



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

January 25, 2024

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

PRESENT: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche
ABSENT: Mike Farmer, Gabriel Mejia
GUEST: Dan Richards, Employment Development Department (EDD) Monitor
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

Dan Richards, EDD Monitor, was introduced. Dan is monitoring the 2022-2023 combined fiscal and program monitoring for MCWIC. Dan thanked staff and stated that the program is well run and thorough.

5.0 Adoption of Board Agenda

Tim Riche moved to adopt the agenda, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the December 7, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

6.2 Consideration of approval of the resignation of Mike Farmer from the MCWIC Board.

Roger moved to approve the Consent Calendar, seconded by Mona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche

7.0 Action Items

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

7.2 Consideration of approval of the MCWIC year-to-date financial reports for period ending November 30, 2023.

Action items 7.1 and 7.2 were discussed as a group. Everything is looking good. Program expenditures are coming along as expected. We are about midway through the year. Previously, salary balances were high due to the Business Interns not having been onboarded yet. Their salaries are not reflected on the salary line item. The reports provide year-to-date monthly financial information in a column alongside the audited finances information column as of 6/30/23. It is suggested that the 2 columns be included in the reports so that readers can see if there are any major jumps in the figures. The Common Area Maintenance (CAM) amount on the report is higher than usual as there was a delay in receiving invoices when the shopping center changed ownership. The CAM is usually billed quarterly. The CAM fees are based on each buildings' square footage.

Roger Leach moved to approve items 7.1 and 7.2, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche

7.3 Consideration of approval of the revised MCWIC Bylaws to include revisions to the Board of Director term limits and term limit processing procedures.

Per the previous meeting discussion on MCWIC Bylaws item 4.05 – term limits, the bylaws were revised to remove term limits and Directors are now allowed to serve additional 3-year terms at the discretion of the Board. Language was added for the process of reappointing Directors 60 days prior to their terms expiring. Additional language in section 4.06 states that a Director can be appointed to fill a vacancy created by someone leaving prior to the expiration of their term and that the new Director's term shall be 3 years from their date of appointment – the new Director will not finish out the previous Director's term.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche

7.4 Consideration of approval of the 3-year term dates for MCWIC Board members:

Debi Bray: 3/2/21 – 3/2/24

Gabriel Mejia: 8/23/21 – 8/23/24

Mattie Mendez: 10/14/21 – 10/14/24

Ramona Davie: 10/24/22 – 10/24/25

Roger Leach: 11/15/22 – 11/15/25

Tim Riche: 8/24/22 – 8/24/25

As previously discussed, Director 3-year term were created using the initial appointment date for each Director.

Tim Riche moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet. Kimberly spoke to the Board about her experience with coming through the Workforce system when she moved back to California and how she became aware of and applied for a position with Madera Workforce. She is currently working as a Corrections Workforce Specialists and is grateful and excited to work with the workforce.

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

Information provided within the agenda packet.

8.3 MCWIC Executive Director Mid-Year Goals Update

Information provided within the agenda packet. The Executive Director's (ED) goals were reviewed and an update provided as progress for those goals. The Board noted that the Director has been able to accomplish much and is doing a great job. Discussion held as to the status of hiring a Deputy Director. A Deputy Director is not in the current year's budget however, a Deputy Director is part of a succession plan and they are working towards enrolling staff into CWA's Executive Bootcamp in preparation. At this time, Deputy Director duties have been reassigned within the current team.

8.4 Unemployment Insurance (UI) Claims Information

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

None.

11.0 Next Meeting

February 22, 2024

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 4:17 p.m., seconded by Ramona Davie.