



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**MINUTES**

**February 15, 2024**

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

- PRESENT:** Aaron Chambers, Debi Bray, Deborah Martinez (7.2), Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress
- ABSENT:** Brett Frazier, Chuck Riojas, Darren Rose, Mark Choe, Mattie Mendez, Mike Fursman, Mike Lopez, Nichole Mosqueda, Wendy Lomeli
- GUEST:** Amelia Meza
- STAFF:** Bertha Vega, Jessica Roche, Maiknue Vang, Nicki Martin

**1.0 Call to Order**

*Meeting called to order at 3:01 p.m. by Vice Chair Omair Javaid.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

*Roundtable introductions were done by everyone in attendance.*

**5.0 Adoption of Board Agenda**

*Debi Bray moved to adopt the agenda, seconded by Laura Gutile.*

*Vote: Approved -unanimous*

*Yes: Aaron Chambers, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

**6.0 Consent Calendar**

- 6.1 Consideration of approval of the January 11, 2024, Workforce Development Board (WDB) Executive Committee meeting minutes.**
- 6.2 Consideration of approval of the January 11, 2024, Workforce Development Board (WDB) Executive Committee Action Planning Workshop minutes.**
- 6.3 Ratification of the resignation of Dr. Lucia Robles, Madera Community College, from the WDB.**

**6.4 Ratification of the approval of the application of Dr. Marie Harris, Madera Community College, to the WDB for a 3-year term.**

*Laura Gutile moved to approve the Consent Calendar, seconded by Aaron Chambers. Marie Harris abstained.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

*Abstained: Marie Harris*

**7.0 Action Items**

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

*Gary Beaudette presented the OSO report for the period of 10/1/23 to 12/31/23. The OSO operator facilitates the monthly Partner Meetings and provides quarterly reports on the work the Partners have been doing. The partner meetings were held virtually with the December 2023, meeting being held in-person. Highlights of the work done with Partners at the meeting include problem-solving training, cross-training video development and customer-centered design for service delivery. Work for the WDB Continuous Improvement Plan is worked into the Partner Meetings. The Workforce Assistance Center customer survey was reviewed and revised and is being rolled out in order to get input from customers. 10 to 15 minutes of Partner meetings are dedicated to training and sharing methods to help staff deliver services to individuals who may have additional barriers to employment such as disabilities. Data is collected from among partners on outcomes for participants who may have completed a program, obtained a high school diploma or participants who obtained jobs as well as other participant data.*

*Laura Gutile moved to approve, seconded by Rob Poythress.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

**7.2 Consideration of approval of the revised Basic Skills Requirements for Training and/or Referral to Employers policy to include additional exception language for referrals to employers.**

*The only change to the policy can be found on page 3 which adds exception language that includes referrals to employers who have been informed and are willing to waive a high school diploma or GED including work-based learning referrals. These referrals can be made on a case-by-case basis or for specific grants or special projects – with the approval of the Executive Director. This was brought to the Board because it helps provide more services and greater access to the workforce system. The previous policy only allowed that individuals with a high school diploma or GED could be referred to employment or training. In working with Bob Lanter and reviewing policies and the local workforce area data, a good percentage of the local population is basic-skills deficient – 16.8%. 74% of individuals who are enrolled into Workforce Innovation and Opportunity Act (WIOA) services, are also basic skills deficient. The policy as it was written previously without the requested change, created more barriers for individuals trying to access workforce services. Local businesses were surveyed, and the majority preferred to keep a high school diploma or GED requirement in place.*

*Debi Bray moved to approve, seconded by Marie Harris.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Deborah Martinez, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

**7.3 Consideration of approval of the revised Youth Program Requirements policy to include clearer language on how the local area may serve In-School and Out-of-School youth.**

*In 2015, the Workforce Board decided to expend 100% of the youth funds on out-of-school youth (OSY). WIOA only requires that 75% be spent on OSY. WIOA allows 25% of youth funds to be spent on in-school youth (ISY). At that time, the Board approved the revision to the policy to reflect the 100% OSY spending. Staff discovered that the policy was not brought back to the Board with the changes and are asking the WDB to consider whether to discard the 100% OSY revision so that some services can be provided to ISY who may represent a unique demographic or population such as justice-involved individuals. ISY are individuals who are enrolled in a Kindergarten to 12<sup>th</sup> grade system. OSY are individuals who may have dropped out of the school and could be attending an adult school or an alternative school. ISY would be individuals 16 years-old to 24 years of age. OSY are individuals who are 18 years-old or older. There can be an overlap in the ages for both categories. The revision adds local language that states that the WDB will prioritize funds on OSY however, funds will be reserved that can be spent on ISY with unique demographics such as justice impacted, homeless, foster youth and/or persons with a disability or other barriers deemed appropriate by the Executive Director.*

*Larua Gutile moved to approve, seconded by Aaron Chamber.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Deborah Martinez, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

**7.4 Consideration of approval of the revised Youth Incentives policy to include additional milestones and award amounts where participants may receive incentive payments upon achieving.**

*There is a draft policy at the State that is looking to allow incentives for all program participants which would include Adult and Dislocated Worker participants as well as youth. Staff would like to add additional incentives to the current policy: completion of work experience, completion of vocational training, completion of on-the-job training, employed 2<sup>nd</sup> quarter after exit and employed 4<sup>th</sup> quarter after exit. These categories are aligned with the Board's performance outcomes/goals. The additional incentives could also help spend down the youth allocations. Participants would be able to earn one or more incentives with a maximum of up to \$550 if they complete all the incentives available. There is language added that states that the incentives may be reduced due to budget.*

*Laura Gutile moved to approve, seconded by Omair Javaid.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Deborah Martinez, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

**8.0 Information Items**

**8.1 Success Stories**

*Information provided within the agenda packet.*

**8.2 Madera County Workforce Investment Corporation (MCWIC) Update**

*Information provided within the agenda packet.*

**8.3 WIOA Formula and Special Projects Quarterly Program Overview**

*Information provided within the agenda packet.*

**8.4 Program Impact Report**

*Information provided within the agenda packet. The report provided information for the period covering 7/1/23 to 9/30/23.*

**8.5 Executive Committee Action Planning Workshop**

*Information provided within the agenda packet.*

## **8.6 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County**

*Information provided within the agenda packet.*

## **8.7 Form 700 due April 1, 2024**

*Information provided within the agenda packet. Nicki will end out the Forms for completion and submittal.*

## **9.0 Written Communication**

*None.*

## **10.0 Open Discussion/Reports/Information**

### **10.1 Board Members**

*None.*

### **10.2 Staff**

*The Madera WDB is being recognized by the Valley Small Business Development Center (SBDC) as the SBDC Partner of the Year at the National SBDC Day Luncheon on 3/20/24. Madera was chosen from among 4 counties. There will also be awards for Business of the Year and Stakeholder of the Year.*

## **11.0 Next Meeting**

*April 18, 2024*

## **12.0 Adjournment**

*Meeting adjourned at 4:09 p.m.*