



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

July 25, 2019

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

PRESENT: Debi Bray, Gabriel Mejia, Lindsay Callahan (3:16), Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

ABSENT:

GUEST: Kylee Henderson

OTHERS: Bertha Vega, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 3:01 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Kylee Henderson, DerManoel Insurance Group – HUB International, introduced herself. She will provide information on life insurance for staff. Board members and staff introduced themselves.

5.0 Adoption of Board Agenda

Mike Farmer moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes for June 27, 2019.

Roger Leach moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

6.2 Consideration of approval to revise the title of the signatory authority to reflect the update title of Controller, replacing the previous title of Fiscal Manager.

Previously, the Fiscal Manager position was designated signatory authority. The Fiscal Manager position has been reclassified as the Controller. Staff request approval to update the signatory authority to match the new title. Currently, Tracie and Maiknue have signatory authority for State documents and contracts. Jessica has authority for fiscal related documents for state reporting, Tracie Maiknue, Jessica and the MCWIC Chair have authority for banking.

Gabriel Mejia moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.0 Action Items

7.1 Review and approval of a new selection of a life insurance plan for MCWIC.

The Board previously wanted to review the life insurance plan offered to staff. Currently, MCWIC offers a \$10,000 flat life insurance which includes accidental/dismemberment. Kylee Henderson was present to review the possible plans. Kyle reviewed \$20,000 and \$50,000 options that also include accidental death/dismemberment. Both options provide the same coverage as the current plan but offer a higher monetary limit. \$20,000 is the average; \$50,000 is on the higher end of coverage. Both policies are portable and can be taken by the employee if/when they leave MCWIC. Kylee stated that \$50,000 is a bit higher than usual for non-profit organizations. Some members of the Board stated that their organizations offered \$50,000 plans. All the various carriers are easy to use and work with. Gabriel Mejia stated that he has previously worked with Lincoln and they were very helpful. He stated that they had used UNUM for a disability claim and they were very helpful with the claim. Kylee stated that the vendors listed are all relatively easy to work with but that the insurance broker would work with the vendors on the board's behalf. Typical policies reduce the payout for employees once they reach the age of 65 and there may be further reduction at age 70. Mattie Mendez stated that she preferred UNUM since they don't reduce the benefits until the age of 70 instead of 65 as the others do. The chosen plan would cover all MCWIC employees. At this time, approximately half of the MCWIC staff have been here 15 years or longer. There is a handful of employees who have been with MCWIC for approximately 5 years or less. All the carriers offer a 2 year rate guarantee. It is possible to offer an increased benefit structure based on staff longevity if desired. The UNUM \$20,000 plan would cost an additional \$209.03 a year more for employees. The UNUM \$50,000 plan would cost an additional \$1815.83 per year. Adding Accidental Death/Dismemberment to the \$50,000 plan would cost an additional \$184.75 to the plan which would equal a total increase of \$2,000.58 per year for all employees. Tracie stated that there shouldn't be an issue with the budget to accommodate the increase. Any plan chosen by the Board would be effective as soon as possible. The Board's insurance broker would help with the transition/process for changing the plan. It is possible that if a \$20,000 plan is selected, individual employees can opt to select a higher premium plan while MCWIC can still qualify for a group plan under \$20,000. Plan premiums are taken out of employee pay checks. Discussion held as to offering a \$50,000. This amount could be beneficial in recruiting employees as well. Many organizations that the Board members work with have a \$50,000 plan for their employees, however, those organizations are much larger than MCWIC. Individual employees have the option to buy-up their plan. The insurance broker would help with this. The current plan's renewal is January 1st but a new plan can be put into place immediately if desired.

Mattie Mendez moved to approve the quote from UNUM for a flat rate \$50,000 plan with a reduction in benefits at the age of 70 as the life insurance plan for MCWIC, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.2 Consideration of approval of changing the scheduled time for regular meetings of the MCWIC Board from 2:00 p.m. to 3:00 p.m.

Changing the meeting time to 3:00 p.m. seems to work with everyone's schedule better than a 2:00 p.m. start time. Board members preferred a later start for MCWIC meetings.

Lindsay Callahan moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.3 Consideration of approval of the MCWIC Executive Director goals for the period of July 1, 2019 to June 30, 2020.

