



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**MINUTES**

**October 26, 2023**

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

**PRESENT:** Debi Bray, Mike Farmer, Roger Leach, Tim Riche  
**ABSENT:** Ramona Davie, Gabriel Mejia, Mattie Mendez  
**GUEST:**  
**STAFF:** Nicki Martin, Jessica Roche, Maiknue Vang, Bertha Vega

**1.0 Call to Order**

*Meeting called to order at 3:03 p.m. by Chair Debi Bray.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

*Yasmin Rodriguez was introduced. Yasmin is featured as the Success Story on the agenda.*

**5.0 Adoption of Board Agenda**

*Mike Farmer moved to adopt the agenda, seconded by Tim Rice.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Roger Leach, Tim Riche*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the September 28, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Roger Leach moved to approve, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Roger Leach, Tim Riche*

## 7.0 Action Items

### 7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending July 31, 2023.

*Jessice Roche, Controller, presented the reports. Everything is going well. There are no concerns with the reports. Roger Leach stated that he feels confident in the reports when he sees that staff sign off on the reports. The good work staff do is also reflected in the good audit results MCWIC gets.*

*Roger Leach moved to approve, seconded by Tim Riche.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Roger Leach, Tim Riche*

### 7.2 Consideration of approval of the MCWIC year-to-date financial reports for period ending August 31, 2023.

*Everything is going well. Staff are working with new auditors. They provided a helpful second set of eyes on the reports. They will be providing some example dashboards being used by other non-profits for their financials.*

*Mike Farmer motioned to approve, seconded by time Riche.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Roger Leach, Tim Riche*

### 7.3 Consideration of approval of budget adjustment requests for fiscal year (FY) 2023-2024 to include:

- **Budget Adjustment: Correction to Quest National Dislocated Worker Grant (NDWG): \$50,931 incorrectly listed as year-end carryover into July 2024. \$50,931 should have been assigned to the direct training budget specific to the grant.**
- **Budget Adjustment: Kaiser–Pathways to Careers Community Benefit Program in the amount of \$75,000 to continue project implemented in the previous fiscal year.**
- **Budget Adjustment: United Way net amount of \$10,000 new grant received. Funds to support staff and overhead costs in connection to the Community Economic Resilience Funds (CERF) planning process.**

*Staff need to correct the Quest NDWG grant \$50,931 incorrectly listed in the year-end as a carry-over to July, 2024, however, the funds need to be expended by August 2024. This amount will go towards the operating budget which means an increase to expenditure and revenue. The Kaiser project and the United Way project funds were awarded and were added to the budget. Every stakeholder or CBO that participates in the United Way CERF project gets \$10,000 or \$25,000 depending on what group they sit on. Madera received \$10,000. These CERF funds are to be used for staff time for working on the project.*

*Roger Leach moved to approve as presented, seconded by Tim Riche.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Roger Leach, Tim Riche*

### 7.4 Consideration of approval of the revised contract between the Chief Local Elected Official (CLEO), the WDB and the Madera County Workforce Investment Corporation for the administration of the Workforce Innovation and Opportunity Act (WIOA). Revisions to the CLEO align the roles and responsibilities of each entity under WIOA and current practices.

*The CLEO agreement designates who administers the WIOA funds in Madera County. The Workforce Development Board (WDB) approved the CLEO at their meeting on October 19, 2024. The CLEO requires the signature of both the WDB and the MCWIC Chairs. There are different roles and*

