



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

January 23, 2020

***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 (3:38), Mike Farmer, Ramona Davie, Robyn Smith, Tim Riche
ABSENT: Roger Leach
GUEST:
STAFF: Bertha Vega, Jessica Roche, Maiknue Vang, Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 3:00 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

Robyn Smith moved to adopt the agenda, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mike Farmer, Ramona Davie, Robyn Smith, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the December 12, 2019 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Tim Riche moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mike Farmer, Ramona Davie, Robyn Smith, Tim Riche

7.0 Action Items

7.1 Consideration of approval of the final MCWIC Mission, Vision and Credo statement.

Staff met after the last Board meeting to review and update the statement per the discussion at the meeting. Staff proposed another option for the Vision statement: Thriving People – Prosperous Communities. Prosperity for All was discussed previously for the Vision statement. When staff met, a majority of the staff preferred the “Thriving” statement. Prosperous communities encompasses all the surrounding areas and not just Madera and also includes businesses. The Board preferred to go with what staff liked most as they are working the closest with the customers, businesses and communities.

Mona Davie moved to approve the Statement with the Thriving people – Prosperous Communities Vision statement, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mike Farmer, Ramona Davie, Robyn Smith, Tim Riche

7.2 Consideration of approval of the MCWIC year to date financial reports for the period ending December 31, 2019.

Everything is looking good. A couple of grants will need to be monitored closely in order to ensure that the funds last to June. Spending on the Corrections grants are a little high. Trainings and expenditures for the youth program need to be increased. Expenditures for Adult and Dislocated Workers is going well. Staff will probably take another Dislocated Worker to Adult funds transfer to the Workforce Development Board at a future date. Because there was an increase in the insurance policy, staff will bring a budget amendment to the Board for approval.

Lindsay Callahan move to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mike Farmer, Ramona Davie, Robyn Smith, Tim Riche

7.3 Review of Form 990 2018 tax returns by the MCWIC Board of Directors in preparation for submittal to the IRS.

The Board is required to review the Form 990 before it is submitted to the IRS. Staff have reviewed and everything is accurate. The only changes to the Form were to Tracie’s title which was still listed as Deputy Director and the removal of the Oakhurst location address.

Gabriel Mejia moved to approve, seconded by Mona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mike Farmer, Ramona Davie, Robyn Smith, Tim Riche

7.4 Consideration of approval of the revised job description for the ELL Navigator to include changing the title to Program Navigator.

When the Navigator was hired, the position was specific to the grant. That grant has ended. It is common for other grants to want or require a navigator position be included in the submittal. The revised job description makes the position more general and not specific to a grant or certain population. This position can work with and bring partners together, help customers navigate services and system and can work as a liaison for staff. The current Navigator continues to work with the ELL population but is also taking steps to become a certified benefits counselor and works with the homeless population as well. Besides the Navigator, the Disability Resource Coordinator is the only other job description that has a very specific job description. That position was also required for another grant.

Mike Farmer moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mike Farmer, Ramona Davie, Robyn Smith, Tim Riche

7.5 Consideration of approval of the reclassification and revised job description of the Executive Assistant to the Exempt classification under the Administrative Exemption guidelines.

The change to the classification was discussed with the staff member and she was ok with the change. The change will allow for more flexibility with duties and schedule. Staff used a SHRM chart to make sure the position met all the requirements to be classified as exempt.

Gabriel Mejia moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mike Farmer, Ramona Davie, Robyn Smith, Tim Riche

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

The WDB approved a couple of policies at their December meeting. A criminal records policy was approved – Ban the Box. A policy was also passed for services and referrals for victims of human trafficking. The WDB discussed defining what a quality job is but decided against it as the definition is different to everyone and could include items such as benefits which may not be available to small business. Factors such as benefits, safety and training can be included in the definition. They did not want to alienate small businesses in the community. The topic will most likely come up again when the local workforce plan needs to be updated and submitted to the State.

8.2 MCWIC Year-to-Date Financial Reports Update for the Period ending November 30, 2019

Information included in the agenda packet.

8.3 Program Update

Information included in the agenda packet. The contract for the P2E grant has been received. Staff have submitted a couple of new grants. One of the grants will focus on services to the homeless. There are no new grants to apply for at this time.

8.4 MCWIC Executive Director Mid-Year Goals Update

Information provided in the agenda packet. Tracie provided an update and progress on the goals she had previously submitted and which were approved by the Board. Debi Bray stated that she appreciates the partnership Workforce has with the Chamber. It helps spread information about Workforce to employers. A mobile office schedule has been established for Oakhurst. This will be expanded to other small communities as well. The mobile office will start with business services but will expand to more services.

8.5 Form 700 Due April 1, 2020

Forms are due to Nicki by April 1st.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Mike Farmer stated that Parent Project orientations are starting this week. There are 23 participants. There is still time for more people to enroll.*
- *Mattie Mendez: Wants to ensure that Workforce is helping spread information about the 2020 Census. Staff post information on social media and through email.*
- *Mona Davie: would like to participate in mock interviews. Tim Riche has information and will share with Mona.*

10.2 Staff

- *Maiknue Vang: The Eastern Madera Job Fair is taking place in Oakhurst on March 12, 2020. The Madera County Job Fair is taking place on April 2, 2020 at Hatfield Hall.*

11.0 Next Meeting

February 27, 2020

12.0 Adjournment

Lindsay Callahan moved to adjourn at 3:55 p.m., seconded by Robyn Smith.