



MINUTES

February 23, 2017

***Convened at Madera County Workforce Assistance Center - Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637
(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, Gail Lopez, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order by MCWIC Chair Debi Bray at 2:17 p.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

Staff requested that agenda item 8.3 MCWIC Audit Update be moved from the Information items to the Action items due to an upcoming IRS deadline that will require the audit's formal approval.

Roger Leach moved to add item 8.3 to the action items, seconded by Victor Gonzalez.

Vote: Approved – Unanimous

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

6.0 Consent Calendar

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

6.2 Consideration of approval of the MCWIC meeting minutes – November 15, 2016.

Mattie Mendez moved to approve items 6.1 and 6.2, seconded by Lindsay Callahan.

Vote: Approved – Unanimous

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

7.0 Action Items

7.1 Consideration of approval of the financial reports for the July 1, 2016 through January 31, 2017 time period.

Staff provided the financial reports for approval and provided an update on the status of the billing and expenses involved with the relocation of the Job Center. Billing for various expenses are just coming in and stand at approximately \$100,000. More cabling had to be done than anticipated due to having to restructure cubicles to accommodate more staff. The Workforce Development Board of Madera County received incentive funds for receiving High Performing status and the funds were used towards the move. There is currently a freeze on high ticket trainings. Items such as low cost certificate programs such as those obtained through Madera Adult School or the Community College are still being funded for participants.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approved – Unanimous

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

7.2 Consideration of approval of the MCWIC Audit

The MCWIC received an unmodified, clean audit with no findings. All internal controls are in compliance. MCWIC's financials were found to have no significant deficiencies or material weaknesses.

Lindsay Callahan moved to approve, seconded by Roger Leach.

Vote: Approved – Unanimous

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

8.0 Information Items

8.1 Update on 2017-18 Allocations

Information was provided within agenda packet. Staff noted that the amount written on the information background of \$144,000 was incorrect and should have read \$114,000.

8.2 Workforce Development Board (WDB) of Madera County Update

The WDB minutes and agenda for their previous meetings were included in the agenda packet in order to provide the MCWIC with an update on the WDB.

8.3 MCWIC Audit Update

Information provided within agenda packet.

8.4 Grants/Projects Update

Information provided within agenda packet. MCWIC is now running the young adult program. They have spent considerable time reviewing participants' files and documents. Staff have already placed a few participants into Paid Work Experience and On-the-Job training sites.

8.5 Facilities Update

Staff moved into the new Job Center the week of January 16th. The MCWIC office was closed on the 16th so staff moved in beginning on Tuesday, January 17th. Staff are waiting for additional tables for the Resource Room and will eventually have 20 computers and 1 ADA computer station located in the Resource Room. Participants are coming in based on word-of-mouth information they are getting. Staff are seeing more participants coming in from charter schools and Madera County Office of Education programs.

8.6 Form 700 due April 1, 2017

8.7 Workforce Assistance Center Ribbon Cutting: February, 27, 2017 – 3:00 p.m. to 5:00 p.m.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

Mattie Mendez: attended a Community Service Block Grant (CSBG) meeting. WIOA information was shared. They provided information on immigrant worker statistics.

10.2 Staff

Elaine and staff thanked the Board for their continued support and advocacy for the new building.

11.0 Next Meeting

March 23, 2017

12.0 Adjournment

Mattie Mendez moved to adjourn the meeting, seconded by Victor Gonzalez. Meeting adjourned at 3:18 p.m.