

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

"Committed to a Quality Workforce"

**December 20, 2007
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) 662-4600***

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.

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 Ratify Youth Advisory Council Minutes, June 21, 2007
- 4.2 Ratify Executive Committee Minutes, July 26, 2007
- 4.3 Approve Executive Committee Minutes, September 27, 2007
- 4.4 Approve Youth Advisory Council Minutes, December 5, 2007
- 4.5 Ratify New WIB Director, Labor Representative – Tim Liermann
- 4.6 Ratify New WIB Director, Business Representative – Stacey Nieto
- 4.7 Ratify New WIB Director, Business Representative – Kathy McCorry

- 4.8 Ratify WIB Director Resignation, CVOC – Edgar Perez
- 4.9 Ratify New WIB Director, CVOC – John Jepson
- 4.10 Ratify Resignation of Youth Advisory Council Member, Youth Representative – Carlese Laurent
- 4.11 Ratify New Youth Advisory Council Member, Youth Representative – Claudia Romero
- 4.12 Ratify Resignation of Youth Advisory Council Member, Educational Representative – Amparo DeAnda
- 4.13 Ratify New Youth Advisory Council Member, Educational Representative – Kathy Lopes
- 4.14 Ratify Final 07-08 RSG Youth Program Budgets
- 4.15 Ratify 07-08 Childcare Budget

5.0 Action Items

- 5.1 Ratify/Approve Revised On the Job Training Policy
- 5.2 Ratify/Approve Revised Self Sufficiency Policy
- 5.3 Ratify/Approve Revised Supportive Services Policy
- 5.4 Approve Revised Supportive Services Policy
- 5.5 Approve Revised Procurement Policy
- 5.6 Ratify/Approve Participation in Job Service/WIA Integration Project
- 5.7 Approve Partner Meeting Format Changes
- 5.8 Ratify/Approve Signatures for Central Valley Work Readiness Certificate
- 5.9 Ratify/Approve Basic Skills Requirement for Training and/or Referrals to Employers Policy
- 5.10 Ratify/Approve Central Valley Work Readiness Certificate Policy
- 5.11 Approve Letting a Youth RFP for 08-09 Program /Fiscal Year
- 5.12 Approve Nomination of Labor Representative WIB Director – Gerald Zumwalt
- 5.13 Approve Extension of the Local Workforce Investment Area Plan
- 5.14 Approve Application of Training Provider to the Eligible Training Provider List (ETPL)
- 5.15 Approve Application of Training Provider to the Eligible Training Provider List (ETPL)
- 5.16 Ratify/Approve Development of Proposal for CalGRIP SFP

6.0 Information Items

- 6.1 Central California Workforce Collaborative
- 6.2 Grant Updates
- 6.3 Reauthorization/Rescission/2% Hold Back
- 6.4 Letter Campaign

6.5 Budget

6.6 Participant Data

6.7 WIB Toolkit

6.8 EDGE Campaign

6.9 WorkKeys/WIN Solutions/Work Readiness Certificate

6.10 VOS

6.11 WIB Director Recruitment

6.12 Youth Connect Project

6.13 Credo on Agenda

6.14 December Executive Committee Meeting Schedule – December 27, 2007

7.0 Written Communication

8.0 Open Discussion/Reports/Information

8.1 Board Members

8.2 Staff

9.0 Next Meeting

March 20, 2008 – 3:00 p.m.

10.0 Adjournment

MADERA COUNTY WORKFORCE INVESTMENT BOARD

June 21, 2007

MINUTES

- PRESENT:** Debi Bray, Sally L. Frazier, Ed.D., Terry Kershaw, Ed.D., Carol Long, Debbie Macias, Kelly McManis, M.S., Edgar Perez, Max Rodriguez, Rosemary Rusca, Tara Ryan, Sherri Vogel, Hubert Walsh, Christine Watts-Johnson, Maxine Yocum
- ABSENT:** Nicki Benjamin, Bob Carlson, David Hernandez, Bobby Kahn, Rebecca Mendibles, J.M. Nabors, Terry Nichols, M.S., Robert Poythress, Beverly Scott
- GUEST:** Steven Gutierrez, Francis Trujillo
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Nicki Martin, Linda Rodriguez

1.0 Call to Order

Meeting was called to order by Vice-Chair Carol Long at 3:08 p.m.

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Consent Calendar

4.1 Ratify Madera County Workforce Investment Board Minutes – March 22, 2007

4.2 Approve Madera County Workforce Investment Board Executive Committee Minutes – April 26, 2007

4.3 Approve Youth Advisory Council Minutes – June 6, 2007

4.4 Ratify Acceptance of Resignations from WIB Directors Dave Ingram – Labor and David Spengeman – Private Sector

Debie Bray moved to approve items 4.1 through 4.4, seconded by Christine Watts-Johnson. Motion approved unanimously.

5.0 Action Items

5.1 Approve nomination of Mr. Tim Lierman, SCEA Labor Representative as new WIB Director

5.2 Approve nomination of Mr. Terry Flanigan, SCEA Labor Representative as new WIB Director

Elaine Craig advised the Board that the labor organization was listed incorrectly as SCEA. It should have been listed as CSEA. With the resignation of Mr. Dave Ingram, the WIB is short 2 labor representatives. Senate bill SB293 codified WIA and mandated an increase in Labor representation on all WIB boards to 15%. No information regarding which labor unions will be represented by new Directors was available at time of meeting. One nominee is scheduled to come in for an orientation

and tour. The Workforce Investment Board received assistance from the Central Labor Council of Fresno, Madera, Tulare & Kings Counties but is not limited to only using them for assistance. The WIB can recruit labor representatives from any labor organization. Discussion held regarding staff researching which Madera industries would be represented by the two CSEA nominees. Board asked staff to gather information regarding obtaining labor representative which would accurately represent Madera County's current labor force.

Agenda items 5.1 and 5.2 tabled.

5.3 Approve extension of appointment for WIB Director Debi Bray, Private Sector, for the term of July 1, 2007 through June 30, 2010

5.4 Approve extension of appointment for WIB Director Bob Carlson, Private Sector, for the term of July 1, 2007 through June 30, 2010

Directors Debi Bray and Bob Carlson's three year term expires June 30, 2007.

Max Rodriguez motioned to approve extension of appointment for Directors Debi Bray and Bob Carlson, seconded by Terry Kershaw. Motion approved unanimously.

5.5 Ratify Kings View RSG In-School and Out-of-School 07-08 Youth Budget

RSG is currently working with an 18 month contract effective January 1, 2007 through June 30, 2008. The 18 month budget contract was due to the lack of information regarding allocations and budget reductions to youth budget. Hand out provided to illustrate youth budget. Youth budget reflects 60% Out-of-School and 40% In-School funding.

Debi Bray motioned to ratify Kings View RSG In-School and Out-of-School 07-08 Youth Budget, seconded by Sally Frazier. Motioned approved unanimously.

5.6 Approved Revised Supportive Services Policy

Staff does not have a finalized formatted policy to present to Board as of yet and would like to have the Board's input. The Supportive Service policy will not cut the dollar amount. Staff would like to revise the childcare contract with Action Agency due to lack of requests for childcare. The revised contract would draw back all funds except \$15,000 (approx.). Staff will still be able to do exceptions when necessary. Changes in policy include: no longer paying for clothing allowance. Policy would continue to cover costs of mandated uniforms and standardized dress with employer documentation. Policy provides for two uniforms but does not replenish uniforms; increase funds for books to a maximum \$1,500. The current limit is \$100; Mileage reimbursement will remain unchanged. Mileage is reimbursed on a daily rate schedule. Staff will look into options for clothing in order to vide information to clients. Staff will draft Supportive Services Policy and submit to the Executive Committee for approval and to the Workforce Investment Board for ratification.

