



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**MINUTES**

**August 27, 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, Mattie Mendez (3:25), Mike Farmer, Ramona Davie, Robyn Smith, Roger Leach, Tim Riche  
**ABSENT:** Lindsay Callahan  
**GUEST:** Alex Sells, Madison Santos  
**STAFF:** Bertha Vega, Erick Flores, Jessica Roche, Maiknue Vang, Nicki Martin, Tracie Scott-Contreras

**1.0 Call to Order**

**1.1 Pledge of Allegiance**

*Meeting called to order at 3:05 p.m. by MCWIC Chair Debi Bray.*

**2.0 Additions to the Agenda**

*None*

**3.0 Public Comment**

*None*

**4.0 Introductions and Recognitions**

*Jessica Roche, Controller, introduced Alex Sells and Madison Santos. Alex and Madison were invited to attend the meeting. They are auditors with Moss Adams.*

**5.0 Adoption of Board Agenda**

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

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Ramona Davie, Robyn Smith, Roger Leach, Tim Riche*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the July 23, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Roger Leach moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Ramona Davie, Robyn Smith, Roger Leach, Tim Riche*

## **7.0 Action Items**

### **7.1 Consideration of approval of a new category leave category: Disaster/Emergency Leave.**

*Due to recent events, staff realized that employees had access to traditional leave only which does not allow for instances such as natural disasters, water or power outages, etc. In the past, employees would have had to use vacation or sick leave if the office was forced to close in those types of situations. The disaster/emergency leave would provide 40 hours of leave annually. These hours would not carry-over to the next year and cannot be used for COVID-19 related absences. Should the office ever need to be closed for more than 40 hours, staff would be able to use unemployment or their sick or vacation leave. Staff would also look into alternative ways to bring staff back to work such as finding an alternate location to work from.*

*Mike Farmer moved to approved, seconded by Tim Riche.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Ramona Davie, Robyn Smith, Roger Leach, Tim Riche*

### **7.2 Consideration of approval of the MCWIC unaudited year-to-date financial reports for period ending June 30, 2020.**

*Staff provided the unaudited financials for approval. Once the financials are finalized, they will be brought back to the Board for approval. Jessica stated that the agreement with the county local elected official (CLEO) specifies that the financials must be presented to the Board for approval on a monthly basis. Currently, staff were presenting the financials as information items and providing quarterly financials for approval. Staff will make sure to bring the financials for approval monthly as per the agreement. Everything is going well and as expected.*

*Roger Leach moved to approve, seconded by Robyn Smith.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Ramona Davie, Robyn Smith, Roger Leach, Tim Riche*

### **7.3 Consideration of approval of the resignation of Lindsay Callahan, United Way Fresno and Madera Counties, from the MCWIC.**

*Lindsay Callahan has been asked to become involved in Statewide committees and groups and has had to re-organize some of her commitments. The MCWIC regretfully accepted her resignation. Staff will look into recruiting new members from organization such as Habitat for Humanity, Goodwill and other organizations that are trying to expand their footprint in the community. The MCWIC Board will have 8 members after Lindsay's resignation and a quorum of 5 would still be needed. Currently, the MCWIC bylaws cap the membership number at 9 members. Should the Board want to revise the maximum number of members, the bylaws would need to be revised. Revisions to the bylaws must be publicly posted before coming to the Board.*

*Roger moved to accept Lindsay's resignation, seconded by Robyn Smith.*

*Vote: Approved – unanimous*

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

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

*Staff brought the final budget to the Board for approval. There were no significant changes to staffing and operations. Someone was hired to replace the Career Specialist that worked with the corrections project. A Program Navigator was also hired. The Navigator is required under the English Language Learner grant. Workforce is in a good position. There are a couple of new grants added to the budget since the preliminary budget was presented to the Board. Funding sources are provided at the top of the budget documents. Figures at the bottom of the first page of the budget shows the funding amounts that will be carried over into the next fiscal year. Staff are continuously searching for occupants for the empty space in the building. EDD has stated they would like an additional 2 to 3 cubicles for their department/staff. A training provider has showed some interest in leasing some space, but staff have not received a commitment from them. Staff have reached out to school districts and partners. Staff are planning to schedule a call with the building owner to speak about the*

lease payment amount and see if he is willing to pick up the cost of realtor fees in order to help find occupants for the building. Staff will also reach out to the Economic Development Commission and the Small Business Development Center to discuss possibly having space in the building to act as a business incubator. The Board discussed various options to help with the lease costs such as looking for grant funds, finding other funding streams and growing the Workforce program. The budget reflects a higher cost for staff benefits as the number of staff increased slightly. Madera budgets funds for participant trainings at a higher rate than the mandated 30%. There was a slight increase in some facility costs due to having to purchase COVID supplies that wouldn't normally be purchased.