Tracie Scott-Contreras, Executive Director, provided her goals and objectives based on the Board's recommendations. Tracie reviewed her goals for Community Awareness of the MCWIC/AJCC Services, Staff Development, MCWIC and WDB Board Development and Professional Development and the objectives and tasks associated with each goal. Many times, staff development trainings are available through the State and are specific to the work being done currently. Staff are and will continue to be sent to trainings as the budget allows. Tracie is working on her presence within the community on behalf of MCWIC. Lindsay Callahan thanked Tracie for making changes to her goals as per the Board's input. Debi Bray noted that some staff development will help bring organizations in to work with MCWIC as staff participation in community events increases. Tracie is participating in the Healthy Families workgroup. She learned a lot about how what MCWIC does impacts the community. Working with workgroups such as Healthy Families applies to her goal for professional development. Tracie was at a Housing meeting earlier in the day and realized that the Housing Authority refers their customers to Workforce but Workforce has no way of tracking the referrals since a paper form is not used. Tracie spoke to them about the MCWAC referral form and how it can be used with Housing customers. The Community College has a presence in the Center for customers – 3 day a week counselor who works with English Language Learner students, an enrollment advisor weekly as well as a job developer. The Community College also conducts classes through the Adult School. Staff are also able to meet with customers in Oakhurst via a space made available to staff at the Oakhurst Community College location. Tracie recently met with the new San Joaquin Valley College (SJVC) Director. Currently, SJVC is not on the State list of approved trainings. SJVC offers courses in the medical and business field. Staff will work with SJVC to get their programs onto the State list so that customers can be referred to them for services. The Executive Director will provide a mid-year update on the goals in January.

Mattie Mendez moved to approve the Executive Director's goals for the period of July 1, 2019 to June 30, 2020, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan (3:16), Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

The WDB has not met recently. The WDB Executive Committee is scheduled to meet later this afternoon. The WDB will meet again on August 15, 2019 for a meeting to include a strategic planning workshop to be facilitated by David Shinder. Claudia Habib has resigned from the WDB. Marie Harris will replace her on the Board.

8.2 Program Update

Information provided within the agenda packet. Workforce is in the contracting process for the Prison2Employment (P2E) grant. Workforce will receive \$156,000 which is about a quarter of the original amount staff hoped to receive. The AB1111 RFA has been released. Staff is having initial conversations with Central Valley Opportunity Center and Educational Leadership Foundation. AB1111's focus will be

on ELL, immigrants, low income population, underemployed and unemployed populations. CVOC offers ESL instruction and an accelerated HiSET class. These classes can be brought to the Pomona Ranch location. Educational Leadership offers parenting classes and vocational English classes. Funds can be used to offer Know Your Rights workshops and workshops to help with immigration paperwork. Staff are always looking for additional services that can be provided.

8.3 Conversion to Hourly Pay Process Update

Staff have successfully converted to the new hourly pay process effective July 1, 2019. A manual system for tracking funding sources is also in place at this time.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- Lindsay Callahan is working with the Central Valley Community Foundation Drive Initiative. Ashley Swearingen has joined the Foundation and set a \$1 billion goal to raise funds for Fresno and the entire valley to improve living conditions and shared prosperity. Ashley works closely with the Governor of California for many things related to California. He has asked for her input for the needs of the Central Valley. Ashley has worked on putting together a 10 year strategic plan – the Drive initiative. The Irvine Foundation is providing funding for the initiative. Lindsay had an occasion to speak with Ashley and provide input as to the importance of including the areas surrounding Fresno such as Madera in future plans and the initiative. The 3 areas of focus will be Economic Development, Neighborhood Development and Human Capital. Lindsay would like to get input from the Board or Board members individually before the November Economic Summit in order to make sure that Madera has a presence within the talks and information provided at the Summit while the Governor is in attendance. It would be good if Madera was able to get on to the agenda for the Summit.*
- Debi Bray and the Board thanked Lindsay for her work through United Way. United Way is one of a few organizations that represents multiple counties.*
- Mattie Mendez wants to be able to attend the Summit and clearly demonstrate that she is attending as part of the Workforce Board. Staff will create a badge of some type that can be worn by members of the Board.*

10.2 Staff

- Tracie Scott-Contreras and staff worked on a referral system for customers and community members after word-of-mouth was identified as the most used method people identified with when learning about the Center and Workforce services. Referral cards were created and will be handed out to customers and other community members to hand out. The cards will be gathered at the point that a customer comes in to meet with staff and will be included in future raffles or incentives.*

11.0 Next Meeting

August 22, 2019 at 3:00 p.m.

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 3:55 p.m., seconded by Robyn Smith.