5.7 Approve revised On the Job Training Policy

Staff had not drafted the On the Job Training Policy due to lack of information regarding allocations. OJT is currently at a maximum of \$1,800. Generally, try to get an \$8.50/hr. pay rate for participants. Because there is a shift to move toward Business Services, Employer need and response to the needs, staff would like to increase the OJT amount to \$2,500. In future, staff will do more trainings with OJT than with Individual Training Accounts (ITA). With the 2007-2008 allocations, staff will be able to do about 35 OJTs in Adult, 15 in Dislocated Worker, and 15 in Older Youth. Staff would like to draft On the Job Training policy and submit to the Board for approval.

5.8 Approve Revised Fiscal Monitoring Policy

Staff took the EDD Directive as the basis for the policy and recommend adopting it. The policy outlines the monitoring process and frequency of monitoring. Local Boards have the option to increase the monitoring but not decrease it.

Terry Kershaw motioned to approve the revised Fiscal Monitoring Policy, seconded by Debi Bray. Motion approved unanimous.

5.9 Approve revised Procurement Policy

Staff took the EDD Directive for Procurement as the basis for the Procurement Policy. This policy meets the minimum EDD guidelines for procurement of goods and services.

Debi Bray moved to approve the revised Procurement Policy, seconded by Christine Watts-Johnson. Motion approved unanimously.

5.10 Approve revised Income Eligibility Policy

Staff recommended tabling this agenda item and informed the Board that this policy will become a much larger issue in future as staff will come before Board with a request to remove the income eligibility requirement for services.

5.11 Ratify and/or approve revised Priority of Service Policy

The Priority of Service policy was revised to include veterans and approved by the Workforce Investment Board in March. The policy was again revised to include LVN, RN, Law enforcement and Firefighter and approved by the Executive Committee in April. Policy was also newly revised to include the industry clusters from the Occupations in Demand policy. Staff recommends the Board ratify the revised policy.

Hub Walsh moved to approve the revised Priority of Service policy, seconded by Terry Kershaw. Motion approved unanimously.

5.12 Approve ad-hoc committee for WIB Director Recruitment

Staff recommends approval and assistance in forming an ad-hoc committee to for WIB Director recruitment. The Madera County WIB is currently out of compliance with Private Sector directors. Discussion held regarding sector representation and nomination procedures. Debi Bray volunteered to participate in Ad-Hoc Committee. Kelly McManis and Robert Poythress will also participate in committee.

Max Rodriguez moved to approve Ad-Hoc committee, seconded by Hub Walsh. Motion approved unanimously.

5.13 Election of Chair and Vice Chair

The Workforce Development Board By-Laws state that the Board must have a Chair and Vice-Chair from the Private Sector. The Chair and Vice-Chair hold a two year term. Elections must be held during the last quarter meeting. The current WIB Chair and Vice-Chair have completed their two year terms.

Debi Bray nominated Bob Carlson for Chair and Carol Long for Vice-Chair; no further nominations received. Nominations approved unanimously.

6.0 Information Items

6.1 Update from CWA Quarterly Meeting

Attendees at the CWA (California Workforce Association) Quarterly Meeting were advised to be vocal and visible within the system. Governor has used 2.5 million of the discretionary monies for his Gang Initiative. That money will no longer be available. The CWIB Board has hired Barbara Halsey from San Bernardino. The CWA has compiled a position paper for re-authorization. It is not within Congress' frame of reference as of yet. CWA has asked Elaine, Madera WIB Executive Director, to join the CWA Executive Committee. The Madera Workforce Investment Board congratulated and thanks Elaine for her continued participation. Elaine will continue to take the Madera WIB's feedback, input, suggestion, and recommendations to the State board.

6.2 WIA/Wagner Peyser/TAA Integration

Madera County Workforce Investment Board office has been asked to participate in a project to integrate WIA, Wagner Peyser, and TAA (Trade Adjustment Act). This will result moving towards a fully integrated system with EDD (Employment Development Department) with a common customer pool, common database tracking, and functional supervision. Currently, Wagner Peyser requires every person who used Cal Jobs be enrolled. In future, the Madera One-Stop may move towards enrolling everyone which will negate the income eligibility for universal services. Income eligibility will still be attached to trainings. Universal services are those services available to all persons entering the One-stop such as services provided in the Resource Room: using the computer for Cal Jobs, assistance with resume, or using the FAX or public phones. These changes will cause a change in the One-Stop Customer Flow. The new integrated services will provide more one-one-on services/contacts to clients. Staff will bring all changes to customer flow to the Board as soon as it's developed.

6.3 Update on grants, project, events

We were notified that we did not get the WIRED money. No one in California will receive the Third Generation WIRED money. We still have not received word on High concentration of Eligible Youth grant. LVN and Maintenance Mechanics grants are moving forward. The 10 Maintenance Mechanics will graduate in August, 2007. A brief proposal was submitted to the Robert Woods Johnson Foundation for RNs. We will be notified if we must submit a full application; it will revert to the Peridim model. The Central Valley Collaborative will meet tomorrow, June 22, 2007, to discuss expenditures for the \$1 million. Discussion will include Workkeys and a regional Work Readiness Certificate that the eight counties will work with.

6.4 Budget update – 06/07 and 07/08

Hand-out provided. Hand-outs illustrate where the dollars are at and show that we've maintained some level of training. There is a local workforce region who on July 1st will start the fiscal year with zero training dollars.

6.5 Meeting schedule – 2007-2008

Hand-out provided with the 2007-2008 schedule for the Workforce Investment Board, the Executive Committee and the Youth Advisory Council.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

None

8.2 Staff

Staff is implementing a plan to have all visitors sign in when entering building. This will impact the Board as well as they will also need to sign in. Various issues such as domestic violence, frustrated clients and customers, etc. have caused staff to consider measures to ensure the safety of all Madera County Workforce Assistance Center employees.

9.0 Next Meeting

September 20, 2007 at 3:00 p.m.

10.0 Adjournment

Meeting adjourned by Vice-Chair Carol Long at 5:03 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

Executive Committee

July 26, 2007

MINUTES

PRESENT: Bob Carlson, Sally L. Frazier, Ed.D., Carol Long, Max Rodriguez, Hubert Walsh

ABSENT: Debi Bray, Robyn Smith

GUEST:

OTHERS: Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Rose Deleon

1.0 Call to Order

Meeting called to order by WIB Chair Bob Carlson at 3:00 p.m.

2.0 Public Comment

None

3.0 Introductions and Recognitions

3.1 Elaine introduced and thanked Rose Deleon who was substituting for Nicki Martin.

4.0 Consent Calendar

4.1 Approve Workforce Investment Board Minutes, June 21, 2007

Item 4.1 was pulled from agenda and will be brought before the Executive Committee on the next meeting's agenda.

5.0 Action Items

5.1 Approve Nomination of Tim Liermann, CSEA Labor Representative as new WIB Director

Mr. Liermann's information was first brought to the full WIB meeting in June. Mr. Liermann and an additional nomination were tabled at that time so that additional information regarding which labor sector Mr. Liermann would represent and the process with which the labor representatives were provided to the Board. In accordance with SB293, the Madera WIB must maintain a 15% representation from the Labor Sector. This requires a total of 3 Labor representatives on the Board. SB293 states that the local labor federations may nominate representative in order to maintain the 15% labor representative. In the absence of qualified nominations to the Board, at least 10% of the Board shall be comprised of labor representatives. After further discussion with the local labor federation nominating Labor representatives to the Madera WIB, the nomination for labor sector representatives was revised to reflect only Mr. Liermann. An additional labor representative representing an apprenticeship/trade program will be forwarded to the Board if possible.

