



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

March 26, 2020

***Convened at the Workforce Assistance Center - Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637
Teleconference Line: (510) 338-9438***

PRESENT via Teleconference: Debi Bray, Gabriel Mejia, Mattie Mendez, Ramona Davie, Robyn Smith, Roger Leach, Tim Riche
ABSENT: Lindsay Callahan, Mike Farmer
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 3:01 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

Robyn Smith moved to adopt the agenda, seconded by Roger Leach.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) February 27, 2020 meeting minutes.

Roger Leach moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

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

7.0 Closed Session

Gabriel Mejia moved to close open session and go into closed session at 3:06 p.m., seconded by Roger Leach.

Vote: Approved – unanimous

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

7.1 Public Employee Discipline/Dismissal/Release – Government Code 54956.9(e).

Tim Riche moved to adjourn closed session at 3:16, seconded by Ramona Davie.

Vote: Approved – unanimous

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

Debi Bray reported that there was no reportable action taken.

8.0 Action Items

8.1 Consideration of approval of the preliminary 2020-21 budget.

Staff presented a preliminary budget for the 2020-21 fiscal year which includes an estimated 20% carry-in and also used the current-year allocation amounts for Adult, Dislocated Worker, Youth, Rapid Response and Lay-off Aversion funding as well as using current year amounts for grants and special projects that will run into the 2020-21 year. We were recently notified that Madera Workforce was awarded the Disability Employment Accelerator (DEA) grant which was also included in the budget. The Prison2Employment (P2E) grant was also included. Staff are unsure of the Department of Social Services (DSS) job fair contract at this time. That contract primarily paid for the support staffing for the job fair. Ticket to Work income is unrestricted. IT support is built into the budget at \$42,000 and is considerably lower than employing an in-house IT professional. Compnology provides 24/7 support for equipment and maintenance. All servers are backed up off site. The staffing section breaks down staffing broken down by funding. Basic operating expenses are also allocated by funding source. Partner Costs show the amounts the Partners pay towards the facility costs. Direct participant costs are budgeted at 30% of the total allocation for Adult and Dislocated Worker for training costs. Approximately \$130,000 is budgeted for youth paid work experience training costs. Funds have also been budgeted for DEA vocational training, transitional job training and on-the-job training costs. Any additional carry-over or overages from this preliminary budget will get placed into direct participant costs. Other direct grant costs are items that are specific to grants such as the HiSET class or advertising for a program. Staff travel has been minimized but staff have low cost access to staff development opportunities though services such as Star12. Any travel done for specific grants is planned for and budgeted to each grant. Staff kept the compact shareholders luncheon and set aside funding for some local event such as those sponsored by the Madera County Economic Development Commission (EDC). HR services are listed under contracted services. Sierra HR provides services to MCWIC. Debi Bray recommended that there be a discretionary items line on the budget that can be used for items such as the various luncheons staff attend. Staff noted that there is currently a line item on the budget named Misc Workshop/Training that works in a similar way. The line can be updated to read "Professional/Community Participation" for future budgets. Renaming the line in this manner is more flexible for the items it can be used for. At this time, there are still some unknowns for the budget. The carry-over amount is not known. There is no information available as to how quickly the vacant space in the building will be leased. The allocation amounts whether they are increased or not are unknown at this time. Staff anticipates that there will be an increase to the utilities. 30% of the budget has been allocated for training and 20% for youth paid work experience activities. The 30% allocation for training is mandated by the State. A summer HiSET class is included in the budget as well as the annual HiSET and ESL classes. Staff is also applying for additional funding. We are working on and will submit and English Language Learner (ELL) grant. The deadline is in a couple of weeks. Staff will also apply for an additional \$90,000 in Dislocated Worker funds that are specific to the current pandemic situation. The budget is based on the best known information while being conservative in order to avoid over extending funds.

Tim Riche moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

9.0 Information Items

9.1 MCWIC Year-to-Date Financial Reports Update for the Period Ending January 31, 2020.

Information provided within the agenda packet. Everything looks good at this time. Funds are being expended at a high rate for trainings. Some school funds are on hold due to schools being closed.

9.2 Program Update

Information provided within the agenda packet. Madera was notified that they were awarded the DEA grant. This grant will be used towards providing services to persons with disabilities who have recently graduated, students who are on track to graduate or persons who are working towards obtaining or have a recognized credential. The total award was \$520,698 with \$300,000 coming to MCWIC. Services at the jail have been shut down. The Job Fair is postponed due to the pandemic and the social distancing requirements. The Business Services unit is working with businesses remotely and have organized and scheduled some online events. The P2E planning grant has been fully expended. P2E direct services enrolled 17 participants. The Ticket to Work program brought in \$44,000 in income. 78 participants have enrolled in the HiSET class.

9.3 COVID-19 Update

Information provided within the agenda packet. As of last Friday, the doors to the Workforce Assistance Center are closed and services are being provided via phone, email or by appointment. Staff anticipates working on providing workshops as recordings or webinars. Rapid Response services will be provided via online meetings. Some staff have been impacted by the school closures. Staff is aware of at least 1 business that has been impacted by the COVID-19 pandemic. A large manufacturer in Madera has been affected and will be laying off people. Staff are being kept informed. Everyone coming into the Center is screened before entering the building per the Madera County Public Health checklist.

9.4 Census 2020 Update

Information provided with the agenda packet. Staff is continuing to provide information on the Census to the community. Madera's response has been very low compared to some other areas. It is very easy to submit census information online.

10.0 Written Communication

10.1 Workforce Development Board of Madera County Subsequent Designation of Local Area and Recertification

Madera received a letter from the State Workforce Board certifying Madera's local workforce area effective July 2019.

11.0 Open Discussion/Reports/Information

11.1 Board Members

- *Ramona Davie will send information on grant opportunities through Union Bank to staff.*
- *Mattie Mendez stated that Community Action Partnership of Madera County (CAPMC) is open with limited access related to victim services. CAPMC has funds to help with rental assistance for income eligible applicants. CAPMC will give the food bank a \$10,000 donation. Please refer people who may be in need to CAPMC. CAPMC is in need of sanitizer and toilet papers for seniors.*
- *Time Riche stated that Madera Unified will hand out a week's worth of food to students on Monday between 11:00 a.m. and 12:30 p.m. at local elementary schools for students from kindergarten age to 18 years of age.*

11.2 Staff

None.

12.0 Next Meeting

April 23, 2020

13.0 Adjournment

Roger Leach moved to adjourn at 3:57 p.m., seconded by Tim Riche.