



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

December 10, 2020

***Convened at Madera County Workforce Assistance Center – via Teleconference
2037 W. Cleveland Avenue, Madera, CA 93637***

**Zoom Meeting: <https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NJcFhFaEtndz09>;
Meeting ID: 819 9920 4075; Password: 819 9920 4075; Phone: (669) 900-9128**

PRESENT: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

ABSENT: Mattie Mendez, Ramona Davie, Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:01 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

None.

5.0 Adoption of Board Agenda

Mike Farmer moved to adopt the agenda, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the October 22, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Tim Riche move to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.0 Action Items

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

Everything is going well. There are low participant numbers due to the lower traffic into the building. Financial documents will be brought to the Board monthly.

Roger Leach moved to approve, seconded by Gabriel.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.2 Consideration of approval of the de-obligation of \$10,000 from the COVID Supportive Services grant.

The COVID supportive services funds were awarded in June 2020 and are to be used towards specific criteria such as rental assistance for participants whose income have been directly impacted by the COVID pandemic. One-time payments ranging from \$400 to \$800 can be made through this grant. The original September 2020 end date was moved to December. Madera saw very low traffic into the Center due to the pandemic and returned some funding to the State so that other areas could use it. Madera still has a balance to spend.

Mike Farmer moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.3 Consideration of approval of a budget adjustment for facility costs related to Madera Community College's delayed lease start date.

Staff have been working on renewing the lease for space in the Center with College staff since February. The work on the lease started before the State officially granted Community College status in the summer. At the time, staff were working with the Administrative team at the College District at Reedley College. This caused a delay once the Madera Campus was granted their community college status. Staff have been communicating with Angel Reyna, President. Mr. Reyna requested that their lease begin January 2021 for a 2-year period or that their lease begin in October 2020 for a 1-year period. Staff recommended that they accept a 2-year contract starting in January 2021. It will mean absorbing approximately \$7,000. Staff reported that there are sufficient funds in the budget to absorb the amount. The College is willing to sign as soon as possible.

Gabriel Mejia moved to approve and start the Madera Community College's lease on January 1, 2021, seconded my Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.4 Review of Form 990 2019 tax returns by the MCWIC Board of Directors in preparation for submittal to the IRS

The MCWIC business policy and the IRS require that the MCWIC board review and accept the Form 990 before submittal. After the Form is reviewed and accepted by the Board, it will be signed by the Executive Director for submittal

Roger Leach motioned to accept the Form 990, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.5 Consideration of approval of the America's Job Center of California (AJCC) Adult and Dislocated Worker Career Services Provider application.

The State Workforce Development Board requires that local areas provide career services. Because there is a One Stop Operator in place for the Madera AJCC, MCWIC is able to apply to provide career services. The application must be approved by the MCWIC and will also go to the Workforce Development Board (WDB) of Madera County for approval.

Gabriel Mejia moved to approve, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

There are no new updates on the WDB. Their next meeting will take place on December 17, 2020. Additional information provided within the agenda packet.

8.2 Program Update

Madera partnered with GRID Alternatives, Madera Corrections and the Fresno WDB on a central Valley Pathway Home Project for incarcerated individuals. Participants will receive training for work with solar panels. All grants are doing well. Workforce is still providing classes in the jail. 3 individuals came to the Center after being released. There are 12 individuals enrolled in the COVID-19 Employment Recovery National Dislocated Workforce Grant (NDWG). 20 participant enrollments is the goal for the NDWG. NDWG participants are people who have been laid off or who's hours were cut. The Disability Employment Accelerator (DEA) grant is starting to get referrals from the Madera Community College. The English Language Learners (ELL) grant is going well. The numbers provided seem low but there have been a couple of community resource fairs that served many members of the community. Food as well as community resources were provided. The Prison to Employment (P2E) grant is going well. The project is over enrolled in order to show the State that the project needs to be fully funded. The Ticket to Work (TtW) program has 19 participants enrolled. \$10,000 has been received in payments since July 1, 2020. The TtW program receives payments when participants return to work. The Wells Fargo grant funds are fully expended and were used to purchase Chromebook laptops to be used by participants who needed them in order to participate in online education, trainings or other workplace activities. Additional information provided within the agenda packet.

8.3 Local and Regional Plans Update

Local plan forums have taken place with a couple more in January. Regional forums have also been scheduled. Staff have also been on calls with individual partners and organizations. Many good ideas have been provided at the forums and during the calls. The first regional forum took place on December 17, 2020. Madera will host a regional forum on January 7, 2021. Forum information will be shared with the Board. Staff hope to have the plan available for public comment on February 27, 2021. Additional information provided within the agenda packet.

8.4 One Stop Operator Request for Proposals Update

The current One Stop Operator's (OSO) 4-year term is expiring. MCWIC holds the contract for the OSO. The OSO is a legislative requirement. The RFP will go out on December 18, 2020 with proposals expected in February. The WDB will also receive information on the OSO. The contract for OSO will be in place starting July 1, 2021. Additional information provided within the agenda packet.

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

The latest UI figures state that 50,164 people have files for unemployment. Self-employed are not included in the numbers. Additional information provided within the agenda packet.

8.6 COVID-19 Update

Staff are working in the Center and provide services via phone, email or by appointment. There have been no other positive COVID cases within MCWIC. A remote temperature scanner was ordered and will be placed at the main Center entrance and the East staff entry. Madera Adult School currently has a scanner at the doors closest to their department. Staff have worked with Sierra HR on an Injury & Illness Prevention Program (IIPP).

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Debi Bray thanked Tracie and MCWIC staff for helping with the PPE event. The Chamber partnered with the City and served 100 business in a day. The Chamber still has some supplies. People can contact the Chamber for more supplies.*

10.2 Staff

- *MCWIC hired a new Principal Accounting Technician – May Her. She is doing a great job so far. She has previously worked with the same accounting system. Pam Lowery and Angelica Murillo-Virgen retired. Their last day was December 4, 2020. Wendy Sandoval was promoted to Career specialist. Wendy was formerly a Workforce Technician I at the Lobby desk.*

11.0 Next Meeting

January 28, 2021

12.0 Adjournment

Meeting adjourned at 3:43 p.m.