Hub Walsh moved to approve nomination of Tim Liermann as new Labor Sector WIB Director, seconded by Max Rodriguez. Motion approved unanimously.

5.2 Approve Nomination of Stacy Nieto, Business Sector, as new WIB Director

Stacy Nieto, HR Director for Georgia Pacific which represents large manufacturing within Madera County, was nominated by the Madera Chamber of Commerce. Steve Mindt recommended Ms. Nieto's nomination. Hub Walsh recommended sending a thank you letter to Mr. Mindt for recommendation.

Max Rodriguez moved to approve Stacy Nieto's nomination as new Business Sector WIB Director, seconded by Sally L. Frazier. Motion approved unanimously.

5.3 Approve/Support the Implementation of the California Partnership/Central California Workforce Collaborative Grant Project

Staff is asking for the Committee's support for continued participation in and moving forward in an aggressive fashion in the next stage of the grant project. The grant project will change how we do business in future and staff would appreciate the support of the Committee and the Madera County WIB. The Partnership meets about every six weeks. The partnership is comprised of the eight Directors from the San Joaquin Valley WIBs from Kern Inyo to San Joaquin counties. The 2005 Executive Order from the Governor implemented the California Partnership for the San Joaquin Valley. The Partnership received a \$1 million grant that will be shared amongst the eight valley WIBs. The \$1 million dollars will be spent on Workkeys Assessment which has already been purchased through ACT. Workkeys will change how we do business with customers. All customers will be assessed in three areas: Applied Math, Reading for Information and Locating Information. These areas represent the three nationally recognized areas which employers have identified as the minimum requirements for hiring employees. A national scoring norm will also be used. Participants must score at appropriate levels for their employment in order to receive services and placement. Participants not meeting the scoring standards must remediate using WIN Solutions software which is aligned with the Workkeys assessment. Upon completing of Workkeys assessment for their chosen career, participants will receive a Regional Career Readiness Certificate. The certificate will contain the participant's scores and a definition of the scores on the back of the certificate. Madera County is scheduled to receive the Workkeys assessment within the next month. The grant will also provide for Employer Surveys will be sent to Madera County employers within the Manufacturing, Agri-business, Renewable Energy, Health, and Logistics industries in order to gain information as to what employer needs are. The information will be used to complete a gap analysis. Two additional items coming out of this project which Madera County employers will benefit from are two business intelligence tools called the Executive Pulse and the Connector. These tools can be used as resources for networking/connecting with other employers with Madera County and California.

Carol Long moved to approve/support the implementation of the California Partnership/Central California Workforce Collaborative Grant Project, seconded by Max Rodriguez. Motion approved unanimously.

5.4 Approve/Support the Madera County Local Workforce Investment Area as a "Learning Lab" for the State Integration Project

Madera County was the only Valley County asked to participate in the Learning Lab. This project will attempt to integrate the Wagner Peyser, the Trade Adjustment Act (TAA), and WIA programs. The integration project will create a common customer system, a common database, and functional supervision. There will be a total of eleven Learning Labs.

Hub Walsh moved to approve/support the Madera County Workforce Investment Area as a "Learning Lab" for the State Integration Project, seconded by Max Rodriguez. Motion approved unanimously.

5.5 Approve Budget 2007-2008 for Child Care Services

This reflects the budget with the Community Action Partnership of Madera County Resource and Referral for child care services. The budget reflects a reduced budget to approximately \$20,000. The budget has been reduced to meet actual expenditures. Resource and Referral services is in agreement with the proposed budget.

Sally L. Frazier moved to approve the 2007-2008 budget for child care services, seconded by Carol Long. Motion approved unanimously.

5.6 Approve Revised On the Job Training Policy

The revised policy was discussed at previous WIB meetings as staff worked through the budget. Staff is asking approval to increase on the job training reimbursement to employers from \$1800 to \$2500. With this increase, staff recommends on the job training be done on a sliding scale which will provide incentive for employers to pay higher hourly wages in order to receive an increased reimbursement for those wages. An OJT will not be done for anything below \$8. Positions paying between \$0.50 and \$0.99 above the current minimum wage will be eligible for a reimbursement amount of \$1800 with it scaling up from there. The Business Services Representatives have reported positive feedback to the revised policy from employers. The Policy will go into effect August 1, 2007.

Hub Walsh moved to approve the revised On the Job Training Policy, seconded by Max Rodriguez. Carol Long abstained. Motion approved by majority.

5.7 Approve Revised Supportive Services Policy

The revised Supportive Services Policy has increased the amount for textbooks that are required for trainings to \$1,500. The revised policy is also converting to a "cafeteria" style format whereby participants will have up to \$550 to pay for miscellaneous items such as uniforms, tools, safety equipment, testing fees, etc. The revised policy will no longer pay for any personal clothing. The policy will only pay uniforms or standardized dress as documented by employer. Employers notify staff of required items in writing within the supportive services request. WIB Directors suggest policy should include language that states items that are "not reimbursed". The mileage reimbursement component of the policy was not revised and remains unchanged. Child care assistance will remain in a limited capacity.

Hub Walsh moved to approve the revised Supportive Services policy, seconded by Max Rodriguez. Motion approved unanimously.

5.8 Approve Revised Self-Sufficiency Policy

Staff recommends approval of revised policy to include new criteria for Lower Living Standards Income Levels. The revised standards will allow more people to become eligible for services.

Sally L. Frazier motioned to approve revised Self-Sufficiency policy, seconded by Carol Long. Motion approved unanimously.

6.0 Information Items

6.1 Letter Campaign for Proposed WIA Funding Rescission

Hand-out provided of letter sent out in regards to a \$335 million rescission to the Workforce Investment Act funding. Staff believes that the House Appropriations Committee will approve the rescission but that it will be denied when it gets to Congress. Letters went out to the House Appropriations Committee members as well as our local legislators making them aware of what is happening to the local Workforce systems in their areas.

6.2 WIB Director Recruitment Status

Kathy McCory, Executive Director for Oakhurst Area Chamber of Commerce has expressed interest in joining the Madera County WIB. Her information will be brought to the Board in September. Debi Bray, WIB Director Recruitment Ad-Hoc Committee has provided an extensive list of potential Directors. The WIB required at least two additional Private Sector Directors to be in compliance.

6.3 LWIA Five Year Strategic Plan

The current Five Year Strategic Plan expired on June 30, 2007. No further guidance has been received from the State. Staff has notified the Madera County Board of Supervisors that no further information has been received at this time.

6.4 Update on Grants

The LVN grant is doing well. An issue recently surfaced when the Department of Labor who is funding the grant stated that they will not fund childcare and transportation costs. Madera County will cover some nominal costs out of WIA funds. The Manufacturing grant is also going well. There are 11 participants. Some adjustments were made to the schedule in order to accommodate the welding practicum. The graduation will take place the second week of August. Madera County was not awarded the High Concentration of Eligible Youth At-Risk grant. Madera County was not asked to submit a full proposal to the Robert Wood Johnson Foundation for a nursing grant. The foundation received over 200 concept papers but will only fund 8.

