



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

MINUTES

**February 19, 2026
3:00 p.m.**

Meeting will be held in person and via Zoom 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*

*30277 Avenue 12
Madera, CA 93638*

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

1.0 Call to Order

Meeting called to order at 3:03pm 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. Michelle Jones, Manager – AutoZone Distribution Center, introduced herself to the Board. She was recently appointed to the WDB and represents the transportation and logistic sector.

5.0 Adoption of Board Agenda

Rob Poythress moved to adopt the agenda, seconded by Chuck Riojas

Vote: Approved – unanimous

Yes: Brett Frazier, Chuck Riojas, Eric Niino, Gurminder Sangha, Kristina Gallagher, Laura Gutile, Michelle Brunetti, Michelle Jones, Robert Poythress, Todd Lile, Wendy Lomeli

6.0 Consent Calendar

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

6.2 Consideration of approval of the resignation of Joe Perez, Department of Rehabilitation, from the WDB.

Laura Gutile moved to approve the Consent Calendar, seconded by Eric Niino.

Vote: Approved – unanimous

Yes: Brett Frazier, Chuck Riojas, Eric Niino, Gurminder Sangha, Kristina Gallagher, Laura Gutile, Michelle Brunetti, Michelle Jones, 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 October 1, 2025, through December 31, 2025.

Andrew Munoz, OSO, presented the quarterly report to the WDB. The OSO is a 3rd party that works as a firewall. The OSO does not have compliance or punitive duties. The OSO focuses on ensuring that the work based on the Partner memorandum of understanding (MOU) is working well, that the work is being done, that services are being delivered and also checks for customer satisfaction. This ensures maximum use of taxpayer dollars. He also works as a meeting facilitator for the Partner meetings. The OSO also works on implementing and working with the Continuous Improvement Plan.

Rob Poythress moved to approve, seconded by Laura Gutile.

Vote: Approved – unanimous

Yes: Brett Frazier, Chuck Riojas, Eric Niino, Gurminder Sangha, Kristina Gallagher, Laura Gutile, Michelle Brunetti, Michelle Jones, Robert Poythress, Todd Lile, Wendy Lomeli

7.2 Consideration of approval of the revised Supportive Services policy to include revising the daily base mileage rate from \$10 to \$15.

The Supportive Services policy provides a flat-rate allowance of 25 miles minimum round trip per day for training participants. The policy provides a daily \$10 mileage reimbursement rate with no more than up to \$15 per day with Executive Director exception authorization. With the increase in fuel charges, there are more exceptions being made. Staff recommend raising the mileage rate to \$15 minimum and a \$20 exception limit.

Rob Poythress moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Brett Frazier, Chuck Riojas, Eric Niino, Gurminder Sangha, Kristina Gallagher, Laura Gutile, Michelle Brunetti, Michelle Jones, 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

- Leadership: Michelle Jones' application to the WDB was part of the Leadership Committee's work to restructure the WDB to ensure that the Board membership was reflective of the identified priority industries for Madera County. Michelle's application was approved in December. She represents the transportation and logistics sector. Staff may continue to search for a member to represent renewable energy as that is the only priority industry not represented on the WDB. Staff are trying to engage and include Board members on a variety of community events such as the Graduate Profile. Previous meeting discussions mentioned utilizing Board*

members as panel members for the Graduate Profile and using members to connect local businesses/employers to the event. Staff have created a call to action campaign to recruit members of the community to participate and support the students and the school district. Workforce staff are participating in the event. Past participants have mentioned that there are not enough community/industry members serving on the panels at the Graduate Profile. Superintendent Lile stated that he presented information on the Graduate Profile and also on creating more time for teachers to design more rigorous curriculum and lesson planning to meet students' needs at the National Association of School Administrators in Nashville. The Graduate Profile was very well received and created lots of interest. The Graduate Profile takes place on 3/23/26 from approximately 8:30am to 4:00pm. Panelist evaluate student presentations. Students must pass their presentations in order to graduate but are able to defend their presentations in the future in order to pass if they failed initially. Students are tasked with presenting and defending/highlighting "artifacts" which could be assignments or projects that they've worked on from their high school years. They can pick and choose what soft skills they have learned by working on their artifacts. Students may speak to how mastering certain soft skills will help them with their future endeavors including obtaining a job.

