



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **MINUTES**

**October 23, 2025**

Convened at:

**Workforce Assistance Center  
2037 W. Cleveland Ave., Madera Ca, 93637**

**PRESENT:** Aaron Chambers, Debi Bray, Gabriel Mejia, Mattie Mendez, Ramona Davie, Roger Leach, Tim Riche

**ABSENT:**

**GUEST:**

**STAFF:** Ahmed Metwally, Bertha Vega, Christian Colomer, Jessica Roche, Maiknue Vang, Nicki Martin, Wendy Sandoval

### **1.0 Call to Order**

*Meeting called to order at 3:05 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**

*Roundtable introductions were made by everyone in attendance. Aaron Chambers, Boos & Associates, introduced himself. He was recently appointed to the Madera County Workforce Investment Corporation (MCWIC) and will represent MCWIC on the Workforce Development Board (WDB) of Madera County in Debi Bray's place. Wendy Sandoval and Christian Colomer were introduced. Wendy is a Program Technician and is helping with up-front services and learning Specialist of the Day duties. Christian is the newest Business Specialist and will be working around sector partnerships and green job development.*

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

*Tim Riche moved to adopt the agenda, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Gabriel Mejia, Mattie Mendez, Ramona Davie, Roger Leach, Tim Riche*

### **6.0 Consent Calendar**

**6.1 Consideration of approval of August 28, 2025, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

**6.2 Consideration of approval of September 11, 2025, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

**6.3 Consideration of approval of the reappointment of Roger Leach, Valley West Christian Center, to the MCWIC Board for an additional 3-year term: 11/15/25 to 11/15/28.**

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

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Gabriel Mejia, Mattie Mendez, Ramona Davie, Roger Leach, Tim Riche*

## **7.0 Closed Session**

*Mattie Mendez moved to close open session and go into closed session at 3:08 p.m., seconded by Aaron Chambers.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Gabriel Mejia, Mattie Mendez, Ramona Davie, Roger Leach, Tim Riche*

### **7.1 Request for Closed Session: Potential Employee Appointment/Evaluation/Release/Compensation Pursuant to Government Code § 54957(b).**

*Roger Leach moved to adjourn closed session at 3:25 p.m., seconded by Mattie Mendez.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Gabriel Mejia, Mattie Mendez, Ramona Davie, Roger Leach, Tim Riche*

#### **a. Closed session report out**

*No reportable actions were taken during closed session.*

## **8.0 Action Items**

### **8.1 Consideration and approval of the revised MCWIC handbook to update language around Paid Sick Leave, Victim's Leave, and Vacation Leave in alignment with revised Labor Laws and guidelines.**

*The handbook was reviewed and the edits were provided by Sierra HR. Mattie Mendez suggested that the handbook be reviewed by the attorney for any possible HR issues. Discussion about staff salary schedules included possibly demonstrating how staff get raises – how determine their range. Staff noted that employees earn raises on a performance basis and MCWIC went away from automatic step raises when the MCWIC non-profit was established.*

*Mattie Mendez moved to approved, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Gabriel Mejia, Mattie Mendez, Ramona Davie, Roger Leach, Tim Riche*

### **8.2 Consideration of approval of the MCWIC Executive Director Goals for program year 2025-2026.**

*Maiknue Vang, Executive Director, reviewed her Goals with the Board. Goals provided within the agenda packet.*

- *Goal 1 Succession Planning: Develop plan for essential roles including Deputy Director and Controller. Provide opportunity for upskilling these positions and planning to regularly assess the succession plan for effectiveness and adjust as needed.*
- *Goal 2 Staff Development: Continue work to support skilled development and lifelong learning for staff. Trainings will be available for staff to participate in. Some trainings such as DiSC Assessment and the Customer Service Academy training offered by the Fresno City Training Institute have already been scheduled. Staff have already been identified for the Next Gen Sector Partnership and the ToP Facilitation training. Staff have also been identified for the Community Partner Work Incentives counselor training. If available, staff will participate in the California Workforce Association (CWA) Executive Bootcamp and the CWA Workforce Development Apprenticeship Program (WDAP). Maiknue is also working on having staff provide presentations at CWA conferences instead of herself or other management staff.*
- *Goal 3 WDB Action Planning Implementation: Working with the WDB the Leadership Committee to re-evaluate and engage leadership on the WDB. The bulk of this committee's work is done and they are now waiting on the Marketing Committee's work with Archer & Hound to finalize the marketing analysis/plan in order to incorporate that into the Leadership Committee's work with leadership and engagement. The Training Committee is developing a responsive training to meet industry demands. The Committee is*

looking at growing sector partnerships in Healthcare, Transportation and Manufacturing. The partnerships will help us understand the short term/long term skills needed in each of those industries. Occupational shortages and skills gaps will be identified in order to bring in new training programs into Madera County. The Training Committee is also looking to launch a work-based learning (WBL) initiative. The Work Ethics Committee is working on developing metrics for the Madera Promise and is working with IMAGO to use AI assessment to measure soft skills in students. The Committee is also working on developing common messaging and marketing for the Madera Promise. Work is already happening on aligning the WDB Essential Workforce Skills workshops with the Madera Promise. The Marketing Committee is working towards increasing awareness, access and the value of the Workforce system. The Committee is working with a PR firm to develop a brand and consistent messaging to elevate the work being done in Madera County. The website and logos will be redesigned and a mobile unit will be launched so that services can be provided to the more rural areas. An annual report will be designed and launched. The Policy Committee is working on connecting with other rural WDBs on best practices and working with a PR firm to ensure that the local policies are meeting the needs of rural communities. The committee will compile a list of Madera County CTE and ROP programs and will schedule meetings to discuss alignment with WDB to support and enhance college and career ready students. Some of the work that the committees are doing are starting to overlap so the Executive Committee will meet to discuss the Action Plan and how to possibly consolidate the committees.

