MADERA COUNTY WORKFORCE Development Board

MINUTES

August 20, 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
40343 Highway 41, Oakhurst, CA 93644
3170 West Shaw Ave, Fresno, CA 93711

PRESENT:	Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile (6.1), Wendy Lomeli
ABSENT:	Kristina Gallagher, Laura Gutile, Michelle Jones, Mike Lopez, Robert Poythress
GUEST:	Andrew Munoz
STAFF:	Bertha Vega, Jessica Roche, Maiknue Vang, Nelson Vang, Nicki Martin, Nuvia Moreno, Sheyla Garcia

1.0 Call to Order

Meeting called to order at 3:02 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 done by everyone in attendance. Priscilla Varela, Department of Rehabilitation, introduced herself. She is replacing Joe Perez on the Board.

5.0 Adoption of Board Agenda

Chuck Riojas moved to adopt the agenda, seconded by Aaron Chambers.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Wendy Lomeli

6.0 Consent Calendar

6.1 Consideration of approval of the April 16, 2026, Workforce Development Board (WDB) meeting minutes.

6.2 Consideration of approval of the resignation of Michelle Jones, AutoZone, from the WDB.

Michelle Jones, AutoZone Inc., relocated to open another new distribution center.

Jorge DeNava moved to approve the Consent Calendar, seconded by Eric Niino.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.0 Action Items

7.1 Consideration of approval of Armando Cortez's Director application to the WDB representing AutoZone for a 3-year term.

Armando Cortez will replace Michelle Jones on the WDB.

Nichole Mosqueda moved to approve, seconded by Aaron Chambers.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.2 Consideration of approval of The Munoz Group's One Stop Operator (OSO) quarterly report for the period of April 1, 2026, through June 30, 2026.

Andrew Munoz presented the OSO reports to the WDB. 4th quarter activities were standard. As the OSO, Andrew convenes all of the Partners and strives to help make the Center great and innovative. 4th quarter engagement and attendance were very good. The July meeting was the best attended meeting. Andrew will try to implement the Madera model for partnership and One-stop operations for the rest of the region. 4th quarter Partner meeting discussions included the new work requirements for CalFresh, and the ongoing development of opportunities for the Partners to cross promote their services and be aware of all the opportunities to leverage those activities. The cross-training sessions for 2025-2026 were delayed but will happen in October. During cross-training, Partners will have opportunities to provide information on their services/topics. Partners completed a survey to find out what topics they considered important. The survey results will help guide the cross-trainings.

Chuck Riojas moved to approve, seconded by Jorge DeNava.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.3 Consideration of approval of The Munoz Group's OSO Annual Report for fiscal year 2025-2026.

Much work is done around the Continuous Improvement Plan (CIP). The CIP identified 7 different areas of quality services to be delivered. A few items within the plan present an opportunity for Partners to assist the Center in meeting those objectives – opportunities to improve/indicators of high quality. There are always opportunities to improve. These improvements are reflected in customer satisfaction surveys from the past 12 months. The co-location of Partners within the Madera center is a critical part of the success in Madera. There is always room for improvement. That is something that helps build the agendas for the meetings. Surveys are also used to provide input and guidance for services within the Center. For the upcoming program year 2027, Andrew is suggesting that some targeted customer satisfaction surveys around specific service modules such as serving those who have completed a new occupational training/services or individuals who have exited the program. Efforts to increase co-enrollment will also be looked at. We want to make sure co-enrollments are documented so that the program(s) get credit for them. Andrew is hoping to facilitate a regional roundtable for the reception and front office staff so that those staff can have an opportunity to meet their peers that do the same thing that they do at the other centers in the other 3 counties. Andrew is also hoping to implement a monthly meeting schedule within the region.

Chuck Riojas moved to approve, seconded by Jorge DeNava.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.4 Consideration of approval of the revised Eligible Training Provider List (ETPL) policy to include the requirements and provisions of the State's revised ETPL directive released on February 23, 2026.

