



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

March 25, 2021

**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](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, Mattie Mendez, Mike Farmer, Robyn Smith, Tim Riche

ABSENT: Ramona Davie, Roger Leach

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:05 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 Fursman moved to adopt the agenda, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the February 25, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Mattie Mendez moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Tim Riche

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for periods ending December 31, 2020 and January 31, 2021.

Staff shared that operational costs are in line with budget, as operations have continued throughout the pandemic. There have been some salary savings due to the tax credits provided for COVID related leave

under the Federal CARES Act. Participant expenditures are lower than normal, due to the lower number of customers accessing services throughout the first 7 months of the fiscal year as a result of the pandemic and public health lock-downs and stay at home orders. Customer numbers are beginning to increase and staff anticipates that as conditions improve and the community reopens, we will see increased customer traffic into the Center. Employment Development Department (EDD) has also issued a notification that the 80% obligation/expenditure requirement will be waived for formula funds for this program year, allowing us to carry over unexpended funds into the next program year.

Robyn Smith moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Tim Riche

7.2 Consideration of approval of selection of Janitorial Services company

MCWIC has used the same company for facility custodial services for the last several years. Since we are primarily Federally-funded, services must be re-procured periodically to insure that the organization is getting the best value for the dollars expended. Jessica Roche, the Controller, recently requested quotes for janitorial services from several companies in the region. The quotes are being presented to the Board with a recommendation from staff that Vendor #2 on the quote spreadsheet be selected to provide custodial services for the next three years, with the option for two one-year extensions, if appropriate. Mattie Mendez inquired as to the location of the recommended Vendor. The recommended Vendor is located in Fresno County, but will use a local team of workers to service our facility.

Mattie Mendez moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, 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.

8.3 Budget Update

Information provided within the agenda packet.

8.4 Local and Regional Plans Update

Information provided within the agenda packet.

8.5 One Stop Operator Request for Proposals Update

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.

8.7 Form 700

Information provided within the agenda packet.

8.8 Facility Costs and Leased Space Update

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

None.

11.0 Next Meeting

April 22, 2021

12.0 Adjournment

Gabriel Mejia moved to adjourn the meeting at 3:50, seconded by Robyn Smith.