



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**MINUTES**

**April 22, 2021**

**Convened at Madera County Workforce Assistance Center – in person and 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, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach, Tim Riche

**ABSENT:** Ramona Davie

**GUEST:**

**STAFF:** Maiknue Vang, Nicki Martin, Tracie Scott-Contreras

**1.0 Call to Order**

*Meeting called to order at 3:07 p.m. 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**

*Roger Leach moved to adopt the agenda, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

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

**6.0 Consent Calendar**

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

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

*Vote: Approved – unanimous*

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

**7.0 Action Items**

**7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending February 28, 2021.**

*There has been a slight increase of foot traffic into the Center. Employment Development Department (EDD) will start having itinerant staff in the Center in May. There will be 1 EDD staff member in the Center each day. Expenditures have been low due to the lower numbers of people coming in for services. There has been a slight increase to*

*dislocated workers coming to the Center. Workforce will have an adequate amount of funds at the beginning of the next fiscal year.*

*Roger Leach moved to approve, seconded by Tim Riche.*

*Vote: Approved – unanimous*

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

## **7.2 Consideration of approval of the preliminary 2021-22 budget.**

*Official funding allocation information has not been provided by the State. The preliminary budget presented is based on flat-funding and existing grant funds that will run into the 2021-22 year. There was savings to facility costs due to P. Steve Ramirez increasing their footprint in the building. They may expand further in future. EDD also wants to expand their footprint. This will provide further facility savings to Workforce. The preliminary budget is very similar to the previous budget. Workforce will be in good shape unless there are unexpected cuts to the allocations. There have been no further issues with maintenance fees. There will be savings for janitorial services when the new vendor starts. Workforce also received COVID tax credits. Staff are anticipating some staffing changes. A Career Specialist resigned and a recruitment is being held for a replacement. There are currently 2 vacant positions – 1 up front and the Career Specialist. Staff anticipate that a member of management may retire in the upcoming months.*

*Mattie Mendez moved to approve the budget as presented, seconded by Roby Smith.*

*Vote: Approved – unanimous*

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

## **7.3 Consideration of approval of the revised Employee Handbook to remove Parental Leave, add the California Family Rights Act (CFRA) Leave, and revise the Crime Victims Leave as required by recent State legislation.**

*Revisions were made to the employee handbook to include removing the parental leave that is replaced by CFRA leave. Previously, MCWIC did not meet the business size requirements for CFRA and used parental leave. CFRA is now replacing parental leave. CFRA also lowered the threshold for business staffing size. Crime Victims Leave was revised after a change in the State legislation.*

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

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, 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. The WDB approved the Regional and Local workforce plans. They are on the Madera County Board of Supervisors meeting agenda for approval in May.*

### **8.2 Program Update**

*Information provided within the agenda packet. A job site has been identified for the Wildfires Emergency Response National Dislocated Worker Grant (NDWG). The Forrest Service will use one of their contracted agencies for the work site. Once the worksite is accessible to Workforce, the State will release the funds and staff can begin recruiting for participants. Participants would be people affected directly by the Creek fire. Mattie Mendez stated that the Community Action Partnership of Madera County (CAPMC) still has funds for victims of the Creek fire. Tim Riche suggested that CAPMC contact the Linkage Foundation for ways to help deliver funds to those affected by the fire. MCWIC was recently invited to participate on the Juvenile Justice Coordinating Committee to establish a plan for juvenile justice realignment. Previously in 2012, there was a push to reduce the individuals in the State prison institutions. This was done by realigning the lower-level offenses to remain in the county where they resided. This causes increased populations in the jails and increasing probation case loads while decreasing the State prison population. The State is now using the same process to realign the juvenile population. The Stockton juvenile facility is going to be closed. There are approximately 5 or 6 juveniles that will be sent back to Madera County from the Stockton facility. A plan for housing and program will need to be created.*

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

*Information provided within the agenda packet. The WDB approved the Regional and Local plans on April 15, 2021. Both plans are posted on the WDB website. The plans are on the Board of Supervisors meeting agenda for approval on May 4, 2021.*

### **8.4 One Stop Operator Request for Proposals Update**

*Information provided within the agenda packet. The current One Stop Operator (OSO) did not bid. A new vendor was selected and approved by the WDB. The OSO will begin services for the sub region on July 1, 2021. The subregion workforce areas include of Kings County, the MCWIC, Merced County, San Joaquin County and Stanislaus County.*

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

*Information provided within the agenda packet. UI is higher than anticipated but may be due to the agriculture sector. There are still a significant number of people affected by the pandemic. Schools are still not back to in-person teaching. This affects unemployment as well as some parents must stay home with their school-aged children.*

## **9.0 Written Communication**

*None.*

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

### **10.1 Board Members**

- *Debi Bray thanked Tracie for helping staff work through the COVID restrictions.*
- *Mattie Mendez shared that April is Child Abuse Prevention month. A moment of silence will be held on April 23, 2021 at 10:00 a.m. An Honoring Victims of Crime virtual event is scheduled to take place on April 23, 2021. Denim Day is scheduled for April 28, 2021*

### **10.2 Staff**

- *Tracie Scott-Contreras: The Workforce Development Board was notified by the California Workforce Development Board that their application to act as the Career Services Provider for Madera County was approved.*
- *Maiknue Vang: a staff appreciation breakfast was held on March 25, 2021. Debi Bray, Brett Frazier and Mattie Mendez joined a virtual meeting with MCWIC staff before staff enjoyed their breakfast. Staff were able to use unrestricted funds from points earned with the credit card account to pay for the meal. Maiknue expressed her appreciation for Tracie's efforts in keeping the Center open and staff working throughout the pandemic.*

## **11.0 Next Meeting**

*May 27, 2021*

## **12.0 Adjournment**

*Roger Leach moved to adjourn the meeting at 3:59 p.m., seconded by Tim Riche.*