



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**MINUTES**

**February 27, 2020**

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

**PRESENT:** Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith, Roger Leach, Tim Riche  
**ABSENT:** Lindsay Callahan  
**GUEST:**  
**STAFF:** Bertha Vega, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Tracie Scott-Contreras

**1.0 Call to Order**

*Meeting called to order by Chair Debi Bray at 3:02 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**

*Mattie Mendez moved to adopt the agenda, seconded by Tim Riche.*

*Vote: Approved – unanimous*

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

**6.0 Consent Calendar**

**6.1 Consideration of approval of the January 23, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Mike Farmer moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

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

## **7.0 Action Items**

### **7.1 Consideration of approval of the proposed budget adjustments for current year budget.**

*Line adjustments typically come up at this time of year. An adjustment was made to the insurance after the plan was changed. An adjustment for staffing was also done. There was some movement between categories. Staff will bring a preliminary budget to the Board next month. We are expecting same level funding for the coming fiscal year. We had to de-obligate \$12,000 from the pre-apprenticeship grant partnership with Fresno. Madera recruited for the program which took place in Fresno but were not able to recruit enough participants to utilize the funds. Madera recruited 1 participant for that grant. Travel was the primary barrier for participating with this grant.*

*Mattie Mendez moved to approve the budget adjustments as presented, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

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

## **8.0 Information Items**

### **8.1 MCWIC Year-to-Date Financial Reports Update**

*Agenda item 8.1 should have been listed as Workforce Development Board (WDB) of Madera County Update but was mistakenly listed as the MCWIC Year to Date Financial Reports Update. Information for the WDB update was included in the agenda packet. The WDB approved 2 new training providers at their last meeting. One of the providers provides training in Diagnostic Medical Sonography. This provider is located in Coalinga and a Workforce participant wants to attend. The WDB approved the Board's High Performing Board application and submitted it to the State Workforce Development Board. Subsequently, the guidelines for the application were changed and the deadline extended. Madera will resubmit their application to include the new guidelines.*

### **8.2 Program Update**

*Information provided within the agenda packet. Staff are still waiting on news for 2 grants – the Disability Employment Accelerator (DEA). Our Corrections grant is going well and we are continuing to provide services at the location and post release. Staff are working hard on the March 12<sup>th</sup> Oakhurst job fair. The Madera County Job Fair is scheduled to take place on April 2<sup>nd</sup>. Staff have gotten a good response from employers for the job fairs. The Prison 2 Employment (P2E) planning grant has been fully expended and ends in March. The Ticket to Work program continues to generate payments. The Wells Fargo grant award is being used to fund the HiSET open-ended class with Madera Adult School.*

### **8.3 Audit Services of Workforce Innovation and Opportunity Act (WIOA) Programs and/or Related Awards and Year-end Tax Forms Request for Proposal (RFP)**

*The Board and staff had planned on releasing an RFP for these services. The RFP has been posted and will close on March 20, 2020.*

### **8.4 2020 Census Update**

*Madera Workforce is continuing to help spread the word on the importance of the Census. Information is shared on various social media platforms and via emails. A Census recruiter comes to the Center 3 days a week and is stationed near the lobby desk. Many Census jobs still need to be filled. Applicants can expect to be fingerprinted and pass a background check. They offer good wages and flexible hours. Applicants must be 18 years or older to apply. Applicants should expect to work for 2 to 3 months. Enumerators go out and make contact with folks who have not made contact with the Census. Everyone should start seeing notification for the Census after March 1<sup>st</sup>. The local Census work group will continue to meet until July. The Census can be done online, in paper or by calling in.*

## **8.5 HR Updates**

*A couple of staff have left MCWIC and a recruitment for 2 Workforce Tech I positions will be opened. Staff are hoping to fill the positions by April 1<sup>st</sup>. Staff are scheduled to participate in a refresher training on personal identifiable information (PII).*

## **9.0 Written Communication**

*None.*

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

### **10.1 Board Members**

- *Mattie Mendez: Community Action Partnership of Madera County (CAPMC) is a VITA tax preparation site. Anyone who makes \$66,000 or less in income can go to a VITA site and have their taxes done for free. CAPMC provides VITA services on Saturdays from 8:00 to 1:00.*
- *Debi Bray: Love's is open and a ribbon cutting is being organized for March. Debi thanked Tracie for participating in KSEE 24's morning roadshow broadcast from Black Bear diner. She provided an outstanding presentation on workforce.*
- *Tim Riche: Participated in the homeless count in Oakhurst with Mattie. He worked with Laurie and noted that she is amazing in her work with the homeless – very engaged. Madera does the count annually. The count takes 2 days with a count on the 1<sup>st</sup> day and a survey on the 2<sup>nd</sup> day. An incentive of hygiene products was provided to the homeless for participating in the survey. The Sheriff's office provided transportation. Mattie stated that there is a need for a navigation center for the homeless. Ideally the best location would be near the Behavioral Health office.*

### **10.2 Staff**

- *Tracie Scott-Contreras: Madera Workforce works towards being as involved as possible with homeless issues. Dennis Koch sent out information about a program being used in Bakersfield and how it can be used in Madera. Kern County has a program that employs the homeless in jobs to clean highways. It is also important to provide financial literacy training to the homeless and get them connected to banking.*

## **11.0 Next Meeting**

*March 26, 2020*

## **12.0 Adjournment**

*Roger Leach moved to adjourn the meeting at 3:47 p.m., seconded by Tim Riche.*