



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**MINUTES**

**June 18, 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, Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Nichole Mosqueda, Terry Nichols (3:39), Chuck Riojas, Wayne Rylant, Lanie Suderman, Cindy Vail

**ABSENT:** Mark Choe, Jorge DeNava, Santos Garcia, Marie Harris, Robert Poythress, David Salter

**GUEST:** Jake Piland, Yvette Quevedo

**STAFF:** Jorge Espinosa, Erick Flores, Gail Lopez, Nicki Martin, Jessica Roche, Tracie Scott-Contreras, Maiknue Vang, Bertha Vega

**1.0 Call to Order**

*Meeting called to order at 3:05 p.m. by Chair Brett Frazier*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None*

**3.0 Public Comment**

*None*

**4.0 Introductions and Recognitions**

*Chuck Riojas introduced Jake Piland who will be sharing some information on IBEW Local #100's recruitment for solar installers.*

**5.0 Adoption of Board Agenda**

*Laura Gutile moved to adopt the agenda, seconded by Wayne Rylant.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Linda Monreal, Nichole Mosqueda, Chuck Riojas, Wayne Rylant, Lanie Suderman*

**6.0 Consent Calendar**

**6.1 Consideration of ratification of the February 20, 2020 Workforce Development Board (WDB) of Madera County meeting minutes.**

**6.2 Consideration of approval of the May 14, 2020 WDB meeting minutes.**

- 6.3 Consideration of approval of the re-appointment of Wendy Lomeli, Employment Development Department, for an additional 3 year term.**
- 6.4 Consideration of the approval of the re-appointment of Deborah Martinez, Department of Social Services, for an additional 3 year term.**
- 6.5 Consideration of ratification of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$250,000.**
- 6.6 Consideration of ratification of the WDB High Performing Board application.**

*Bobby Kahn moved to approve the consent calendar, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Nichole Mosqueda, Chuck Riojas, Wayne Rylant, Lanie Suderman*

## **7.0 Action Items**

- 7.1 Consideration of approval of the revised On-the-Job Training policy to include language specific to retention and wage expectations.**

*Minor changes have been made to the policy. Language was added to the policy which details how participants who are with an employer for on-the-job (OJT) training will be retained with the business in a similar position at or near the same range that was used for the OJT. This will help ensure that participants are paid similar wages by the employer once retained after the OJT. Minor changes to the rate negotiations were also made indicating that we can reimburse at less than 50% with business of any size who are offering a starting salary of more than \$5 above the minimum wage. This will allow for some cost savings measure as a large number of business with a higher starting wage can use up budgeted funds very quickly.*

*Debi Bray moved to approve, seconded by Wayne Rylant.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Nichole Mosqueda, Chuck Riojas, Wayne Rylant, Lanie Suderman*

- 7.2 Consideration of approval of the Needs-Related Payments policy.**

*The Needs Related Payments policy is a new policy. Madera received a small special grant to be used for individuals whose income has been impacted by the COVID-19 pandemic by either becoming unemployed or having their work hours or income impacted. The grant funds can be used for supplemental supportive services such as housing costs, utility payments, obtaining devices to help with connectivity for training, school activities or remote work. The State recommended that local areas create a needs related payment policy in the event that the funds might need to be used as a supplemental income payment. This type of policy could be used in instances where a participant is in training and exhausts their unemployment insurance (UI) payments. In those instances, a stipend can be paid to the participant. In no case would a stipend be more than what a participant was receiving from UI. Staff do not anticipate that stipend payments would be made out regularly, but it could benefit a participant for a couple of weeks in cases where they are close to finishing up their training/classes.*

*Mike Fursman moved to approve, seconded by Bobby Kahn.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Nichole Mosqueda, Chuck Riojas, Wayne Rylant, Lanie Suderman, Cindy Vail*

### **7.3 Consideration of approval of the One Stop Operator Quarterly Report for the period of January 1, 2020 through March 31, 2020.**

*The report was provided in the agenda packet and included a progress report on the Hallmark of Excellence. Progress is being made in many of the sections The Partner activities have come to a standstill due to the pandemic. Many partner agencies have pulled their staff out and are not back on site yet. Partner meetings are happening over Zoom. Some progress is still being made especially with the Business Services team. The team has been working really hard to integrate various partner services and messages into a central message coming under the Workforce Development Board so community employers and businesses receive information from one source rather than from individuals from each partner agency. Social media and virtual services have been increased. Work is still being done on workshop services for a job readiness credential that would be aligned with what Madera Unified School District is doing for their graduates' profiles. Virtual services for participants have been hit and miss. Many people have connectivity issues and aren't able to participate virtually. Many people have waited until they were able to come to the Center in person. Visits to the Center used to average 200-250 a day but are now approximately 50 a day. Some activities, such as assessment testing, must be done in person due to licensing issues for the testing site. A virtual Rapid Response Zoom meeting for people impacted by layoffs are scheduled weekly. Many workshops are being done virtually or by phone in order to keep participants moving forward in the process.*

Wayne Rylant moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Nichole Mosqueda, Chuck Riojas, Wayne Rylant, Lanie Suderman, Cindy Vail