responsibilities within the CLEO. The agreement is between the County Board of Supervisors Chairman, the WDB and the MCWIC. There are sections that speak to the roles and responsibilities for each organization. The CLEO was last revised in 2018 when the WIOA went into effect. As staff reviewed policies, the 2018 agreement was found to be outdated. Staff have revised the agreement and included information on the local WDB recertification and designation and information of being the provider of Adult and Youth careers services. The revisions reflect the initial dates for these items and language that reflects that the WDB would reapply for recertification/designation and providing careers services as mandated by the State – rather than including the current time frame that could become outdated and so would require further revisions to the CLEO agreement. Staff ensured that agreement reflected the current roles and responsibilities of each entity. Any budget language was moved from the WDB section to the MCWIC section of the agreement. The WDB takes care of the program side and MCWIC handles the operations/budget. The financial reports language was revised so that the reports can be presented to the MCWIC quarterly rather than monthly. Previously, because MCAWIC was a new entity, MCWIC was considered high-risk, and the financials were provided monthly. Staff reviewed and revised the agreement, but it will also go through County Counsel for further review.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Tim Riche

#### **7.5 Consideration and approval of revised Employee Handbook to include updates to the Sick Leave and Bereavement Leave policies, Retirement Plan Benefits, and the addition of a Lactation Policy.**

The revisions to the handbook were provided to Sierra HR for review. The revisions were provided within the agenda packet. Additional revisions will be made in January 2024 to meet State mandates. Staff will work with Sierra HR to do a more comprehensive audit of the handbook in order to ensure that any new revisions required for 2024 are included. The handbook will also be sent to the attorneys to be vetted. The handbook will then come to the MCWIC in August or September along with the budget.

Tim Riche moved to approve as presented, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Tim Riche

### **8.0 Information Items**

#### **8.1 Success Stories**

Yasmin Rodriguez was introduced to the Board. Yasmin was hired as a Workforce Technician I. She was previously working at the Lobby desk as a paid work experience (PWEX) as a Young Adult participant. Yasmin stated that she previously worked as a Hostess at Chukchansi Casino before being laid off. She was struggling to find a job and was surprised by the services offered by the Workforce. She spoke with MCWIC staff and was made to feel very comfortable. She went through the necessary workshops and started working and learning. She loves being a part of something that helps the community.

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

Information provided within the agenda packet.

#### **8.3 Workforce Development Apprenticeship Professional (WDAP) Program**

Information provided within the agenda packet. 2 staff are participating in this program. The program is being provided by the California Workforce Association (CWA) in partnership with several other entities. It is very extensive. This program is virtual. Different topics will be taught by experts in the workforce industry and the training will provide an industry recognized credential upon completion.

**8.4 Beaudette Inc.'s One Stop Operator (OSO) report for the period of July 1, 2023, through September 30, 2023.**

*Information provided within the agenda packet.*

**8.5 Workforce Assistance Center Quarterly Resource Fairs**

*Information provided within the agenda packet. The first workshop took place on 10/25/23 and was very well attended. There are 2 more follow up workshops.*

**8.6 Valley Community SBDC Business Workshops**

*Information provided within the agenda packet.*

**8.7 Workforce Data Presentation**

*Information provided within the agenda packet.*

**8.8 Unemployment Insurance (UI) Claims Information**

*Information provided within the agenda packet.*

**9.0 Written Communication**

*Staff shared an email that the Business Services team received from Equipment Share. Equipment Share wanted to thank Workforce staff for the excellent job they provided. They are a brand new business looking to expand into Madera County. Equipment Share had reached out the Supervisor Macaulay about how to connect to resources within Madera County. Supervisor Macaulay referred him to Madera Workforce.*

**10.0 Open Discussion/Reports/Information**

**10.1 Board Members**

- *Debie Bray: Tim Riche was Master of Ceremony for the Linkage Foundations ceremony honoring different people from within education. He spoke very well about the Mitchell sisters and other recipients.*

**10.2 Staff**

- *Maiknue Vang: There will be a Business Resource Fair in January. This will bring lots of traffic into the Center. Staff are working on ideas for signage to attract people's attention to the Center.*

**11.0 Next Meeting**

*December 7, 2023*

**12.0 Adjournment**

*Roger Leach moved to adjourn the meeting at 4:16 p.m., seconded by Tim Riche.*