

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

### A G E N D A

June 24, 2010

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***

***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.

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](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 Meeting Minutes – April 22, 2010

4.2 Approve Workforce Investment Board Youth Advisory Council Meeting Minutes – June 2, 2010

#### **5.0 Action Items**

5.1 Approve Resignation of Youth Advisory Council Member – Harry Nabors

5.2 Approve Resignation of Youth Advisory Council Member – Rachel Vasquez-Moy

5.3 Approve Preliminary PY 2010-11 Program Budgets for Kings View RSG Youth Programs

## **6.0 Information Items**

- 6.1 Budget Update
- 6.2 Grants/Projects Update
- 6.3 Lt. Governor Visit
- 6.4 CWA Legislative Open House
- 6.5 Youth Advisory Council Certificates of Appreciation

## **7.0 Written Communication**

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

- 8.1 Committee Members
- 8.2 Staff

## **9.0 Next Meeting**

July 22, 2010

## **10.0 Adjournment**

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## Executive Committee

**April 22, 2010**

### MINUTES

**PRESENT:** Debi Bray, Bob Carlson, Sally L. Frazier, Ed.D., Max Rodriguez, Kelly Woodard

**ABSENT:** Robyn Smith

**GUEST:**

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

#### **1.0 Call to Order**

*Meeting was called to order at 3:03 p.m. by WIB Chair Bob Carlson.*

##### **1.1 Pledge of Allegiance**

#### **2.0 Public Comment**

*None*

#### **3.0 Introductions and Recognitions**

*None*

#### **4.0 Consent Calendar**

##### **4.1 Madera Workforce Investment Board Meeting Minutes – March 18, 2010**

*Bob Carlson moved to approve the WIB minutes, seconded by Max Rodriguez. Motion approved unanimously.*

#### **5.0 Action Items**

**5.1 Approve Resignation of Christine Kulina, San Jose Job Corps, from the WIB Youth Advisory Council**

**5.2 Approve Application from Ernie Perez, San Jose Job Corps, to the WIB Youth Advisory Council**

**5.3 Approve Resignation of Maxine Yocum, Madera County Office of Education, from the Madera Workforce Investment Board**

**5.4 Approve Bobby Thatcher, Madera County Office of Education, to the Madera County Workforce Investment Board**

**5.5 Approved Revised Supportive Services Policy**

*Staff has revised the Supportive Services Policy to better allow program staff to forecast costs associated with trainings for nonWIA training programs – community colleges, adult schools etc. The current Required Supportive Services category was reduced from \$550 to \$250. New categories have been added: Registration \$800, Health Fees \$68, Parking Fees \$68. Textbooks limit of \$1,500*

remains the same. These revisions will allow staff to forecast costs associated with potential trainings for customers and stay within the boundaries of the Supportive Services Policy.

Debi Bray moved to approve the revised Supportive Services Policy, seconded by Kelly Woodard. Motion approved unanimously.

#### **5.6 Approve Re-appointment of WIB Director Debi Bray – Private Sector**

#### **5.7 Approve Re-Appointment of WIB Director Bob Carlson – Private Sector**

Items 5.1, 5.2, 5.3, 5.4, 5.6, and 5.7 are standard items and were discussed as a group. Ms. Christine Kulina has resigned from the Youth Advisory Council and will be replaced by Ernie Perez on the Youth Advisory Council. Maxine Yocum has resigned from the Madera WIB and will be replaced by Bobby Thatcher. Mr. Thatcher attended the last WIB meeting on March 18, 2010 and was introduced to the Board at that time. Bob Carlson and Debi Bray's 3 year terms will expire on June 30, 2010. They have agreed to stay on the WIB for another term.

Kelly Woodard moved to approve items 5.1, 5.2, 5.3, 5.4, 5.6, and 5.7, seconded by Max Rodriguez. Debi Bray abstained from item 5.6. Motion approved.

### **6.0 Information Items**

#### **6.1 Budget Update**

Handouts provided. Staff is extremely concerned with the fiscal budget for the next fiscal year. California allocations have been reduced by 10%. The largest decrease was to Dislocated Worker. We may receive information at the end of the week. 15% of allocations is taken for the Governor's discretionary funds. The program will try to obtain and use special projects/grants funds to sustain the program. The program must have carry over funds to conduct business until the funds are available. All ARRA funds have been expended. Youth program accounts are expended. Most Adult and Dislocated Worker funds have been expended.

#### **6.2 Grants/Projects Update**

- National Emergency Grant (NEG): \$60 to \$65,000 in funds for Dislocated Worker.
- Disability Program Navigator (DPN): approximately \$404,000 grant. Funds will pay for staff to do outreach and assistive technology.
- Madera Workforce has contract with the women's prison to provide job readiness curriculum to inmates who will transition out of the system. 2 staff members will work at prison and provide services for the duration of the contract.
- CDCR: we received \$17,000 from the remaining pot of funds for CDCR.