Mattie Mendez moved to approve the budget as presented, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

*Information provided within the agenda packet. Madera applied for a Well Fargo grant in the amount of \$20,000 but were awarded \$10,000. 5 Chromebooks were purchased with the grant funds to be used for customers and for the purchase of a virtual platform that can be used for customer workshops.*

### **8.3 Local and Regional Plans Update**

*A contract is in place for a consultant to work with Madera on the local plan. The consultant will help develop a regional plan as well. EDD should be releasing guidance for the plans soon.*

### **8.4 Proposed Local Area Performance Goals Update**

*Performance goals are negotiated with the State every 2 years. Local workforce areas are measured on 5 metrics for every funding source – Adult, Dislocated Worker (DW) and Youth. Areas are measured on participants who exit the program during specific periods of time. The information gathered includes who is employed after the second quarter after they have left the program, who is employed at the end of the fourth quarter after leaving the program, what are the median earnings in the second quarter after they've left the program, what is the credential attainment rate for individuals either during program participation or one year following the program completion and what is the rate of measurable skill gains for participants in each of the categories. Information on previous goals was provided. Figures on the spreadsheet provided that are highlighted in green denote areas where performance exceeded the State established goal. Figures highlighted in yellow indicate that the performance was within 90% of the established goal. Areas that are not highlighted had no established standards. The top part of the documents provides the figures for the established State goals for each of the categories. The statistical adjustment model (SAM) figures were also provided. SAM information is provided by the Department of Labor (DOL). Both the State and the DOL have indicated that they will not be taking COVID-19 and how it has impacted the labor market into consideration. Madera and other local areas are schedule for phone calls to negotiate for their areas.*

### **8.5 One Stop Operator Quarterly Report**

*Information provided within the agenda packet.*

### **8.6 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County**

*Information provided within the agenda packet. The latest UI information received shows that there are over 32,300 claimants since March.*

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

*Information provided within the agenda packet. There was a temporary closure at the end of July. All staff returned to the office on August 13<sup>th</sup>. An updated safety plan was developed and shared. Staff and customers are screened before entering the building. Staff were able to use COVID-19 leave. Staff are also able to COVID-19 leave for childcare or for their child's distance learning.*

## **8.8 Census 2020 Update**

*Information provided within the agenda packet. Staff are continuing to market the census in various ways and through social media.*

## **9.0 Written Communication**

*None*

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

### **10.1 Board Members**

- *Mattie Mendez: Community Action Partnership of Madera County (CAPMC) has funding for rental assistance. People can call 559-673-9173 for information on applying.*
- *Debi Bray: The Madera Chamber is teaming up with the City of Madera, Madera County Public Health and the Central Valley Community Foundation to go out into the community to promote the importance of wearing masks. They will go out and select people who are wearing masks properly and award them a \$100 Visa card. They will try to come to the Workforce Assistance Center as well. The Chamber was not able to apply for the Payment Protection Program (PPP) funding but they will be able to use some CARES funds they received from North Fork Rancheria towards small business relief funding. The chamber will award amounts from \$750 to \$2,500 to local small businesses. They are considering increasing the cap to \$5,000. Debi was on a call with and will work with the State of California's Office of Emergency Services. The State has made arrangements through local educational entities and local governments to obtain and distribute personal protective equipment (PPE). This will involve researching local business for number of employees. Tracie stated Workforce has software that may be able to help with gathering information on local businesses.*

### **10.2 Staff**

*Tracie Scott-Contreras stated that she was selected as the co-chair of the California Workforce Association (CWA) Capacity Building committee. She also sits on CWA's Executive Committee.*

## **11.0 Next Meeting**

*September 24, 2020*

## **12.0 Adjournment**

*Mattie Mendez moved to adjourn the meeting at 4:34 p.m., seconded by Tim Riche.*