

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

AGENDA

September 24, 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**

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.

If a quorum of the Workforce Investment Board is not present at the time of the meeting BUT a quorum of the Workforce Investment Board Executive Committee IS present, an Executive Committee board meeting will be conducted in place of the Workforce Investment Board meeting.

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 Minutes – June 24, 2009
- 4.2 Approve Youth Advisory Council Minutes – September 2, 2009

5.0 Action Items

- 5.1 Approve Revised Workforce Investment Board Policy – Basic Skills Deficient
- 5.2 Approve Revised Workforce Investment Board Bylaws
- 5.3 Approve Resignation of Workforce Investment Board Director – Waseem Ahmed, Private Sector

6.0 Information Items

6.1 ARRA Update

6.2 Grants/Projects Update

6.3 Budget Update

6.4 Madera Workforce Investment Board Labor Sector Representative Update

7.0 Written Communication

8.0 Open Discussion/Reports/Information

8.1 Committee Members

8.2 Staff

9.0 Next Meeting

October 22, 2009

10.0 Adjournment

MADERA COUNTY WORKFORCE INVESTMENT BOARD

June 24, 2009

MINUTES

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

1.0 Call to Order

Meeting called to order by WIB Chair Bob Carlson at 3:09 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

Round table introductions by WIB Directors and staff. Elaine introduced new WIB directors Mary Smith, SEIU 1000, and Kelly Woodard, DSS, Steven Gutierrez, EDD LMI Division, and Robyn Smith, WIB Executive Committee member.

4.0 Consent Calendar

- 4.1 Ratify Workforce Investment Board Executive Committee Minutes – April 23, 2009**
- 4.2 Approve Workforce Investment Board Executive Committee Minutes – May 28, 2009**
- 4.3 Ratify Nomination of WIB Director Mary Smith, SEIU Local 1000 – Labor Sector**
- 4.4 Ratify Resignation of WIB Director Hub Walsh, Department of Social Services**
- 4.5 Ratify Appointment of WIB Director Kelly Woodard – Department of Social Services**
- 4.6 Approve Appointment of WIB Director Kelly Woodard to the WIB Executive Committee**
- 4.7 Ratify Resignation of Youth Advisory Council Member Gwen Palmer – Parent Representative**
- 4.8 Ratify Reappointment of WIB Director Bobby Kahn – Madera County Economic Development Commission**
- 4.9 Ratify Reappointment of WIB Director M.J. Nabors – Community Action Partnership of Madera**
- 4.10 Ratify Reappointment of WIB Director Tara Ryan – Chukchansi Gold Resort & Casino**
- 4.11 Ratify Reappointment of WIB Director Christine Watts-Johnson – Madera Community Hospital**

4.12 Ratify Boston Reed Training Program Applications for ETPL

M.J. Nabors moved to approve consent items 4.1 to 4.12, seconded by David Hernandez. Motion approved unanimously.

5.0 Action Items

5.1 Approve New WIB Director Michael K. Lagow – Private Sector

Staff request approval for new WIB Director Michael Lagow, Owner/President of Sierra Oak Auto Body and authorize staff to forward to the Board of Supervisors for appointment. Mr. Lagow will represent the Private Sector on the WIB.

M.J. Nabors moved to approve Mr. Lagow, seconded by Tim Liermann. Motion approved unanimously.

5.2 Approve Revised WIB Policy – Self Sufficiency Determination

EDD has sent out the final Directive for self sufficiency guidelines. The only guidelines affected were to the poverty guidelines. These guidelines do not affect our WIB Policy or program. Staff asks that this item be tabled.

Item 5.2 Tabled.

5.3 Approve Resignation of WIB Youth Advisory Council Member - Ernie Perez, Job Corps

Due to a change in assignments, Ernie Perez will no longer be able to serve on the Youth Advisory Council.

Nick Benjamin moved to approve Mr. Perez's resignation, seconded by Kelly Woodard. Motion approved unanimously.

5.4 Approve New WIB Youth Advisory Council Member – Bonita Gomez, Job Corps

Bonita Gomez is a Case Manager with the Job Corps and will replace Ernie Perez on the Youth Advisory Council. Staff requests approval and authorization to forward to the Board of Supervisors for appointment.

