

MADERA COUNTY WORKFORCE INVESTMENT BOARD

"Committed to a Quality Workforce"

AGENDA

**March 19, 2009
3:00 p.m.**

Meeting will be held at:

***Madera County Workforce Assistance Center
Executive Conference Room
209 East 7th Street
Madera, CA 93638
(559) 662-4500***

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Madera County Workforce Investment Board, may request assistance by contacting the Senior Administrative Assistant at Madera County Workforce Development Office, 209 E. 7th St., Madera, CA 93638; Telephone 559/662-4589; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Board website at http://www.maderawac.org/Workforce_Investment_Board/Public_Meetings. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Public Comment

This time is made available for comment from the public on matters within the Board's jurisdiction. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes and only one speaker per subject matter.

3.0 Introductions and Recognitions

4.0 Consent Calendar

4.1 Approve Workforce Investment Board Executive Committee Minutes – February 26, 2009

4.2 Ratify Resignation of Workforce Investment Board Director Debbie Macias – Labor Sector

5.0 Action Items

5.1 Approve Resignation of Youth Advisory Council Member Olga Saucedo-Garcia – Parks & Community Services

5.2 Approve New Youth Advisory Council Member Mary Anne Seay – Director of Parks & Community Services.

- 5.3 Approve Resignation of Youth Advisory Council Member Linda Rodriguez – Employment Development Department
- 5.4 Approve Nomination to Youth Advisory Council – Joe Cabrera, Employment Development Department
- 5.5 Approve Youth Services Provider Proposal
- 5.6 Ratify Revised Workforce Investment Board Policies

6.0 Information Items

- 6.1 Dana True, Director for Early Care and Education
- 6.2 Form 700
- 6.3 Workforce Investment Board Recertification
- 6.4 Workforce Investment Board Director Term Dates
- 6.5 WIA Reauthorization
- 6.6 Stimulus Bill Update
- 6.7 Integration Project Update
- 6.8 Budget Update
- 6.9 Grants/Projects Update
- 6.10 Next WIB Meeting Date

7.0 Written Communication

8.0 Open Discussion/Reports/Information

- 8.1 Board Members
- 8.2 Staff

9.0 Next Meeting

June 18, 2009

10.0 Adjournment

M A D E R A C O U N T Y
W O R K F O R C E
I N V E S T M E N T B O A R D

"Committed to a Quality Workforce"

Executive Committee

February 26, 2009

MINUTES

PRESENT: Debi Bray, Bob Carlson, Sally L. Frazier, Ed.D., Max Rodriguez, Robyn Smith

ABSENT: Carol Long, Hubert Walsh

GUEST:

OTHERS: Elaine Craig, Tracie Scott-Contreras, Nicki Martin

1.0 Call to Order

Meeting called to order at 3:08 p.m. by Bob Carlson, Executive Committee Chair.

1.1 Pledge of Allegiance

Pledge of Allegiance led by Debi Bray.

2.0 Public Comment

None

3.0 Introductions and Recognitions

3.1 Elaine Craig introduced Linda Venhaus – Workforce Development Office Fiscal Department.

4.0 Consent Calendar

4.1 Workforce Investment Board Minutes – December 18, 2008

Debi Bray moved to approve the Workforce Investment Board Minutes, seconded by Max Rodriguez. Motion approved unanimously.

5.0 Action Items

5.1 Approve Resignation of Workforce Investment Board Director Debbie Macias – Labor Sector

Debbi Macias is resigning from the WIB due to a change work assignments and subsequent work conflict. Elaine has a meeting scheduled with the Labor Federation on 3/20/09 and hopes to receive a new nominee at that time or soon after. Discussion held regarding obtaining a Labor representative that is from the local area or pertaining to sectors that better reflect the Madera area e.g. the hospitality sector. Due to this resignation, the Madera WIB will be out of compliance until a new representative is appointed but staff will continue to show due diligence in obtaining labor representation until the Board is back in compliance.

Max Rodriguez moved to approve Debbi Macias' resignation, seconded by Sally Frazier. Motion approved unanimously.