6.5 Update on Events/Project/ Conferences

Staff is moving forward with the Digital Divide Project which will provide a 4 unit computer class by the Madera State Center within the Madera County Workforce Assistance Center to eligible youth. Participants will be allowed to keep the computers upon successful completion of the class. Internet services will also be provided. The computers and internet services have all been donated. Robert Conal, Madera County IT Director, wrote the original business plan and research for the project. Elaine Craig attended her first CWA Executive Committee meeting. She received lots of good/interesting information. The Committee is looking into obtaining and funding a regional grant writer. The CWA Executive Committee has decided to participate in a campaign which will highlight the value of the Workforce System in our communities. The EDGE Campaign has recently hired a Coordinator and have received funds. Elaine will bring more information about the EDGE in future. Elaine was invited to participate in a WIB Tool Kit meeting in Sacramento that is being coordinated by the Space Authority through the WIRED money. Participants were asked to come together and provide input as to a Tool Kit that every California WIB would use. Staff attended the California Partnership Workgroup. Staff will bring information from the meeting to the Board in future. Staff was invited to participate with the Career Advancement Academy and the Business Education Advisory. Staff has obtained a new case management system called the Virtual One Stop by GEO Systems. The new system will work well with the new integration projects as it contains Wagner Peyser and WIA components as well as the capability to track TAA. It will utilize a "swipe system". All partner logos have been obtained and will be placed in the Workforce Development Office Executive Conference room as soon as possible. Staff has asked Board for recommendations as to sending a WIB, Private Sector director to the Meeting of the Minds conference in Monterey which will take place during the first week of September. No recommendations were received.

6.6 Flag Salute/Pledge of Allegiance

Elaine Craig recommends that a flag salute/pledge of allegiance be done before the Board meetings. Directors agreed to do the flag salute/pledge of allegiance at Board meetings in future.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Hub Walsh reports that there has been a proposal to reduce the Welfare to Work funding by \$140 million state wide.

8.2 Staff

9.0 Next Meeting

August 23, 2007 – 3:00 p.m.

10.0 Adjournment

Meeting adjourned by Chair Bob Carlson at 4:23 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

Executive Committee

September 27, 2007

MINUTES

PRESENT: Debi Bray, Bob Carlson, Carol Long, Max Rodriguez, Robyn Smith

ABSENT: Sally Frazier, Ed.D., Hubert Walsh

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Bob Carlson at 3:05 p.m.

1.1 Pledge of Allegiance/Flag Salute

Pledge of Allegiance led by Chair Bob Carlson.

2.0 Public Comment

None

3.0 Introductions and Recognitions

4.0 Consent Calendar

4.1 Approve Workforce Investment Board Executive Committee July 26, 2007

Bob Carlson moved to approve the Workforce Investment Board Executive Committee July 26, 2007 minutes, seconded by Max Rodriguez. Motion carries unanimously.

5.0 Action Items

5.1 Approve Resignation of WIB Director Edgar Perez, Central Valley Opportunity Center Representative

5.2 Approve nomination of Workforce Investment Board Director – John Jepson, Central Valley Opportunity Center Representative

5.3 Approve nomination of Workforce Investment Board Director, Business Sector – Kathy McCorry, Oakhurst Area Chamber

5.4 Approve resignation of Youth Advisory Council Member – Carlese Laurant, Youth Representative

- 5.5 Approve nomination of Youth advisory Council Member – Claudia Romero, Youth Representative**
- 5.6 Approve resignation of Youth Advisory Council Member – Amparo DeAnda, Educational Representative – Associate Superintendent of Educational Services, Madera Unified School District**
- 5.7 Approve nomination of Youth Advisory Council Member – Kathy Lopes, Educational Representative – Associate Superintendent of Educational Services, Madera Unified School District**

Elaine Craig stated that the Executive Committee and the Youth Advisory Council did not have their most recently scheduled meetings and so items 5.1 to 5.7 have come to the Board for approval. CVOC Representative, Edgar Perez has resigned and is being replaced by John Jepson. Kathy McCorry comes from the Oakhurst area as a business sector representative. Carlese Laurent, Youth Advisory Council, has moved to Fresno to pursue his education at Fresno State. Claudia Romero is replacing Carlese as a Youth Representative on the Youth Advisory Council. Amparo DeAnda, Educational Representative on the Youth Advisory Council has resigned and is being replaced by Kathy Lopes.

Debi Bray moved to approve action items 5.1 to 5.7 and have staff forward to Madera County Board of Supervisors for appointment, seconded by Robyn Smith. Motion carried unanimously.

- 5.8 Approve format and member changes to Madera Workforce Assistance Center Partner Committee/Meetings**

Staff asked that item 5.8 be tabled but provided a history of challenges being met at the Partner meetings which are held monthly. Representation has steadily decreased. The Partner meeting format was changed two years ago so that Managers didn't need to attend and deal with the day-to-day running of the Madera Workforce Assistance Center. Staff sent out an email to Executive Level One Stop partners asking them to attend the next Partner meeting in November. Staff have already received positive feedback from Partners about meeting attendance.

Item 5.8 tabled.

- 5.9 Approve Workforce Investment Board Chair signature on Central Valley Work Readiness Certificate**

Staff asks approval to use the Workforce Investment Board Chair's electronic signature on all the participant Work Readiness certificates. There is not a finalized Work Readiness certificate available but the finalized version is very close to being ready. All eight San Joaquin Valley Workforce Investment Board's logos will be on each certificate. Certificate will have a detailed explanation of the scores on the back and will be printed on heavy weight paper. The San Joaquin Valley Partnership grant is paying for 1,000 certificates. Each certificate will be printed with each participant's names, scores, and the Chair's signatures (if approved). Debi Bray suggested that Elaine Craig's, Workforce Investment Board Executive Director, signature be printed on the certificate as well.

Carol Long moved to approve using the Workforce Investment Board Chair and Executive Director's signatures on the Work Readiness Certificate, seconded by Robyn Smith. Motion approved unanimously.

- 5.10 Approve policy requiring remediation for Basic Skills Deficient participants**

Staff presented a draft policy that is aligned with having a better prepared workforce available in the community. Past practice has allowed participants to receive training, on-the-job training, subsidized supportive services, referrals to jobs, etc. based on other criteria even though they may have been basic skills deficient. Movement must be made towards putting rigor and a level of quality into the workforce system. Participants must demonstrate a minimum 9th grade level in reading and math in order to qualify for training services. Participants will have to remediate to bring their levels up in order to obtain training. Universal access services will still be available to anyone coming to the One Stop.

5.11 Approve policy requiring WorkKeys assessment and remediation to receive the Central Valley Work Readiness Certificate.

Staff presented a draft policy requiring participants to test out at the appropriate level in reading and math for the desired industry/job. Participants will not receive any OJTs from the Workforce Development Office unless they test at the appropriate level for the desired job. All participants will have access to remediation through WIN Solutions. WorkKeys is available in Spanish as well. Employers will also have the ability to designate their own required scores via a Profiling system where by a Workforce Development Office staff person, trained as a Profiler, will input the employers information into WorkKeys to obtain the minimum scores required for a referral to their company. Youth participating in the RSG program will also be required to participate in WorkKeys in order to qualify for referrals as adults.

Debi Bray moved to approve the draft policies for basic skills deficient participants and WorkKeys assessment as interim policies until the full Workforce Investment Board can ratify, seconded by Carol Long. Motion approved unanimously.

6.0 Information Items

6.1 Reauthorization and budget update

Reauthorization is still pending. There is a \$335 million rescission that has gone through the Appropriations and Budget Committee at the Federal level. The impact to California is approximately \$30 million to next year's budget. The Workforce Investment Boards are getting ready to participate in a significant letter campaign. A large amount of the rescission money is to be used for IDEA Special Education programs.

