



MEETING AGENDA

Mother Lode Job Training Board of Directors

Monday, January 23, 2017 (10:00am - 12:00pm)
Mother Lode Job Training Career Center
197 Mono Way, Suite B, Sonora, CA 95370

1. CALL TO ORDER

- 1.1. Roll call / Establish quorum
- 1.2. Introduction of Guests

2. Approval of Agenda (Nov. 17, 2016)

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. *Any Consent Calendar items need to move to Action Items?*
- 3.2. Accept the November 17, 2016 meeting minutes

4. PUBLIC COMMENTS

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 for each individual public speaker to no more than five (5) minutes.

5. ACTION ITEMS

- 5.1. Local Board Assurances
- 5.2. Career Services Application
- 5.3. Update JPA from WIA to WIOA
- 5.4. Update BOD & WDB By-Laws from WIA to WIOA

6. INFORMATION/DISCUSSION ITEMS

- 6.1. Operations report (Executive Director)
 - 6.1.1. Performance
 - 6.1.2. Facilities - 5 days/week, Calaveras lease - new, Mariposa lease - revised
 - 6.1.3. HR – new Deputy Director
 - 6.1.4. Marketing – Facebook sites, Jobs Site, Radio
- 6.2. Central Sierra Economic Development District (Executive Director)
- 6.3. Update to One-Stop Operator RFP (Executive Director)
- 6.4. Revise Incumbent Worker Training policy (Executive Director)
- 6.5. Update to Five-year plan, MOU Phase-II (Deputy Director)
- 6.6. Amador Probation contract (Career Center Manager)

7. EXECUTIVE DIRECTOR/STAFF COMMENTS

8. NEXT MEETING: Monday, April 17, 2017

8.1. Future Agenda Items/New Business

9. ADJOURNMENT

**Mother Lode Job Training
Board of Director Meeting Minutes
November 17, 2016**

Members	Present	Absent
Randy Hanvelt	X	
Marshall Long	X	
Lynn Morgan	X	
Chris Wright		X
Michelle Watkins	X	
Staff	Present	Absent
Dave Thoeny	X	
Vicki Long	X	
Amy Torres	X	

1. CALL TO ORDER

Meeting called to order by Chair R. Hanvelt, roll call taken by V. Long quorum present

2. PUBLIC COMMENTS: None

3. CONSENT CALENDAR

3.1. Any Consent Calendar items need to move to Action Items? **NONE**

3.2. Accept the October 17, 2016 meeting minutes

Minutes Accepted (M) M. Long (S) M. Watkins ayes carried

4. ACTION ITEMS

4.1. Approve and sign the Phase-I MOU

D. Thoeny addressed the BOD on this matter

MOU approved (M) M. Long (S) L. Morgan ayes carried

4.2. Approve the MLJT Cost Allocation Plan

D. Thoeny addressed the BOD on this matter

Cost Allocation Plan approved (M) L. Morgan (S) M. Long ayes carried

4.3. Approve a monthly stipend for Executive Director outreach

D. Thoeny addressed the BOS on this matter:

Executive Director to receive a \$400/month community outreach stipend, commencing November 1, 2016, calculated as follows:

Monthly stipend	\$400
Income taxes	(\$100)
1 business networking event/month	(\$100)
1 individual meal/week (4x\$15)	(\$60)
1 hosted meal/week (4x\$35)	(\$140)

Stipend approved (M) M. Long (S) L. Morgan ayes carried

4.4. Authorization to enter into a lease (Calaveras)

D. Thoeny addressed the BOD in regards to Calaveras County-owned Huberty Building, located on Highway 49 at Main St. in historic San Andreas, which is being developed as a Business Resource Center by the Calaveras County Chamber of Commerce under a 2-year grant from CALED. The chamber is relocating there and CALED is also installing a new economic development manager. MLJT proposed the idea of co-locating in the new Center, and all parties are very enthusiastic.

Authorization to enter into lease approved. (M) M. Long (S) L. Morgan ayes carried

4.5. Approve revised HR/Personnel plan

D. Thoeny addressed the BOD on the following Situation:

- 1) To achieve the board’s goals for Mother Lode Job Training, both visionary/outreach and regulatory compliance skills/cycles are required. The executive director’s focus is primarily on the former, and a person intimately knowledgeable in WIOA regulations is essential to achieve the latter.
- 2) Much of MLJT’s IT infrastructure is now in the cloud, and there isn’t the need for a dedicated IT specialist. In the satellite offices, we plan to contract with local IT services to maintain our IT infrastructure.

