



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## AGENDA

## MINUTES

**July 23, 2020**

***Convened at Madera County Workforce Assistance Center – via Teleconference  
Teleconference Line: 669-900-9128  
2037 W. Cleveland Avenue, Madera, CA 93637***

**PRESENT:** Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Roger Leach, Tim Riche

**ABSENT:** Robyn Smith

**GUEST:**

**STAFF:** Erick Flores, Jessica Roche, Jorge Espinosa, Maiknue Vang, 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**

*Executive Director, Tracie Scott-Contreras, stated that the Workforce Assistance Center has received lots of positive media attention due to the Vallarta Super Market recruitment that is taking place at the Center. It has been mentioned in the Business Journal as well as other news media outlets.*

### **5.0 Adoption of Board Agenda**

*Mattie Mendez moved to adopt the agenda, seconded by Roger Leach.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, 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 June 25, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Roger Leach moved to approve, seconded by Lindsay Callahan.*

*Vote: Approved – unanimous*

Yes: Debi Bray, 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 Executive Director's goals for the period of July 1, 2020 to June 30, 2021.**

*Tracie presented and reviewed her goals with the Board. Goal 1 was slightly modified from last year's goals due to the COVID pandemic. Social media marketing has been going very well. Staff want to do a better job tracking customer referrals and outreach. Work and research is being done on a virtual workshop platform which can also be used for rapid responses. The platform will be web-based. Work on the business plan is almost complete and will be brought to the board when its finalized. Staff are also working on a virtual job fair for the Fall. Goal 2: staff are researching stress management workshops through Dennis Cook for staff. Staff may possibly be cross-trained in order to provide flexibility when staff are absent or when re-assigned. Staff are participating in California Workforce Association (CWA seminars) as well as from other providers. Goal 3: Tracie and the management team met to discuss what steps need to be taken for succession planning. Maiknue Vang, Deputy Director, has completed CWA's Bootcamp and has maintained her human resources accreditation through CALSHRM. She participates in all Board meetings and similar activities. MCWIC is covered in the short term but a discussion was held as to what needs to be addressed if there is an unexpected exit. The team will work together to create a list of critical duties that need to be covered for manager duties. This list will be worked into a more comprehensive succession plan. Goal 4: the State and local workforce plans are due to the State in March of 2021. Both plans will need to be approved by the Workforce Board and the Board of Supervisors. The One Stop Operator (OSO) needs to be re-procured. The OSO contract is for a 4 year period and may include various central valley areas. Local performance goals negotiations are done every 2 years. Local areas get together to negotiate as a region and also for their own areas. Performance goals must be approved by the Workforce Development Board and are due to the State by August. Goal 5: Goal 5 is ongoing. Recruitment for both Boards is not necessary at this time as both Boards are at the necessary membership levels. A strategic planning session needs to be planned and scheduled. This session will speak to where we want to go as an organization. The process for on-boarding new members to the Boards is being updated and could include encouraging possible and new members to participate in Board events. Staff are considering creating sector driven groups from within the Workforce Board members and may consider doing the same with the MCWIC. Goal 6: Tracie is a member of the Central California Workforce Collaborative (CCWC), activities through California Forward, the CWA and other regional committees and groups. She is set to volunteer for the CWA Executive Committee as a member-at-large. This will provide helpful professional connections and networking opportunities and will also provide a small area perspective on their board. Much of the work Workforce was doing stopped when the pandemic hit but staff are making sure to continue to keep connections with city, county and local leaders and organization strong. The Board commended Tracie on her progress on her goals.*

*Ramona Davie moved to accept, seconded by Mattie Mendez.*

*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. The WDB met last in June and will meet next in August.*

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

*Information within the agenda packet. We are moving relatively smoothly through the close-out process. We anticipate closing out relatively soon as our audit is scheduled for August. We should be able to provide close-out financials at the next meeting as well as the end of year balances and expenditures for the 2019-2020 fiscal year. We aren't anticipating any huge changes to the budget other than including information from some newer grants that weren't previously included in the budget. Everything looks fairly well aligned with what was planned. Jessica Roche, Controller, is working on auditing and finalizing the data and reports. This will also help identify the carry-over fund amount for the next fiscal year budget. The audit is sooner than usual because the County of Madera's Controller needs MCWIC's finalized report by December 1<sup>st</sup>. Everything was moved up a month in order to accommodate the new timeline. The required expenditure amounts for adult and dislocated*

workers were expended without any issues but the requirement for the young adult program slowed significantly because most of the expenditures to that program come from paid work experience which slowed down once the pandemic caused businesses to close. The State granted workforce areas an exemption to the mandated 80% expenditure of the required funds to adult, dislocated and youth so area's will not be penalized. Expenditures for staff and operations are normal and as planned. Some training providers are continuing to provide services or have started to provide services in a modified format. The biggest hit to the training program was dealt to the truck driving programs since participants were not able to get their truck driving licenses after the DVM closed down. Many other training providers are also modifying their classes. The delay in Department of Social Services' (DSS) move out of the building helped reduce the fiscal impact. They have vacated the building 100% as of early July. Staff have reached out to the City and School District to try to fill the vacant space. The Employment Development Department (EDD) is interested in expanding the space they are currently using. There is one potential provider who is interested and staff will continue to work with them. Staff have also reached out to Brett Frazier and the Economic Development Commission (EDC) and will also try to contact the apprenticeships. A realtor can not be used as realtor fees cannot be used to pay for the service. If the vacant space is not leased by September, it may be necessary to speak to the building owner and speak about the possibility that we may need to vacate the building. Staff would like to invite organizations who do similar work to the building and need to be careful about business or organizations that sell products.

### **8.3 Program Update**

Information provided within the agenda packet. Wells Fargo awarded Madera Workforce \$10,000. Some of the funds will be used to purchase a virtual platform that will allow staff to provide workshops and other events virtually.

### **8.4 Census 2020 Update**

Information provided within the agenda packet. Staff are continuing to provide information and updates to the community and partners.

### **8.5 COVID-19 Update**

Information provided within the agenda packet. The Center doors are open to the public. Anyone entering the building is screened before entering. All staff have PPE in order to make sure everyone is as safe as possible and everything is disinfected regularly. Additional plexiglass screens were ordered for the lobby and resource room. Staff are providing services virtually, on the phone or by appointment.

## **9.0 Written Communication**

None.

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

### **10.1 Board Members**

- Debi Bray stated that the Madera Community College Center was officially accredited as the newest California community college.

### **10.2 Staff**

- Tracie Scott-Contreras mentioned that the Community College put a video together for the College's accreditation and that she would share the link with the Board.

## **11.0 Next Meeting**

August 27, 2020

## **12.0 Adjournment**

Roger Leach moved to adjourn the meeting at 3:49 p.m., seconded by Ramona Davie.