



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

MINUTES

**December 18, 2025
3:00 p.m.**

Meeting was held in person and via teleconference at:

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

*9300 Valley Children's Place
Madera, CA 93636*

*2621 Cowden Avenue
Merced, CA 95348*

*40343 Highway 41
Oakhurst, CA 93644*

PRESENT: Aaron Chambers, Brett Frazier, Emilio Hipolito, Gurminder Sangha, Joe Perez, Kristina Gallagher, Lanie Suderman (7.1), Michelle Brunetti, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli
ABSENT: Chuck Riojas, Donald Foster, Eric Niino, Jorge DeNava, Laura Gutile, Mike Lopez
GUEST: Kristyann Thormp, Andrew Munoz
STAFF: Jessica Roche, Maiknue Vang, Nicki Martin, Sheyla Garcia

1.0 Call to Order

Meeting called at 3:10 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

Todd Lile moved to adopt the agenda, seconded by Emilio Hipolito.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Emilio Hipolito, Gurminder Sangha, Joe Perez, Kristina Gallagher, Michelle Brunetti, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli

6.0 Consent Calendar

- 6.1 Consideration of approval of the October 16, 2025, Workforce Development Board (WDB) meeting minutes.**
- 6.2 Consideration of approval of the October 30, 2025, WDB Executive Committee meeting minutes.**

6.3 Consideration of approval of the November 4, 2025, WDB meeting minutes.

Rob Poythress moved to approve, seconded by Aaron Chambers.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Emilio Hipolito, Gurminder Sangha, Joe Perez, Kristina Gallagher, Michelle Brunetti, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli

7.0 Action Items

7.1 Consideration of approval of the One Stop Operator (OSO) quarterly report for the period of July 1, 2025, through September 30, 2025.

Andrew Munoz, The Munoz Group, presented the first quarter OSO report to the WDB. Andrew stated that he has been impressed and happy to be working with Madera who is leading the regional OSO effort. As the OSO, he meets with Madera for a Partner meeting monthly while the other regional areas meet quarterly. Madera is in a very good position, and its co-location efforts exceed those in other areas. The OSO will hopefully facilitate better alignment, better coordination among the partners and, in the end, better services for customers being seen in the Center. The first quarter was spent meeting the partners whenever possible. Work was done on a referral system and coordinated services. Work is still being done on the Continuous Improvement Plan. A Zoom hosted information page was created. All partners have access to this page and can download materials for joint recruitment, event information, and general updates. Attendance and activities are provided within the report. Madera is on the right track to provide the highest quality services possible. A very productive meeting was held with the other 3 regional Directors so that Madera's activities can align with the rest of the region. Concerns have been expressed about the current state of Federal funding and the impacts some changes that have happened in the last 18 months could have. There is also concern whether Madera is aligned to support the economic activity that is going on within the County. The WDB's Action Plan is also used to guide some of the work being done.

Nichole Mosqueda moved to approve, seconded by Rob Poythress.

Yes: Aaron Chambers, Brett Frazier, Emilio Hipolito, Gurminder Sangha, Joe Perez, Kristina Gallagher, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli

7.2 Consideration of approval of the appointment of Laura Gutile, Laura's Nuts, to the WDB Executive Committee.

There was some movement in the membership of the Executive Committee due to the WDB's action planning. Omair Javaid, formerly the WDB Vice Chair, resigned from the Board. Nichole Mosqueda is the acting Vice Chair and has replaced Omair on the Executive Committee. Laura will fill a vacant Private Sector seat on the Committee, and she has stated that she is honored to serve on the Committee.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Emilio Hipolito, Gurminder Sangha, Joe Perez, Kristina Gallagher, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli

7.3 Consideration of approval of Michelle Jones' Director application to the WDB representing AutoZone for a 3-year term.

Staff have had a difficult time finding representation from the Chowchilla area. Prospective members have stated that they are too busy while other organizations are too small to be eligible for a seat on the Board. The AutoZone Distribution Center has an internal truck driving program which gives them insights into the need for drivers and training as well as insights into the transportation sector.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Emilio Hipolito, Gurminder Sangha, Joe Perez, Kristina Gallagher, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Robert Poythress, Todd Lile, Wendy Lomeli

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet.

8.2 WDB Action Planning Subcommittee Updates

Information provided within the agenda packet.