5.2 Revise Workforce Investment Board Policies

Staff is requesting approval and/or guidance to review WIB policies that have any impediment to the use of the Economic Stimulus Bill funds. Staff would like to increase some of the amounts stated within various WIB policies e.g. raising the ITA to \$6,000 from \$3,500. Previously, the ITA amount was reduced due to reduced funding. Staff would like to increase some supportive services like transportation amounts which are currently set at a daily rate of \$3.00 a day if participants are driving 25 miles. Proposed changes would be in effect temporarily during the Economic Stimulus and Recovery period which is anticipated to last from 18 to 24 months. The Priority of Service policy which gives prioritizes Madera County Residents will remain unchanged. The Basic Skills Deficiency will also remain unchanged and any participants identified as deficient will have to remediate and bring their reading and math levels to acceptable 9th grade levels. Staff would revise WIB policies and present all revisions to the full Workforce Investment Board at their next meeting. Staff will revise WIB policies and present all revisions to the full Workforce Investment Board at their next meeting. WIB Directors suggested staff compile the revisions onto a single documents which will clearly state that the revisions are temporary and due to the Stimulus bill.

Max Rodriguez moved to approve the WIB policies to accommodate the Economic Stimulus funds to apply when the program receives such funds, seconded by Robyn Smith. Motion approved unanimously.

6.0 Information Items

6.1 Union/Labor Meeting

Elaine Craig is scheduled to meet with Randy Ghan-Labor Federation and our two remaining WIB Labor Sector representatives – Gerald Zumwalt and Tim Liermann to discuss a replacement for Debbi Macias, workforce issues, and building a better relationship with the unions. The meeting is scheduled to take place after the next scheduled WIB meeting. Staff may provide information regarding the meeting via an email blast.

6.2 Form 700

Form 700 is due by April 1, 2009. Staff will require an originally signed form. The form is available online on the Fair Political Practices Commission website.

6.3 Stimulus Bill Information

Madera County will most likely receive just under \$2 million from the Economic Stimulus Bill. It is unclear whether or not the Governor will take any discretionary money from the funds. \$989,000 has been set for a Summer Youth program. All numbers are draft at this time. All figures are draft numbers. Staff anticipates being able to put 350 – 500 youth through the Summer Youth program which will work with 16 to 24 year olds. The program will be subcontracted by Kings View RSG. Staff have already been preparing for the Summer Youth program. Department of Labor has 30 days from the time the Bill is signed to get the funds to the State. Each local area will have 120, including the 30 initial days, to obligate the funds. Madera County Office of Education will handle the payroll. A negligible amount of money will go towards fingerprinting. No staffing costs will be used from the Summer Youth funds. Staff has prepared and will mail out letters to private and public Madera County business alerting them of the Summer Youth program. Participating youth will work for minimum wage and will only be allowed to work up to 32 hours a week. Summer Youth will have to comply with a work readiness component. Staff will put participants through WorkKeys to measure this component. Staff anticipates starting Summer Youth Orientations the week of March 9th and eligibility later that same week. Staff is still awaiting guidance for the Stimulus funds.

6.4 Madera Chamber of Commerce Information

The Madera Chamber of Commerce conducted a business survey which asked what their needs are, where they're at, what they're feeling, etc. Some business expressed extreme frustration with the State and increased taxes. The Chamber was able to conduct the survey using software that is powered by PG&E. The Chamber is available to do quick 1 to 2 minutes surveys for interested businesses. Businesses indicated a need for workshops. Workforce Development staff will work with the Chamber using Rapid Response funds to provide workshops.

6.5 Youth RFP Update

The Youth RFP closed last Friday (February 20, 2009). Staff received proposals from 2 organizations. Kingsview RSG submitted 2 proposals – 1 for In School and 1 for Out of School. Fresno Career Development Institute submitted the other proposal. The proposals are with the readers and are being rated. Staff reviewed the proposals for compliance, formatting, etc. Once read and rated, the results will be taken to the Youth Advisory Council.

6.6 Integration Project Update

The project is morphing away from the Integration project due to the high volume of customers coming to the One Stop. Staff is looking to changing the Customer Flow. Currently, approximately 2,000 customers have been enrolled since July 1st; 515 total customers were enrolled for the 2008-2009 fiscal year. 41,397 different types of services have been provided to customers since the beginning of the project. 23,256 visitors have come to the One Stop, since mid October 2009 – the majority of the visitors coming to the center see 1 of 16 staff members. WIB directors suggested the program should be featured in an article.