The ETPL is a statewide list managed by EDD, with local Workforce Development Boards participating in the review and approval process. Workforce Boards are required to use training providers from the list if WIOA funds will be used to pay for their training. The WDB ETPL policy was revised in order to ensure that all the recent updates from the State's directive were captured. A tracked policy with the revisions was provided to the Board. It expands and clarifies many of the definitions, it adds clear California operating requirements, and it formalizes more detailed data collection. It also expands the eligibility for training providers to be on the ETPL, what the review cycle looks like and how training providers may be de-listed. In general, it provides more clarification on the definitions and requirements for training providers to be on the ETPL. Additionally, it allows local workforce boards to establish local ETPL requirements. The 2-year review process was cut down to 1 year. It is possible that training providers fall off the ETPL if they don't monitor their program closely. Providers are able to come back on to the list, but it can be a cumbersome process. Staff may consider adopting a process to help prevent providers from falling off the list. In previous years, staff were allowed to enter outcomes for the providers but that is no longer allowed and providers must maintain their own information within the system.

Michelle Brunetti moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.5 Consideration of approval of the revised WIOA Incentives Policy to consolidate incentive opportunities and provide larger awards for key participant milestones and outcomes.

The revised policy reallocates the timing and incentives payments for participants. Previously, there were smaller amounts for a variety of milestones. Some incentive payments were only $25, and staff found that participants were forgetting to cash the checks – perhaps due to the low amount of the funds. Staff are recommending that the smaller incentive payments be moved into the larger milestones that contribute to our local performance outcomes. For instance, an incentive amount for training of $100 would now be $150. Some of the lower incentive amounts for the upfront activities such as Essential Workforce Skills Workshop, Financial Capabilities Workshop, or the Paid Work Experience workshops are removed from the policy while their incentive amounts are folded into other milestones such as training, job placement and follow up. The total incentive amounts remain the same while the activities are restructured. Staff recognize that it is also possible that participants may not have a way to cash their checks. It was recommended that participants open or ensure that they have a checking account after they complete the Financial Capabilities workshop. Staff are researching the possibility of using gift cards to avoid this issue. Staff want to make sure that they are spending the money they are earning. Staff may also research the use of other types of cards such as gas cards or Amazon cards. Cash awards are not allowed.

Jorge DeNava moved to approve, seconded by Todd Lile.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.6 Consideration of approval of the Eligibility policy to include the requirements and provisions of the State's WIOA Title I Eligibility Technical Assistance Guide directive released on September 26, 2024.

This is a new policy that is not currently in place. In the past, eligibility requirements were identified under different policies for each program, or it has been included in local processes and procedural guidelines. The State has provided revisions to their Technical Assistance Guide (TAG) to the eligibility requirements under WIOA Title 1 programs for Adult, Dislocated Workers, and Youth participants. Local areas have been informed that the next program monitoring will look for policy around eligibility. This policy will help Madera formalize the eligibility process

while also satisfying the monitoring requirement. As the policy is developed, staff may bring revisions to the Board for approval. This policy will provide a central policy for eligibility requirements for all 3 categories – Adult, Dislocated Worker, and Youth.

Todd Lile moved to approve, seconded by Emilio Hipolito.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, 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 Jones, AutoZone, resigned. Armando Cortez's application came to the WDB for approval. He will replace Michelle on the Board. The committee discussed the vacancy left by the resignation of Donald Foster. The WDB is missing representation from the renewable energy sector which is an identified priority sector. The Sector Partnership recommended Wade Wheeler with the biomass plant, and Mike Nemat, Lean Solar. The committee agreed that someone from the solar industry would be a good fit for the WDB and would help provide input into the training needs for this industry. Jorge was at the Sector Partnership meeting and commented that the Partnership thought someone from the renewable sector could help navigate the peaks and valleys that the industry experiences and could also explain the industry. Staff will reach out to Mike about the WDB and would bring his application back to the Board for approval.*
- *Work Ethics: the committee met and finalized language for a letter and flyer to go out to employers about local students and committing to the Madera Promise and being an employer that may consider the students for jobs. Students can be recent high school graduates who completed their senior defense or students who may have needed extra help with the defense and completed the modules. Students would come to the Center to complete the work ethics modules. These students would be guaranteed a job interview but there would be no guarantee for being hired. The committee is working on getting employers on board. The Committee needs to do some education with the employers. They will start with the employers on the WDB and in the Center and will ask them to commit to being an employer of choice so that applicants can gain experience. Employers need to commit before student recruitment starts. Camarena Health will commit to being one of the employers. The Board expressed the importance of creating a positive experience for young people so that if they leave Madera after high school, they will want to come back for employment opportunities.*
- *Training: the committee has had difficulty with participation/attendance. Michelle Brunetti and Gurminder Sangha have been the main attendees along with Bertha Vega and Erick Flores as staff who have been doing much of the work. Michelle speculates that the reason for the limited participation may be due to the fact that Workforce already has trainings in place and they may feel that there may not be a lot that the committee can do to supplement or modify the program. The committee hasn't met recently but is planning to meet next week. The group depended on the participation of Workforce partners but their attendance was not consistent. Staff stated that they will continue to explore trainings even beyond the Action Plan timeline and will look at gaps in training, possible skills gaps and what trainings may be needed in Madera and how to secure funding for those trainings. Staff are currently trying to develop trainings for CNAs and Medical Assisting.*
- *Marketing: the new website is close to being complete. It looks great and will be much easier to navigate with a real focus on job seekers and businesses. The committee suggested that the About Us tab be moved to the end of the toolbar so that the focus can remain on the visitors to the site. It is easy to navigate with minimal drop downs. A page is being developed for the WOW Mobile which will include a calendar and a Community Based Organization (CBO) request form. This will also show visitors where the WOW Mobile will be.*

