

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

April 23, 2009  
3:00 p.m.

Meeting will be held at:

**Madera County Workforce Assistance Center  
Executive Conference Room  
209 East 7<sup>th</sup> Street  
Madera, CA 93638  
(559) 662-4589**

### A G E N D A

**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. 7<sup>th</sup> 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](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 Meeting Minutes, March 19, 2009

#### **5.0 Action Items**

5.1 Approve Needs Based Payments Policy

5.2 Approve Adult Work Experience Policy

5.3 Approve Incumbent Worker/Customized Training Policy

5.4 Approve Transfer Request – Dislocated Worker to Adult Funding Stream

**6.0 Information Items**

6.1 ARRA Update

6.2 Integration Project Update

6.3 Budget Update

6.4 Grant/Projects Update

6.5 Workforce Investment Board Recruitment

**7.0 Written Communication**

**8.0 Open Discussion/Reports/Information**

8.1 Committee Members

8.2 Staff

**9.0 Next Meeting**

May 28, 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

**March 19, 2009**

**MINUTES**

- PRESENT:** Nick Benjamin, David Hernandez, John Jepson, Bobby Kahn, Terry Kershaw, Ed.D., Kathy McCorry, Stacy Nieto, Robert Poythress, Max Rodriguez, Rosemary Rusca, Christine Watts-Johnson, Maxine Yocum, Gerald Zumwalt
- ABSENT:** Waseem Ahmed, Debi Bray, Bob Carlson, Sally L. Frazier, Ed.D., Tim Liermann, Carol Long, Debbie Macias, Rebecca Mendibles, M.J. Nabors, Terry Nichols, M.S., Tara Ryan, Hubert Walsh,
- GUEST:** Janet Stutzman, Dana True
- OTHERS:** Elaine Craig, Jessica Roche, Nicki Martin

**1.0 Call to Order**

Meeting called to order by acting Workforce Investment Board Chair Max Rodriguez at 3:09 p.m.

**1.1 Pledge of Allegiance**

Pledge of Allegiance led by Robert Poythress

**2.0 Public Comment**

None

**3.0 Introductions and Recognitions**

*Elaine Craig introduced Linda Venhaus with the Workforce Development Office, Steven Gutierrez-EDD Labor Market Division, and Dana True and Janet Stutzman who will be doing a presentation on Early Childhood Development for the Board.*

**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**

*Robert Poythress moved to approve items 4.1 and 4.2, seconded by Bobby Kahn. Motion approved unanimously.*

**5.0 Action Items**

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

*Ms. Saucedo-Garcia resigned due to a job change.*

*Terry Nichols moved to approve Ms. Saucedo-Garcia's resignation, seconded by David Hernandez. Motion approved unanimously.*

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

*Mary Anne Seay is the Director of Parks & Community Services and is excited about joining the Youth Advisory Council. Once approved, staff will forward Ms. Seay's nomination to the Board of Supervisors for appointment. The Youth Advisory Council is getting some new members to replace the outgoing members. The Youth Representatives have a hard time making it to the meeting because of school or their jobs. Staff is researching putting a stipend into place.*

*David Hernandez moved to approve, seconded by Rosemary Rusca. Motion approved unanimously.*

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

*Ms. Rodriguez was transferred out of the Madera One Stop and will no longer be able to attend.*

*Robert Poythress moved to approve, seconded by Nick Benjamin. Motion approved unanimously.*

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

*Joe Cabrera-EDD is replacing Ms. Rodriguez on the Youth Advisory Council.*

*Maxine Yocum moved to approve, seconded by Stacy Nieto. Motion approved unanimously.*

**5.5 Approve Youth Services Provider Proposal**

*An RFP was let for Youth Services. Two youth services providers submitted proposals: Kings View RSG and Fresno Career Institute. Workforce staff checked the proposals for compliance and submitted the proposals the Youth Advisory Ad Hoc committee for rating. Kings View RSG submitted the proposal with the highest rating. The Youth Services Provider contract will be for a 3 year period from July 1, 2009 to June 30, 2012. Once approved, staff will enter into contract negotiations. Once a contract has been negotiated, staff will submit the contract and budget to the Workforce Investment Board for final approval.*

*Bobby Kahn moved to approve Kings View RSG as the youth services provider, seconded by Gerald Zumwalt. Motion approved unanimously.*