### **7.4 Consideration of approval of the preliminary program budget for the 2020-21 fiscal year.**

*The State has provided some allocation amounts for planning purposes. Those figures have been presented within the preliminary budget. Carry-over amounts are estimated. Exact carry-over amounts will be confirmed once the year-end close-out is completed most likely in August with a final budget in September. The budget is mostly level-funded with only slight increases to the allocation amount. Madera was just awarded a \$300,000 Disability Employment Accelerator (DEA) grant. Madera also just received a \$90,000 dislocated worker additional assistance grant, \$27,000 for dislocated worker additional supportive services funds, and a \$300,000 English Language Learner (ELL) grant. The additional grant funds have put Madera in a good position related to the budget. Staffing will remain level. 20% is always taken off the top to carry-over every year in order to ensure that there are operational funds available as we go into the next fiscal year while we wait for the second round of funding to come down from the State. Budgeting for participant costs are included in the budget. 20% of youth expenditures must be spent on work experience or paid work-place learning. 30% of adult and dislocated worker allocations must be for direct training - 10% can be leveraged from other resources. DEA OJTs and some Supportive services are also included on the budget as well as other times such as information on individual training accounts (ITA) and other training activities.*

Laura Gutile moved to approve, seconded by Mike Fursman.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Nichole Mosqueda, Chuck Riojas, Wayne Rylant, Lanie Suderman, Cindy Vail

## **8.0 Information Items**

### **8.1 Madera County Workforce Investment Corporation (MCWIC) Update**

*Information included in the agenda packet.*

### **8.2 WDB Workshop: Quality Jobs**

*Information included within the agenda packet. Information on quality jobs will be an essential part of developing the local plan. Many participants may not be able to go into trainings and immediately go into*

*middle-class jobs. Staff will need to research local area needs and labor market in order to ensure that the needs for local business are met. Staff will most likely draft some policy language in future to bring to the WDB for input and approval.*

### **8.3 Program and Quarterly Financials Update**

*Information included in the agenda packet.*

### **8.4 Selection of AJCC Operators and Career Services Providers Update**

### **8.5 Regional and Local Strategic Plan Process Update**

### **8.6 State Level Performance Goals and Local Area Negotiations Update**

*Information items 8.4, 8.5 and 8.6 were discussed as a group. These items are all significant State requirements that will be taking place between July 2020 and March 2021. The Madera County Workforce Investment Corporation (MCWIC) will need to re-apply to be the career services provider for the Madera workforce area. That will require the approval of the WDB as well as the Madera County Board of Supervisors. A fairly comprehensive application will need to be created which will include prior performance outcomes and testimonials. Work will begin on the application soon. Staff hope to bring the application to the WDB for approval in December 2020 and to the State by their March 2021 deadline. It is now time for the regional and local plan process to begin. Regional and local plans are created and submitted every 4 years with a 2-year modification in between in order to keep the plans current to local area needs. The state will provide guidance for the plans in July or August. Madera will work with other Central Valley areas for the regional plan. Staff have identified a consultant to help with Madera's local plan. These plans will require activities and convenings with local community members, partners and organizations. Also coming up soon are the required performance goals negotiations. As soon as the current year's preliminary results for performance are available after August 15<sup>th</sup>, staff will have approximately 10 days to prepare proposals that will go to the State Workforce Board. The state Board will schedule negotiation calls with their regions and each area in the region will then negotiate with the State. Performance goals will also come to the WDB for approval.*

### **8.7 COVID-19 Update**

*Information included within the agenda packet. The Center is open to the public. Anyone coming into the Center is screened at the door and is asked to wear a face covering. Staff have all the safety equipment necessary for sanitizing surface areas as needed. Some very small group activities are taking place with a maximum number of participants at 5 in order to ensure proper social distancing. People are starting to come back to the Center.*

### **8.8 WDB 2020-21 Meeting Calendar**

*Meeting calendar is included in the agenda packet.*

## **9.0 Written Communication**

*None*

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

### **10.1 Board Members**

- *Chuck Riojas: Jake Piland, IBEW Local 100, provided information on open job classifications for solar installers. There is an abundance of work in projects for the foreseeable future in areas surrounding Madera that are close enough that local residents could take advantage of. The majority would be for northern Fresno County, Tranquility, Firebaugh and Mendota areas. A handout with a brief overview of filing requirements and the base rate and increases in salary was provided. People interested in applying can go to the Fresno office located at 5410 E Home Avenue in Fresno, Monday through Friday from 9:00 a.m. to 11:30 a.m. and from 1:00 p.m. to 4:30 p.m. They will need all the necessary I9 employment documents such as a photo ID and a social security card. They are looking to hire anywhere from 100-200 people for the various projects. Jake will provide a flyer and it will be shared with the Board and on social media. These positions will be entry level. Workers can also apply for apprenticeship. It was suggested that Jake contact Madera Unified School District and the Center for Advance Manufacturing at the Community College for information about and to create a connection regarding CTE and apprenticeship programs happening at those campuses.*

- *Wayne Rylant: thanked Tracie Scott-Contreras for connecting Pacific Ethanol's VP of Human Resources in Sacramento to the Sacramento Workforce Board. He is now a member of that Board.*

## **10.2 Staff**

*None*

## **11.0 Next Meeting**

*August 20, 2020*

## **12.0 Adjournment**

*Meeting adjourned at 3:52 p.m.*