



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Executive Committee

MINUTES

October 17, 2019

***Convened at Madera County Workforce Assistance Center - Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637
(559) 662-4589***

PRESENT: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

ABSENT: Pat Gordon, Robyn Smith

GUEST: Debi Bray, Mark Choe, Jorge DeNava, Mike Fursman, Laura Gutile, Bobby Kahn, Daniel Patterson, Chuck Riojas, Rhonda Salisbury, Yvette Quevedo

STAFF: Nicki Martin, Jessica Roche, Tracie Scott-Contreras

1.0 Call to Order

An Executive Committee meeting was called to order by Chair Brett Frazier at 3:00 p.m. due to a lack of a quorum of the full Workforce Development Board (WDB).

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.

5.0 Adoption of Board Agenda

Nichole Mosqueda moved to adopt the agenda, seconded by Wayne Rylant.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

6.0 Consent Calendar

6.1 Consideration of the ratification of the April 18, 2019 Workforce Development Board (WDB) of Madera County meeting minutes.

6.2 Consideration of the ratification of the July 25, 2019 Executive Committee meeting minutes.

- 6.3 Consideration of the approval of the August 15, 2019 Executive Committee meeting minutes.
- 6.4 Consideration of the ratification of the nomination and application of Santos Garcia, Labor Sector, to the WDB and authorization to forward his application to the Board of Supervisors for an appointment to the WDB for a 3 year term.
- 6.5 Consideration of the ratification of the re-appointment of Mike Fursman, UFCW 8, for an additional 3 year term – 8/23/19 to 8/23/22
- 6.6 Consideration of the ratification of the re-appointment of Michelle Brunetti, Valley Children’s Hospital, for an additional 3 year term – 8/23/19 to 8/23/22
- 6.7 Consideration of the ratification of the resignation of Claudia Habib, State Center Community College District, from the WDB.
- 6.8 Consideration of the ratification of the resignation of Bob Carlson, Community-member-at-large, from the WDB Executive Committee.
- 6.9 Consideration of the ratification of the revised application for subsequent local area designation and local board recertification for the 2019-21 program year.
- 6.10 Consideration of the ratification of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$200,000.
- 6.11 Consideration of the ratification of the application of Marie Harris, State Center Community College District, to the WDB and authorization to forward her application to the Madera County Board of Supervisor for a 3 year term.
- 6.12 Consideration of the ratification of the nomination of Linda Monreal, Madera Unified School district, to the WDB as the replacement for Jesse Carrasco.
- 6.13 Consideration of approval of the re-appointment of David Salter, Salter’s Distributing, for an additional 3 year term – 11/26/19 to 11/26/22.
- 6.14 Consideration of approval of the removal of Exchille Mendoza from the WDB due to non-participation on the WDB as she is no longer with SpringHill Suites.
- 6.15 Consideration of ratification of the One Stop Operator Quarterly Report for the period of April 1, 2019 through June 30, 2019.
- 6.16 Consideration of approval of the final program budget for the 2019-20 fiscal year.
- 6.17 Consideration of approval of the revised Veterans and Eligible Spouses Priority of Services policy.
- 6.18 Consideration of approval of a new training provider, Central Learning Adult School Site, which provides training programs to prepare students for the state Certified Nurse Assistant Competency Exam.

Rob Poythress moved to approve the Consent Calendar, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

7.0 Action Items

- 7.1 Consideration of approval of the application of Mark Choe, The Pines Resort, to the WDB and authorization to forward his application to the Madera County Board of Supervisors for a 3 year term.

Rob Poythress moved to approve, seconded by Wayne Rylant.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

7.2 Consideration of approval of the application of Lanie Suderman, Visit Yosemite | Madera County, to the WDB and authorization to forward her application to the Madera County Board of Supervisors for a 3 year term.

Items 7.1 and 7.2 were discussed as a group. Mark Choe and Lanie Suderman are new appointments to the WDB. They will bring representation from Eastern Madera County to the WDB. They will also provide input and representation for the tourism sector. Debi Bray thanked Tracie for becoming a member of the Visit Yosemite Board.

Wayne Rylant moved to approve, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

7.3 Consideration of approval of the transfer of funds in the amount of \$284,912 from the Dislocated Worker funding stream to the Adult funding stream.

Staff has seen a significantly low number of Dislocated Worker participants compared to Adult participants. There have not been any major layoffs in the county. This transfer will be taken from the last fiscal year and placed into the current fiscal year funding.

Wayne Rylant moved to approve, seconded by Rob Poythress.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

7.4 Consideration of approval of the Use and Confidentiality of Participant Personally Identifiable Information (PII) policy.

Local areas, including Madera, collect much confidential information from customers. Staff want to follow the law and procedures and want to have a more fully developed process in place to be able to notify staff and the customers with. Much of the confidential information is uploaded to CalJOBS which is an online State system.

Wayne Rylant moved to approve, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

7.5 Consideration of approval of the One Stop Operator Quarterly Report for the period of July 1, 2019 through September 30, 2019.

Daniel Patterson presented the quarterly report and thanked the Board. This is the second year for the One Stop Operator. Work with the partners is continuing to move forward and is making great progress.

Wayne Rylant moved to approve, seconded by Rob Poythress.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

8.0 Information Items

8.1 Program Impact Report

Tracie borrowed the concept for this report from another workforce area. The first part of the report focuses on information on the Workforce Assistance Center. There were 45,205 visits to the Center and 19,711 services provided to individuals for the 2018-2019 fiscal year. The second part contains information on job seeker demographics. These numbers only represent people enrolled as Title I

Adult, Dislocated Worker and Youth. Job Seeker Impacts information contains information for employment rates which are based on exits from the program. The Outcomes is the average wage at the point of exit. Brett Frazier suggested using percentages for some of the information. Staff follow up with past participants for job and wage information up to 1 year after they have exited the program. Information for Business Services is also included in the report. Staff would like to continue to bring this report to the WDB on a quarterly basis. Board members thought the report was easy to read. It was suggested that staff could provide yearly comparisons for the information on the report annually. Staff will try to include information on sectors in future reports. Recently, a Bill was signed that will give workforce areas access to EDD's earning information for participants. Tracie thanked Jessica, Gail and Jorge for their work on the report.

8.2 Labor Force Participation Rates

Previously, the Board discussed low labor force participation rates for Madera County. Staff provided information breaking down demographics for individuals in the labor force. At this time, 46% of 16 year-olds and older are not currently in the labor force. Staff will be strengthening outreach to the K12 system, the Madera Adult School and the Community College. Wayne Rylant took part in the interviews for the high school seniors.

8.3 Discussion on Quality Jobs and Economic Self-Sufficiency

Information provided within agenda packet.

8.4 Hallmarks of Excellence Continuous Improvement Plan Update

Information provided within agenda packet.

8.5 Madera County Workforce Investment Corporation (MCWIC) Update

Information provided within agenda packet.

9.0 Written Communication

9.1 Annual Job Fair Best Practices

Information provided within agenda packet.

9.2 Madera County Compact

Information provided within agenda packet.

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

December 19, 2019

12.0 Adjournment

Meeting adjourned at 3:40 p.m. after agenda item 8.2 due to loss of the quorum.