



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

June 25, 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

ABSENT: Lindsay Callahan, Roger Leach, Tim Riche

GUEST:

STAFF: Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 3:04 p.m. by Chair Debi Bray.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Tracie Scott-Contreras, Executive Director, informed the Board that Maiknue Vang, Deputy Director, passed her California SHRM HR certification.

5.0 Adoption of Board Agenda

Robyn Smith moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of approval of the May 28, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Mattie Mendez moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith

7.0 Closed Session

The Board elected to proceed to information items on the agenda before going into closed session.

Robyn Smith moved close open session and go into closed session at 3:40 p.m., seconded by Ramona Davie

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith

7.1 Request for Closed Session: Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director

Robyn Smith moved to adjourn closed session at 4:36 p.m., seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith

a. Closed Session Report-out by MCWIC Chair

Debi Bray reported that the Executive Director's salary will be increased from \$110,000 to \$115,000 effective July 1, 2020 and commended Tracie on her exemplary performance.

8.0 Action Items

9.0 Information Items

9.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

9.2 MCWIC Year-to-Date Financial Reports Update for the Period Ending April 30, 2020

Information provided within the agenda packet. The financials don't show anything out of the ordinary. Everything is proceeding as anticipated.

9.3 Program Update

Information provided within the agenda packet. MCWIC has received approximately \$700,000 in additional grant funding since January 2020. Madera was awarded the \$300,000 English Language Learner (ELL) grant. MCWIC applied for and received a \$10,000 Wells Fargo grant. Madera received a portion of a National Dislocated Worker grant in the amount of \$90,000. Madera also received \$27,000 in additional dislocated worker funds to be used for emergency supportive services. So far, MCWIC has helped with a couple of rent payments, a mortgage payment and some assistance with technology needs for classes/trainings with the funds. Madera is partnering with Fresno EOC and the James Irvine Foundation on a 15 week manufacturing maintenance mechanic class. Madera is helping recruit participants. The class will be at no cost to participant and will be online classes and in person at Madera Community College. At this time, there are 26 participants enrolled in the Prison to Employment (P2E) direct services grant and 14 participants in the P2E Supportive Services and Earn and Learn grant.

9.4 Selection of AJCC Operators and Career Services Providers Update

9.5 Regional and Local Strategic Plan Process Update

9.6 State Level Performance Goals and Local Area Negotiations Update

Agenda items 9.4, 9.5, and 9.6 were discussed as a group. Information provided within the agenda packet. The upcoming year will be very busy due to the selection of the Operator, the strategic plans and the goals negotiations. The One Stop Operator selection occurs every 4 years. The process for the Operator procurement will start towards the end of the calendar year with a start date of July 1, 2021 for the Operator selected. MCWIC will also need to re-apply to be the career services provider for Madera County. Staff will start work on the application process most likely within the next couple of months. The applications will need to be approved by the Boards and the Board of Supervisors and are due in March, 2021. The Strategic Plans are done every 4 years. The current plans were submitted to the State in 2017. Preparation for the plans will include conducting regional convenings and the gathering of current labor market information. Madera has identified and will be working with a consultant for the local plan. The timeline for the plans is the same as it is for the One Stop Operator. Madera will be entering into negotiations for local performance goals. Negotiations take place every 2 years. Staff should have preliminary data by mid to late August. Areas must have their proposed figures by August 30th. Each area will receive their proposed goals individually. Guidance is available on the State Workforce Board's website. Quality jobs are part of the plans. The definition of what areas consider quality jobs will need to take place soon in order to be included in the plans. The Workforce Development Board (WDB) of

Madera County had discussed this topic at a previous meeting and did not settle on one definition. Staff anticipate being very busy in the coming months as all three of these items are happening at the same time.

9.7 Census 2020 Update

Information provided within the agenda packet. Staff are continuing to share information. Census is starting to recruit again. They have reached out to use space in the Center and will make sure to follow all social distancing and disinfecting guidelines.

9.8 COVID-19 Update

Information provided within the agenda packet. Everyone coming into the building is screened and must wear a face mask. A few MCWIC staff have used the emergency pandemic leave for instances where they needed to be with family.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

11.1 Board Members

- *Robyn Smith commended Tracie on her leadership and advocacy for staff and her exemplary performance with the community as well as with customers. Kudos to Tracie!*

11.2 Staff

- *Tracie Scott-Contreras stated that they are continuing to manage the current circumstances for staff. She is aware of a consultant who provides training on stress management and would like to provide some training for staff. Staff have previously been sent to trauma informed training. Staffing is stable at the moment. No reductions are planned unless some significant issues arise. The ELL grant requires that a Program Navigator be assigned to the grant. Interviews for a Navigator were held yesterday. Not all grants require a Navigator. Line staff are not able to be used in place of a Navigator as the duties fall outside of their scope of duties. The ELL grant is an 18 month grant. It's possible that MCWIC can keep the position if other grant funds are available.*

12.0 Next Meeting

The next meeting is scheduled to take place on July 23, 2020. Staff will plan on possibly meeting in person but will offer a teleconference option as well.

13.0 Adjournment

Robyn Smith moved to adjourn at 4:48 p.m., seconded by Mike Farmer.