

# MADERA COUNTY WORKFORCE INVESTMENT BOARD

**March 22, 2007  
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) 662-4600***

## **AGENDA**

***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.

### **1.0 Call to Order**

### **2.0 Public Comment**

This time is made available for comment from the public on matters within the Board's jurisdiction. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes and only one speaker per subject matter.

### **3.0 Introductions and Recognitions**

### **4.0 Consent Calendar**

- 4.1 Approve Workforce Investment Board Meeting Minutes, January 18, 2007

### **5.0 Action Items**

- 5.1 Approve At-Risk Youth Proposal
- 5.2 Approve Request for Transfer of Funds from Dislocated Worker to Adult
- 5.3 Approve Resolution for National Association of Workforce Development Professionals Month
- 5.4 Approve Contract for Manufacturing Technician Training with Merced, Stanislaus, and San Joaquin Counties
- 5.5 Approve Contract for LVN Training with Merced and Stanislaus Counties

5.6 Approve Contract with Merced for Transfer of Dislocated Worker Monies

5.7 Approve WIB Policies

- Audit Requirements
- Eligible Training Providers List
- Individual Training Account
- Nondiscrimination and Equal Opportunity
- Program Income
- Self-Sufficiency Determination
- Technical Assistance Guide
- Audit Resolution
- Grievance & Complaint Proc.
- Letter of Support
- Occupations in Demand
- Recovery of WIA Tuition & Training Refunds
- State Required Surveys of Dislocated Workers
- Workers Displacement Prohibition
- Debt Collection
- Incident Reporting
- Limited English Proficiency
- Priority of Service
- Selective Service Registration
- Supportive Services

**6.0 Information Items**

6.1 Update on Various Grants

6.2 Youth Recruitment Commercials

6.3 Upcoming WIB Elections, June 2007

6.4 Form 700

6.5 WIB Director Ethics Training

6.6 Madera County Computer Project

6.7 Update on EDGE Campaign

6.8 Update on Central Valley Workforce Investment Boards' MOU

6.9 Update on 2007-2008 Budget

6.10 Small Business Resource Manual

6.11 Update of Status on WIB Mission, Vision, Values, Goals, & Credo Statements

**7.0 Written Communication**

**8.0 Open Discussion/Reports/Information**

8.1 Committee Members

8.2 Staff

**9.0 Next Meeting**

June 21, 2007

**10.0 Adjournment**

# MADERA COUNTY WORKFORCE INVESTMENT BOARD

January 18, 2007

## MINUTES

- PRESENT:** Bob Carlson, Sally L. Frazier, Ed.D., David Hernandez, Terry Kershaw, Ed.D., Carol Long, Debbie Macias, Kelly McManis, M. J. Nabors, Terry Nichols, M.S., Max Rodriguez, Rosemary Rusca, Beverly Scott, David Spengeman, Sherri Vogel, Hubert Walsh, Christine Watts-Johnson, Maxine Yocum
- ABSENT:** Nick Benjamin, Debi Bray, Dave Ingram, Bobby Kahn, Rebecca Mendibles, Edgar Perez, Robert Poythress, Tara Ryan
- GUEST:** Amparo DeAnda, Gwendolyn Palmer, Ernie Perez, Linda Rodriguez, Maria Salas, Robyn Smith
- OTHERS:** Elaine Craig, Gail Lopez, Jessica Roche, Nicki Martin, Lucia Berlin

### 1.0 Call to Order

Meeting called to order by Chairperson Bob Carlson at 11:40 a.m.

### 2.0 Public Comment

None

### 3.0 Introductions and Recognitions

Chairperson Bob Carlson invited everyone to introduce themselves.

