

MLJT Board of Directors

Amador Co: Supervisor Lynn Morgan
Mariposa Co: Supervisor Marshall Long
Tuolumne Co: Supervisor Randy Hanvelt
Calaveras Co: Supervisor Chris Wright
MLWIB Chair: Michelle Watkins

**MOTHER LODGE JOB TRAINING
BOARD OF DIRECTORS****Meeting Agenda****Monday, August 29, 2016****(9:00 a.m. – 12:00 p.m.)****Mother Lode Job Training****197 Mono Way, Suite B, Sonora CA 95370****Questions: (209) 533-3396 – Jeff Dickason****CALL TO ORDER AND ROLL CALL****PUBLIC COMMENT**

The Mother Lode Job Training Board of Directors welcomes public comments. A member of the public may comment on agenda items or any item that is within the subject matter jurisdiction of the Board, even though subject matter may not be on the agenda. The Chair will limit the time allocated to each individual public speaker to no more than five (5) minutes.

ACTION ITEMS

- A1:** Acceptance of the April 18, 2016 meeting minutes
- A2:** Closed Session – The Mother Lode Job Training Board of Directors will Conduct Interviews of Candidates for Executive Director of Mother Lode Job Training in compliance with safe harbor provisions of the Ralph Brown Act and Government Code §54957.

Open Session – Report at the conclusion of closed session
- A3:** Amendment to Mother Lode Job Training Policy 345 Personal Time Off (PTO)
- A4:** Authorization to enter into contracts based on results of Request for Proposals for Health Career Awareness and Health Literacy Workshop Services
- A5:** Authorization to enter into contracts for the annual Single Financial Audit of Mother Lode Job Training

INFORMATION ITEMS

- I1:** 2016 Meeting Calendar
- I2:** 2017 Meeting Calendar

NEXT MEETING: Monday, October 17, 2016 from 10:00 a.m. to 12:00 p.m.**ADJOURN**

MATERIALS SUPPORTING ACTION ITEMS

A1: Acceptance of the July 18, 2016 ML BOD meeting minutes.

MLJT Board of Directors

Amador Co: Supervisor Lynn Morgan
Mariposa Co: Supervisor Marshall Long
Tuolumne Co: Supervisor Randy Hanvelt
Calaveras Co: Supervisor Chris Wright
MLWIB: Chair Rosetta Bannwarth

**MOTHER LODE JOB TRAINING
BOARD OF DIRECTORS**



Meeting Minutes

**Monday, July 18, 2016
(10:00 a.m. – 12:00 p.m.)
Mother Lode Job Training
197 Mono Way, Suite B, Sonora CA 95370**

CALL TO ORDER AND ROLL CALL

In the absence of the chair and vice-chair and with the consent of the membership M Long called the meeting to order at 10:25 a.m. M. Eiserer completed roll call and a quorum was determined to be present.

Board Members Attending	Others Present
Amador County: Lynn Morgan	Jeff Dickason, Executive Director
Mariposa County: Marshall Long	Vicki Long, Tuolumne Manager
Calaveras County: Chris Wright	Mark Eiserer, HR/Program Analyst
ML WIB Chair: Rosetta Bannwarth	
Board Members Absent	
Tuolumne County: Randy Hanvelt	

PUBLIC COMMENT

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M Long asked for public comment and there was none. M Long asked that the record reflect the arrival and contribution to the quorum of the Mother Lode Board of Directors of Vice-Chair C Wright at 10:27 a.m.

A1: Acceptance of April 18, 2016 MLBOD meeting minutes.

Action: M Long asked that the minutes be amended to reflect a motion by M Long on item A.3. A motion to accept the minutes of the Mother Lode Board of Directors as amended was made by L Morgan with a second by R Bannwarth. Motion carried (4-1-0).

A2: MLWIB Membership

LEO Agreement: *“The Board shall appoint members to the WIB in accordance with Section 117 of the [Workforce Investment] Act.”*

Consideration of approving WIB membership changes including:

M1: Resignations None
M2: Appointments None

M3: Extensions None

Action: The report on changes to the membership of the Mother Lode Workforce Board was accepted by consensus of the ML BOD.

A3: WIOA Planning and Implementation Benchmarks

J Dickason presented a WIOA planning and implementation time line and benchmarks based on the latest information and direction from the state of California Workforce Investment Board and Employment Development Department. J Dickason reviewed the time line and when each item would be required to be in place.