6.2 Integration Project Update

Project is moving forward. The State EDD and 12 learning labs, of which Madera is one, is looking to integrate all services related to WIA, Wagner Peyser, and Trade Adjustment Act. Implementation target date for project is July 2008. Elaine Craig attending information meetings and will keep the Board updated as she receives information.

6.3 New case management system – Virtual One Stop

Staff is currently in training for the new case management system. The new system will help facilitate all of the changes. WorkKeys, Wagner Peyser, and the Trade Adjustment Act components are already embedded into it. The program is web-based which allows participants and employers to use anytime from anywhere they have access to a computer by going to www.maderacountyworks.com. The new system will be live and available on October 8, 2007. Once registered, each participant will receive a scan card and will subsequently use the scan card to self-register themselves every time they visit the One Stop.

6.4 Update on Central California Workforce Collaborative Project

WorkKeys and WIN Solutions remediation is being paid for by the \$1 million dollar grant. The WorkKeys and WIN Solutions was budgeted into next year's budget for sustainability. The employer survey is moving forward. There will be public service announcements made and letters will be going out to every employer in the county asking for them to respond to the survey. The purpose of the survey is to gather information for a gap analysis to determine what employer needs are related to training and services. Executive Pulse is being used by the Workforce Development Office Business Services Unit. This will allow the Business Services unit to build employer profiles.

6.5 Update on additional labor representative to the Madera Workforce Investment Board

Staff have not received information for an additional labor representative to the Madera Workforce Investment Board. Staff is working on getting information and a representative for one of Madera's identified industries and sectors per the Workforce Investment Board's request.

6.6 Update on Local Workforce Area Plan

We have been granted another one year extension for Local Workforce Area Plan. This is the third extension. Staff will be bringing to the Madera County Board of Supervisors for approval in October.

6.7 Update on grants/projects

Tracie Scott-Contreras, Manager, has put together a Rapid Response application for approximately \$224,000. If funded, the grant will essentially pay for business services. The Manufacturing grant is complete. 10 out of 11 participants graduated or were provided with a certificate of completion. The 2nd cohort for the LVN grant will start at the Madera Center on January 15, 2008. The Madera County Workforce Development Office will be selecting the next cohort. Staff is meeting with the Higher Education Consortium to bring a College Place concept in Madera. Nick Benjamin from the Housing Authority believes he may have a location that would accommodate the concept. The College Place could not be held within the One Stop because it needs to be available in the evening hours and on the weekends. The College Place would make an area available for those families or anyone interested in obtaining information in a non-traditional location. The College Place will bring in mentors and young people who are paid interns to provide information and resources related to advance education. Staff will be involved in the Career Advancement Academy. It is a grant that the colleges received that addresses basic skills deficiencies using a career ladder model.

5.1 Discuss holiday Workforce Investment Board and Executive Committee meetings

The next Executive Committee meeting is scheduled to take place on Thanksgiving Day. Members and staff elected to cancel the Executive Committee meeting with the understanding that if there is any urgent business, the Committee could hold a special meeting. The next regularly scheduled Workforce Investment Board meeting is scheduled for December 20, 2007. Staff emphasized how important it is to have the meeting but will check with Directors to check on their availability. If Directors not available, staff will reschedule to January.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Robyn Smith stated that "Weekend in the County" in Mariposa County was taking place on the weekend. It is an Ag/Nature tourism event. More information is available at mariposacountyagventures.com. Carol Long stated that she will not be retiring from her position at Certainteed. She has postponed her retirement for two years and accepted a promotion to Human Resources Manager. Max Rodriguez stated that the End of the Trail BBQ was being held in the evening. Madera County just approved a large development in Madera Ranchos. He also reports that he attended a Homeless meeting and people asked the County how they can help the community.

8.2 Staff

None

9.0 Next Meeting

December 27, 2007 at 3:00 p.m.

10.0 Adjournment

Meeting adjourned at 4:27 p.m.

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

YOUTH ADVISORY COUNCIL

December 5, 2007

MINUTES

PRESENT: Susan Arteaga, Debi Bray, Sally L. Frazier, Ed.D., Cyndia Gray, Maria Juarez, Gwendolyn Palmer, Ernie Perez, Claudia Romero, Robyn Smith

ABSENT: Ozzie DeLuna, Kathy Lopes, Harry Nabors, Linda Rodriguez, Olga Saucedo-Garcia, Rachel Vasquez-Moy

GUEST: David Hernandez, Jennifer Parker, Eugene Bell

OTHERS: Tracie Scott-Contreras, Jessica Roche, Nicki Martin

1.0 Call to Order

Meeting called to order by Chair Robyn Smith at 3:33 p.m.

1.1 Pledge of Allegiance

Pledge of Allegiance led by Chair Robyn Smith

2.0 Public Comment

None

3.0 Introductions and Recognitions

Claudia Romero and Kathy Lopes were introduced as the newest appointed Youth Advisory Council members. David Hernandez, Madera Unified School District, and Jennifer Parker attended to gather information for Kathy Lopes and Olga Saucedo-Garcia, who were unable to attend.

4.0 Consent Calendar

4.1 Ratify Youth Advisory Council Minutes, June 6, 2007

Susan Arteaga moved to ratify the June 6, 2007 Youth Advisory Council Minutes, seconded by Maria Juarez. Motion approved unanimously.

5.0 Action Items

5.1 Ratify Final 2007-2008 RSG Youth Program Budgets

The 2007-2008 RSG Youth Program Budgets were scheduled to be reviewed at the September 5, 2007 Youth Advisory Council Meeting but there was not a quorum so the budget is being presented at this time. The ratio for the budget is different than what the Council had originally recommended. The actual ratio is 45/55 for In-school and Out-of-school youth. The recommended ratio had been 40/60. There was an overall budget reduction of approximately 20%.

Ernie Perez moved to ratify the 2007-2008 RSG Youth Program Budgets, seconded by Maria Juarez. Motion approved unanimously.

5.2 Ratify Resignation(s) and New Youth Advisory Council Member(s)

Amparo DeAnda and Carlese Laurent have resigned from the Youth Advisory Council. Kathy Lopes will assume the representation of Madera Unified in Ms. DeAnda's place. Carlese Laurent has moved to Fresno to pursue his studies at Fresno State. Claudia Romero has applied as a Youth Representative to the Council. Claudia is currently an RSG Peer Support Worker.

Deb Bray moved to ratify resignations and new Youth Advisory Council members, seconded by Sally L. Frazier, Ed.D. Motion approved unanimously.

5.3 Approve 2007-2008 RSG Youth Program Budget Adjustments

Staff asks for approval of mid-year budget adjustments which involve moving money around between line items and internal budget transfers. The Workforce Development Office fiscal staff has reviewed the adjustments with the program operator. There are no increases or decreases to the overall budget.

Susan Arteaga move to approve the 2007-2008 RSG youth program budget adjustments, seconded by Ernie Perez. Motion approved unanimously.

5.4 Approve California Gang Reduction, Intervention and Prevention (CalGRIP) SFP

Staff was recently notified that the Governor's office has released a competitive solicitation for his 15% discretionary funds which target gang reduction, intervention, and prevention programs for WIA eligible youth. Staff has met with Kingsview staff who are taking the lead with the proposal to augment their current services. Plans are to coordinate with the Probation department, the STOP program, the Police department as well as with Behavior Health services to target youth who are gang involved, gang affiliated, or are at risk of gang involvement.. The proposal is due to the State on January 4, 2008. Kingsview staff will be working on the proposal over the next few weeks to make sure it is submitted in a timely manner. The maximum award for this grant would be \$400,000 which would require an in-kind match. This proposal centers on a younger population of 14-15 year olds. The proposed program will use the existing RSG curriculum. The program would be available to participants after school.