6.7 Budget Update

Hand outs provided. The program is doing very well. The Kings View hand outs provide a close-out and a new budget due to the budget extension. The manufacturing/maintenance mechanics has ended and trained a total of 18 participants. Unfortunately, they are experienced layoffs due to the economy. The PACT (pre-employment Activity) contract with Department of Social Services was completely expended. The PWEX (paid work experience) and Assessment began on January 1st. WorkKeys is almost completely expended. The Central California Workforce Collaborative (CCWC) submitted for 2nd phase collaborative funding but thought that it would not get funded. The CCWC was recently asked to prioritize their objectives. The CCWC submitted a request for \$720,000 which may get funded. The LVN will get expended as scheduled. Staff will take some of the 40 and do another cohort.

6.8 WIA Reauthorization

WIA Reauthorization is in the forefront. Contra Costa WIB Director went before the Committee on Education and Workforce Development to testify on behalf of California and the Workforce Development System. Staff has been told that WIA may be reauthorized by summer. Hilda Solis was confirmed as the Secretary for Department of Labor. Ms. Solis has been a proponent for the workforce system.

6.9 Grants/Projects Update

There will be 45 LVNs trained from the LVN grant from Madera. The grant paid for all supportive services from shoes, to a carry-all bag, to scrubs. It has been a very successful grant. Staff applied for but did NOT receive CalGRIP or Veteran money. Staff requested and received the proposal ratings. Overall ratings for the CalGRIP were either excellent or satisfactory. Any comments seemed to deal more with the budget. Staff will review and use towards future grants. The Veteran's ratings were all satisfactory, high satisfactory, or excellent. The only poor rating was in the Leveraged Resources. Currently, Madera will have 10 positions for a welding training program with the Iron Workers Union in June through the Fresno Training Institute. Participants will train in Fresno and will also use the Madera South High School welding facilities.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Max Rodriguez inquired if past program participants ever come back to visit and thank staff. Many times staff DO get graduation invitations and thank yous from participants.

Debi Macias stated that the Chambers first workshop has been scheduled – March 9th. Rich Mostert, Mostert Business Services, will provide a financial workshop – Financial Realities and Other Options.

Sally Frazier happy to hear about the interaction between WDO and the CARES program. Minarets High School is in the process of being build but is experiencing difficulties with the contractor.

8.2 Staff

Tracie Scott-Contreras attended a North Fork Tribal Lunch meeting which discussed the new casino. They are hopeful that the casino will begin construction soon. The casino has committed to hiring 50% of the workforce from Madera County. They anticipate that the casino could take 1 year to 18 months once construction begins.

9.0 Next Meeting

March 26, 2009 – 3:00 p.m.

10.0 Adjournment

Meeting adjourned at 4:33 p.m.

M A D E R A C O U N T Y
W O R K F O R C E
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Agenda Item 4.2

Consent

Action

Information

TO: Madera County Workforce Investment Board

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: March 19, 2009

**SUBJECT: Ratify Resignation of Workforce Investment Board Director Debbie
Macias – Labor Sector**

Recommendation:

Recommend ratification of the resignation of Debbie Macias, Labor Sector Representative to the Workforce Investment Board.

Summary:

Ms. Macias' work assignments have been transferred out of Madera County and she will no longer be available to serve on the Madera County Workforce Investment Board. A meeting with the Labor Federation Council is scheduled for Friday, March 20, 2009 for a potential nomination to replace Ms. Macias.

Financing:

Workforce Investment Act of 1998

M A D E R A C O U N T Y
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Agenda Item 5.1

Consent

Action

Information

TO: Madera County Workforce Investment Board

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: March 19, 2009

SUBJECT: Approve Resignation of Youth Advisory Council Member Olga Saucedo-Garcia – Parks & Community Services

Recommendation:

Recommend approving resignation of Youth Advisory Council member Olga Saucedo-Garcia from the Youth Advisory Council.

Summary:

The focus of Ms. Saucedo-Garcia's job has changed and no longer concentrates on youth development. Staff has received an application to the Youth Advisory Council from Mary Ann Seay, Madera Parks & Community Services Director and will be presented to the Board as an action item.