Action: The report on WIOA planning and implementation benchmarks was accepted by consensus of the ML BOD.

A4: MOU Update/Approval

M Eiserer informed members of the MLBOD regarding process used to develop a memorandum of understanding (MOU) among required one-stop system partners, and provided highlights of the content of the draft MOU including a recommendation from counsel to delete the last line of the paragraph in the Hold Harmless. Indemification/Liability section of the agreement. M Eiserer accepted and responded to questions from members, and advised members that action related to the MOU could be taken at this meeting or carried over to the next.

Action: Motion by M Long with a second by L Morgan to accept and approve the MOU as recommended by counsel. Motion carried (4-1-0).

A5: Authorization to negotiate and enter into leases.

J Dickason presented information regarding existing and projected lease costs at the current service delivery location in Calaveras County and projected costs for alternate locations and asked for authorization to move forward with lease negotiations and to finalize a lease at one of the alternate locations. Members discussed lease costs, locations and preferences. C Wright noted a desire to have the service center remain in San Andreas and also the need to consider costs and availability of space in making the final decision of where to locate.

J Dickason also presented costs and options for lease space in Mariposa County and requested permission to renew the existing space lease in the Mariposa Counth Health Services Center.

Action: Motion by L Morgan with a second by R Bannwarth to authorize the Executive Director to finalize lease negotiations and to enter into a leases in Calaveras and Mariposa counties. Motion passed (4-1-0).

A6: PY2016-17 Budget Update and Grant and Contract Approvals

J Dickason presented an update to the preliminary PY2016-17 budget explaining that resource projections had been revised based on changes to formula allocations and

the unanticipated award of grant and contract fund. J Dickason described changes to resources and requirements, answered questions related to the award of new grant and contract funds, and discussed the use of a projected budget surplus with ML BOD members. Members asked the options for the programming of surplus funds be developed for consideration at the October meeting.

Action: Motion by L Morgan with a second by M Long to accept the budget update and to authorize the Executive Director to accept new grant and contract awards and to move forward with the programming of these funds in accordance with grant and contract applications and requirements. Motion passed (4-1-0).

A7: Policy Updates and Approvals

J Dickason discussed WIOA and the need for policy updates and changes including the need to establish policy related to competitive procurement of services, grant and contract monitoring and corrective action. J Dickason explained that the unanticipated receipt of competitive grant funds and the requirement that the services described in the response to the grant solicitation be competitively procured has created the need to establish interim policy to provide for the procurement and subsequent grant monitoring and corrective action activities. M Eiserer presented two draft interim policies to provide for this need and accepted questions from ML BOD members.

Action: Motion by L Morgan with a second by M Long to accept and approve the interim policies as presented supporting service procurement, contract monitoring, corrective action and appeals. Motion passed (4-1-0).

A8: Executive Director Recruitment

J Dickason presented a time line and plan for the recruitment of a new Executive Director. Members discussed and articulated a desire to hire sufficiently early that there will be overlap with the new and the current Executive Director including provision of an orientation to the agency and local area and on-going support and assistance for the new Director by having the current Director be on call and available on-site or by phone while using accumulated leave leading into his planned retirement date of December 16, 2016. Members agreed to respond to a Doodle poll regarding their availability to conduct final interviews of candidates in late August or early September.

Action: Members accepted the recruitment plan, time lines and transition plan by consensus.

A9: Executive Director's Report

J Dickason provided a report on activities of the Executive Director and the Agency, and discussed accomplishments and challenges of the organization, WIOA transition and fielded questions from members

Action: Members accepted the report by consensus.

INFORMATION ITEMS

I1: 2016 Meeting Calendar:

J Dickason presented the 2016 meeting calendar to members.

NEXT MEETING

Members were reminded that the next meeting of the Board is scheduled for Monday, October 17, 2016 from 10:00 a.m. to 12:00 p.m.

ADJOURN

C Wright thanked members for their time and attention, and adjourned the meeting at 12:00 p.m.

A2: Executive Director Recruitment

Action: Conduct final interviews of candidates in support of the recruitment of a new Executive Director and determine next steps in the recruitment and hiring process.

Discussion:

The current Executive Director notified the Mother Lode Job Training Board of Directors of his intent to retire in December 2016. At their April meeting the Mother Lode Job Training Board of Directors (MLJT BOD) approved recruitment materials and time lines, and provided direction to staff supporting the recruitment of a new Executive Director.