Nick Benjamin moved to approve Mr. Perez's resignation, seconded by Kelly Woodard. Motion approved unanimously.

5.5 WIB Chair and Vice Chair Election

The WIB Chair and Vice Chair 2 year term expire at the end of June. WIB Chair Bob Carlson is willing to serve another term but is willing to step down in order to let another WIB Director serve as Chair if interested. Carol Long has notified staff that she is retiring from the WIB at the end of her term on 6/30/09 and will not serve another Vice Chair term. Staff noted that the WIB Chair and Vice Chair must be WIB Private Sector representatives.

Debi Bray moved to elect Bob Carlson as WIB Chair, seconded by M.J. Nabors. Motion approved unanimously.

Kathy Woodard moved to elect Debi Bray as the WIB Vice Chair, seconded by Tim Liermann. Motion approved unanimously.

5.6 Reconsideration of Labor Nomination

The nomination of Mr. Bill Turini, AFT Local 1533, by the Central California Labor Council was first brought to the Executive Committee on 5/28/09. The Executive Committee expressed a desire to have Labor Sector representatives serve on the WIB who represent the local Madera labor sectors such as Corrections unions and/or other industries such as Industry/Ag. As a result, Mr. Turini's nomination was not approved and staff was tasked with contacting the Labor Council for an alternate nomination. The Labor Council has asked the Mr. Turini's nomination be reconsidered as they consider Mr. Turini a respected member of the community, an educator, a farmer and a political activist. Mr. Turini represents teachers from the Madera State Center and their Oakhurst office. WIB

Directors expressed an interest in asking the Labor Council to find and nominate a union representative who represents a Private Sector union.

Tim Liermann motioned to approve Mr. Turini's nomination to the WIB, seconded by Max Rodriguez. The remaining WIB Directors opposed nomination. Motion NOT APPROVED.

6.0 Information Items

6.1 UC Merced Medical School Information

Tim Curley, Children's Hospital Central California, presented information from the Valley Coalition for UC Merced Medical School regarding efforts in the development of UC Merced's Medical School. The Coalition aims to keep the UC Medical School front and center to attract attention, share information, and gain support for the proposed school. Hand out provided.

6.2 Madera WIB Bylaws – WIB Director Term Expiration Dates

The WIB Bylaws currently only identifies the Madera County Board of Supervisor representative and the Madera County Superintendent of Schools representative as Standing Members. Staff would like to revise the Bylaws to include all One Stop Partner representatives. Staff will bring revised Bylaws to the Executive Committee for approval and the WIB for ratification.

6.3 ARRA Update

Program is spending ARRA funding as transparently as possible. Approximately 300 youth are doing summer work experience. 24 Youth are working with RDA to revitalize 10 identified senior citizen homes. We have 5 slots for youth to work in Merced with PG&E for an HVAC training. After the training, the youth will be employed by Madera HVAC businesses. We have 5 slots each for a 4 week electric auto mechanic training and a green jobs training. Staff and youth provider are still working on placing an additional 200 youth for summer work experience.

6.4 Projects/Grants Update

We are doing lots of contract education with Madera State Center. There are 2 cohorts with 36-38 participants doing a 12 unit, 12 week Early Childhood Education training. 18 participants in a Medical Administrative Assistant course at the Madera Center. Staff working with Fresno City College for information on starting an ESL training. We are doing many ITAs e.g. Cardio EKG. There are many GED participants taking class in the One Stop. Our staff doing program Orientation during class. Staff also doing Orientation at DSS PACT Orientation. To date, we have not received any Incumbent Worker training requests.

6.5 Budget Update

Applied regionally for a \$1 million green collar job grant. Grant would send at-risk youth the Camp Green Meadows for a week. Workshops would be centered around green jobs. Madera will receive 10 slots for participants. EDD contacted Madera and suggested that we apply for the National Emergency Grant. 15% of the funds would go towards trainings. The remainder would fund Central California Workforce Collaborative projects. All budget spending is on target.