**5.6 Ratify Revised Workforce Investment Board Policies**

*Due to the infusion of Stimulus Fund monies into the Madera workforce system, staff request approval of revised Individual Training Account Policy and the Supportive Services Policy as follows:*

*Individual Training Account (ITA) 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. 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.*

*While the Supportive Services policy states that there will not be a maximum mileage allowance, staff have in place internal auditing and approval processes that would disallow excessive mileage claims and pay-outs.*

*Staff also request approval to draft two new polices: Needs Based Payments Policy and Adult Work Experience Policy. These policies are for use by enrolled customers already receiving services. The Needs Based Payments Policy is essentially income augmentation. Congress and Department of*

*Labor is encouraging Local Areas to use needs based payments. Currently on one Local Area has a needs based payment policy in place. The formula for the policy can be whatever the local Workforce Investment Boards deem appropriate. Staff has not had an opportunity to draft a formula. Monies from this policy could be used enrolled participants towards items such as mortgage payments, vehicle repair, or other items that might impede them from making it to training.*

*Revisions to the ITA and Supportive Services Policies and the two new policies would only remain in effect for the duration of the American Recovery and Reinvestment Act from February 17, 2009 through September 30, 2010.*

*Gerald Zumwalt moved to approve, seconded by Nick Benjamin. Motion approved unanimously.*

## **6.0 Information Items**

### **6.1 Dana True, Director for Early Care and Education**

*Dana and First 5 staff have been doing presentations for many county boards, chambers and councils on the importance of increasing access to pre-school. The Pre Kindergarten Initiative is a partnership between First 5 and Madera County Office of Education. Janet Stutzman, First 5 Funding Manager, is presenting information along with Dana. Dana and Janet shared data on the importance of giving children access to high quality preschool and how it increases a child's success in school and throughout life.*

### **6.2 Form 700**

*Friendly Reminder: the Form 700 is due by April 1, 2009.*

### **6.3 Workforce Investment Board Recertification**

*The Madera County Workforce Investment Board has been recertified by the Sate of California for another 2 years.*

### **6.4 Workforce Investment Board Director Term Dates**

*The Madera WIB has several Directors that are terming out. Staff will contact Directors to discuss reappointment.*

### **6.5 WIA Reauthorization**

*WIA has remained unauthorized for the past 4 years but is now in the forefront of Congress. Reauthorization is expected this summer. No significant changes are expected.*

### **6.6 Stimulus Bill Update**

*American Recovery and Reinvestment Act (ARRA) was signed on February 17, 2009. Madera is expecting to receive approximately \$2.3 million plus an increase in formula funds due to a higher unemployment rate – formula funds are calculated based on unemployment figures. Madera will also receive \$1,061,000 for a summer youth program. Madera expects to put about 500 youth ages 16 – 21 through a summer youth work experience program. A request for youth letter went out to approximately 2900 Madera County employers. Participating youth will have to meet only one performance outcome – Work Readiness. Youth must have some type of barrier and meet income requirements to be eligible. All stimulus funds must be spent quickly, wisely, and transparently.*

### **6.7 Integration Project Update**

*The Learning Lab environment is not workable due to the economy and the large number of customers that come to the One Stop. Staff is still doing it in practice and philosophy but due to the high unemployment rate and people coming through the doors the project has taken a back seat.*

### **6.8 Budget Update**

*Unfortunately, due to the carpet installation in the One Stop no printer was available to print budget documents for discussion. Staff reports that the budget is on target and percentages are where they should be to finish up on June 30, 2009.*

#### **6.9 Grants/Projects Update**

*Staff is currently in talks with the Madera State Center about buying courses to get people through training programs. Staff is looking at courses for LVN and RNs. Meetings scheduled with city and county staff to discuss how we can help them with their project which includes green jobs. Staff is also talking to Madera County Office of Education about early childhood education worker training and programs.*

#### **6.10 Next WIB Meeting Date**

*The next WIB meeting is scheduled for June 18, 2009. However, various staff are scheduled to attend an important conference on that date and staff would like to reschedule the meeting for another date. Nicki will poll Directors and send new date to everyone.*

#### **7.0 Written Communication**

#### **8.0 Open Discussion/Reports/Information**

##### **8.1 Board Members**

*None*

##### **8.2 Staff**

*None*

#### **9.0 Next Meeting**

*To be announced*

#### **10.0 Adjournment**

*Terry Kershaw moved to adjourn meeting. Meeting adjourned at 4:26 p.m.*