



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

May 27, 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](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, Robyn Smith, Roger Leach, Tim Riche

ABSENT: Ramona Davie, Mike Farmer

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:06 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

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

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the April 22, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, 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 March 31, 2021.

More customers are starting to come into the Center. Operational costs are about what was anticipated There was some savings related to tax credits that were available for payroll taxes and some staff changes. There will be a generous amount of carry-over into the next fiscal year. California's allocation from was reduced which also caused a 10% reduction in allocations to the workforce areas. Staff anticipates that Workforce will be in a good financial state moving into the next fiscal year.

Robyn Smith moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

7.2 Consideration of approval of the revised Deputy Director job description to include language pertaining to human resources (HR) duties.

The Deputy Director job description was revised to include HR duties. The Deputy Director salary was also adjusted effective June 1, 2021. Maiknue Vang, Deputy Director, earned her CalSHRM HR certification a year ago. HR certification from an industry recognized organization was added as well within the Education and Experience portion of the job description. Workforce still uses Sierra HR services for various HR consulting. It was suggested that Maiknue subscribe to various HR resources. Maiknue is a member SHRM (Society for Human Resource Management) and receives updates and news through that membership as well as other sources.

Gabriel Mejia moved to approve, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, 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 last met on April 15, 2021. Staff will provide a WDB update after their next meeting on June 17, 2021.

8.2 Program Update

Information provided within the agenda packet. Information was provided for a couple of grants that were received but not included in the program update. There are a couple of additional funding sources that were not included in the program update. Madera Workforce will be receiving funding from Probation which will pay to co-locate a staff at their facility for approximately 8 hours a week to facilitate referral to Workforce. Madera is working with Merced and Stanislaus on a Veteran grant. Stanislaus is the grant lead. Staff are still working finalizing a worksite for the Wildfire Recovery grant. Allocations come to the workforce areas in 3 different pots – Adult, dislocated worker (DW) and youth. Youth are classified as being 16 to 24 years old, out of school and have a barrier to getting an education or a job. Youth services are generally more costly than Adult services.

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

Information provided within the agenda packet. Figures provided are through May 8, 2021. The numbers don't seem to be improving. People are dropping out of the labor market and are no longer looking for work which makes the figures look lower than they might actually be.

8.4 Executive Director End of Year Goals Update

Information provided within the agenda packet. Tracie provided an update on her yearly goals. Despite the challenges, there was progress in some areas. Staff are reaching out virtually. Staff are being creative with events. Staff are offered various training opportunities – most are virtual. There have been some internal promotions. Sarahi C. started with Workforce as a youth participant working in the Lobby. She moved on to work with and back up for the Executive Assistant. She moved into a Program Technician position and has been recently promoted to Career Specialist. A Workforce Technician was recently promoted to a Career Specialist. The Deputy Director continues to cross train with Executive Director duties. The Local and Regional Workforce Plans have been submitted and approved. The One Stop Operator (OSO) procurement process has been completed and a new OSO has been selected and a contract is being processed. Maiknue, Deputy Director, wrote the Career Services application. The application was approved by the State through June 30, 2025. Madera is part of a regional training workgroup. The group plans trainings for the staff in the regional. Funding for the regional trainings is coming from the State. The potential MCWIC Board member did not respond to the membership offer. Roger suggested Mike Cox. He works with charter schools. The Board also recommended finding someone who provides services to the community or a community-based organization. Tracie stated that she would like to schedule a planning session for the MCWIC Board to discuss resource development and goals for MCWIC. Staff have subscribed to Foundation Search. Foundation Search is a tool that help search for funding opportunities. They can help search for funds that can be used for items such as electronics or updating existing equipment.

8.5 Executive Director Evaluation Update

The Executive Director evaluation is due in June. Any Board member is able to participate in the process. The WDB Chair and Vice Chair will be invited to participate. Nicki will forward the evaluation documents.

8.6 MCWIC 2021-22 Meeting Calendar

The meeting calendar was provided within the agenda packet.

9.0 Written Communication

9.1 Madera WDB Career Services Provider

Information provided within the agenda packet. The California Workforce Development Board approved the Workforce Development Board of Madera County as the Career Service Provider for the Madera County workforce area.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

Tracie participated in California Workforce Association's (CWA) virtual conference this week. Much of the focus was on equity including gender equity. Tracie was asked to sit on a panel for the conference – Women Leading Workforce Development. The other 3 panelist were from urban areas in Southern California.

11.0 Next Meeting

June 24, 2021

12.0 Adjournment

Roger leach moved to adjourn the meeting at 3:50 p.m., seconded by Mattie Mendez.