Debi Bray moved to direct staff to move forward with the development of a proposal for the Governor's 15% CalGRIP funds, seconded by Susan Arteaga. Motion approved unanimously.

6.0 Information Items

6.1 2006-2007 Final Participant and Expenditure Summary

Staff reviewed final participant and expenditure summary for 2006-2007. No unexpected items presented themselves. Staff will not get the final performance information until approximately March or April of 2008.

6.2 RSG In-School and Out-of-School Program Progress Report

Eugene Bell provided an update on In-School and Out-of-School programs. RSG is currently operating at 5 sites: North Fork at Chawanakee Academy, Enterprise Secondary School, Pioneer Technical Center, Chowchilla and the Madera One Stop. There are currently 50 new enrollments for the In-school youth program. Staff has held off of enrolling paid-work experience so as to make work experience funds available for the summer program. The Service Academy which was previously a contracted item with the Fresno Training Institute will now be held through the Madera Center. This makes it more cost efficient. The Academy will start with 15 to 16 students beginning on January 21, 2008.

6.3 Update on RSG Youth Connect Project

Youth Connect is a program that came about using a grant obtained through Chukchansi that allowed RSG to partner with Madera Center to provide IS10, Basic Keyboarding, and IS12, Intro to Computers, at the Madera County Workforce Assistance Center. Chukchansi provided \$20,000 through the grant. The Madera Rotary also provided an additional \$2,500. Both classes are 1 semester each. The grant will allow participants to keep the computers upon completion of the courses. Some students participating in the classes are still in high school and are earning college credits from the courses. A graduation dinner will be taking place on December 18, 2007 at 5:15 p.m.

6.4 Youth Success Stories

Maria, a former Out-of-School program participant was placed in a doctor's office through the work experience program. She has been hired by the doctor's office and is also participating in the computer classes offered by RSG.

6.5 Youth Council Member Recruitment

Staff is seeking representation from the apprenticeship field as well as any other community member who may be interested in serving on the Council. Tracie met someone at the Madera Center from the division of apprenticeship standards who expressed interest in joining the Council and an application packet was mailed to that person.

6.6 RSG Donation to Victim's Services

As October was Domestic Violence Prevention Month, the RSG program did a community service project aimed at collecting donations from local salons and spas for hair cuts, make-overs, etc. for the victims services program. They collected over \$900 in certificates. Eugene Bell stated that new Council member Claudia Romero was instrumental in collecting the donations. All youth involved in the project were given certificates of appreciation from the victim's services program.

6.7 Update on Reauthorization and Budget

Reauthorization is still pending. There have been some discussions but nothing formal has been passed. There was discussion regarding a Workforce Improvement Act but it did not make it out of Committee. Next years Workforce Investment budget is not looking good. Currently, there is a 2% rescission pending from DOL as well as a proposed rescission which would affect next year's funding. Staff will keep Council updated.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Susan Arteaga stated that RSG presented at the State CALWORKS conference in San Diego. RSG Staff presented a 90 minute workshop on Youth Engagement and the Madera RSG program.

8.2 Staff

None

9.0 Next Meeting

March 5, 2008 at 3:30 p.m.

10.0 Adjournment

Debi Bray moved to adjourn meeting at 4:13 p.m., seconded by Ernie Perez. Motion carried unanimously.

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

Agenda Item 4.5

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify Nomination for New WIB Director, Labor Representative

Recommendation:

Recommend ratification of the nomination of Mr. Tim Liermann, California School Employees Association representing Labor Sector to the Madera County Workforce Investment Board.

Summary:

In accordance with SB293 the WIB is mandated to have 15% representation from labor which requires three Directors representing labor. SB293 provides for that labor representation to come from nominations from local labor federations. We currently have one Director. At the last WIB meeting, staff brought for consideration two labor representatives as nominated by the local Labor Council but both were from CSEA. The WIB requested staff to determine if we could have representation from those industries most accurately depicting the economy and industry of Madera County. Contact has been made with the local Labor Council and a replacement is being sought from the apprenticeship/trades area. Mr. Liermann's nomination was approved by the Executive Committee on July 26, 2007 and his appointment was approved by the Madera County Board of Supervisors on October 2, 2007.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 4.6

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify Nomination of Business Sector, WIB Director

Recommendation:

Recommend ratification of Ms. Stacey Nieto, Human Resources Manager for Georgia Pacific as a WIB Director representing Private/Business Sector.

Summary:

Ms. Stacey Nieto is employed as the Human Resources Manager for Georgia Pacific, a large manufacturing business in the City of Madera. We have been attempting to have representation from the manufacturing industry on the WIB as it is an industry/sector identified both by the California Partnership and the WIB as an occupations in demand and a high wage/high growth area. Ms. Nieto's nomination was approved by the Executive Committee on July 26, 2007 and her appointment was approved by the Madera County Board of Supervisors on October 2, 2007.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 4.7

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify Nomination of WIB Director – Business Sector

Recommendation:

Recommend ratifying the nomination of Ms. Kathy McCorry, Executive Director, Oakhurst Area Chamber of Commerce representing Private/Business sector to the Madera County Workforce Investment Board.

Summary:

WIA mandates that LWIB's have majority representation from the business sector. The Madera County WIB is currently out of compliance with this mandate and Ms. McCorry's nomination and ultimate appointment by the Madera County Board of Supervisors will assist in reaching that majority representation. Based on the current numbers of Directors, we will need an additional two members and staff are aggressively recruiting. However, as we replace other Director positions, which increases our total number of Directors, we will have to incrementally increase business sector. Ms. Mccorry's nomination was approved by the Executive Committee on September 27, 2007 and her appointment was approved by the Madera Board of Supervisors on October 2, 2007.

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

Agenda Item 4.8

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify Resignation of WIB Director – Edgar Perez, CVOC

Recommendation:

Recommend ratifying the resignation of WIB Director Mr. Edgar Perez, Central Valley Opportunity Center from the WIB.

Summary:

Mr. Perez represented a mandated partner for WIA Title I Programs on behalf of the Central Valley Opportunity Center. His resignation was tendered due to a change in duties and a replacement has been named. Mr. Perez's resignation was approved by the Executive Committee on September 27, 2007.

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

Agenda Item 4.9

Consent **Action** **Information**

TO: **Madera County Workforce Investment Board**

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

DATE: **December 20, 2007**

SUBJECT: **Ratify Nomination of WIB Director – Mandated Partner**

Recommendation:

Recommend ratifying the nomination of Mr. John Jepson, Planning Director, Central Valley Opportunity Center as a Madera County Workforce Investment Board Director representing a mandated partner for WIA Title I Programs.

Summary:

WIA mandates that LWIB's have representation from specific partner agencies. Central Valley Opportunity Center operates WIA Title 1 Programs for Migrant Seasonal Farm Workers. Mr. Jepson replaces Mr. Edgar Perez who resigned due to a change in duties. CVOC maintain staff representation within the One Stop and contributes financially. Mr. Jepson's nomination was approved by the Executive Committee on September 27, 2007 and his appointment was approved by the Madera County Board of Supervisors on October 2, 2007.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 4.10

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify Resignation of Youth Advisory Council Member

Recommendation:

Recommend ratifying the resignation of Carlese Laurent, Youth Representative to the Youth Advisory Council.

