



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

February 22, 2024

Convened at:

Workforce Assistance Center – Conference Room 49169 Road 426
2037 W. Cleveland Avenue Oakhurst, CA 93644
Madera, CA 93637

PRESENT: Debi Bray, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche
ABSENT: Ramona Davie
GUEST: Jarad Schoettler, Rose Deleon
STAFF: Nicki Martin, Jessica Roche, Maiknue Vang, Bertha Vega

1.0 Call to Order

Meeting called to order at 3:00 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

Jarad Schoettler was introduced. He will be providing information on commercial building insurance. Rose Deleon was recognized by the Board. Rose is retiring and moving away from the area after 24 years of service. She is one month shy of completing 25 years of service. She was instrumental in training front staff and helped develop many processes and forms currently in use. She started as an office assistant at the front desk in 1999.

5.0 Adoption of Board Agenda

Mattie Mendez moved to adopt the agenda, seconded by Tim Riche.

Approved – Unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Tim Riche

6.0 Consent Calendar

- 6.1 Consideration of approval of the January 25, 2024, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**
- 6.2 Consideration of approval of the re-appointment of Debi Bray to the MCWIC Board for an additional 3-year term ending on March 2, 2027.**

Mattie Mendez moved to approve the Consent Calendar, seconded by Tim Riche

Approved – Unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Tim Riche

7.0 Action Items

7.1 Discussion and consideration to allow MCWIC to potentially bind commercial building insurance if found more cost effective.

Staff were contacted about the building insurance on the same day it expired by Creekside. Jessica Roche, Controller, has been working with Creekside and Jarad Schoettler on insurance information and quotes. The current lease states that Creekside will obtain the building insurance and MCWIC will reimburse the cost to Creekside. Creekside notified MCWIC that the bids they were receiving were substantially higher than the current rate and they asked if MCWIC was willing to search for and obtain the building insurance themselves in the hope that they would be able to get a more reasonable price. Jessica has been working with Jarad, HUB International, for quotes. They are working together to obtain a policy through Hartford. If MCWIC gets a policy, it would be less money out of the budget. Because of the late notice for the insurance expiration, Creekside had to bind/buy a policy and is obligated to have a policy in place for a minimum of 3 months. Because of this, MCWIC may potentially have 3 months of very high insurance premiums. If the Board will allow it, staff can search for and obtain a lower cost insurance. Working with Jarad, staff anticipate finding a policy that may be \$10,000 to \$15,000 less than the \$52,531 rate Creekside obtained. The need for new building insurance came about after Creekside moved ownership of the building. The lease language would also need to be changed from MCWIC reimbursing Creekside for the cost to MCWIC obtaining the insurance. Staff will consult with legal counsel to make sure the appropriate language is used on the document. Madera Unified School District is aware of the situation and is agreeable with MCWIC obtaining a more reasonable rate. A possible drawback to MCWIC obtaining the insurance would be that if there was a loss to the building, that would affect the loss/claim history. The issue would be covered by the policy, but the loss would show up on MCWIC's claim history. It was recommended that the building insurance policy language be amended to include language that requires a 60- or 90-day notice for insurance expiration/renewal so that staff have as much advance notice as possible. If the policy stays with Creekside, staff will make sure that revised language to address insurance expiration be included. Currently, MCWIC has a business owner policy which includes liability and business personal property. Building insurance can be added to that policy.

Roger Leach moved to have staff search for building insurance to find the most cost-effective plan, seconded by Tim Riche.

Approved – Unanimous

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

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

Staff presented the year-to-date reports ending December 31st. We are midway through the program year. Training expenditures are coming in slightly lower in terms of direct-client costs. Staff are continuing to work hard to get participants into trainings. There is still a decent amount of funds for participant trainings. Participant numbers are higher than last year. The high balance of training funds is also due to the high carry-in from last program year. The Workforce Development Board also revised some policies that removed additional barriers that may have prevented participants from obtaining training through Workforce. Once the building insurance is finalized, a budget adjustment will be brought back to the Board for consideration.

Gabriel Mejia moved to approve, seconded by Mattie Mendez.

Approved – Unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Tim Riche

7.3 Discussion and consideration of revising the MCWIC Board meeting schedule to align with revised Chief Local Elected Official (CLEO) agreement approved by the BOS on February 6, 2024.

The revised CLEO was approved by the Board of Supervisors at their meeting on February 6, 2024. The revisions included changing approval of the financial reports from being approved on a monthly basis to being approved quarterly. Now that the CLEO only requires quarterly financial reports, does the Board want to continue to meet monthly or would they consider meeting every other month or on a quarterly basis? As an example, because the financials are no longer required every month, if the Board was to meet in March, there would be no financials to approve. The current bylaws do not specify how often the Board is supposed to meet. The Workforce Development Board (WDB) currently meets every other month. It was suggested that meeting quarterly was too far out and that the bylaws should be revised to include language that states that the Board will meet a minimum of 4 times a year which would allow for a change to bi-monthly should the Board decide on it. It was also suggested that the Board could finish out the program year meeting monthly and start a new meeting schedule the next program year.

Tim Riche moved to table item 7.3, seconded by Gabriel Mejia.

Approved – Unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Tim Riche

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet. Mattie Mendez noted that this success story reflected a success for 3 entities: the participant, MCWIC and Probation.

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

Information provided within the agenda packet.

8.3 Beaudette Inc.'s One Stop Operator (OSO) report for the period of October 1, 2023, through December 31, 2023.

Information provided within the agenda packet.

8.4 WIOA Formula and Special Projects Quarterly Program Overview

Information provided within the agenda packet.

8.5 Program Impact Report

Information provided within the agenda packet. The Program Impact Report reflects information from 7/1/23 to 12/31/23. The previous report provided information for the entire 2022-2023 program year. This information will also be provided to the Board of Supervisors. Workforce has already provided more services at the half-way mark for the current year than the entire previous program year – especially around the trainings provided. Enrollments and new participant counts have also increased from last year.

8.6 Unemployment Insurance (UI) Claims Information

Information provided within the agenda packet.

8.7 Form 700 due April 1, 2024

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Mattie Mendez: VITA services is offering free tax preparation at the Community Action Partnership of Madera County (CAPMC) on Saturdays from 9:00 a.m. to 1:00 p.m. These services are free to adults with an income of less than \$73,000 per year.*

10.2 Staff

- *Maiknue Vang: The Small Business Development Center (SBDC) will be recognizing the Workforce Development Board of Madera County as their Partner of the Year at their annual luncheon on March 20, 2024.*

11.0 Next Meeting

March 21, 2024

12.0 Adjournment

Tim Riche moved to adjourn at 4:28 p.m., seconded by Mattie Mendez.