Financing:

Workforce Investment Act of 1998

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Agenda Item 5.2

Consent

Action

Information

TO: Madera County Workforce Investment Board

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: March 19, 2009

**SUBJECT: Approve new Youth Advisory Council Member Mary Anne Seay – Director
of Parks & Community Services**

Recommendation:

Recommend approving Mary Anne Seay, Director of Parks & Community Services, to the Youth Advisory Council.

Summary:

Mary Ann Seay, as the new Madera Parks & Community Services Director will replace Olga Saucedo-Garcia representing an agency that works significantly with youth.

Financing:

Workforce Investment Act of 1998

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Agenda Item 5.3

Consent

Action

Information

TO: Madera County Workforce Investment Board

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: March 19, 2009

**SUBJECT: Approve Resignation of Youth Advisory Council Member – Linda
Rodriguez – Employment Development Department**

Recommendation:

Recommend approving the resignation of Linda Rodriguez, Employment Development Department, from the Youth Advisory Council.

Summary:

Ms. Rodriguez has been reassigned to the Fresno EDD office. A replacement has been named and is an action item on the WIB agenda.

Financing:

Workforce Investment Act of 1998

M E M O R A N D U M

From: Linda Rodriguez – Employment Program Manager
I
Employment Development Department

Subject: Youth Advisory Council

I am writing to inform you that effective immediately, I will no longer be able to serve as a committee member to the Madera County Workforce Youth Advisory Council. My work assignment and priorities have taken me outside Madera County's jurisdiction and my focus has shifted accordingly.

I want to thank you, Elaine and the great staff of the Youth Advisory Council for the opportunity to participate over the last eight years. Keep up the good work serving the needs of our Madera youths.

Linda Rodriguez
Employment Development Department
559 230-4137

M A D E R A C O U N T Y
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"Committed to a Quality Workforce"

Agenda Item 5.4

Consent

Action

Information

TO: Madera County Workforce Investment Board

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: March 19, 2009

**SUBJECT: Approve Nomination to Youth Advisory Council – Joe Cabrera,
Employment Development Department**

Recommendation:

Recommend approving the nomination of Joe Cabrera, Employment Development Department, to the Youth Advisory Council.

Summary:

Mr. Cabrera was recently transferred to the Madera County Workforce Assistance Center and will replace Linda Rodriguez on the Youth Advisory Council.

Financing:

Workforce Investment Act of 1998

From: Rusca, Rosemary@EDD [mailto:Rosemary.Rusca@EDD.ca.gov]
Sent: Monday, March 16, 2009 10:47 AM
To: Elaine Craig
Subject: RE: YOUTH ADVISORY COUNCIL

Elaine:

I would like to nominate Joe Cabrera to replace Linda Rodriguez on the Madera County Workforce Investment Board Youth Council.

Thank You,

Rosemary Rusca

EDD, Alternate Manager
Fresno
559-445-6203

MADERA COUNTY
WORKFORCE
INVESTMENT BOARD
"Committed to a Quality Workforce"

Agenda Item 5.5

Consent

Action

Information

TO: Madera County Workforce Investment Board

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: March 19, 2009

SUBJECT: Approve Youth Services Provider Proposal

Recommendation:

Recommend approval for Kings View, Inc. to continue to provide youth services for both in-school and out-of school youth programs for the period from July 1, 2009 through June 30, 2012. If approved, staff will enter into contract negotiations for the necessary and/or appropriate program elements and budgets will continue to be negotiated annually.

Summary:

A request for proposals (RFP) was let on December 19, 2008. Required public notices were given and contractors' conferences were held in Madera on January 7, 2009 and in Oakhurst on January 8, 2009. The recommendation for contract award is based on the scores from independent review and rating of all proposals received. A sub-committee of the Youth Advisory Council read and rated each proposal individually. The scores from each rater were averaged, and are ranked below:

1. Kings View, Inc. "Ready, Set, Go!" Program (ISY) – 94%
2. Kings View, Inc. Older Youth Program (OSY) – 92%

If changes occur due to reauthorization or current law, staff will renegotiate any necessary modifications to the contract.

