



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

September 28, 2023

***Convened at the Workforce Assistance Center - Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637
(559) 662-4589***

PRESENT: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia

ABSENT: Debi Bray, Mattie Mendez, Tim Riche

GUEST:

STAFF: Nicki Martin, Jessica Roche, Maiknue Vang

1.0 Call to Order

Meeting called to order at 3:04 p.m. by Vice Chair Gabriel Mejia.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Roger Leach moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia

6.0 Consent Calendar

6.1 Consideration of approval of the August 24, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Ramona Davie moved to approve, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia

7.0 Action Items

7.1 Consideration of approval of Mike Farmer's revised MCWIC Board Member application to include Jay Chapel.

Staff and the MCWIC Board were happy to know that Pastor Farmer is able to stay on the MCWIC Board. He will now represent Jay Chapel.

Roger Leach moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia

7.2 MCWIC Chair Election

Debi Bray, current MCWIC Chair, is absent but she let staff know that she was available to continue to act as the MCWIC Chair but would be happy to step down if anyone else was interested in becoming the Chair.

Roger Leach nominated Debi Bray for MCWIC Chair, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia

7.3 MCWIC Vice Chair Election

Mike Farmer nominated Gabriel Mejia for MCWIC Vice Chair, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia

8.0 Information Items

8.1 Success Stories

There were no success stories shared with the Board as the person who was scheduled to present had an emergency and was not able to attend the meeting.

8.2 Update on Workforce Development Board (WDB) of Madera County

Information provided within the agenda packet.

8.3 Funds Utilization Status Report Ending June 30, 2023, for Program Year (PY) 2021-22 and 2022-23

Information provided within the agenda packet.

8.4 Re-classification of Executive Assistant – Confidential Position from Administrative Exempt to Non-Exempt Status

8.5 Revised Exempt and Non-Exempt Salary Schedules

8.6 Attorney Memo Regarding Agency Responsibility for Personnel Related Decisions

Information provided within the agenda packet. Agenda items 8.4, 8.5, and 8.6 were discussed as a group. Since being appointed as the Executive Director, Maiknue has been reviewing policies and processes, including staffing and salary schedules. After further review of the job classification of the Executive Assistant, staff question whether the position meets the qualifications for an exempt position. An exempt Executive Assistant would have the authority to make decisions and act on behalf of the Executive Director. MCWIC's Executive Assistant position does not exercise that type of

authority. Staff consulted with Sierra HR and the attorney and were advised that the position would not meet the threshold to be classified as exempt. It was recommended that the position be moved back to the non-exempt salary schedule. The reclassification does not affect the salary for the position. In speaking to the Attorney about personnel items and the Board agenda, the attorney provided the memo for the support and clarification to the Executive Director. The memo serves as a review of the responsibilities and roles of the MCWIC board. It also serves as a guide to how budgets, employee agenda items, and the employee handbook should be brought to the MCWIC Board. Personnel items will come to the Board as information items. The budget, salary schedules and employee handbook will come before the Board annually at the start of the program year. Personnel items that could have a financial impact can be discussed within the budget action items e.g. a new position funded through a new grant. Staffing and employees fall under the direction of the Executive Director. The Executive Director reports directly to the MCWIC Board. Should the Executive Director become incapacitated, the Board can assign another employee to the role.

8.7 Workforce Development Professionals Day – September 1, 2023

Information provided within the agenda packet. It was a fun day. Debi Bray, MCWIC, and Omair Javaid, WDB, came by and spoke to staff and joined them for lunch. Staff reviewed the program year's data and goals. Staff talked about marketing and possibly placing signage along highway 99.

8.8 Unemployment Insurance (UI) Claims Information

Information provided within the agenda packet. Madera's current unemployment is approximately 7%. It is now at pre-pandemic levels. UI numbers are based on the number of people participating in the labor force – it does not include all Madera County residents. For this reason, the UI numbers don't accurately represent the true number of unemployed people within the County. People ages 16-19 have the lowest labor force participation rate followed by 30-34 year olds.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

Maiknue reported that Madera Workforce was awarded another round of Kaiser Grant funds. These funds can be used for non-WIOA services and/or participants. Non-WIOA participants may not have right-to-work documents or have their selective services documents in place.

11.0 Next Meeting

October 26, 2023

12.0 Adjournment

Roger Leach moved to adjourn at 3:56 p.m., seconded by Mike Farmer.