



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

August 22, 2019

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

PRESENT: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach, Tim Riche

ABSENT: Gabriel Mejia, Lindsay Callahan, Robyn Smith,

GUEST:

OTHERS: Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by MCWIC 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

Roger Leach introduced Tim Riche as a prospective MCWIC Board member. Roger and Tim have had a long standing friendship for 25 years. Roundtable introductions were made by everyone in attendance.

5.0 Adoption of Board Agenda

Roger Leach moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach

6.0 Consent Calendar

6.1 Consideration of approval of the July 25, 2019 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Mike Farmer moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach

7.0 Action Items

7.1 Consideration of approval of the application of Tim Riche, Madera Unified School District, to the MCWIC Board.

Tracie met and spoke with Tim last week and believes that he will be a great addition to the MCWIC Board. He has a great connection to Madera Unified School District programs and businesses in the community. He also works with the non-profit Linkage Foundation. Tim is also active on the ADA Committee for the City of Madera.

Roger moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach

7.2 Consideration of approval of the unaudited fiscal year-end MCWIC financial statements for the period ending June 30, 2019.

The unaudited financial statements were presented. MCWIC did well this past year. Auditors will be on site next week. Once the audit is complete, the final audited document will be brought back to the Board for approval. Auditors look at Federal compliance with WIOA all the way down to participant files and fiscal information. The auditing team is comprised on new people this year. MCWIC has a good long-standing relationship with the auditing firm. A procurement for auditing services will be done this year for next year's audit. Roger Leach asked for information on the overage previously reported for TJT and OJT. Tracie stated that the previous report had to do with the contract with the Foundation for California Community Colleges. They operate as the employer of record for participants on TJT and OJT. We budget a certain amount for taxes and on-boarding. It was discovered that the overage was due to a change to their worker's compensation insurance rate so the amount of payroll taxes had exceeded the 15% that was budgeted. Staff have now created a new worksheet that will allow them to check the worker's compensation rates line by line and by position in order to avoid this issue in the future. This issue was solved internally and was not as a result of the audit. MCWIC obligated a significant amount of funds for participant trainings. Staffing and carry-over are good. At any time, the auditors can speak to the Board if they so desire. Tracie reported that there was an increase to Young Adult funding for 2019-20. Mattie Mendez requested information on "other income" as stated under the incumbance budget. Other income represents income that was carried over from the previous year. Total revenue for 2018-19 is 4.4. Staff does not foresee much change for the upcoming year. The allocations for the upcoming year went up slightly in certain areas. There was an increase to the Young Adult allocation up to \$808,000. The State put out a rescission after the Federal government passed it down to the States. This resulted in a small reduction of approximately \$50,000 to the budget. The positive percentages indicate a remaining balance. Any balance remaining will be carried over into the next fiscal year. Tracie noted that Federal WIOA grants have a 2 year grant life and would need to be expended within that time frame before the possibility of the funds being returned to the State. The 2017-18 allocations for Adult, Dislocated Worker and Young Adult were recently closed out as fully expended.

Roger moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach, Tim Riche

7.3 Consideration of approval of the final 2019-2020 fiscal year budget.

Each column on the budget represents individual funding sources. They represent Federal allocations or local, competitive grants or State grants to serve certain populations. MCWIC also has contracts with the county Department of Correction and Probation and contracts with Madera County Department of Social Services to provide a job fair and a new pilot program to provide vocational training to their participants. The various grants and funding sources on the budget were described and discussed. Employment Network funds are also included. The Workforce Assistance Center is an Employment Network and funds generated from the Ticket to Work program total approximately \$100,000 to date. Columns representing the allocated costs for the Center lease were reviewed. MCWIC holds the lease for the Center excluding the side of the building that houses the Madera Adult School. EDD, DSS, CVOC,

State Center Community College and the Department of Rehabilitation are partners and contribute towards the lease. The MCWIC has fiduciary oversight of the organization. The Workforce Development Board of Madera County has oversight of the policies and programs. They are the policy body that drives the programs that the MCWIC funds. Formula allocations are directly allocated monies. The final allocations have been entered into the budget. The 80% expenditure requirement was waived by the state last year so areas were allowed to carry over more than 20%. The DSS TJT contract was removed as DSS cancelled the contract due to budgeting issues. There was no reduction to staffing. DSS's occupancy was reduced due to their moving into the new building once its completed. One supervisor and 4 to 5 staff will remain in the Center. Staff have talked to 2 partners who may be interested in the space that will become available. The Prison2Employment (P2E) grant is included in the budget. Staff are waiting to receive the final, signed contract. Staff anticipates a September 1 start date for the grant. The State is allocating funds for the grant regionally. Some level of work will be done at the corrections sites as well as Valley State Prison. Staff have reached out to the women's prison. Re-entry Resource Fairs are scheduled in the Center once a month to provide information and resources. AB1145 is a state requirement that mandates that the workforce system spend a minimum of 25% of Adult and Dislocated Worker funding on trainings, 5% of which can be leveraged from other resources such as financial aide or the employer percentage paid on OJTs. MCWIC is on track with the required percentages. Approximately 36% of funds have been allocated for youth work-based learning. The minimum requirement is 20%. Sarahi has been moved into the Program Technician position and will focus on doing follow-up services. The Administrative Assistant position is vacant. Staff mileage was increased based on prior staff activity. The balance of the Workforce Accelerator Fund ARIA grant and the P2E grants were carried in. MCWIC is not a zero balance budget. Balances on the budget represent unobligated funds. At this time, there is just over \$200,000 in corporate reserve. The corporate reserve will show up on the audit reports. The amount at the bottom of the budget document is what's left over after all the income and expenses that are not budgeted.

Roger Leach moved to accept, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach, Tim Riche

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.2 Program Update

Information provided within the agenda packet.

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

September 26, 2019

12.0 Adjournment

Meeting adjourned at 3:48 p.m. after agenda item 7.3 due to loss of the quorum.