



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

SPECIAL MEETING

June 14, 2016

***Convened at Madera District Chamber of Commerce – Meeting Room
120 North E Street, Madera, CA 93638
(559) 673-3563***

PRESENT: Debi Bray, Bob Carlson, Victor Gonzalez, Mattie Mendez (9:06 a.m.), Robyn Smith

ABSENT: Rich Mostert

GUEST:

OTHERS: Elaine Craig, Jessica Roche, Nicki Martin

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 9:01 a.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Bob Carlson moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Robyn Smith

6.0 Consent Calendar

6.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – April 28, 2016

Bob moved to approve the minutes, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Robyn Smith

7.0 Action Items

7.1 Approve the Grant Application for the City of Madera's Community Development Block Grant (CDBG) 2016/2017 and Authorize the MCWIC Chair to Sign the Grant Resolution/Certification for Submittal

MCWIC submitted an application for the City's CDBG grant in the amount of \$60,000. This will be the 4th consecutive year that MCWIC submits an application to the City. The city granted MCWIC \$13,000 last year for this grant. City programs that provide meals for seniors and funds for the animal shelter also apply for this grant and many times are awarded funds which causes MCWIC's funds to be significantly reduced from the amount requested in the application. Awarded funds are mostly used to pay for supportive services for City of Madera, low income residents.

Robyn Smith moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

7.2 Approve a Preliminary Budget of \$3,759,900 for Fiscal Year 2016-17

Staff requested approval of a preliminary budget. This budget is subject to change. Some pending grants will be included if/when awarded. Staff stated that 2 full time Career Specialist were incorrectly identified as reduced positions. There is only 1 full time Career Specialist position being reduced due retirements and vacant positions. The budget shows an increase in expenses due to the expected relocation of the Job Center. The moving expense numbers will be revised when bids have been taken and finalized. There are various grants that are still pending and some that have been closed or will be closing in the Fall. A final Fiscal Year 2016-17 budget will be brought to the MCWIC Board for approval. Staff will provide end of the fiscal year information for the 2015-16 year as well as a comparison of the 2015-16 and 2016-17 budgets.

Mattie Mendez moved to approve the preliminary budget, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

7.3 Approve the Lease Agreement with Creekside Land Co, LLC for Space in a Building located at 2037 W. Cleveland Avenue, Madera, Ca for the Madera County Workforce Assistance Center

Staff presented a draft lease document with Creekside Land Co for a new location for the Job Center. Staff and the owner are still communicating and negotiating on items such as the Common Area Maintenance (CAM) fees for the Job Center's space in the building. Madera Unified has finalized their negotiations and lease with the owner. The lease has been vetted by the attorney. Currently, staff is waiting for clarification on exactly what fees and items are included in the CAM fees and what the final per-square-foot amount will be. The lease will be for a 10 year duration and includes an "out" clause that would allow the Job Center to end the lease should funding be reduced significantly. The owner is taking care of issues outside of the building. The building has been inspected for ADA issues and walkways will need to be adjusted to comply with ADA regulations. Staff would bring back all revisions and recommendations of the lease to the Board as needed.

Bob Carlson moved to approve the proposed lease as presented and authorizes the Executive Director to continue to negotiate the lease as needed, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

8.0 Information Items

None.

9.0 Written Communication

None

10.0 Open Discussion/Reports/Information

None.

10.1 Committee Members

None.

10.2 Staff

None.

11.0 Next Meeting

June 23, 2016

12.0 Adjournment

Meeting adjourned at 10:23 a.m.