6.6 2009-2010 WIB Meeting Calendars

Hand out provided containing WIB, Executive Committee, and Youth Advisory Council meeting dates. Staff will also email to all members. Some dates will most likely be cancelled due to the Holidays.

7.0 Written Communication

8.0 Open Discussion/Reports/Information

8.1 Committee Members

None

8.2 Staff

None

9.0 Next Meeting

September 17, 2009

10.0 Adjournment

Meeting adjourned at 4:30 p.m.

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"

YOUTH ADVISORY COUNCIL

September 2, 2009

MINUTES

- PRESENT:** Susan Arteaga, Debi Bray, Joe Cabrera, Sharon Cloud, Bonita Gomez, Cyndia Gray, Nancy Isaacs, Maria Juarez, Mary Anne Seay, Robyn Smith
- ABSENT:** Sally L. Frazier, Ed.D., Rachel Freeman, Harry Nabors, Martha Vasquez, Rachel Vasquez-Moy
- GUEST:** Monica Diaz-RDA, Debbie Blankenship-Madera DSS, Bonnie Hardin-RSG, Jim Taubert-RDA
- OTHERS:** Tracie Scott-Contreras, Nicki Martin

1.0 Call to Order

Meeting called to order at 3:31 p.m. by Council Chair Robyn Smith.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

Roundtable introduction by Council members, guests, and Workforce Development Office staff.

4.0 Consent Calendar

None

5.0 Action Items

None

6.0 Information Items

6.1 ARRA Summer Youth Update

Staff reported that a total of 306 youth participated in the summer work experience program funded with ARRA. 90% of ARRA summer youth funds have been expended or obligated. All funds not expended will roll over into the year-round In-School and Out-of-School fund accounts. Youth involved in the RDA summer work experience project will work up to September 11, 2009.

6.2 Summer Worksite Presentation

Monica Diaz – Madera Redevelopment Agency, provided information regarding the RDA summer work experience via a PowerPoint presentation. Monica thanked the Madera WIB for participating in the project.

The project involved approximately 30 youth who worked on senior-owned homes in the central Madera and Hughes neighborhood area. The youth learned discipline and how to follow directions. The students learned skills such as painting, using power tools, and carpentry while working on the project. Jim Taubert – RDA Executive Director, stated that the project was a great opportunity for the home owners as well as the youth. Some of the youth have been offered jobs that will allow them to use the skills they've learned from the project. Many of the homes worked on were very old. 2 of the homes were built in 1893 and just after the turn of the century. The Madera RDA is placing a special insert into the Madera Tribune dedicated to the youth project. Included in the insert will be before and after pictures of the homes worked on. The youth will also receive certificates and a letter from the Mayor and the Madera WIB commending them for their work and participation. There was a great response from the community for summer youth. Joe Cabrera, EDD, stated that they are planning on hiring a youth after the work experience is over. Many youth got hired part-time after the project ended.

6.3 Youth Program Participant Presentation

A DVD with news stories from Channels 21, 26, and 30 was shown. The various stations highlighted and interviewed youth involved in the project and the collaboration between the Madera RDA and Madera WIB using ARRA funds.

6.4 Youth Provider End of Year Reports

Programs funds have been expended to 11% and 17%. The remaining Summer Youth funds will go into the regular In School and Out of School accounts.

6.5 Regional Green Job Corps Project

Madera applied and received a regional grant along with other Central California counties from Kern to San Joaquin for a Green Job Corps project. Madera is allotted 9 spots for youth who will participate in and receive Green Jobs Training 101 and attend Camp Green Meadows for a week. Besides participating in Camp Green Meadows, participants must complete 100 hours of community service with an emphasis and work experience supported by green education. Participants will earn a stipend for attending the camp and other milestones. Participants must be 18 years of age or older. The Camp is operated by the Merced County Office of Education.

6.6 Youth Council Membership

Staff is continuously recruiting for Council members, including Parent and Youth representatives. Staff is following up with a potential member from the Madera probation department. Youth participants can be former or current youth participants.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Robyn Smith – Weekend in the Country event coming up – 9/26/09 and 9/27/09. It is a family event which happens two times a year.