Proposal:

Instead of the current plan of hiring an HR/WIB manager with minimal WIOA knowledge and also a dedicated IT specialist, we hire a deputy director who is expert in WIOA regulatory compliance and outsource IT support to a 3rd party. The Deputy Director compensation would fall in the high-end of the HR/WIB manager range, and would be more than offset by savings from outsourcing IT.

Current Openings	Range	Revised HR Plan	Projection
HR/WIB Manager	\$46,550 - \$64,209	Deputy Director	\$64,209
IT Specialist (36 hrs)	\$37,309 - \$47,979	IT (Outsourced)	\$15,000
Total	\$92,688 (mid-ranges)	Total	\$79,209

Revised HR/Personnel Plan approved (M) M. Long (S) L. Morgan ayes carried

**Mother Lode Workforce Development Board Meeting Minutes
11/17/2016**

Member	Present	Absent
Rosetta Bannwarth		X
Michelle Watkins	X	
Trish Madaleno		X
Tim Hildabrand		X
Ben Hulet	X	
Frank Leschinsky	X	
Kyle Stivers	X	
Mark Borchin		X
Tyler Newton		X
Debra Rockwood	X	
Bill Petrone		X
James Wood		X
Margie Bulkin	X	
Klaus Tenbergen		X
Larry Cope	X	
Lorraine Perry	X	
Mahalia Gotico	X	
Ex Officio Members		
Dave Thoeny	X	
Rebecca Espino	X	
Shelly Hance		X
Rebecca Mendibles		X
Velma Whitebear		X
Guests	Staff	
Dianne Patterson	Vicki Long	
Ardria Weston	Amy Torres	
Brandon Price		

5. CALL TO ORDER

Meeting was called to order by WDB Chair Michelle Watkins at 12:15 roll call completed by Vicki Long and quorum was present.

6. PUBLIC COMMENTS

None

7. CONSENT CALENDAR

7.1. *Any Consent Calendar items need to move to Action Items?*

None

7.2. Accept the August 18, 2016 meeting minutes

Minutes accepted (M) M. Bulkin (S) D. Rockwood ayes carried seven absent

8. ACTION ITEMS

8.1. Ratify the nomination of Kyle Stivers, Mariposa County Chamber of Commerce, to the WDB
Membership for K. Stivers ratified (M) L. Cope (S) M. Bulkin ayes carried 7 absent

8.2. Ratify the nomination of Lorraine Perry, Economic Development Department, to the WDB

Membership for Lorraine Perry ratified (M) F. Leschinsky (S) D. Rockwood ayes carried 7 absent

8.3. Approve the State Workforce Board negotiated WIOA Performance Goals (2016 & 2017)
D. Thoeny addressed the WDB on this matter, explaining the goals and how the negotiation was received.

Performance Goals approved (M) M. Bulkin (S) D. Rockwood ayes carried 7 absent

8.4. Approve the procurement process for One-Stop Operator
Dave Thoeny addressed the WDB on this matter

1. The Mother Lode Job Training Board of Directors and Workforce Development Board must identify whether it is economically feasible to divide service delivery across multiple procurements or if it is preferable to retain service delivery and outsource procurement and oversight of services to a neutral third party.
2. Based on the direction provided,
 - a. If service provision is to be retained by the Mother Lode Workforce Development Board then:
 - 1) Conflict of interest and firewall provisions must be adopted
 - 2) A neutral third party must be identified to establish the scope of work and complete procurement; and,
 - 3) A neutral third party must be retained to provide compliance and performance oversight for service delivery.
 - b. If service provision is to be contracted to a third party then:
 - 1) The Mother Lode Workforce Board must adopt Conflict of Interest and firewall provisions;
 - 2) A Scope of Work and procurement methodology must be established; and,
 - 3) Capacity for compliance and performance oversight must be developed.

Should the Mother Lode Board of Directors and Mother Lode Workforce Development Board wish to retain service provision then staff recommends that the Boards retain a neutral third party to establish the scope of work for the AJCC Operator, and the Adult and Dislocated Worker and Youth Services Providers. This would be most efficiently done by having the Chairs of both Boards appoint an adhoc committee to provide oversight for the procurement and by retaining a neutral third party to conduct the procurement. The work necessary to establish the scope of work can be mitigated by adopting a procurement tool that has already been developed, such as the procurement used by the San Diego, Madera or Tulare Workforce Boards. The Boards will also need to procure a third party to conduct an annual compliance and performance audit resulting in a written report to the Boards supporting decision making regarding contract extensions and corrective action.

Approval to proceed with the RFP for the AJCC Operator minimal requirements as specified in the EDD Directive WSD16-14, and to retain MLJT as Adult and Dislocated Worker career service provider in the aforementioned directive. (M) M. Bulkin (S) K. Stivers ayes carried

Adjourned

Mother Lode Governance Model