### **7.0 Written Communication**

None

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

#### **8.1 Committee Members**

Kelly Woodard: DSS hopes to receive ARRA funds for Madera soon. DSS hopes to be able to send information and a plan to the Board of Supervisors soon.

Max: Madera County is facing a \$5 million deficit. There have been many staff lay-offs and retirements.

Debi Bray: May 6<sup>th</sup> is National Day of Prayer. The Mayor's Prayer Meeting will take place as usual.

Sally Frazier: the California Voter Rights Act case with Madera Unified is moving forward.

#### **8.2 Staff**

Elaine Craig: The program is continuously participating in letter campaigns to the legislature. We received a phone call from the Governor's office in response to an invitation to visit the One Stop. He

*is not available but a representative will come out when possible.*

**9.0 Next Meeting**

May 27, 2010

**10.0 Adjournment**

*Max Rodriguez moved to adjourn meeting, seconded by Sally Frazier. Meeting adjourned at 4:08 p.m.*

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## YOUTH ADVISORY COUNCIL

**June 3, 2010**

### MINUTES

- PRESENT:** Debi Bray, Joe Cabrera, Sharon Cloud, Sharon Hjella, Nancy Isaacs, Ernie Perez, Mary Anne Seay, Robyn Smith
- ABSENT:** Debbie Blankenship, Rachel Freeman, Cyndia Gray, Maria Juarez, Harry Nabors, Martha Vasquez, Rachel Vasquez-Moy
- GUEST:** Luis Avila-RSG Participant, Eugene Bell-RSG
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Nicki Martin

#### **1.0 Call to Order**

*Meeting called to order at 3:33 p.m.*

- 1.1 Pledge of Allegiance

#### **2.0 Public Comment**

*None*

#### **3.0 Introductions and Recognitions**

*Roundtable introductions by Council members and guests. Ernie Perez was welcomed back onto the Council. He was recently re-appointed to the Council after Christine Kulina's resignation.*

#### **4.0 Consent Calendar**

##### **4.1 Approve Youth Advisory Council Meeting Minutes – March 3, 2010**

*Debi Bray moved to approved Youth Advisory Council Meeting minutes; seconded by Sharon Cloud. Motion approved unanimously.*

#### **5.0 Action Items**

##### **5.1 Approve Resignation of Youth Advisory Council Member – Harry Nabors**

##### **5.2 Approve Resignation of Youth Advisory Council Member – Rachel Vasquez Moy**

*Items 5.1 and 5.2 were discussed together by the Council. Harry Nabors notified staff via telephone and expressed his desire to resign from the Council due to his retirement. Rachel Vasquez-Moy also notified staff via telephone. Ms. Vasquez-Moy has changed employment and will no longer be able to continue on the Youth Advisory Council. She had been a member of the Council since its inception. Debi Bray asked staff to consider asking Durbin Lloren, Gang Prevention Officer for Madera Police Department, to join the Council. Staff have plans to contact Mr. Lloren.*

*Mary Ann Seay moved to approved items 5.1 and 5.2; seconded by Debbie Bray. Motion approved unanimously.*

### **5.3 Approve Youth Services Strategy & Budget Negotiation Process – PY 2010-2011**

*Staff have received the funding allocations for program year 2010-11. All funding sources have been reduced by approximately 13%. Staff and youth provider Kings View RSG have been meeting and have come up with a workable solution for the next program year. The Youth program received an allocation of approximately \$669,000. However, \$50,000 comes off for operating costs between April 1 and June 30, 2010 which leaves approximately \$619,000 for youth services for the 2010-11 program year. From this amount, approximately \$367,000 is needed for Operating Costs/Indirect, space rent, and the 2011-12 carry-over reserve leaving approximately \$253,000 to run the youth program for the 2010-11 program year. A large portion of the budget goes to space rent. Staff is currently trying to come up with ways to have the rent reduced which will then allow for funds to be placed back into the youth budget for services. Kings View RSG has been meeting with the Madera Parks & Recreation department to discuss the possibility for RSG to move into and provide services at the new John Wells Youth Center. Staff is expecting to receive additional funding from various grants which will help with the budget. The Workforce Investment Act (WIA) requires that a minimum of 30% of youth funds be spent on Out of School youth (OSY). OSY programs can NOT be eliminated. Staff recommends that we move into the next year with the greatest portion of the youth funds being spent on OSY programs while continuing to fund and provide services to existing In School Youth (ISY) only. Staff will review the budget and strategy upon reauthorization of WIA, receipt of grant funds, or if there is a reduction to any operating costs.*

*Mary Ann Seay moved to move forward and strategize with Kings View RSG; seconded by Ernie Perez. Motion approved unanimously.*