Sharon Cloud - Madera Unified is kicking off 3 career programs. Career Cruising is a career assessment. All students 7th through 12th grade are doing the assessment. A pilot program is currently in place at Sierra Vista which includes students in grades 4, 5, and 6th. The assessment measures skills and interests. The program is web based: www.careercruising.com. The program contains information regarding approximately 36,000 jobs and information on colleges and scholarships. Employability Program is a 6 week program. Students have to meet certain criteria including attending classes on time, complete assignments, and maintain a minimum GPA of 2.0. Mock interviews are scheduled for Madera High School and Madera South High School. Madera High interviews will take place on 9/30/09 and 10/1/09. Madera South interviews will take place on 9/14/09 and 9/16/09. All Seniors must participate and pass a mock interview. Reminder – all work permits are expired as of 9/1/09. All students must reapply for new permits.

8.2 Staff

None

9.0 Next Meeting

December 2, 2009

10.0 Adjournment

Meeting adjourned at 4:29 p.m.

MADERA COUNTY
WORKFORCE
INVESTMENT BOARD

"Committed to a Quality"

Executive Committee

Agenda Item 5.1

Consent

Action

Information

To: Madera County Workforce Investment Board Executive Committee

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

Date: September 24, 2009

**Subject: Approve Revised Workforce Investment Board Policy – Basic Skills
Deficient**

Recommendation:

Approve Basic Skills Requirement for Training and/or Referral to Employers Policy to require a High School Diploma, GED, or equivalent and the appropriate industry WorkKeys score prior to participants receiving intensive or training services or job referrals.

Summary:

The current policy requires that participants who do not have a High School Diploma, GED or equivalent will be assessed in Math and Reading. If the results are below the 9th academic grade level they will be required to remediate until the basic skills are at 9th grade or above. This is the minimum requirement under WIA. The policy does not currently speak to the requirement of the WorkKeys assessment. Staff are recommending the above revision in response to employer needs and requirement for both High School Diploma, GED, or equivalent as well as the WorkKeys assessment which provides the Central Valley Work Readiness Certificate. Labor market information and anecdotal information strongly suggests that those without a diploma or equivalent are not generally successful in career ladder opportunities, retention, living wage opportunity, etc. The WorkKeys and the Certificate align with the Central Valley Workforce Collaborative. Under the revised policy, if approved, participants with the diploma, GED or equivalent will be exempt from assessment for basic skills but will be required to satisfy WorkKeys. Those without will continue to be assessed in basic skills. The exception to this policy, related to job referrals, is when an employer indicates in a job order that a diploma or equivalent is not required staff will refer to that employer and WorkKeys will not be administered. This will also include job/career fair referrals.

Financing:

Workforce Investment Act of 1998



BASIC SKILL REQUIREMENTS FOR TRAINING AND/OR REFERRAL TO EMPLOYERS

EDD Revision Date: n/a

WIB Review Date: 09/27/07, 12/20/07, 9/24/09

EXECUTIVE SUMMARY:

The Madera County Workforce Investment Board is committed to the preparation of a quality workforce which possesses the skills and abilities required by local employers and needed for entry into high-wage, high-skill employment in targeted demand occupations. Local employers consistently cite the need for strong basic skills in Math and Reading as a necessary requirement for success in the workplace, and as a key skill set for access to long-term growth and upward mobility for employees. In order to respond to the needs of local employers, while insuring that job seekers have the skills needed for success, the Madera County Workforce Investment Board has established this policy to delineate specific basic skill requirements for access to vocational training and employment referrals.

Purpose:

The Madera County Workforce Investment Board has established the minimum basic skills requirements for WIA customers who are seeking WIA-sponsored training services or referrals to employment from the Business Services Unit of the Workforce Development Office. No individual customer will be referred to an employer or to a training activity unless they have:

- A high School Diploma, GED, or the equivalent and the appropriate industry WorkKeys score.

Scope:

This policy applies to all WIA program participants who are requesting assistance with employment referrals or with access to post-secondary vocational training directly from Workforce Development Office staff.

Effective Date:

This policy is effective on the date of approval by the Madera County Workforce Investment Board.

REFERENCES:

None.

STATE-IMPOSED REQUIREMENTS:

None.