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 Workforce on Wheels (WOW) Mobile Unit Unveiling and Ribbon Cutting

Information provided within the agenda packet.

8.6 California Workforce Development Board (CWDB) Presentations

Information provided within the agenda packet.

8.7 2026 Foster Youth Summer Work Experience Program

Information provided within the agenda packet.

8.8 Program Impact Report

Information provided within the agenda packet. The report provides information regarding the amount of money invested in Madera County for program year 2025-2026. $219,000 was spent on supportive services, $835,000 in total training, and $181,000 in work-based learning for a total of $1.2 million – numbers are approximate. Last year's investment was a little over $800,000. Work-based learning is split into on-the-job training, paid work experience, and transitional job training. Staff thanked the WDB for their support and guidance. Staff will provide this report to the Madera County Board of Supervisor so that they are aware of the work being done by the Workforce.

8.9 Local Area Program Year 2024 Final Performance Scores

Information provided within the agenda packet. The State has completed Madera's performance outcomes and determined that Madera has met or exceeded all their metrics. The State requires that the local area scores be 50% or higher with the overall indicator score higher than 90%.

8.10 High Performing Board Designation

Information provided within the agenda packet. The Madera WDB was designated as a high performing board. That is based on successful performance, approved regional and local plans, training expenditures met, youth funding expenditures met, and having a business services plan in place. This designation is for the period of July1, 2026 to June 30, 2029. A small amount of funds comes with the designation and will be used towards the Workforce Development Professionals (WDP) day event.

8.11 Workforce Innovation and Opportunity Act (WIOA) Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Years 2025-26

Information provided within the agenda packet.

8.12 Eligible Training Provider Compliance Monitoring PY 2025-26 Results

Information provided within the agenda packet.

8.13 America's Job Center of California (AJCC) Comprehensive and Affiliate/Specialized Certification

Information provided within the agenda packet.

8.14 Local and Regional Plan PY 2025-2028 Two-Year Plan Modifications

Information provided within the agenda packet.

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

Information provided within the agenda packet. September is Workforce Development Professionals (WDP) month and recognizes the contributions of workforce professionals who support the workforce system. The WDP event will take place at Camarena's Tesoro Viejo location. The WDB is invited to attend and join staff for lunch or throughout the day at their convenience and thanks Nichole Mosqueda for providing the meeting space.

8.16 California Workforce Association (CWA) Meeting of the Minds in Monterey (MMM) 2026 Conference

Information provided within the agenda packet.

8.17 2026-27 WDB Meeting Calendar

Information provided within the agenda packet.

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

Information provided within the agenda packet. Staff have noticed that individuals affected by the manufacturing closures are starting to come to the Center for services. They anticipate that there will be more Dislocated Workers (DW) coming in for services. Staff track why individuals come to the Center in order to ensure they capture the number of DW as not all individuals come in to apply for Workforce services. The Business Services team uses EconoVue to research data on which Madera County employers may be in high levels of stress. This allows staff to be proactive and reach out to employers to offer support and services.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

None.

11.0 Next Meeting

The next meeting will be held at the Workforce Assistance Center on October 15, 2026.

12.0 Adjournment

Meeting adjourned at 4:34 p.m.