- **Goal 4 Fund Diversification & Program Expansion:** Staff are continuously looking for ways to diversity funds and search for additional Foundation grants and hope to pursue long-term philanthropic partnerships that can help support staffing, youth development and operational productivity. Staff are working with Metasoft Inc. Metasoft will search for funding opportunities for MCWIC to apply for that are aligned with the work that MCWIC does. MCWIC was awarded the DOR AJCC grant which will help redesign the Ticket to Work program in order to generate unrestricted revenue. Dedicated staff will be hired to serve persons with disabilities. The Ticket to Work program's current marketing strategies, processes, and materials will be reviewed and revamped in order to increase program awareness and ticket assignments.
- **Goal 5 (ED) Professional Development:** Continue system knowledge development at regional and State levels. Continue to develop and improve partnerships and professional relationships. Maintain regular meetings with local key partners/individuals to align and support priorities and maintain visibility in the community.

Roger Leach moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Aaron Chambers, Debi Bray, Gabriel Mejia, Mattie Mendez, Ramona Davie, Roger Leach, Tim Riche

### **8.3 MCWIC Chair Election**

Gabriel Mejia moved to elect Debi Bray as MCWIC Chair, seconded by Tim, Riche.

Vote: Approved – unanimous

Yes: Aaron Chambers, Gabriel Mejia, Mattie Mendez, Ramona Davie, Roger Leach, Tim Riche

Abstain: Debi Bray

### **8.4 MCWIC Vice Chair Election**

Tim Riche moved to elect Gabriel Mejia as Vice Chair, seconded by Roger Leach.

Vote: Approved – unanimous

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

Abstain: Gabriel Mejia

## **9.0 Information Items**

### **9.1 Success Stories**

Information provided within the agenda packet.

### **9.2 Workforce Development Board (WDB) of Madera County Update**

Information provided within the agenda packet.

### **9.3 WDB Marketing Committee Update**

*Information provided within the agenda packet. Staff and the WDB Marketing Committee started working with Archer & Hound with the James Irvine Foundation grant funds to update Workforce's brand identity. Research and analysis has been done. A couple of redesigned logos were developed and provided to the WDB for review. The WDB liked the concept which includes the Workforce Assistance Center, the MCWIC, and the WDB. The research done by Archer & Hound indicated that Madera Workforce has a brand identity confusion because of the 3 different logos currently being used. Archer & Hound focused on not who we are as an agency but about the work that is being done. Archer & Hound is proposing an overarching brand logo (provided in packet) – Madera Workforce. They propose that this is the brand (logo) that is used throughout the community and is already recognized within the community. They felt the existing Workforce Assistance Center logo was already strong and recognized and so they refreshed the logo rather than completely redesigning it. The conversation that is taking place now is about the wording that is being used with the refreshed Workforce Assistance Center logo – Madera Workforce versus Madera County Workforce. The multicolored W logo will be the overarching logo with MCWIC, the WDB, and the Workforce Assistance Center also being represented with their own color in their corresponding logo. Currently, staff are surveying customers through a survey link on the Resource Room computers. The Specialist of the Day is providing the link to customers they meet with via a link on a tablet. A survey was emailed to anyone who has a CalJOBS account and businesses and partners are getting the survey electronically. The WDB wants to come together with the MCWIC Board at a Special joint-meeting for a presentation from Archer & Hound to discuss the logo redesign process and to gather input from both boards on the final wording for the logos. Staff would like to schedule a meeting soon so that the work can be finalized by December. November 4th was identified as a good date for MCWIC members to participate.*

### **9.4 Congressional and Administration Updates**

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

### **9.7 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview Through June 30, 2025**

*Information provided within the agenda packet.*

### **9.8 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview Through September 30, 2025**

*Information provided within the agenda packet.*

### **9.9 MCWIC Health (Medical/Dental/Vision) Benefits Renewal Update**

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

## **10.0 Written Communication**

*None.*

## **11.0 Open Discussion/Reports/Information**

### **11.1 Board Members**

*Tim Riche thanked Maiknue and Bertha for attending the CTE Advisory Committee meeting last night. Maiknue stated that staff have ideas on how to connect with CTE students sooner.*

### **11.2 Staff**

*None.*

## **12.0 Next Meeting**

*The next regularly scheduled MCWIC Board meeting falls during the Christmas holiday, and the office will be closed. The Board needs to meet before December 15, 2025, to get the audited financials approved. It was determined that the next MCWIC Board meeting will take place on December 11, 2025, at 3:00 p.m.*

## **13.0 Adjournment**

*Roger Leach moved to adjourn at 4:38, seconded by Gabriel Mejia.*