- *Leadership Committee: Michelle Jone's appointment to the WDB was the last piece of the committee's work filling a transportation and logistics sector seat on the WDB. Once Archer and Hound finalizes the marketing hub, the committee will start looking at how the marketing hub information can be incorporated into the committee's recruitment goals. The committee is continuously looking for opportunities for WDB members to participate in conferences and meetings. Nichole Mosqueda is considering attending the National Association of Workforce Boards (NAWB) annual conference taking place in Las Vegas this year alongside Maiknue. This conference is typically held in Washington DC but is now going on the road and taking place in Las Vegas, followed by Chicago followed by New York before returning to Washington DC for their 50th anniversary.*
- *Policy Committee: the committee has completed their work with policies and members are being folded into other committees. Some members will join and support the Ethics committee and the Training committee. Brett will now Chair the Marketing committee. Meetings will be scheduled on an as-needed basis.*
- *Ethics: the committee is looking at calendars in order to schedule a meeting soon. Nichole will be meeting with Kristin McKenna to work on language for training flyers to solicit students to participate in the training modules that have been identified. Soliciting for employers is next. Imago will be used to create assessments around the soft skills the WDB identified and prioritized by employers. There will be AI assessments that will help determine participants' levels. Participants will do a pre-test as well as a post-test to measure any improvements. WDB members were encouraged to participate in the Graduate Profile taking place in March and promote the event to businesses or employers from the community so that they can participate.*
- *Marketing: staff and the marketing committee met with Archer and Hound. The Brand Hub was reviewed and the wrap for the van was discussed. The Committee felt that using "Work Starts Here" for vehicle branding was preferred and not too wordy. A QR code will be developed that will take users to a landing page that will allow them to pick whether they are looking for work or looking for talent. The van is ready and staff are working on purchasing the necessary equipment and computers for the 5 workstations. There will be a staff area and printers, laptops, Starlink internet, canopies/tents among the items being purchased at this time. The Van will be parked at the juvenile probation parking lot. This is a secure and fenced in location. A ribbon cutting will be planned. An invitation will go out to the Irvine Foundation as well as both Boards.*
- *Training: the committee is working on increasing its members and scheduling meetings.*

8.3 Madera County Workforce Investment Corporation (MCWIC) Update

Information provided within the agenda packet.

8.4 Federal and Legislative Updates

Information provided within the agenda packet.

8.5 PY 2025-2028 Local and Regional Workforce Plan Approvals

Information provided within the agenda packet.

8.6 PY 2025-2027 Local Area Subsequent Designation and Local Board Recertification Approval

Information provided within the agenda packet.

8.7 PY 2024-2025 Employment Development Department (EDD) Final Monitoring Report

Information provided within the agenda packet.

8.8 Information on FY 2024-2025 MCWIC Audited Financials

Information provided within the agenda packet. MCWIC received a clean audit with no findings or adjustments. The audited financials were presented to the MCWIC Board at their meeting on December 11, 2025. The financials were audited by Price Page & Company. Staff noted that they are a very good team and a great agency and always do a

great job explaining the report to the Board. An audit usually takes 1 to 2 weeks – it took them approximately 2 days to audit MCWIC's financials.

8.9 Weekly Unemployment Insurance (UI) Initial Claims for Madera County

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Brett Frazier stated that his son is working with Madera Workforce for services and is telling his friends about the program.*
- *Todd Lile spoke about teachable moments which involves using real world events that can bring up topics of conversation and how topics from current events come up. Teachers are less comfortable discussing those events with students but students would really prefer to discuss current events. The school district is working on a project called The Good Humans Project that works with students ranging from kindergarten to 12th grade to help students have teachable moments conversation in an age-appropriate way.*
- *Gurminder Sangha stated that a Rising Scholar counselor was hired.*

10.2 Staff

- *Jessica Roche, Controller, stated that staff are working on replacing the projector with a new audio/visual set up.*
- *Maiknue Vang, Executive Director, Thanks the WDB for their hard work and believing in the vision. Madera is starting to get approached by large foundations to apply for grants. This shows that the work being done by the Madera WDB and its action planning is working.*

11.0 Next Meeting

The next WDB meeting will take place at the Workforce Assistance Center on February 19, 2025.

12.0 Adjournment

Meeting adjourned at 4:20 p.m.