



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**September 26, 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, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach, Tim Riche

**ABSENT:**

**GUEST:**

**OTHERS:** Jessica Roche, Nicki Martin, 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**

*None.*

**5.0 Adoption of Board Agenda**

*Roger Leach moved to adopt the agenda, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

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

**6.0 Consent Calendar**

**6.1 Consideration of approval of the August 22, 2019 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Mike Farmer 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, Tim Riche*

## **7.0 Action Items**

### **7.1 Consideration of approval of revisions to the MCWIC Employee Handbook to include removal of reference to CFRA, and the addition of language around parental leave, life insurance benefits, heat illness prevention, cell phone use and the location of required employee postings.**

*Maiknue Vang, Deputy Director, attended a CalSHRM HR training and recommended changes to the handbook based on some information she gathered at the training. The changes were based on labor laws and were reviewed by Sierra HR. CFRA refers to employers with 50 or more employees. MCWIC does not meet the criteria under CFRA. References to CFRA were removed from the handbook. Language was added to the handbook regarding heat illness prevention. MCWIC staff do occasionally work outdoors at various events. Language was also added that prohibits the use of cellular devices while operating a vehicle. In the future, staff will be required to provide their auto insurance information in order to use their vehicles for business purposes. To date, staff have been very satisfied with Sierra HR services. They are very responsive and knowledgeable and less costly than consulting with the attorney. Maiknue is participating in many CalSHRM HR trainings and is in the process of obtaining a micro-credential from them that is specific to California labor laws.*

*Robyn Smith moved to approve as presented, seconded by Roger Leach.*

*Vote: Approved – unanimous*

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

## **8.0 Information Items**

### **8.1 Workforce Development Board (WDB) of Madera County Update**

*The WDB met in August and conducted a strategic planning workshop in order to set some goals and priorities. The WDB discussed identifying and coming up with a definition of what quality jobs are. Staff are working on a program impact report that will include information such as number of people served including employers, outcomes and the dollars that have been invested. A quality job should include livable wage information as well. Staff will be looking at information for real cost and information from the California self-sufficiency standard. Tracie noted that the housing market information listed on the California self-sufficiency standard is significantly lower than what the local market is currently. Currently the self-sufficiency standard for a family of 3 is \$39 an hour. It includes things such as insurance and childcare and a small percentage to be set aside for emergencies. The Insight Center has a tool that lists information by counties (<https://insightcced.org/tools-metrics/>). Lindsay Callahan suggested looking at the Brookings Institute and their studies that are specific to economic development that is specific to employment and jobs.*

### **8.2 MCWIC Year-to-Date Financial Reports Update for the period ending July 31, 2019**

*A significant amount of funds have been obligated for participant trainings but there is still wiggle room. Staff will most likely bring another Dislocated Worker to Adult funding stream transfer of funds to the Board in the future as there is not a significant amount of Dislocated Workers coming to the Center for services. Madera uses a cost reimbursement system. Funds have to be incurred before they can be drawn down from the State. Madera Adult School offers Microsoft Office Specialist training and certification, QuickBooks training and certification, they hope to start their CNA class soon and they offer an EMT class which can be used for participant individual training accounts.*

### **8.3 Program Update**

*Staff submitted a grant application under AB1111 that is designed to serve underrepresented populations in the workforce system to provide support and services to get them to enter the workforce. This grant is using State general funds. The project proposed by Madera will be a partnering with Central Valley Opportunity Center (CVOC) and Educational Leadership Foundation in Fresno to serve specifically the immigrant population, migrant/seasonal farmworkers, unemployed and underemployed individuals as well and English language learners. The project amount is for a total of \$429,539 with MCWIC acting as the lead. Because the services provided for the project will be*

*predominantly provided by the partner agencies, MCWIC will receive a smaller amount - \$166,488. This amount includes some administrative costs but also includes some staff time. As a lead, MCWIC will be responsible for monitoring the project. MCWIC is working with the Fresno Workforce Board on a construction pre-apprenticeship program targeting the re-entry population. Funds are still coming in from the Ticket to Work program. The CLASS project through the Office of Community and Economic Development at Fresno State has ended. The projected served 193 out of a goal for 200. Staff are waiting on more information for a couple of solicitations that should be released soon. A solicitation will be released specific to individuals that are experiencing difficulties with housing. Mattie Mendez stated that Madera CAPMC may be able to work with MCWIC on the project. Funds can be used for support services but not construction.*

#### **8.4 MCWIC Program Year 2018-19 Fiscal and Procurement Monitor Final Report**

*The monitors office has recently had some turnover in staffing. Staff have heard the recent monitor visits to local areas have resulted in many areas being written up for system issues. Madera was found to be completely in compliance – no finding! The MCWIC congratulated the staff on their hard work.*

#### **8.5 Motor Vehicle Network Advertising at DMV**

*Jessica Roche, Controller, noticed advertising on TV monitors while visiting the local DMV office provided by the Motor Vehicle Network (MVN). MVN is not a State entity. They provide local community organizations the opportunity to advertise services on the DMV monitors. Organizations get 4 impressions an hour at a cost of \$600 a month. Staff could reach out to partners to share the advertising and expense. There is no line item in the budget for advertising. This service could be placed under outreach and could be used to provide information aimed at jobseekers, employers and to advertise events. Their service is provided under an annual contract with a discount of approximately \$300 if the entire fee is paid up front. The vendor focuses on advertising for local community services/organizations. Each DMV has advertising for their own area and there is a limit on how many advertisers are using the service at the same time. MCWIC will further research the service and bring back information to the Board. Debi Bray suggested that staff look into Pecan Pie Productions at the local movie theatre. Pecan Pie Production will take organizations flyers and format it to the movie screen/video.*

#### **8.6 MCWIC Mission, Vision, Credo Review**

*Staff would like to spend time in the future to review the current statement to make sure it is a good representation of the Board and the work being done. Lindsay Callahan noted that the Vision refers to the organization and not the participants or the community.*

#### **9.0 Written Communication**

*None.*

#### **10.0 Open Discussion/Reports/Information**

##### **10.1 Board Members**

- *Debi Bray: attended a Valley Children's event that announced the building of a 148 bed behavioral health unit with a focus on children by 2024 which will create approximately 200 jobs.*
- *Lindsay Callahan: United Way is partnering with the Governor's office to do emergency preparedness services to vulnerable populations in Fresno and Madera counties. This is an 18 month project. The Governor's goal is to get 1 million Californians prepared for disasters. The economic impact of disasters can be significant. For every \$1 that is invested in emergency preparedness, \$7 is saved. An RFP will be let for the project.*
- *Mike Farmer: there were 51 participants in 4 classes for the Parent Project. Last year there were 16 participants. Olive Foundation is having their fundraiser on November 1<sup>st</sup>.*

##### **10.2 Staff**

*Tracie Scott-Contreras: Butler Marketing was at the Center last week recording interviews with staff to be used for a video highlighting the partnership between Camarena Health and Workforce. The video will focus on young adults and our services. Tracie was appointed to the Visit Yosemite Madera County Board. Her first official meeting will be in November. The appointment will allow MCWIC to expand their*

*reach into eastern Madera County. Ramona Davie, Union Bank, has indicated that she would like to join the MCWIC and will be submitting an application. Still will bring back financial institution representation on the Board. CVOC is recruiting members for it's Board representation Madera County. They are looking for either a private individual who is interested in serving or a rep of the low-income community.*

**11.0 Next Meeting**

*October 24, 2019*

**12.0 Adjournment**

*Roger Leach moved to adjourn the meeting at 3:56 p.m., seconded by Mike Farmer.*