

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

**May 28, 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) 662-4589***

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. 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 Meeting Executive Committee Minutes – April 23, 2009

5.0 Action Items

- 5.1 Approve Nomination of WIB Mary Smith, SEIU Local 1000 – Labor Sector
- 5.2 Approve Nomination of WIB Director Bill Turini, AFT Local 1533 – Labor Sector
- 5.3 Accept Resignation of WIB Director Hub Walsh – Department of Social Services
- 5.4 Approve Appointment of WIB Director Karen Kelly Woodard – Department of Social Services
- 5.5 Accept Resignation of Youth Advisory Council Member Gwen Palmer – Parent Representative

- 5.6 Approve Reappointment of WIB Director Bobby Kahn – Madera County Economic Development Commission
- 5.7 Approve Reappointment of WIB Director M.J. Nabors – Community Action Partnership of Madera County
- 5.8 Approve Reappointment of WIB Director Tara Ryan – Chukchansi Gold Resort & Casino
- 5.9 Approve Reappointment of WIB Director Christine Watts-Johnson – Madera Community Hospital
- 5.10 Approve Boston Reed Training Program Application(s)

6.0 Information Items

- 6.1 ARRA Update
- 6.2 Grants/Projects Update
- 6.3 Budget Update

7.0 Written Communication

8.0 Open Discussion/Reports/Information

- 8.1 Committee Members
- 8.2 Staff

9.0 Next Meeting

To Be Determined

10.0 Adjournment

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

Executive Committee

April 23, 2009

MINUTES

PRESENT: Debi Bray, Bob Carlson, Max Rodriguez, Hubert Walsh

ABSENT: Sally L. Frazier, Ed.D., Carol Long, Robyn Smith,

GUEST:

OTHERS: Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Nicki martin

1.0 Call to Order

Meeting called to order at 3:22 p.m. by Bob Carlson, WIB Chair.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

Hub Walsh introduced incoming DSS Director Kelly Woodard effective May 1, 2009. Kelly will also serve on the Madera Workforce Investment Board in future. Elaine Craig presented Hub Walsh with a Certificate of Appreciation for his work on the WIB Board.

4.0 Consent Calendar

4.1 Approve Workforce Investment Board Meeting Minutes, March 19, 2009

Hub Walsh moved to approve meeting minutes, seconded by Max Rodriguez. Motion approved unanimously.

5.0 Action Items

5.1 Approve Needs Based Payments Policy

Elaine Craig noted that this policy was listed as Needs Based Payments Policy on the agenda but was ultimately named Needs Related Payments Policy. This policy will provide financial assistance/income subsidy to participants who have exhausted their unemployment insurance or public assistance and are enrolled in training who would be unable to finish their training without the assistance. This policy would allow for mortgage payment(s); vehicle repair, etc. but up to a threshold amount based on their income – instances where the participant may have to quit training in order to get a job to pay their

bills. Staff would do income verification prior to the participant receiving any funds. The Workforce Development Office fiscal department will create a request form for needs related payments and the process will be strictly monitored.

Hub Walsh moved to approve the Needs Based Payments Policy, seconded by Bob Carlson. Motion approved unanimously.

5.2 Approve Adult Work Experience Policy

Elaine Craig noted that this policy was listed as Adult Work Experience Policy on the agenda but was ultimately named Paid Work Experience / Paid Internship Policy. Paid work experience was previously only available to youth. This policy will target adults with no work history for at least 5 years or who are going into a different sector with no previous experience in that sector. Work Experience focuses on soft skills.

Debi Bray moved to approve policy, seconded by Max Rodriguez. Motion approved unanimously.

5.3 Approve Incumbent Worker/Customized Training Policy

Elaine Craig noted that this policy was listed as Incumbent Worker/Customized Training Policy on the agenda but was ultimately named Incumbent Worker Training Policy. WIA allows for incumbent worker training but this was not done previously due to a shortage of funds. This policy will allow training for incumbent workers in order to provide retention and avert potential lay-offs. Businesses will be required to complete and submit a request form. This policy, the Needs Based Payments Policy, and the Work Experience Policy will be in affect during the ARRA funding period.

Bob Carlson moved to approve policy, seconded by Max Rodriguez. Motion approved unanimously.

5.4 Approve Transfer Request – Dislocated Worker to Adult Funding Stream

Staff request approval to transfer \$84,000 from the Dislocated Worker funding stream to the Adult funding stream. We are currently on a waiver that allows up to 100% of Dislocated Worker funds to be transferred to Adult. The transfer of funds was necessary due to the Integration Project and the activities associated with it. The Workforce Development Office recently received an additional \$125,000 plus another \$762,000 from the ARRA package of which 30% can be transferred.

Hub Walsh moved to approve transfer request, seconded by Max Rodriguez. Motion approved unanimously.

6.0 Information Items

6.1 ARRA Update

Madera County will receive approximately \$2.4 million. \$962,000 was received for the Summer Youth Work Experience Program. 300 to 500 youth will be employed this summer with the funds. Staff has received about 250 requests for youth from potential employers. Jim Taubert, Madera Redevelopment Agency, will be working with 24 youth to work on identified Senior Citizen's homes. Lowe's will be donating materials and will train the youth on how to use tools. Staff will hire a Supervisor to work with the youth. Staff looking into buying training capacity from Madera State Center Community College. Staff are currently working: obtaining training for 25 participants that will work on getting an Associate Teacher permit; starting an accelerated Medical Administrative Assistant training; program will pick up cost to put 16-18 people on the LVN lottery list through training. Additional staff will be hired using the ARRA funds.

6.2 Integration Project Update

Due to increased activity due to economy and ARRA, staff is unable to continue with the Integration Project. Everything will change back effective July 1, 2009. Staff is looking at the customer flow to see how we can serve customers quickly; especially dislocated workers. Nicole Parra visited the Madera One Stop and was very impressed. Nicole is the Governors appointee to the San Joaquin Valley.

6.3 Budget Update

Almost all formula funds have been expended as scheduled.

6.4 Grant/Projects Update

Elaine attended a California Energy Commission meeting. They have \$30 million to work with. The Allied Health Initiative has \$32 million going to Community Colleges. The WIBs will work with them for non-nursing positions. \$16 million of that amount is from the WIA funding stream. Staff is applying for a YouthBuild grant. It is very competitive. Staff has met with and will work with Nick Benjamin and Jim Taubert for worksites/loans. PTC youth would participate. They will initially start off by building a Senior Center and hope to work on building a Foster Youth transitional home for youth who "age out" of foster care. Staff working with Fresno City College Training Institute for a grant to training to training Solar Panel Installer. There will be 18 slots available for training. Elaine met with the Madera Chamber and the Oakhurst Chamber to talk about ARRA and the WIBs involvement within the community.

6.5 Workforce Investment Board Recruitment

Elaine stated that although she spends a good amount of time recruiting WIB members she believes recruiting would be more successful if WIB members recruited as well. WIB members could possibly form and Ad Hoc committee as has been done in the past.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Debi Bray stated that she had received a phone call from a Madera resident who expressed concern with a U.S. Census worker who entered their house during the procedure. Jessica Roche is a serves on a U.S. Census committee and will bring it up at the next meeting.

8.2 Staff

None

9.0 Next Meeting

May 28, 2009

10.0 Adjournment

Meeting adjourned at 4:26 p.m.