The recruitment was posted on May 1, 2016 and was initially scheduled to close on June 16, 2016. The recruitment was widely advertised in the San Francisco Chronicle, Sacramento Bee, Modesto Journal, Union Democrat, and on Career Building, CalJOBS and other electronic media. A review of applications on June 16th showed a low response, and the recruitment was extended and reposted for an additional two weeks.

Based on Board action at their April 2016 meeting and action to extend the recruitment, the time line was modified, as follows:

- a. May 1 Post Job Announcement
- b. June 30 Extended posting based on low initial response
- c. July 5 Applicant packets to Screening Panel
- d. July 8 Screening Panel returns rankings
- e. July 11 Screening Panel coordinates to select for interviews
- f. August 17 Screening Panel conducts initial interviews
- g. August 29 ML BOD conducts final interviews
- h. September 1-8 Reference checks on finalist
- i. September 1-8 Job offer accepted extended and finalized
- j. October 3 On-Board new staff

A3: Amendment to Mother Lode Job Training Policy 345 Accrual and Usage of Personal Time-Off (PTO)

Action: For the purposes of providing for on-call technical assistance and support for the newly hired Executive Director, amend section K of Mother Lode Job Training Policy 345 (Paid-Time Off (PTO)) to allow for extended leave of the current Executive Director leading into his retirement date of December 16, 2016.

Discussion:

Section K of Mother Lode Job Training Policy 345 – Personal Time Off currently limits the consecutive use of PTO hours to four weeks. To provide for the planned over-lap between and on-call support and technical assistance to the new Director from the current Director, the limits in section K should be waived in this specific instance. As previously requested by the Board of Directors, resources are sufficient and have been budgeted in the PY2016-17 adopted budget to provide for this support.

A4: Authorization to enter into contracts based on results of Request for Proposals for Health Career Awareness and Health Literacy Workshop Services

Action: Authorize Mother Lode Job Training to procure and enter into a contract for the purposes of providing for the delivery of grant services in accordance with the grant solicitation and the grant application and award.

Discussion:

The grant application specified a partnership with Health-Lit-Now a 501(c)(3) that has been successfully delivering Health Literacy and Career Awareness workshops with Tuolumne County schools (k-12) for the past year or so. When queried whether specifying the partnership and roles and responsibilities in the delivery of program services in the response to the grant solicitation was sufficient or whether procurement of these services is required, state EDD staff responded that procurement is required. Subsequently Mother Lode Job Training staff developed, publicized and release a request for proposals for the delivery of Health Literacy and Career Awareness Workshops for (K-12) schools in Tuolumne and Calaveras counties. The solicitation was publicized and released on July 29th and closed on August 12th.

A recommendation from staff regarding the award of funds will be brought to the August 17th Mother Lode Board of Directors meeting.

A5. Authorization to enter into a contract for the Annual Single Financial Audit of Mother Lode Job Training

2015-2016 Program Year Single Audit

A request was sent to three CPA Firms and they were asked to rebid the proposal for this past program year which just ended. All three firms have experience auditing agencies such as Mother Lode job Training and are experienced with WIA funding and regulations.

Morse Wittwer and Sampson completed the 2013-14 and 2015-16 Annual Single Financial audits of Mother Lode Job Training and recently merged with Moss Adams LLP. Moss Adams LLP is also used by the Stanislaus Allianc, located in Modesto, for their WIA/WIOA funds. Moss Adams LLP is the staff recommendation for the 2015-16 Annual Audit.

Moss Adams LLP
Morse Wittwer and Sampson merged with them
265 East River Park Circle, Ste 110
Fresno, CA 93720
(559) 389-5700

INFORMATION ITEMS:

I1: 2016 Meeting Calendar



2016 Board Meetings

197 Mono Way, Suite B
Sonora, CA 95370
Phone: (209) 533-3396
Fax: (209) 533-1079

MLJT Board of Directors Meetings

Workforce Investment Board Meetings

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If you require reasonable accommodation in order to participate in any of these meetings please contact Vicki Long, 72 hours in advance, at **(209)588-1150**

I2: 2017 Meeting Calendar



2017 Board Meetings

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Sonora, CA 95370
Phone: (209) 533-3396
Fax: (209) 533-1079

MLJT Board of Directors Meetings

Workforce Investment Board Meetings

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