FILING INSTRUCTIONS:

This policy will remain in effect until further notice. Please keep this document on file.

BACKGROUND:

Labor market shifts and changes in workforce supply and demographics are placing an increasing strain on employers who need access to skilled workers. Employers consistently cite the need for employees at all levels to have strong basic skills. The traditional tool for documenting competence in basic academic skills is a High School Diploma or its equivalent. In lieu of such a document, individuals can be assessed (tested) to determine their approximate functioning levels in the core academic areas of Math and Reading. While employers frequently ask for documentation of the completion of a course of study equivalent to a HS diploma, assessment results may be used to document the approximate academic skill levels of an individual. Using either of these methods will result in insuring that the candidate for employment or training has the academic skill requirements to perform the job or succeed in the training program.

POLICY AND PROCEDURES:

All WIA program participants who do not have proof of a high school diploma, GED or equivalent, will be initially assessed at program entry, and will be notified of their assessment results by a Vocational & Career Specialist. Any participant who scores below the 9th grade level in Reading and/or Math on the Initial Assessment will be provided with information and resources regarding basic skill remediation and development services specific to achieving and receiving a high school diploma or equivalent. The individual may continue to receive other universal, staff-assisted, and/or intensive services concurrently with their participation in remediation activities. In addition, participants with a high school diploma, GED or equivalent will be required to achieve appropriate industry WorkKeys scores in order to obtain the Central Valley Work Readiness Certificate. Employers who place job orders and **do not** require a high school diploma or equivalent, staff will refer interested participants. This will include referrals for job/career fairs.

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Agenda Item 5.2

Consent

Action

Information

To: Madera County Workforce Investment Board Executive Committee

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

Date: September 24, 2009

Subject: Approve Revised Workforce Investment Board Bylaws

Recommendation:

Recommend approval of the revised WIB By-Laws adding the language to page 5, Article VI: Board of Directors, Section 6:05: Term of Appointment "The exception to term of appointments shall be the Madera County Board of Supervisor Member and the Madera County Superintendent of Schools, or designee, who shall be standing members and authorize staff to send to the Madera County Board of Supervisors for approval. Also revise language to page, Article VIII: Committees – Council, Section 8.02: Executive Committee "The Executive Committee shall consist of the WIB Chairperson, immediate past WIB Chairperson, Committee Chairpersons, Youth Advisory Council Chairperson, County Superintendent of Schools, or designee, Director of DSS, Board of supervisor Member, and three (3) Business Members.

Summary:

The Workforce Investment Act mandates representation on the WIB from local educational institutions and thus allows for a designee. The current County Superintendent of Schools has authorized this revision and an appointed designee will be forthcoming for WIB nomination and appointment by the Madera County Board of Supervisors.

Financing:

Workforce Investment Act of 1998

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"Committed to a Quality"

Executive Committee

Agenda Item 5.3

Consent

Action

Information

To: Madera County Workforce Investment Board Executive Committee

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

Date: September 24, 2009

**Subject: Approve resignation of Workforce Investment Board Director –
Waseem Ahmed, Private Sector**

Recommendation:

Staff recommends accepting the resignation of Waseem Ahmed from the Madera County Workforce Investment Board – Private Sector.

Summary:

Mr. Ahmed is unable to attend WIB meetings as needed due to a conflict in his work schedule and locations.

Financing:

Workforce Investment Act of 1998

August 18, 2009
Workforce Investment Board
209 E.7th. Street
Madera, CA 93638

Subject: Resignation

Dear Board,

This is to officially advise you that, I am resigning as a member of your Board effective immediately. I would like to thank you for the opportunity these past few months to serve on your Board in Madera County. It has been a pleasure to work with you and be a part of your Board, I feel fortunate to have had the experience of working with such a good team.

I regret having to give my resignation to the Workforce Investment Board. I am now unable to serve on the Board and work at different locations. Therefore, I am unable to serve on the Board because of time conflicts. It was a pleasure to work with all of you.

Thank you, for giving me the chance to serve my community.

Sincerely,
Waseem Ahmed
United Park, Inc.
P. O. Box 520
Chowchilla, CA 93610
559-665-4146