Summary:

Carlese Laurent resigned from the Youth Advisory Council due to a commitment to continue his college education. The WIA mandates that the Youth Advisory Council has representation from eligible youth and Claudia satisfies that requirement. Carlese's resignation was approved by the Executive Committee on September 27, 2007.

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

Agenda Item 4.11

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify Nomination of Youth Advisory Council Member

Recommendation:

Recommend ratifying the nomination of Ms. Claudia Romero, a Youth Representative to the Youth Advisory Council.

Summary:

WIA mandates that the Youth Advisory Council have representation from eligible youth. Ms. Romero replaces Carlese Laurent who resigned due to school commitments. Ms. Romero's nomination was approved by the Executive Committee on September 27, 2007 and her appointment was approved by the Madera County Board of Supervisors on October 2, 2007.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 4.12

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify Resignation of Youth Advisory Council Member

Recommendation:

Recommend ratifying the resignation of Amparo DeAnda, Associate Superintendent of Educational Services at Madera Unified School District – Education Representative from the Youth Advisory Council.

Summary:

Ms. DeAnda has resigned due to a re-assignment of duties and is to be replaced by Ms. Kathy Lopes whose nomination comes before the Executive Committee for approval. Ms. Lopes is the new Associate Superintendent of Educational Services at Madera Unified School District and will represent Education on the Youth Advisory Council. This satisfies the WIA requirement for the Education sector. Ms. DeAnda's resignation was approved by the Executive Committee on September 27, 2007.

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

Agenda Item 4.13

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify Nomination to the Youth Advisory Council

Recommendation:

Recommend ratifying the nomination of Ms. Kathy Lopes, Associate Superintendent of Educational Services at Madera Unified School District representing Education sector as a Youth Advisory Council Member.

Summary:

With the resignation of Ms. Amparo DeAnda from the Youth Advisory Council due to a reassignment of duties, Ms. Lopes has been nominated by the Madera Unified School District Superintendent as a Youth Advisory Council member representing Education sector. Ms. Lopes' nomination was approved by the Executive Committee on September 27, 2007, ratified by the Youth Advisory Council on December 20, 2007 and her appointment was approved by the Madera County Board of Supervisors on October 2, 2007.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 4.14

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify Final 07-08 RSG Youth Program Budgets

Recommendation:

Recommend ratifying final 07-08 RSG Youth Program budgets which were approved by the Youth Advisory Council at their regularly scheduled meeting on December 5, 2007.

Summary:

The budgets were scheduled for final review and approval at the Youth Advisory Council's September meeting but lacked a quorum. The final budget depicts a ratio somewhat different than what the Council had originally recommended which was 40% In School and 60% Out of School. The budget is actually 45% In School and 55% Out of School. There was a 20% reduction to the youth allocations also reflected in these budgets.

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

Agenda Item 4.15

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify 07-08 Child Care Services Budget

Recommendation:

Recommend ratification of the 07-08 Child Care Services Budget with the Community Action Partnership Agency Resource and Referral for child care supportive services.

Summary:

The budget reflects a reduced budget to approximately \$20,000. This budget is due in part to the continued decrease in WIA formula dollars but also actual expenditures experienced over the last several years.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 5.1

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify/Approve Revised On the Job Training Policy

Recommendation:

Recommend ratification of the revised On the Job Training policy which was approved by the Executive Committee at their regularly scheduled meeting on July 26, 2007.

Summary:

Staff, over the last year, have brought to the WIB all current policies for review and possible revision, as well as newly developed policies, due to fiscal and program changes. The On the Job Training policy had been previously discussed with the intent to change the subsidized amount from the \$1,800 maximum amount to a sliding scale of up to a maximum of \$2,500. WIA allows up to 50% of a participant's wages to be paid with no mandate on the maximum amount allowed to be reimbursed to the employer. Given the focus of business services and a demand driven system, staff revised and brought to the Executive Committee for their approval on July 26, 2007 the policy implementing the sliding scale as follows: An OJT will not be done for less than \$8 an hour and as the hourly wage increases in increments it raises the reimbursement amount to a maximum of \$2500.00.

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

Agenda Item 5.2

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify/Approve Revised Self Sufficiency Policy

Recommendation:

Recommend ratification of the revised Self Sufficiency policy which was approved by the Executive Committee at their regularly scheduled meeting on July 26, 2007.

Summary:

Staff, over the last year, have brought to the WIB all current policies for review and possible revision, as well as newly developed policies, due to fiscal and program changes. The Self Sufficiency policy has had the most recent Lower Living Standard scale revised and added to it for compliance with WIA mandates: This revision to the standard will allow more customers to become eligible for services.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 5.3

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify/Approve Revised Supportive Services Policy

Recommendation:

Recommend ratification of the revised Supportive Services policy which was approved by the Executive Committee at their regularly scheduled meeting on July 26, 2007.

Summary:

Staff, over the last year, have brought to the WIB all current policies for review and possible revision, as well as newly developed policies, due to fiscal and program changes. There was much discussion between staff and the WIB related to the Supportive Services policy and the need for revisions. The following revisions were approved by the Executive Committee on July 26, 2007: Increased the amount for textbooks required for training to \$1,500. The policy also converts to a "cafeteria" style wherein participants can access up to \$500.00 for miscellaneous items such as tools, uniforms, testing fees, etc. upon eligibility and approval. Personal clothing for interviews will no longer be covered. The mileage reimbursement amounts remain the same and while child care is also still an option it has been significantly decreased due to budget restrictions and is approved on a case by case basis.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 5.4

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Approve Revised Supportive Services Policy

Recommendation:

Recommend approval of the revised Supportive Services policy adding the requirement for proof of vehicle registration and vehicle insurance or liability for mileage reimbursement.

Summary:

Staff, over the last year, have brought to the WIB all current policies for review and possible revision, as well as newly developed policies, due to fiscal and program changes. In addition to the revisions already ratified/approved by the Executive Committee and the WIB, staff determined that mileage reimbursement was being provided without any confirmation that the participant had the legally required current registration and insurance/liability. Line staff will be required to see these documents and record it in the participant's case file without having to copy and retain for the record. This will be a one time effort for due diligence. If the participant is unable to provide these documents for viewing, mileage reimbursement will be denied.

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

Agenda Item 5.5

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Approve Revised Procurement Policy

Recommendation:

Recommend approval of the revised Procurement policy adding language specific to cost/price analysis.

Summary:

Staff, over the last year, have brought to the WIB all current policies for review and possible revision, as well as newly developed policies, due to fiscal and program changes. During a recent EDD monitoring visit, it was strongly recommended that we add specific language related to cost/price analysis. Essentially this section in the policy, found as an attachment to this agenda packet, requires staff to perform a cost or price analysis in connection with every procurement action, including contract modifications

Financing:

Workforce Investment Act of 1998

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

Agenda Item 5.6

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify/Approve Participation in Job Service/WIA Integration Project

Recommendation:

Recommend approval for the Madera Local Workforce Investment Area to participate as a Learning Lab in the Job Service/WIA Integration project which was approved by the Executive Committee at their regularly scheduled meeting July 26, 2007.

