



## **MINUTES**

**August 21, 2025  
3:00 p.m.**

*Meeting was held in person and via teleconference at:*

*Workforce Assistance Center, 2037 W. Cleveland Avenue, Madera, CA 93637  
2621 Cowden Avenue-Merced CA 95348  
26757 Berkshire Drive, Madera, CA 93636*

**PRESENT:** Brett Frazier, Donald Foster, Eric Niino, Joe Perez, Kristina Gallagher, Lanie Suderman, Laura Gutile, Mike Lopez, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli  
**ABSENT:** Chuck Riojas, Debi Bray, Emilio Hipolito, Jorge DeNava, Michelle Brunetti  
**GUEST:** Amelia Meza  
**STAFF:** Ahmed Metwally, Bertha Vega, Maiknue Vang, Nicki Martin, Sheyla Garcia

### **1.0 Call to Order**

*Meeting called to order at 3:07 p.m. by Chair Brett Frazier.*

#### **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 made by everyone in attendance.*

### **5.0 Adoption of Board Agenda**

*Nichole Mosqueda moved to adopt the agenda, seconded by Laura Gutile.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Donald Foster, Eric Niino, Joe Perez, Kristina Gallagher, Lanie Suderman, Laura Gutile, Mike Lopez, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the June 18, 2025, Workforce Development Board (WDB) meeting minutes.**

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

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Donald Foster, Eric Niino, Joe Perez, Kristina Gallagher, Lanie Suderman, Laura Gutile, Mike Lopez, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli*

## **7.0 Action Items**

### **7.1 Consideration of approval of Gurminder Sangha's Director application to the WDB representing Madera Community College for a 3-year term.**

*Mr. Sangha is very familiar with Workforce boards and Career Technical Education (CTE) programs and will be a great addition to the Board. He is replacing Marie Harris on the Board.*

*Laura Gutile moved to approve, seconded by Todd Lile.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Donald Foster, Eric Niino, Joe Perez, Kristina Gallagher, Lanie Suderman, Laura Gutile, Mike Lopez, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli*

### **7.2 Consideration of approval of Beaudette Inc.'s One Stop Operator (OSO) report for the period of April 1, 2025, through June 30, 2025.**

*Staff reviewed the OSO report with the Board.*

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

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Donald Foster, Eric Niino, Joe Perez, Kristina Gallagher, Lanie Suderman, Laura Gutile, Mike Lopez, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli*

### **7.3 Consideration of approval of Beaudette Inc.'s OSO Annual Report for fiscal year 2024-2025.**

*Staff reviewed the OSO report with the Board. The Munoz Group will be the new OSO as of July 1, 2025.*

*Nichole Mosqueda moved to approve, seconded by Rob Poythress.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Donald Foster, Eric Niino, Joe Perez, Kristina Gallagher, Lanie Suderman, Laura Gutile, Mike Lopez, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli*

### **7.4 Consideration of approval of the WIOA Memorandum of Understanding between the Workforce Development Board and the Workforce Assistance Center Partner Agencies for the period of July 1, 2025, through June 30, 2028, and authorize staff to forward the MOU to the Board of Supervisors for approval.**

*An MOU between the WDB and the Workforce Assistance Center partner agencies is done every 3 years. All Partner agencies have signed the document. The Madera American's Job Center of California (AJCC) is the only center that has all 4 core partners housed in the Center: Workforce, Madera Unified Adult Education, Employment Development Department (EDD) and the Department of Rehabilitation (DOR). It is a great benefit to the community and increases the traffic and services into the Center.*

*Mike Lopez moved to approve, seconded by Laura Gutile.*

*Vote: Approved – majority*

*Yes: Brett Frazier, Donald Foster, Eric Niino, Joe Perez, Kristina Gallagher, Lanie Suderman, Laura Gutile, Mike Lopez, Nichole Mosqueda, Robert Poythress, Wendy Lomeli*

*Abstain: Todd Lile*

**7.5 Consideration of approval of the revised Workforce Innovation and Opportunity Act (WIOA) Incentives Policy to align with revised internal processes and procedures.**

*The incentives policy was revised to align with internal processes to ensure that all amounts and processes are the same throughout the document. There is no impact to job seekers.*

*Laura Gutile moved to approve, seconded by Mike Lopez.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Donald Foster, Eric Niino, Joe Perez, Kristina Gallagher, Lanie Suderman, Laura Gutile, Mike Lopez, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli*

**7.6 Consideration of approval of a revision to Section 6.07 of the WDB Bylaws to include updating the attendance requirement to include a maximum of 2 unexcused absences per fiscal year before consideration of the removal of a Director from the WDB.**

*As discussed at the June 18, 2025, Board meeting, section 6.07 of the WDB Bylaws were revised to remove the 75% attendance requirement and include a maximum of 2 unexcused absences per program year. Absences are allowed if they are related to work/family emergencies or work-related calendar conflicts. Good attendance is a soft skill that the Workforce program often emphasizes to their customers. Staff will include an attendance sheet starting with the October Board meeting.*

*Nichole Mosqueda moved to approve, seconded by Todd Lile.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Donald Foster, Eric Niino, Joe Perez, Kristina Gallagher, Lanie Suderman, Laura Gutile, Mike Lopez, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli*

