



## MINUTES

**August 25, 2016**

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

**PRESENT:** Debi Bray, Victor Gonzalez, Mattie Mendez

**ABSENT:** Bob Carlson, Robyn Smith

**GUEST:**

**OTHERS:** Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Gail Lopez, Maiknue Van, Nicki Martin, Tara Acuna

### **1.0 Call to Order**

*Meeting called to order by MCWIC Chair Debi Bray at 2:02 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 members and staff introduced themselves. Staff introduced Tara Acuna to the Board. Tara was hired as the Accountant Technician after the position was left vacant when the previous technician did not return to work after maternity leave.*

### **5.0 Adoption of Board Agenda**

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

*Vote: approved – unanimous*

*Yes: Debi Bray, Victor Gonzalez, Mattie Mendez*

### **6.0 Consent Calendar**

#### **6.1 Approve Madera County Workforce Investment Corporation (MCWIC) Minutes – June 24, 2016**

*Victor Gonzalez moved to approve, seconded by Mattie Mendez.*

*Vote: approved – unanimous*

*Yes: Debi Bray, Victor Gonzalez, Mattie Mendez*

## **7.0 Action Items**

### **7.1 Approve letting a Request for Proposals (RFP) for the One Stop Procurement.**

*2/3 of California One Stops are run by local workforce development boards. Workforce development boards have sole responsibility of procuring and designating the One Stop Operator. Previously, staff had hoped to bring in a 3<sup>rd</sup> party facilitator that would work with staff in order to apply and submit a proposal for the One Stop Operator role. Due to Workforce Innovation and Opportunity (WIOA) Firewall mandates, staff are unable to apply. The Workforce Development Board (WDB) Executive Committee has considered and approved letting a Request for Proposal (RFP) for the Madera One Stop and has directed staff to let the RFP. WIOA identifies Business Services as a WDB role and so the WDB will keep and provide business services and lay-off aversion services. Once identified, the One Stop Operator will provide Adult and Dislocated Worker services which total approximately \$400-\$500,000. Staff will most likely be affected and laid off. 15 of the 23 MCWIC staff will most likely be affected. The remainder of staff will remain employed to provide the business, lay-off aversion, and youth services as well as fiscal department staff and management and the executive assistant. Staff have been advised and are aware of the situation. If the RFP is let and there is not a successful proposal, MCWIC will continue to operate the One Stop until such a time that a successful RFP and proposal is awarded. An RFP will be let in October with an award announcement in April. The One Stop must be procured by July 1, 2017.*

*Mattie Mendez moved to approve, seconded by Victor Gonzalez.*

*Vote: approved – unanimous*

*Yes: Debi Bray, Victor Gonzalez, Mattie Mendez*

### **7.2 Approve the MCWIC providing Out-of-School Youth (OSY) services as an in-house program at the conclusion of the current provider's contract.**

*Under the previous workforce law – Workforce Investment Act (WIA), youth services must have been competitively procured. The WIOA allows non-procurement of youth services and also allows local workforce boards to run and provide youth services. The WDB Executive Committee has approved running an in-house youth services program. An RFP for youth services will not be let at the end of the current youth provider's contract. Staff will take to the full WDB for approval and ratification in September.*

*Mattie Mendez moved to approve, seconded by Victor Gonzalez.*

*Vote: Approved – majority*

*Yes: Mattie Mendez, Victor Gonzalez*

*No: Debi Bray*

### **7.3 Approve the MCWIC year to date Financial Reports for the period ending June 30, 2016.**

*Staff provided financial reports as of June 20, 2016. The reports are preliminary to the audit and don't include fixed assets in the document. New servers were recently installed but are not included in the documents. Mattie Mendez suggested that staff provide future documents using only ID numbers for identification and not names.*

*Mattie Mendez moved to approve as presented, seconded by Victor Gonzalez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Victor Gonzalez, Mattie Mendez*

## **8.0 Information Items**

### **8.1 Grants/Projects Update**

Information provided in agenda packet.

## **8.2 Facilities Update**

*A lease has still not been signed as there is still too much uncertainty with the other tenant. The move in date has been moved to (approximately) January 8, 2017. Staff will be meeting with the owner to discuss the lease and increase in the CPI percent in the rent. An ADA report has been fully completed. The owner will be doing/updating all ADA improvements on the outside of the building. Madera Unified will do the ADA improvements inside the building. At this time, staff are unaware of whether Madera Unified will be using hard construction or modular walls.*

## **8.3 Regional Planning Update**

*Information provided in agenda packet.*

## **8.4 MCWIC Board of Directors Recruitment**

*Elaine contacted Chinayera Black-Hardaman regarding her joining the MCWIC board. She is unable to join the board at this time due to constraints from her job. Board members suggested that staff recruit members from organization such as the United Way or faith based organizations. The Board also needs to consider holding elections for a MCWIC Vice Chair at one of their upcoming meetings.*

## **8.5 Final Budget 2016-17 Update**

*Staff will bring a final budget to the Board in September.*

## **8.6 Update on MOUs**

*Information provided in agenda packet.*

## **9.0 Written Communication**

*None*

## **10.0 Open Discussion/Reports/Information**

### **10.1 Committee Members**

*None*

### **10.2 Staff**

*MCWIC has partnered with California Employers Association (CEA) on providing an HR Hotline to Madera County businesses at no charge. The hotline will be available for 18 months and is funded through the Disability Employment Accelerator Phase II grant.*

## **11.0 Next Meeting**

*September 22, 2016*

## **12.0 Adjournment**

*Mattie Mendez moved to adjourn the meeting, seconded by Victor Gonzalez. Meeting adjourned at 3:42 p.m.*