



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

June 24, 2021

***Convened at Madera County Workforce Assistance Center – Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637
559-662-4589***

PRESENT: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Mattie Mendez (3:05pm), Robyn Smith

ABSENT: Roger Leach, Tim Riche

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:03 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

Maiknue Vang, Deputy Director is working on her Community Work Incentive Coordinator (CWIC) certification.

5.0 Adoption of Board Agenda

Robyn Smith moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the May 27, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Gabriel Mejia moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

7.0 Closed Session

Mattie Mendez moved to close open session and go into closed session at 3:06 p.m., seconded by Robyn Smith.

7.1 Request for Closed Session: Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director

Mike Farmer moved to adjourn closed session at 3:45 p.m., seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

a. Closed Session Report-out

No reportable actions were taken during closed session.

8.0 Action Items

8.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending April 30, 2021.

Everything is moving along slowly. More people are enrolling in services. MCWIC met the State training requirement numbers. Staff are looking at possibly doing cohort trainings. P. Steve Ramirez is considering adding 3 more cubicles to their lease. They are considering bringing more staff to work out of the Center. EDD is still working on their lease for the Center. Staff are looking to do more advertising of the available spaces in the Center. The program is in good shape going into next year. Staff have procured a license for Foundation Search, a tool that will help staff more easily search for non-profit grant opportunities. There are vacant locations next to the Center. Staff have not considered leasing those spaces as there would likely not be any tenant improvement available for the locations.

Mattie Mendez moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

8.2 Consideration of approval of the addition of Juneteenth to the list of MCWIC paid holidays.

With the addition of Juneteenth as a federal holiday, staff asked the Board for input as to whether the holiday should be included in the available paid holidays for staff. The addition of the holiday is not required. The Board preferred to replace the Lincoln's birthday holiday with the Juneteenth holiday. This will allow Lincoln and Washington's birthdays to be honored on the same holiday in February.

Ramona Davie motioned to replace the Lincoln's Birthday holiday with the Juneteenth holiday and combine the Lincoln's birthday holiday with the Washington's birthday holiday on President's Day, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Robyn Smith

9.0 Information Items

9.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The Workforce Development Board met on June 17, 2021, there were some membership changes. WDB Vice Chair, Wayne Rylant, resigned after Alto Ingredients was sold. He stated that he knows someone with the company that purchased Alto that may be able to participate in the WDB. Linda Montreal and David Salter also resigned. Staff are working to replace them on the WDB.

9.2 Program Update

Information provided within the agenda packet. Everything is moving along well. The COVID-19 Supportive Services grant has been fully expended. The English Language Learner (ELL) grant is going well. ELL grant funds are being used to sponsor an ELL and HiSET preparation summer class with Madera Adult School. The Prison to Employment grants are on track and staff anticipate expending the funds without any issues. To date, Madera has received \$25,538 for Ticket to Work activities.

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

Information provided within the agenda packet. UI claims are starting to stabilize. Labor force numbers have dropped. Lots of people have left the labor force. There are a large number of business looking for employees but there are not enough potential employees coming in to fill open positions.

9.4 ProPath, Inc.'s One Stop Operator report for the period of January 1, 2021 through March 31, 2021.

Information provided within the agenda packet. ProPath, Inc. provided their last quarterly report for review. A new One Stop Operator will take effect on July 1, 2021.

9.5 Non-profit Operating Reserves Policy Discussion

Information provided within the agenda packet. Staff would like input from the Board for a possible policy for the handling of reserve funds. Madera Workforce has gotten to the point where there are available funds and would like to get to a point of having six month's worth of reserve funds at a time. Because the current reserves are getting close to the desired level, staff would like to develop a reserve fund policy and determine a process for MCWIC approval for the use of the fund/account. Staff could consider placing the funds in an interest-bearing account. Jessica Roche, Controller, also suggested that different accounts could be created for specific items such as facilities emergencies, etc. Debi Bray suggested including language that would allow the officers to access the funds in cases of emergencies and then bring the activity back to the MCWIC Board for ratification. The consensus was that the account should be a separate account. Staff could also consider starting the process by opening an account and adding funds as time goes on – possibly on a monthly basis.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

11.1 Board Members

- *Debi Bray: the Madera Chamber was notified by the Office of Emergency Services of a new mandate for employers to provide N95 masks for unvaccinated employees. The Chamber is working on a plan to distribute masks to businesses.*

11.2 Staff

- *Tracie Scott-Contreras: a staffing update was provided to the Board. Sarahi, Jesse, and Lily have been moved to new positions. Sarahi has moved up through a few positions to a Career Specialist at this time. Lily has moved into a Career Specialist position. Jesse has moved into a Program Tech. position. One person was hired to replace Jesse at the front desk as a Workforce Tech. Madera was contacted by Corrections and asked if Workforce was interested in creating and staffing a mini One Stop center at Valley State prison. \$150,000 has been funded for the pilot project at the prison's Transition Program. Tracie was a panelist for CWA's WORKCON conference Women Leading Workforce Development session. Madera was the only rural, Central Valley area represented on the panel. The other members were from the Southern California area. P Steve Ramirez want to expand their current space to 9 cubicles. Workforce is working with the Fresno Workforce Board on utilizing Senate Bill 1 funds they were awarded for construction careers. SB1 uses State funds. The classroom portion of the project for Madera residents will take place at Madera Community College.*

12.0 Next Meeting

July 22, 2021

13.0 Adjournment

Robyn Smith moved to adjourn the meeting at 4:47 p.m., seconded by Mike Farmer.