



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

October 24, 2024

Convened at:

**Workforce Assistance Center
2037 W. Cleveland Avenue, Madera, CA 93637**

**Via Zoom at 730 N. I Street, Suite 202
Madera, CA 93637**

PRESENT: Debi Bray, Gabriel Mejia, Roger Leach, Tim Riche

ABSENT: Mattie Mendez, Ramona Davie

GUEST: Andrea Galindo, Cameron Thomas, Charlton Dove, Claudia Bravo Torres, Erick Flores, Martha Prado, Sarahi Cuellar, Eugene Taylor

STAFF: Nicki Martin, Ahmed Metwally, Marisol Rivera, Maiknue Vang, Bertha Vega

1.0 Call to Order

Meeting call to order at 3:02 p.m. by Chair Debi Bray

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None - Eugene Taylor with Dental Tech, LLC, spoke and asked about contracting with the Workforce Development Board on the local ETPL. The Chair informed Mr. Taylor that the Madera County Workforce Investment Corporation MCWIC did not have jurisdiction over that responsibility.

4.0 Introductions and Recognitions

Ahmed Metwally was introduced to the Board. Ahmed was the successful candidate for the MCWIC Program Supervisor position as of 10/1/24. Roundtable introductions were done by everyone in attendance. Various staff were introduced (Andrea, Cameron, Charlton, Claudia, Erick, Martha, Sarahi) and commended by the Board for their help with the Madera Community Hospital's job fairs on 10/19/24 and 10/21/24. Partner staff from the Central Valley Opportunity Center (CVOC) and the Department of Social Services also attended and helped with the job fair. 1,349 people were interviewed. A small Resource Room with 12 computers was set up on site for anyone who hadn't applied online before attending the job fair.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Roger Leach, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the August 22, 2024, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

6.2 Consideration of approval of the re-appointment of Mattie Mendez, Community Action Partnership of Madera County, to the MCWIC Board for an additional 3-year term: 10/14/24 to 10/24/27.

Tim Riche moved to approve the Consent Calendar, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Roger Leach, Tim Riche

7.0 Action Items

7.1 Consideration of approval of the preliminary MCWIC year-to-date financial reports for the period ending June 30, 2024.

Staff presented the unaudited financial report for the period ending June 30, 2024. There is nothing out of the ordinary to report.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Roger Leach, Tim Riche

7.2 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 was previously brought before the Board in February 2024. It was discovered that there was an error when the final document was uploaded to the County agenda system and the incorrect version of the CLEO was used for the Board of Supervisors' (BOS) agenda. Staff advised the County of the error and were instructed to resubmit the document for approval. The CLEO brought before the MCWIC Board contains the same revision and edits as was previously presented in February.

Roger Leach moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Roger Leach, Tim Riche

7.3 Consideration of approval of the revised MCWIC Employee handbook to include clarifying language in the Vacation benefits section for non-exempt employees.

After being reviewed Sierra HR, the vacation accrual section of the handbook was revised on page 20 per their recommendations. The handbook was revised to remove references to exempt employees as the vacation policy and accrual pertains to non-exempt employees only. Exempt staff only include managers and there is a separate leave policy outlined in an addendum to the handbook. This separate document/policy is reviewed and signed-off on by exempt employees upon their on-boarding.

Tim Riche moved to approve, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Roger Leach, Tim Riche

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet.

8.2 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.3 Local and Regional Workforce Plans Update

Information provided within the agenda packet.

8.4 National Workforce Development Month/Workforce Development Professional's Day

Information provided within the agenda packet.

8.5 America's Job Center of California (AJCC) Certification Update

Information provided within the agenda packet.

8.6 WIOA Formula and Special Projects Quarterly Program Overview

Information provided within the agenda packet.

8.7 Program Impact Report July 1, 2023, through June 30, 2024

Information provided within the agenda packet. Staff presented the semi-annual Program Impact Report to the Board. The report highlights that Workforce invested nearly \$1 million dollars into the community for training, supportive services, and paid work experience.

8.8 Program Year 2024-2025 Workforce Innovation and Opportunity Act (WIOA) Negotiated Performance Goals for Madera County

Information provided within the agenda packet. Every 2 years, workforce boards must negotiate performance goals with the State. The negotiated goals were presented to the Board. The State typically provides proposed goals using the statistical adjusted model (SAM) based on the demographics for the local workforce area and their performance over the last 7 years. They then provide the areas the opportunity to propose what they feel their goals should be prior to negotiation. Staff feel that this year's goals are fair and attainable.

8.9 One Stop Operator Procurement

Information provided within the agenda packet.

8.10 IT Managed Services Vendor

Information provided within the agenda packet.

8.11 Health Related Benefits Renewal

Information provided within the agenda packet.

8.12 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

10.2 Staff

11.0 Next Meeting

The December meeting needs to be rescheduled to the beginning of December in order to have the finalized and audited financial reports approved in time to submit the audited reports to Madera County by their deadline. The December MCWIC meeting is tentatively scheduled for December 5, 2024. Staff will follow up and confirm the date and time.

12.0 Adjournment

Tim Riche moved to adjourn the meeting at 4:08 p.m., seconded by Gabriel Mejia.