



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

May 28, 2020

*Convened at the Workforce Assistance Center - Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637
Teleconference Line: (669) 900-9125, Meeting ID 853 7150 2331*

PRESENT: Debi Bray (3:20), Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith (3:43), Roger Leach, Tim Riche

ABSENT:

GUEST:

STAFF: Erick Flores, Jessica Roche, Jorge Espinosa, Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 3:05 p.m. by Vice Chair Mattie Mendez.

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 Lindsay Callahan.

Vote: Approved – unanimous

Yes: Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Roger Leach, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the March 26, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Roger Leach, Tim Riche

7.0 Action Items

7.1 Consideration of approval of the MCWIC year to date financial reports for the period ending March 31, 2020.

Everything is going well and there is nothing unusual to report.

Lindsay Callahan moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Roger Leach, Tim Riche

7.2 Consideration of approval of the updated preliminary budget for the 2020-21 fiscal year.

Staff were recently notified that Madera Workforce was awarded 3 grants: the Disability Employment Accelerator (DEA), National Dislocated Worker Grant (NDWG) and additional supportive services funds for dislocated workers affected by COVID-19. Staff previously anticipated receiving a reduction to the budget but there were slight increases to Adult and Youth funding. There was a slight decrease to Dislocated Worker funding. Staff expect stable staffing going into the next fiscal year. Information on funding allocations was received and the preliminary budget was updated. Allocation amounts are not always final and are used for planning purposes but they tend to be very close to the final allocations awarded. Department of Social Services (DSS) has moved out except for a 4-person unit. This unit will also move out and this will leave their former space completely unoccupied. DSS will set up a video conferencing tool in the Center to provide some services remotely. Staff have reached out to various organizations and used various communication methods to provide information on the vacant space in the Center for leasing. The budget looks good, however, if the empty space is not leased, it will put Workforce in a difficult position. Workforce can not afford to absorb the vacant lease amount beyond the end of the calendar year and may need to consider vacating. The final budget will include all the new grants. The budget presented reflects fewer staff, a lower amount for DSS since they withdrew all contract except for the annual County job fair. Staff is still waiting on grant numbers for the prison and probation projects. The additional Dislocated Worker supportive services grant is not included in the budget that is being presented. Amounts for vacations won't be finalized until year-end is finalized. Staff noted that approximately \$10,000 allocated to insurance was mistakenly omitted from the line item on the budget but assured the Board that it has been allocated and it will be corrected for future documents.

Roger Leach moved to approve, seconded by Debi Bray.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, 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 WDB High Performing Board Application Update

Information provided within the agenda packet. Staff submitted the High Performing Board application to the state.

8.3 Program Update

Information provided within the agenda packet. Madera Workforce has partnered with the Madera Community College and the James Irvine Foundation to recruit 20 participants for a manufacturing maintenance mechanic course that will be provided at no cost through a grant from the James Irvine foundation.

8.4 Staffing update

Staff reported on various staffing changes. Someone accepted a position with the County and is resigning. A couple of staff members are retiring – one at the end of May and the other at the end of the calendar year. A current staff member is being moved into a Career Specialist position. Staff will continue to monitor and assess hiring needs as the next fiscal year approaches.

8.5 COVID-19 Update

Staff have been working in the office through the pandemic. The doors have been closed to the public but services are provided over the phone, in person by appointment and through email. Anyone coming into the

building is screened. Plexiglass screens were purchased and installed at the lobby desk. Customers will be required to wear masks to come into the Center. Both staff and customers will use face masks when meeting. Opening the doors and providing in-person services are being phased in. Staff are hoping to open the doors to the public on Monday, June 8, 2020.

8.6 Census 2020 Update

Staff continue to push information on the Census to the community via social media channels as well as email.

8.7 Executive Director Evaluation Update

Staff would like input from the Board for the Executive Director evaluation process. The Executive Director typically provides an update on the Director's goals and objectives at this time of year. The Board will start the process as soon as possible. The Executive Director will provide an update on the 2019-2020 goals and objective at the June board meeting. New goals and objectives for the upcoming year will also be provided. Staff mistakenly provided the wrong Executive Director process document. The correct document will be forwarded to the board for the upcoming evaluation. Per the most current process procedures, all board members will be involved in the evaluation process.

8.8 MCWIC 2020-21 Meeting Calendar

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- Mike Farmer stated that Loving Solutions had to be suspended but there were 23 graduates from the last class.
- Mattie Mendez stated that CAPMC has access to rental assistance funds. Please refer people to CAPMC.
- Lindsay Callahan wanted to ensure that Madera Families were referred for the funds.

10.2 Staff

None.

11.0 Next Meeting

June 25, 2020

12.0 Adjournment

Roger Leach moved to adjourn at 3:48 p.m., seconded by Robyn Smith.