## **6.0 Information Items**

### **6.1 Budget Update**

*Hand out provided with an overview of the current and upcoming budget year. All program budgets were reduced by approximately 13%, including the youth budget. The Workforce Office is working on alternatives related to reducing costs to facilities in order to help alleviate funds in that area. Any funding freed up as a result can be funneled back into the program, including the Youth program. The youth program is on target to expend their entire budget. The handouts provided illustrate the downward trend in funding. Program update information was provided throughout the Council discussion for agenda items 5.1.*

### **6.2 Program Update**

*Hand out provided with program information. 21 In School Youth are graduating from High School. 10 participants will be attending Madera State Center in the Fall. 6 youth participants attended AHITS training. AHITS trains participants to become Energy Raters.*

### **6.3 Youth Presentation**

*Lucio Avila – RSG youth participant, spoke to the Council regarding his participation in the program and projects. Lucio attended the AHITS class and found it harder than he expected. He enjoyed the class very much and learned very much from it. The class taught participants much about how to measure the area of a house and how to measure a home's energy efficiency. There was a lot of hands-on experience during the class. Participants will be testing for their certification next week. Lucio also worked on a project which planted 30 trees along Gateway Drive. Besides planning the trees, participants learned about and how to install the irrigation system for the trees. Lucio credited Eugene Bell, RSG Program Director with keeping him motivated. Lucio will be going to school full-time.*

### **6.4 Grants & Projects Update**

*The program submitted an application for the High Concentration of Eligible Youth (HCEY) grant in January. The total grant amount is currently at approximately \$83,000. The funds will be used for services to foster youth through the RSG program. The Workforce Development Office is applying for the Governor's CalGRIP SFP. The application is due to the State by June 14, 2010. The \$250,000 funds target the at-risk gang population. A Summer Work Experience Bill is out and has been approved by the House. This Bill was scaled down before their recess. It will go to Congress for approval. If approved, the funds will first be allocated to the State which will then allocate to the local*

areas. *The Summer Work Experience funds will be a 2 year funding stream.*

#### **6.5 2010-11 Board Meeting Dates**

*Hand out provided with WIB meeting dates for fiscal year 2010-11.*

#### **7.0 Written Communication**

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

##### **8.1 Committee Members**

*Debbie Blankenship: The State DSS has submitted their application to receive Stimulus funds to the counties. They were encouraged to do a Summer Youth Work Experience program. They are hoping to have a 100 slots available.*

*Mary Ann Seay: The John Wells Youth Center had its grand opening on May 20, 2010. The center already has 700 registered participants. The staff is learning something new every day. All the rooms are open for use. The Council was invited to call her for a tour.*

*Debi Bray: Acknowledged how hard the Workforce and RSG staff worked.*

##### **8.2 Staff**

*None*

#### **9.0 Next Meeting**

*September 1, 2010*

#### **10.0 Adjournment**

*Meeting adjourned at 4:47 p.m.*

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## 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: June 24, 2010**

**Subject: Approve Resignation of Youth Advisory Council Member – Harry Nabors**

**Recommendation:**

Staff recommends approving the resignation of Harry Nabors from the Youth Advisory Council.

**Summary:**

Mr. Nabors notified staff verbally that he was retiring and would no longer be able to serve on the Council.

**Financing:**

Workforce Investment Act of 1998

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## Executive Committee

### Agenda Item 5.2

Consent

Action

Information

**To: Madera County Workforce Investment Board Executive Committee**

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

**Date: June 24, 2010**

**Subject: Approve Resignation of Youth Advisory Council Member – Rachel Vasquez-Moy**

**Recommendation:**

Staff recommends approving the resignation of Rachel Vasquez-Moy from the Youth Advisory Council.

**Summary:**

Ms. Vasquez-Moy notified staff verbally that due to a change in her employment she is unable to serve on the Youth Advisory Council.

**Financing:**

Workforce Investment Act of 1998

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## 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: June 24, 2010**

**Subject: Approve Preliminary PY 2010-11 Program Budgets for Kings View RSG  
Youth Programs**

**Recommendation:**

Staff recommends approval from the Madera County Workforce Investment Board Executive Committee for the preliminary PY 2010-11 program budgets for Kings View Corporations youth programs with the understanding that any additional youth funds identified as available will be used to augment youth services.

**Summary:**

WIA funding allocations for PY 2010-11 have been reduced significantly across all funding streams. Youth programs were significantly impacted. The current budgets being submitted for approval are based on data available at this time. Steps are being taken to free up additional youth program funds, by reducing operational costs and relocating some services to the John Wells Youth Center. As soon as an additional funding is identified as available, the youth program budgets will be modified accordingly and will be brought back to the Youth Advisory Council and WIB for approval.

**Financing:**

Workforce Investment Act of 1998