



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

October 22, 2022

***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, Mike Farmer, Ramona Davie, Robyn Smith, Roger Leach, Tim Riche

ABSENT:

GUEST: Doug Sampson

STAFF: Jessica Roche, Maiknue Vang, Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 3:03 p.m. 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, introduced Doug Sampson. Doug will be presenting the auditing report to the Board.

5.0 Adoption of Board Agenda

Gabriel Mejia moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the September 24, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Consideration of approval of the Audit Report for the 2020 audited financial statements submitted by Moss Adams.

Doug Sampson, Moss Adams, presented the audited reports to the MCWIC. The report of independent auditors explains what reports are included and summarizes the managers responsibilities. The report also explains the auditing standards used. Government auditing standards are used. The MCWIC financial statements received a clean, unmodified opinion. The audit is also conducted under government uniform guidance which means there is a schedule of expenditures of federal awards which merits its own opinion. That schedule is also receiving a clean, unmodified opinion. Government auditing standards require additional reports which are provided towards the end of the report. The statement of financial position was reviewed. Assets listed on the statement are listed at approximately \$650,000, liabilities at approximately \$144,000 and net asset position on June 30, 2020 at approximately \$500,000. The Statement of Activities shows the revenue and gains for the organization. It shows what the organization's expenses are. Total expenses for the year total \$3,155,754. This total was up slightly from the previous year by approximately \$75,000. Revenues exceeded expenses. The Statement of Functional Expenses is a required report and is unique to non-profits. This report provides more detail on program expenses or administrative expenses. The Statement of Cash Flows is also required. This report reconciles the cash balance from the beginning of the year to the end of the year. All financial statements will include a set of basic footnotes. Auditors will point out if there have been any major changes from one year to another in the footnotes. There are no significant changes to note. Topic 958 is a new standard that every non-profit had to adopt. It will not be included in the notes next year. Schedule of Expenditures of Federal Awards shows the expenditures of federal funds received. The Workforce Innovation and Opportunity Act (WIOA) requires that local areas show how each grant expended its funds. The Schedule of Grant Expenses lists expenses by program and category. The auditors report on internal control over financial reporting on compliance and other matters is required due to government standards and uniform guidance standards. If any material weaknesses or deficiencies are found during the audit, this report would include those findings. MCWIC did not have any weaknesses or deficiencies. There were also no findings for compliance or other matters. The report on compliance required by the uniform guidance has a clean and unmodified opinion. Information on internal controls over compliance is also included. The report on internal controls would also list any deficiencies – none were found. The Schedule of Findings and Questioned Costs summarizes the audit report. Staff expressed their appreciation to the auditors for their work. Tracie thanked the Fiscal team for their hard work.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

7.2 Consideration of approval of the MCWIC year-to-date financial reports for period ending August 31, 2020.

The CLEO agreement states that the financial reports need to be approved by the board on a monthly basis. The Center is still seeing lower than usual traffic. Everything is proceeding well. If the county goes to the less restrictive red category, hopefully that will bring more people into the Center and Partners can consider coming back into the building.

Robyn Smith moved to approved, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.3 Consideration of approval of an Employee Assistance Program (EAP) as provided by Halcyon Behavioral.

There has been much information on the importance of an EAP for employees, especially since staff have continued to work on-site throughout the pandemic. Halcyon provides support and resources including telephonic support, support and resources for childcare, pet care and financial support. They also provide telehealth counseling. Monthly webinars are also available. Their services are primarily online but they also provide one-on-one services. Halcyon's organizational services fee is \$606 per year.

Roger Leach moved to approve, seconded by Ramona Davie.

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

Local areas are moving into local planning. The first local plan discussion took place with the WDB at their October 15, 2020 meeting. David Shinder, consultant, facilitated a discussion on the Board's strategic vision – strategies for better aligning economic development and workforce development in the county, improving opportunities for the system's customers towards economic self-sufficiency and strategies to make services more equitable for customers. Community and stakeholder events will start taking place that will include Board members, community members and partners. MCWIC members will also be invited to participate. Additional information provided within the agenda packet.

