendez moved to approve the recommended budget as presented, seconded by Lindsay Callahan.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez

7.3 Approval of the financial reports through September 30, 2016.

Staff provided the financial reports for consideration. The MCWIC runs on a cash-reimbursement system. There are no more than 3 days of cash on hand at a time per the law.

Roger Leach moved to approve, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez

7.4 Approval of the development and implementation of a fundraising campaign.

MCWIC is now in a position where they can start fundraising and would like create a campaign that would make it more visible. Would like to possibly place a “donate” button on the new website. The first fundraising effort will be with the Sunrise Rotary for their Xmas tree fundraiser on 12/3/16. Staff will research and develop a plan and consider building a policy for fundraising.

Roger Leach moved to have staff develop a policy and plan for fundraising and bring them back to the board, Mattie Mendez seconded.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez

7.5 MCWIC Chair Election

Per MCWIC bylaws, the Chair and Vice Chair must be elected every 2 years.

Mattie Mendez nominated Debi Bray as the Chair, seconded by Roger Leach.

Vote: Debi Bray as Chair – unanimous

*Yes: Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez
Abstain: Debi Bray*

7.6 MCWIC Vice Chair Election

Victor Gonzalez nominated Mattie Mendez as the Vice Chair, seconded by Roger Leach.

Vote: Mattie Mendez as Vice Chair – unanimous

*Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach
Abstain: Mattie Mendez*

8.0 Information Items

8.1 Workforce Development Board (WDB) and Fiscal Agent Roles and Responsibilities MEMO

The memo was prompted by Workforce Innovation and Opportunity Act (WIOA) mandates and definitions for Board roles and responsibilities. The review was prompted by an observation by an auditor. The MCWIC is responsible for approving fiscal and financial information whereas the WDB has authority over the program and oversees the policies that drive the services.

8.2 Update of Out-of-School Youth (OSY) Services Contract

Staff do not anticipate in delays or decrease in services.

9.0 Written Communication

None

10.0 Open Discussion/Reports/Information

10.1 Committee Members

Debi Bray: welcomed Roger Leach.

Victor Gonzalez: the banking controversy is dying down.

Roger Leach: shared information about the curb stripe initiative.

Mattie Mendez: thanked Roger Leach for his work on the "In God We Trust" campaign.

10.2 Staff

None.

11.0 Next Meeting

The December 22, 2016 meeting will be cancelled due to the Christmas holiday and a special meeting will be scheduled if necessary.

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 3:36 p.m., seconded by Mattie Mendez.