Not Recommended:

3. Fresno Career Development Institute (ISY & OSY) – 76%

Financing:

Workforce Investment Act of 1998

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Agenda Item 5.6

Consent

Action

Information

TO: Madera County Workforce Investment Board

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: March 19, 2009

SUBJECT: Ratify revised Workforce Investment Board Policies

Recommendation:

Recommend approval of the following revised WIB policies and approval to draft language for recommended new policies:

Individual Training Account Policy: Increased from \$3,500 to \$6,000 and upon, Executive Director approval, up to \$10,000. All appropriate documentation/justification will be required.

Supportive Services Policy: Miscellaneous increased from \$550.00 to \$1,000. Transportation reimbursement of mileage daily rate will be at the federally approved rate of .55 cents. The minimum miles of 25 miles will remain however there will not be a maximum mileage limit. Child care is an allowed supportive service within the current policy but has been significantly limited due to reduced funding and the contract with Resource and Referral was cancelled – this contract will be re-negotiated in the amount of \$100,000. Upon Executive Director approval, requests for increased supportive services amounts will be considered. All appropriate documentation/justification will be required.

Needs Based Payments Policy: Staff will have to draft a formula and criteria but are requesting approval to do so.

Adult Work Experience Policy: Staff will have to draft language but are requesting approval to do so.

Summary:

In response to the American Recovery and Reinvestment Act of 2009 signed by the President on February 17, 2009 staff has reviewed the local WIB policies to determine the appropriateness, relevance and ability to adequately respond to the ARRA. In doing so and in line with the funding from ARRA that Madera County will receive, staff have determined that the above policies should be temporarily revised during the ARRA funding period specific to workforce development so that the local system may be as responsive as is possible and allowable and to provide maximum services to the members of the community impacted by the economy and the recession. Based on the recommendation and approval of the Executive Committee at the regularly scheduled meeting on

February 26, 2009, staff was advised to make the revisions as a blanket document on this agenda item, rather than revising each policy, and due to the anticipated temporary nature of the revisions, and upon approval attach this document to each policy revised. The date of these revised policies is February 17, 2009 through September 30, 2010. These policies will apply as long as ARRA funding remains available however, staff will review by July 1, 2010 and any revisions will be presented to the WIB prior to expiration.

Financing:

Workforce Investment Act of 1998

M A D E R A C O U N T Y
I N V E S T M E N T B O A R D
WORKFORCE

American Recovery and Reinvestment Act
Revised Local Policies

EDD Revision Date:

WIB Review Date: 3/19/09

EXECUTIVE SUMMARY:

In response to the American Recovery and Reinvestment Act of 2009 signed by the President on February 17, 2009 staff has reviewed the local WIB policies to determine the appropriateness, relevance and ability to adequately respond to the ARRA. In doing so and in line with the funding from ARRA that Madera County will receive, staff have determined that the below policies should be temporarily revised during the ARRA funding period specific to workforce development so that the local system may be as responsive as is possible and allowable and to provide maximum services to the members of the community impacted by the economy and the recession. Based on the recommendation and approval of the Executive Committee at the regularly scheduled meeting on February 26, 2009, staff was advised to make the revisions as a blanket document and, due to the anticipated temporary nature of the revisions, upon approval attach this document to each policy revised. The date of these revised policies is February 17, 2009 through September 30, 2010. These revised policies will apply as long as ARRA funding remains available however, staff will review by July 1, 2010 and any revisions will be presented to the WIB prior to expiration.

REVISED POLICIES

Individual Training Account Policy: Increased from \$3,500 to \$6,000 and upon, Executive Director approval, up to \$10,000. All appropriate documentation/justification will be required.

Supportive Services Policy: Miscellaneous increased from \$550.00 to \$1,000. Transportation reimbursement of mileage daily rate will be at the federally approved rate of .55 cents. The minimum miles of 25 miles will remain however there will not be a maximum mileage limit. Child care is an allowed supportive service within the current policy but has been significantly limited due to reduced funding and the contract with Resource and Referral was cancelled – this contract will be re-negotiated in the amount of \$100,000. Upon Executive Director approval, requests for increased supportive services amounts will be considered. All appropriate documentation/justification will be required.

Needs Based Payments Policy: Staff will have to draft a formula and criteria but are requesting approval to do so.

Adult Work Experience Policy: Staff will have to draft language but are requesting approval to do so.