8.2 Program Update

The program update document is now separated between formula funds and special grants. Participants are now being enrolled into the national dislocated worker grant. Tracie submitted a concept paper to the State specific to the disaster recovery efforts due to the wildfires. The paper focuses on an effort to place displaced community members within organizations that are working on the wildfire recovery effort. This would be temporary employment for participants. She reached out to Supervisor Wheeler's office and Jay Varney in order to possibly work together and work on possibly providing workshop in their areas for displaced community members. The priority of work for the area will be prioritize cleanup, work on roads, signs and trees. Participants affected would get to be a part of the recovery effort in their areas. The concept paper was due today. The Workforce English Language Learner (ELL) grant partnered with various Partners and the Education & Leadership Foundation (ELF) on a drive-thru resource and food fair scheduled for October 12, 2020 from 9:00 a.m. to 12:00 p.m. ELF secured 200 boxes of food for distribution. Participants drove up and received various informational resources as well as a box of food. The food ran out by 11:00 a.m. The event was very well attended. Staff have worked with the City for PPE supplies distribution. Supplies were provided to business according to the number of employees. Staff provided labor market information to help identify businesses. Staff also helped prepare the PPE packages for distribution. Debi Bray stated that the Madera Chamber is also participating in PPE distribution. Additional information provided within the agenda packet.

8.3 MCWIC Building Lease Update

Staff are hoping that the Employment Development Department (EDD) will take the 2 existing classrooms as well as expanding their current space. P. Steve Ramirez Vocational Training Centers leases some space and moved into the building last week. They currently have 3 staff but expect to bring more into the building. This has helped reduce MCWIC's share of the lease. Additional information provided within the agenda packet.

8.4 MCWIC Holiday Meeting Schedule

The November MCWIC board meeting falls on the Thanksgiving holiday and the office will be closed. An alternate date needs to be selected for the next meeting. December 10, 2020 was selected for the next meeting. Additional information provided within the agenda packet.

8.5 MCWIC One Stop Operator Request for Proposal (RFP) Update

The current contract with ProPath, Inc. is expiring and a procurement needs to be let for the One Stop Operator (OSO). Madera is the lead for the regional OSO. The regional OSO procurement is discussed and planned for at the Central Valley Workforce Collaborative (CCWC) meetings. The selection and approval of the OSO falls to the WDB but the MCWIC will issue the contract. MCWIC board members may be invited to participate in the process. The OSO contract will be effective July 1, 2021. Additional information provided within the agenda packet.

8.6 MCWIC Workforce Technician Lead Job Description Revisions

The changes to the job description were not substantive. This position and description came over from Madera County Office of Education. The revisions included changes to actual duties in order to bring the position in line with the earnings. Additional information provided within the agenda packet.

8.7 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

The total UI numbers are almost at 44,000. They are currently decreasing. The numbers reflect those people who are actively looking for employment and are getting UI – not those that have left the workforce entirely. Additional information provided within the agenda packet.

8.8 COVID-19 Update

There have been no new additional exposures. Staff are in the process of finalizing an injury prevention program. An Injury and Illness Prevention Program policy will be brought to the MCWIC for approval. The policy will include a pandemic response. Additional information provided within the agenda packet.

9.0 Written Communication

9.1 Annual Review of Workforce Innovation and Opportunity Act (WIOA) Monitoring Report

Because the State was unable to do an audit due to the pandemic, Madera County conducted an audit. The audit was conducted via desk and virtual. There were 2 areas that needed attention but it has already been addressed. The County auditor is very knowledgeable. The County is ultimately responsible for the Workforce program. They have fiduciary responsibility for the program.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

- Jessica Roche, Controller, thanked the fiscal and all staff for their work which helps with positive audits.*
- Tracie spoke with Marina about possible membership but has not heard back from her and will follow up. She continues to reach out to other possible members.*

11.0 Next Meeting

December 10, 2020

12.0 Adjournment

Tim Riche moved to adjourn at 4:14 p.m., seconded by Mike Farmer.