### 4.0 Consent Calendar

- 4.1 Ratify Executive Committee Minutes, October 26, 2006
- 4.2 Approve Executive Committee Minutes, December 7, 2006
- 4.3 Ratify New Workforce Investment Board Director, Private Sector, Robert Poythress
- 4.4 Ratify New Workforce Investment Board Director, Private Sector, Kelly McManis
- 4.5 Ratify New Youth Advisory Council Member, Amparo DeAnda
- 4.6 Approve new Youth Advisory Council Member, Olga Saucedo-Garcia
- 4.7 Ratify Kings View RSG Proposal for In-School and Out-of-School Youth Services
- 4.8 EDD Lease Agreement

*Elaine reviewed status of Kings View contract. Currently, Kings View is working under a letter of extension until their contract is renegotiated and finalized. The new contract will be in effect from January 1, 2007 to June 30, 2008. Elaine requested that Kings View's proposal for In-School and Out-of-School youth services be ratified.*

*The sublease with Employment Development Department was placed on the consent calendar because it is a continuing contract not a new contract. The sublease has been in negotiations for approximately two years. EDD has been operating under a month to month basis during that time.*

*Maria Salas moved to approve consent items 4.1 to 4.8, seconded by M.J. Nabors. Motion carried unanimously.*

## **5.0 Action Items**

### **5.1 Department of Rehabilitation Lease**

*Department of Rehabilitation is now a paying partner in the One Stop. We have negotiated with the Department of Rehabilitation a term of January 1, 2007 to June 30, 2008. They will be paying in proportion to cubicle office space that staff will occupy.*

*M.J. Nabors moved to approve Department of Rehabilitation lease, seconded by Beverly Scott. Motion carried unanimously.*

### **5.2 Possible Revisions to WIB Mission, Vision, Values, Goals, & Credo Statements**

*GOALS: Last updated in September, 2005. At the time, staff indicated that they would continue to review them and take back to WIB for review as well as update accomplishments. Hand-out provided with possible revisions noted as bulleted items. Staff propose introducing a statement in the Mission statement regarding Business Services. Discussion held regarding including Business Services into the Mission statement. VISION AND CORE VALUES: Discussion held as to possible revisions to statements and definitions of current statements. Currently, Core Values mirrors Character Counts. Christine Watts-Johnson suggested using Studer Group's Hardwiring Excellence book for suggestions as to developing the WIB Mission statement. GOALS: Directors propose writing the goals in such a way as would allow each goal to be measured. Elaine proposed that there be a system by which goals can be measured or scored and brought back to the WIB on a regular basis throughout the year. The performance measure would also be a way to measure goals. Directors suggested changing wording in first goal to read "To provide services to job seekers by preparing, training, and educating a quality workforce WITH the necessary skills and attitudes required by local employers". Hub Walsh suggested the Credo should be revised to reflect more of a business focus. Discussion held regarding remainder of goals. Max Rodriguez spoke regarding some concerns he was made aware of by customers when customers come to the One-Stop. Elaine reviewed process customers follow when they enter the One-Stop.*

*Hub Walsh moved to have staff bring forward recommendations, suggestion and observations for the Mission, Vision, Values, Goals & Credo Statements to the Board, seconded by M.J. Nabors. Motion carried unanimously.*

### **5.3 WIB Policies**

*Staff are working on bringing forward all policies by which the Board should provide local guidance. These policies are built from EDD Directives and/or Department of Labor Technical Guidance letters. In researching policies, staff discovered that some policies are not written or in place. Some policies were outdated and should be reviewed to reflect current environment, funding, and economic health in the community. Staff researched the most current EDD Directives to compare against current existing One-Stop policies. The research has provided staff a good opportunity to organize and ensure the quality of local policies. Staff was hoping to be able to bring policies to Board for review and approval but feels that the policies are not ready to be presented. Staff provided a copy of the Audit Resolution policy and asked Board to consider format for all WIB local policies. Formatting would include a numbering system. Staff will also keep track of policies on a log. Elaine reviewed formatting on Audit Resolution with Board as an example of what all policies would look like. Elaine requests approval to bring forward format revisions and recommendations in regards to the policies. Staff will bring forward policies for approval a few at a time to the Executive Committee for approval and eventually to the full WIB for ratification. However, some policies like the Individual Training Account policy, which have already come before the WIB and noted in the meeting minutes but have not been built out. The ITA policy went before the Board and was approved with a reduction to the cap. The cap was set at \$3,500. Staff recommends that the \$3,500 remain the same. Staff also recommends that the length of*