**8.0 Information Items**

**8.1 Success Stories**

*Information included within agenda packet. A participant was identified to speak to the Board but, due to unexpected traffic issues, was not able to arrive at the Board meeting on time. This participant was part of a school bus driver training cohort through a project with Madera Unified School District (MUSD). Staff thanked Todd Lile, MUSD Superintendent, for working with Madera Workforce on this project. Bus drivers are in high demand. MUSD is now fully staffed for bus drivers and many of the surrounding school districts have expressed interest in hiring the graduates of the program. Golden Valley, Chowchilla, and Chawanakee have hired participants for their districts. The Madera County Superintendent of Schools has also expressed interest in hiring participants. Participants gain a passenger endorsement as well which allows them to drive for medical transportation as well as public transportation.*

**8.2 WDB Action Planning Subcommittee Updates**

- Leadership Subcommittee: Eric Niino has been brought on to the WDB as part of the Leadership Committee's Board membership restructuring. His application was approved at the June 18, 2025, Board meeting. He represents the manufacturing sector on the Board. Maiknue Vang, Executive Director, had been in conversation with someone at Central Valley Concrete but they declined to join the Board stating that they do not have the time to dedicate to the Board. This would have filled a transportation & logistics sector. Staff will contact someone at Woods Express. The Leadership subcommittee is now ready and waiting for the Marketing subcommittee's work with Archer & Hound which will provide a marketing and outreach plan in order to incorporate it into the Leadership's marketing efforts. 3 WDB Board members will be joining staff at the California Workforce Association's (CWA) Meeting of the Minds conference in Monterey in September – Kristina Gallagher, Eric Niino, and Gurminder Sangha. This conference is for high level workforce executives and board members. Maiknue, Bertha, Program Manager, and Rick Galindo, Deputy Chief Probation Officer, will be presenting at the conference and speak about the mini AJCC project at the Madera County Justice Center.*
- Training Subcommittee: the subcommittee has had a difficult time coming together for a meeting. They are in the process of recruiting additional members. Eric Niino has joined the subcommittee. Woods express will have someone on the subcommittee as well as Kristin McKenna, MUSD CTE program. A meeting is scheduled to take*

place on Tuesday, August 27<sup>th</sup>. They will be discussing the school bus driver training. There are an additional 4 cohorts planned for the coming program year. They are also looking to relaunch the OR tech meetings/discussions in order to plan for a training to help fill OR tech vacancies with local employers. The subcommittee will also be looking at renewable energy in Madera County. Many employers will be installing solar and employees with experience in renewable energy will be in demand.

- **Work Ethics:** a meeting is scheduled for Monday of next week. Imago will join and walk the subcommittee through the essential skills training modules. The subcommittee has previously discussed and identified what essential skills they wanted to prioritize and they align with the survey that was done with employers a few years back as well as some of the State trends. Kristin McKenna will also join the demonstration to see how the module may be used for MUSD students who might be interested in taking the module to further enhance their training path. Students who take the additional essential skills module would get a certificate that local employers could use to gauge their job readiness. The subcommittee will need to work with some employers who are part of the Workforce Board who might be willing to be a part of a pilot project and take on students who complete the module and put them through an interview process for vacant positions. Partners will also be approached to be part of the pilot project. Todd Lile stated that a large group of teachers came together to provide feedback on last year's Graduate Profile and what they've learned and where they want to take it. There is also an opportunity to bring this concept to the high schools. Higher end students are looking for a way to do more than just fulfill the Graduate Profile and want to separate themselves from their peers. These top kids will want to do a little extra work to succeed. He would like to share this concept with the student trustees. This could be something that they could add to their agenda for discussion and input. This would allow staff and Board members to let people know that students have approved of the concept.
- **Marketing:** the process to gather information and work on marketing and branding has been lengthy. Surveys have been sent to employers with included some Board members as well as the Marketing Committee members. Staff met with Archer & Hound on July 3<sup>rd</sup>. This meeting allowed Archer & Hound to meet staff and learn about the process and customers. Archer & Hound took the survey results and the information they gathered from the in-person meeting and presented their initial findings. The subcommittee was not initially involved as Archer & Hound was gathering all data. We are now in a place where the Marketing subcommittee can join the meetings and provide their input and will be active participants of the process moving forward. The subcommittee will continue to work with Archer & Hound and will bring all recommendations to the WDB for final approval. The van is coming along. Starlink was recently installed.
- **Policy:** The Central California Workforce Collaborative (CCWC) Workforce Board director's meeting was pushed back and is now scheduled to meet on August 26<sup>th</sup>. Board chairs are invited to a couple of CCWC meetings where various policies are discussed. The Policy committee also provided some input to Archer & Hound.

### **8.3 Madera County Workforce Investment Corporation (MCWIC) Update**

*Information included within agenda packet.*

### **8.4 California Workforce Development Board (CWDB) Subregion Visits**

*Information included within agenda packet.*

### **8.5 California Workforce Association (CWA) Meeting of the Minds in Monterey 2025 Conference**

*Information included within agenda packet.*

### **8.6 National Workforce Development Month/Workforce Development Professional's Day**

*Information included within agenda packet.*

### **8.7 Program Impact Report**

*Information included within agenda packet.*

### **8.8 Weekly Unemployment Insurance (UI) Initial Claims for Madera County**

*Information included within agenda packet.*

## **9.0 Written Communication**

*None.*

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

### **10.1 Board Members**

- Rob Poythress stated that he had a meeting in Fresno where it was mentioned how much they liked the Assessor's office staff.

### **10.2 Staff**

- Maiknue congratulated Rob Poythress for being named as an honoree of the Madera Chamber's Lifetime Achievement award and Nichole Mosqueda for being named as one of the 4 around 40 awardees.

### **11.0 Next Meeting**

*October 16, 2025*

### **12.0 Adjournment**