



MEETING MINUTES

Mother Lode Job Training Governing Board

Monday, July 20, 2020 (10:00am)
Via Teleconference Only (No physical location)

<https://zoom.us/j/83788593610>

Phone audio: (669) 900-9128 | Meeting ID: 837 8859 3610

1. CALL TO ORDER

1.1. Roll call / Establish quorum

BOD Member	Present	Absent
Anaiah Kirk	X	
Frank Axe (<i>Vice Chair</i>)	X	
Ben Stopper	X	
Marshall Long (<i>BOD Chair</i>)	X	
Tyler Newton	X	
Staff Members		
Dave Thoeny	X	
Amy Torres	X	
Kelly Smith	X	
Lisa Edwards	X	

2. PUBLIC COMMENTS

None

3. CONSENT CALENDAR

All items under the Consent Calendar are considered routine and will be approved in one action without discussion. If a Board member requests that an item be removed from the Consent Calendar or a citizen wishes to speak on an item, the item will be considered under Action Items.

3.1. Accept the May 21, 2020 meeting minutes
 Minutes accepted, (M) B.Stopper, (S) F.Axe, ayes carried.

4. ACTION ITEMS

4.1. Approve the 2020-21 Plan Year Budget
2020-21 Plan Year Budget Approved, (M) F. Axe, (S) B.Stopper, ayes carried.

5. INFORMATION/DISCUSSION ITEMS

5.1. RFQ for Moss Adams
A RFQ was ran for an Audit and Moss Adams was the only respondent. MLJT will add an action item at next BOD meeting to pre-approve using Moss Adams for audits in the future.

5.2. Operations Report (Amy Torres)

- Funding Report

Amy Torres introduced Lindsay Macon, MLJT's new Project Analyst. Amy then gave an overview of MLJT's Formula funds (3 grants): Adult, Dislocated Worker and Youth. She shared that MLJT has had a \$23,100 increase in funding for Dislocated Worker funds (\$1,074,085 for 2020 vs. \$1,050,985 in 2019). Next, Amy and Lisa shared the agency's business funds (2 grants): Rapid Response and Layoff aversion. Lisa shared that the funding for Rapid Response increased by double (\$606,805 for 2020 vs. \$307,286 in 2019). Lisa then notified the board of three new COVID Grants: COVID-19 Impacted Individuals, COVID Employment Recovery NDWG and COVID DW Rapid Response Additional Assistance (\$885,000).

- COVID Response

Amy updated the board on MLJT's response to COVID-19. Service delivery with customers has been primarily remote. Remote services have allowed for more personalized assistance, such as video calls 1-on-1, phone appointments and e-mail. COVID has also helped to bring more self-guided services, such as online info and applications, digitization, and e-signatures. In addition, COVID has streamlined MLJT's outreach techniques with newsletters via email blasts, press releases, Facebook and Twitter. Amy updated the board on recent changes to staff and remote work. With 4 offices located across the Mother Lode, COVID has allowed for staff to telework and work together with innovative solutions. MLJT has utilized equipment for telework such as laptops, signature pads, headsets, videocams and smartphone apps. As a result, there has been an increase in the usage of digital software and tools such as Microsoft Teams, Zoom, SharePoint, and OneNote. The necessity to use these tools has increased the agency's capacity to serve (3,000-4,000 served annually. >15,000 served in Q4 alone, UI-related), distance learning and staff's skills during the transformation.

5.3. Directors Report (David Thoeny)

Dave announced that the lease for the Calaveras office has been signed and will be in effect for 6 years. He then shared that the goals for PY 2020 include focused outreach, operational impact and expanded capacity.

6. NEXT MEETING

- 6.1. 2020 Meeting Dates – Third Monday of the 1st month of the quarter:
Monday, October 19, 2020 (10:00 am)

7. ADJOURN Meeting