- *Marketing: The logo redesign is wrapping up. Staff are working on a process for an internal presentation of the logos to the Boards, staff, and Partners. Staff are ordering new marketing materials which will be used as teasers/previews of the new logo at the Mountain Community Job Fair and the Madera County Job Fair. An official external launch will take place in the summer which will also include the new website. The van wrap is being finalized which will include a QR code that will take people to a landing page that will ask whether they are looking for talent (employees) or employment (job seekers). Staff are hopeful that the van will be ready by April so a ribbon cutting can be planned. The van is meant to be used by the Workforce system and not just for MCWIC events. It will be used for various workforce system events that can include Partner agencies. Partner staff can bring their own marketing materials and supplies and use the van as a central location for events such as job/resource fairs along with Workforce staff.*
- *Ethics: the committee met earlier this month and a draft was presented with language that spoke to how to engage employers with MUSD's Madera Promise. An additional draft was presented on how to present the Madera Promise to students. The goal is to gather 5 to 10 employers to form a pilot group who will then receive graduates who are deemed ready-to-work for employment consideration. The committee requested that WDB members reach out to their industry partners or business friends to participate in the Madera Promise. The next quarter will focus on employer recruitment and a flyer will be created and shared with the Board to help with recruitment. The committee will be working on creating a process that will identify students as ready for work based on their participation at the Graduate Profile and then getting those students to the Center to develop resumes and get the resumes to employers. The committee was asked to review the drafts and provide feedback so that flyers can be created for employer recruitment and student engagement. The committee is asking Board members to participate in the Graduate Profile as well so that students can hear directly from employers. The intent of the work the Ethics committee is doing with the Madera Promise is to help identify exemplary students from the and connect them with Workforce's essential skills workshops. A seal or certificate will be developed which will identify students as job ready. The goal is to market a seal or certificate to employers that will let them know that a student who is in possession of the document is already vetted by the workforce system and the school district as ready for employment. The committee will work on identifying the employer pilot group who will agree to interview these students for possible employment – it will not guarantee that they will be hired. One of the goals for this initiative is to keep talented students in Madera County. MUSD may also consider recognizing students participating in the Madera Promise at graduation.*
- *Training: the training committee is having a difficult time meeting and getting Board members to participate. Except for Michelle Brunetti, who chairs this committee, staff, and Gurminder, no one else attended the last scheduled meeting. Staff are still moving forward with the work to meet and gather information from employers. The transportation sector partnership meetings have been very successful. A Green Energy Sector partnership meeting was recently launched. Staff are trying to coordinate a healthcare sector meeting and potentially moving forward with an OR Technician training. Madera Community College has been going through an accreditation process for the training. Staff are hopeful that they will hear back from the college some time in Spring. The 4th school bus driver cohort began on January 12th. There are a total of 38 or 39 participants who have graduated from the training and everyone but a handful of graduates have been hired. Of those not hired, it was for personal reasons and not because there was no employer interest. Another cohort should be starting in April. Staff are working with Golden Valley School District to start a cohort there. A cohort for Yosemite Unified is pending. Staff are working with the Maderal Adult School to identify a training location in order to bring a CNA training to Madera. A childcare training is also being looked at. This training will allow participants to get certified and then work with SCORE mentors for their needs to run their own childcare businesses. A ValleyBuild cohort training started on January 12th at Yosemite Unified. 20 individuals will receive training on the apprenticeship'*

- s MC3 curriculum. This training is working in conjunction with the Fresno Workforce Board. Staff encouraged Board members to participate or join the committee – Laura Gutile volunteered to join the committee.

8.3 Madera County Workforce Investment Corporation (MCWIC) Update

Information provided within the agenda packet.

8.4 Local Business Closures

Information provided within the agenda packet.

8.5 Federal and Legislative Updates

Information provided within the agenda packet.

8.6 Information on James Irvine Foundation Better Careers Retreat

Information provided within the agenda packet.

8.7 Update on PY 2024 Local Area Performance Scores

Information provided within the agenda packet.

8.8 Program Impact Report July 1, 2025, to December 31, 2025

8.9 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview Through December 31, 2025

Information provided within the agenda packet.

8.10 Mountain Community and Madera County Job Fairs

Information provided within the agenda packet.

8.11 High Performing Board Application Notice

Information provided within the agenda packet.

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

Information provided within the agenda packet.

8.13 Form 700 Due April 1, 2026

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

Next meeting will be held at the Workforce Assistance Center on April 16, 2026

12.0 Adjournment

Meeting adjourned at 4:23pm due to loss of quorum during discussion for item 8.2.