



MEETING MINUTES

Mother Lode Job Training Board of Directors

Monday, October 16, 2017 10:00am

1. CALL TO ORDER

1.1. Roll call / Establish quorum

Meeting called to order at 10:00; Roll call taken - quorum present.

1.2. Introduction of guests

D. Thoeny introduced Amy Thompson, Fiscal Manager, and the new HR Manager, Jamie Leigh

1.3. Approval of agenda

Agenda approved as-is

(M) M. Long (S) M. Oliveira

2. CONSENT CALENDAR

2.1. None

3. PUBLIC COMMENTS

None

4. ACTION ITEMS

4.1. Approve October 12, 2017 Meeting Minutes

Minutes approved – (M) M. Long (S) Frank Axe 4-1-0 ayes carried

4.2. Approve MOU Phase-II partner agreement

L. Yanni/ D. Thoeny addressed the board on this matter and explained how it identifies our partners that are co-located at the comprehensive center as well as non co-located partners, and also describes the infrastructure and service delivery costs for Tuolumne County at this time. The other affiliated sites will need to be completed next year.

(M) M. Long (S) M. Oliveira 4-1-0 ayes carried

4.3. Approve FMLA policy revision

J. Leigh/D. Thoeny addressed the board on the FMLA policy revision. Jamie explained that our current employee policies cover all other mandated leaves needed. In addition, the agency has a personal leave policy that covers the employee for an additional 30-day leave. Jamie explained to the board the risk exposure to an agency this size to have an employee out for an extended time. Dave has also been in contact with Tuolumne County HR and they agree to this revision. Question was asked about current employees that are already on FMLA and were assured that the agency will allow the leave till the end date.

FMLA policy revision approved and will take place immediately.

(M) M. Oliveira (S) M. Long 4-1-0 ayes carried

4.4. Approve personnel classification and wage scale revision

D. Thoeny/J. Leigh addressed the board on this matter. Dave explained to the board that at the last meeting staff was instructed to review and bring back a wage scale revision. Jamie explained the process she used to review and revise the salary schedule, ensure salaries were fair and competitive, consider relationships between job classes for natural progression, and then shared her recommended adjustments and revisions.

New classification and wage scale revision was approved effective 11/1/17

(M) M. Long (S) F. Axe 4-1-0 ayes carried

4.5. Approve 2017-18 budget

D. Thoeny/L. Yanni addressed the board on this matter. PY 17/18 budget was given to the board and

explanation and discussion followed. Dave shared with the board how we have been able to bring in additional funding, so the agency is not just dependent on WIOA Formula funds. Bringing in these additional funds allows the agency to become more relevant within our communities and provide more services. L. Yanni assured the board that there are always opportunities for additional funds and gave some examples. The current budget at this time has \$117,252 in reserve. Dave gave some suggestions including business outreach, marketing, or adding more OJT services to the budget. Staff has been instructed to bring back recommendations to the next meeting on how this reserve will be used. Budget approved (M) M. Long (S) F. Axe 4-1-0 ayes carried

5. INFORMATION/DISCUSSION ITEMS

5.1. Executive Director report

D. Thoeny gave his report to the board. Dave shared some projects that the agency is working on as well as some exciting partnerships that have been created.

5.2. Board member report(s)

R. Hanvelt commented on the Strategic Planning meeting last week and asked if the facilitator had any comments. Dave shared that facilitator was very impressed with the group and the interaction that took place. Compliments were made to the facilitator.

6. NEXT MEETING

6.1. Monday, January 15, 2018 10:00am

Was noted that this date is a Holiday; Dave will reschedule meeting to 1/29/18.

7. ADJOURNMENT

Meeting adjourned at 11:50am