Summary:

Information on this project has been discussed at previous Executive Committee and WIB meetings. Madera is the only Central Valley WIB invited to participate in this project. We are one of 12 Learning Labs. There have been several meetings throughout the state in the last 6 months to determine the viability and feasibility of this project specific to Madera as well as the remaining WIBs and staff recommended to the Executive Committee for approval, and formal support, of this project which will integrate WIA and EDD Wagner-Peyser (Job Service and Exchange) services for the participants. While there are still many and varied nuances and challenges surrounding this project, staff recommended and received approval from the Executive Committee on July 26, 2007 to continue to participate in this project. There will be a presentation from Dennis Petrie, Director of the EDD Workforce Development and Services Division on January 29, 2007 in the Executive Conference Room. Two sessions will be available – one from 9-11 am and the other from 1-3 pm. We have invited, and encourage, all partner agencies to attend and respectfully extend the invitation all WIB Directors.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 5.7

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Approve Partner Meeting Format Changes

Recommendation:

Recommend approval of the changes to the format and participation of the monthly One Stop Partner Meetings and direct staff to report out on the status of these meetings at the quarterly WIB meetings.

Summary:

The Partner Meetings and its format and participation had been discussed informally with the Executive Committee but staff had indicated their intent to have a "special" partner meeting in November wherein Executive level management was invited. This was accomplished on November 14, 2007 with a significant response from partner agencies. After much discussion with those present there was a consensus that those Managers/Directors would commit to monthly meetings beginning in January 2008 so as to re-engage in the One Stop system. Daily operation issues would still be handled with the partner agency front line supervisors either through email, direct face to face or, if needed, meetings. The monthly Partner Meetings would become more strategic and in response to the myriad of impending, projected and actual changes to the fiscal and program status of the One Stop system.

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

Agenda Item 5.8

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify/Approve Signatures for Central Valley Work Readiness Certificate

Recommendation:

Recommend approval for the WIB Chair and WIB Executive Director signatures on the Central Valley Work Readiness Certificate.

Summary:

At the regularly scheduled meeting of the Executive Committee on September 27, 2007 it was approved to have the WIB Chair as well as the Executive Director of the WIB sign the Central Valley Work Readiness Certificate which was implemented on October 1, 2007.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 5.9

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

**SUBJECT: Ratify/Approve Basic Skills Requirement for Training and/or Referrals to
Employers Policy**

Recommendation:

Recommend approval of the Basic Skills Requirement for Training and/or Referrals to Employers Policy which was approved at the regularly scheduled meeting of the Executive Committee on September 27, 2007.

Summary:

Staff, over the last year, have brought to the WIB all current policies for review and possible revision, as well as newly developed policies, due to fiscal and program changes. While the Executive Committee approved for staff to implement this policy in September it was with some hesitation and asked that staff bring data, as well as facilitate discussion, with the full WIB to determine if the policy has had a positive impact within the system since it is such a radical change to the requirements for customers to move through the process. Staff will provide data and feedback at the WIB meeting.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 5.10

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify/Approve Central Valley Work Readiness Certificate Policy

Recommendation:

Recommend approval of the Central Valley Work Readiness Certificate policy which the Executive Committee approved at their regularly scheduled meeting on September 27, 2007.

Summary:

Staff, over the last year, have brought to the WIB all current policies for review and possible revision, as well as newly developed policies, due to fiscal and program changes. This policy requires all participants to take the WorkKeys assessment in order to receive the Central Valley Work Readiness Certificate in order to be referred to either training or employer referrals for jobs. If they do not successfully attain the required scores for their chosen job or career path in Applied Math, Reading for Information and Locating Information, they must remediate. WIN Solutions remediation software has been purchased and is available to participants. It is also in alignment with the WorkKeys assessment content. Staff will provide data and feedback at the WIB meeting.

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

Agenda Item 5.11

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Approve Letting a Youth RFP for 08-09 Program/Fiscal Year

Recommendation:

Recommend approval for staff to let a Request for Proposal for 08-09 Youth Program Provider..

Summary:

Staff is requesting to let an RFP in January 2008 in preparation for the 08-09 fiscal and program year for the In School and Out of School Youth provider(s). If approved, this will give staff enough time to put together the RFP packet, advertise and mail, receive and review Staff will ask the Youth Advisory Council to for members to participate in this process through an ad-hoc committee as was done for the last RFP process. This is being recommended so as to remain in compliance with the process for procurement but also to allow timely opportunity for any agencies who would consider submitting a proposal for youth programs.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 5.12

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Approve Nomination for Labor Representative WIB Director

Recommendation:

Recommend approval of the nomination of Mr. Gerald Zumwalt – Business Manager International Brotherhood of Electrical Workers (IBEW) to the Madera County Workforce Investment Board representing Labor Sector and authorize staff to forward to Madera County Board of Supervisors for appointment.

Summary:

In accordance with SB293 local WIBs are required to have 15% composition of local labor representatives. This required Madera to increase their numbers by two but when staff brought two representatives both representing School Employees, it was requested that one of them represent a trades sector in order to have a more diverse representation of the County. Mr. Zumwalt meets that request and staff respectfully approval of this nomination bringing the Madera WIB into compliance with SB293.

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

Agenda Item 5.13

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Approve Extension of the Local Workforce Investment Area Plan

Recommendation:

Recommend approval of the one year extension to the Madera County Local Workforce Investment Area plan.

Summary:

The local plan expired on June 30, 2006 but we did receive guidance from the state for several months. Ultimately, we were directed to submit a one year extension which was required to be submitted initially in October and then extended to November. Because we had all MOU's properly executed and signed with partners and were able to revise the plan to align with current fiscal and program status, we were able to comply with the 30 day public notice requirement and submit the plan to the Board of Supervisors within the initial required date and subsequently received BoS approval on October 16, 2007. This was done without WIB approval, and is allowed by the state mandate in order to comply with the deadline date, but must be approved by the WIB with the minutes submitted to the state for confirmation of this approval.

Financing:

Workforce Investment Act of 1998

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

Agenda Item 5.14

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

**SUBJECT: Approve Application of Training Provider to the Eligible Training Provider
List (ETPL)**

Recommendation:

Recommend approval of the application submitted by Timberline Education Center LLC to be added to the ETPL as a training provider for Construction Estimator and Building Inspector certified training programs.

Summary:

Training providers who wish to be reimbursed with WIA dollars for participant's attending their institution must receive approval for any and all programs they offer for those participants. Staff have determined that the appropriate accreditation is in good standing as well as performance outcomes related to successful completion of programs and entered employment.

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

Agenda Item 5.15

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

**SUBJECT: Approve Application of Training Provider to the Eligible Training Provider
List (ETPL)**

Recommendation:

Recommend approval of the application submitted by Reedley College/Madera Center to add the additional certified training programs of Criminology and Medical Office Administration to the ETPL.

Summary:

Training providers who wish to be reimbursed with WIA dollars for participant's attending their institution must receive approval for any and all programs they offer for those participants. Staff have determined that appropriate accreditation is in good standing as well as performance outcomes related to successful completion of programs and entered employment.

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

Agenda Item 5.16

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: December 20, 2007

SUBJECT: Ratify/Approve Development of Proposal for CalGRIP SFP

Recommendation:

Recommend approval for staff to develop a proposal in response to an SFP for California Gang Reduction Intervention Project (CalGRIP) funds.

Summary:

These funds are from the Governor's initiative around at risk youth/young adult population for gang involvement. This particular SFP is WIA money and thus requires compliance with all WIA mandates for eligibility, performance measures and reporting to the state JTA system. Staff intend to develop the proposal with WDO as the administrative and fiscal agent if funds are received but sub-contracted out to Kingsview RSG as the provider of direct services to the identified population.

Financing:

Workforce Investment Act of 1998