time for training be decreased from 2 years to 1 year. Hub Walsh expressed concern over the time limit. Elaine clarified that there would be exceptions built into all policies that are reasonable. Staff recommends that Supportive Services funds be converted to a "cafeteria" style fund with a limit of \$1,000 to use towards job needs. Staff would like to bring all policies to next WIB meeting in March. Discussion held regarding policy formatting. Directors suggest removing the To: and From: from the policy format. It is possible that there may be some policies that would be built around Madera County Office of Education directives instead of EDD directives because they are more stringent. Directors requested that staff also provide examples of scenarios as to the process of obtaining training. Staff is preparing to bring Occupations in Demand Policy. Staff will provide Labor Market information regarding occupations in demand. It would be staff's intent to bring as many, if not all, necessary policies to the next WIB meeting in March.

M.J. Nabors moved to approve the current format style of policy and procedures and allow staff to research, seconded by David Hernandez. Motion carried unanimously.

#### 5.4 WIB Director Ethics Training

EDD Directive provided stating that all Board members including Youth Advisory Council members must attend Ethics Training. There has been discussion regarding wording within the directive pertaining to the use of the word "compensation" which can be interpreted in different ways. EDD has directed that all WIB Board members must complete Ethics Training. Any previous trainings attended which meet the EDD criteria will be accepted as proof of completion of training. All trainings must have been 2 hours long and given by an attorney. Directors also have the option to go the Fair Political Practices website at <http://www.fppc.ca.gov> and complete an approved web training. Staff will set up computers in Workforce Development Office Executive Conference room for those Directors who do not have access to a computer to complete online training. Directors must provide proof of Ethics training by March 1, 2007.

Christine Watts-Johnson moved to approve WIB Director Ethics Training and provide proof of training by March 1, 2007, seconded by Beverly Scott. Motion carried unanimously.

## 6.0 Information Items

### 6.1 Reauthorization

Reauthorization is still pending. Department of Labor is trying to go through a rule-making regulatory process to get WIA reauthorized. Received very informative information at the last CWA Board of Directors' meeting in December. Good information for WIA and Health and Human services. Infrastructure funding for the One Stops system is being considered.

### 6.2 January 25, 2007 WIB Executive Committee Meeting

Elaine proposed that because of the WIB retreat taking place so close to the January 25, 2007, the Executive Committee meeting be canceled for January.

### 6.3 Form 700

Elaine reminded all Directors that all Directors must complete and turn in the Form 700. The form is available online at the Fair Political Practices website at <http://www.fppc.ca.gov>. If the form has been previously completed for another entity, Directors must do an addendum to include the Workforce Investment Board. All Form 700 forms are due to the County Clerks office by April 1, 2007.

### 6.4 WIB Director Term Dates

Two Workforce Investment Board Directors are terming out. Bob Carlson and Debi Bray are terming out in June 30, 2007. Bob Carlson has expressed interest in remaining active on the Workforce Investment Board. Any newly elected Director must be from the Private Sector. Elaine asked that anyone interested in running for the position of Workforce Investment Board Chairperson contact the Workforce Development Office. Staff will bring the nominations to the March Workforce Investment

*Board meeting as an action item. Directors wanted confirmation of Bob Carlson, current Chair, term dates.*

#### 6.5 Budget Update

*Elaine provided hand out to with budget information and advised that staff would provide clarification for any questions and concerns. Director Beverly Scott requested the numbers of those customers who entered the One Stop and left without completing the process. Elaine clarified that participants are not turned away. The One Stop provides Universal Access to all who enter. Discussion held regarding process participants go through to get services. Staff is ready to transfer 50% of the Dislocated Worker funding to the Adult funding stream.*

#### 6.6 Update on Various Grants

*Workforce Development Office was awarded a \$1.85 million grant for LVNs along with Merced and Stanislaus County. Workforce Development Office was one of four in California to receive this grant with the State Center as the training provider along with Merced College and Modesto Junior College. Staff attended a meeting with community colleges at Fresno City College. They are working on a Career Advancement Academy. Academy money; Chancellor money. It will work with basic skill deficiencies in reading, writing and math. Staff working with their solicitation for proposal. Six college sites and the local Workforce Investment Boards will collaborate for the grant. The grant is \$1.666.666 a year for three years. Four outstanding grants: Veterans, Manufacturing Maintenance Mechanics, RNs and Populations with Barriers, have not yet been awarded. Madera Workforce Investment Board collaborated with Merced, Stanislaus, and San Joaquin County WIBs for the four grants. Director Max Rodriguez informed Board that he and the Madera County IT Director are coordinating a free computer training program for anyone interested. Site has not been identified. He would like to collaborate with counties. He will bring more information regarding the program to Elaine. Workforce Investment Board had approved a transfer of \$150,000 from the Dislocated Worker funding stream to Merced County because Madera County residents were moving to Merced County. Merced County has picked up 13 participants and provided training services and have gotten them employment. Merced County has expended most of the transferred funds. The Small Business Resource Manual will be a great product. The Manual is comprised of information gathered from various small business workshops presented by the Madera County Workforce Development Office. The Manual will be provided in English and Spanish. It is being funded through Rapid Response money. Thielen and Associates will disseminate the information as well as mail it to those businesses who requested a copy. Contract with the Economic Development Commission to partner with them to go out to businesses for the purposes of business retention and lay-off aversion and expansion is moving along nicely. High Concentration of Youth Project ended on December 31, 2006. The project provided services, workshops and paid work experience to 24 foster youth.*

#### 6.7 San Joaquin California Partnership

*Staff provided a workbook to Directors. Workbook contains all background information, Action Plans and Strategic Plan as to how San Joaquin California Partnership will meet its goals and objectives. Partnership will be formalizing proposal for the \$1 million awarded. Proposal will include items such as Workkeys and a Connectory.*

#### 6.8 MOU Between the San Joaquin Valley Workforce Investment Boards

*The Higher Education and Workforce Development group would like to use the Workforce Investment Boards as the vehicle by which the workgroup is done. Staff will bring forward an MOU that will be all 8 county WIBs so that they can partner and conduct business under an MOU. There has not ever been a formalized consortium. Meetings have been informal to date.*

#### 6.9 Possible Community Forum

*Staff would like to discuss hosting and sponsoring a Community Forum under the umbrella of the Madera County Workforce Investment Board. The particulars as to how to accomplish a forum is open for discussion. The Madera county Workforce Investment Board could bring economic development to the table, have a panel of employers and experts from economic development and workforce or divide by industry sectors. Staff will bring information to Workforce Investment Board in future.*

7.0 Update on Madera County Workforce Assistance Center Partner Meetings

*Staff would like to have a facilitated Partner meeting whereby a consultant would be brought in from the Employment Training Network for a fee in order to attempt to move along the One Stop system, its philosophy and its partnering. Staff would like the management level staff attend the facilitated meeting. Directors asked if the Partners thought they needed a facilitated meeting. Director Linda Rodriguez, One Stop Partner, commented that it would help keep thing focused and moving along.*

**7.0 Written Communication**

None

**8.0 Open Discussion/Reports/Information**

8.1 Committee Members

*Director M. J. Nabors commented that the WIB Retreat was a good meeting.*

8.2 Staff

*None*

**9.0 Next Meeting**

*March 15, 2007 (subsequently changed to March 22, 2007)*

**10.0 Adjournment**

*Meeting adjourned at 3:33 p.m.*