



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

July 22, 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>;
Meeting ID: 819 9920 4075; Password: 819 9920 4075; Phone: (669) 900-9128**

PRESENT: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia (3:14pm), Mattie Mendez, Tim Riche, Robyn Smith
ABSENT: Debi Bray
GUEST:
STAFF: Nicki Martin, Jessica Roche, Tracie Scott-Contreras, Maiknue Vang

1.0 Call to Order

Meeting called to order at 3:01 p.m. by Vice Chair Mattie Mendez.

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 Ramona Davie.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of approval of the June 24, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Robyn Smith moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending May 31, 2021.

Everything is working as anticipated. A couple of recent vacancies have been filled. Staff will look into using a paid work experience participant to work with the lobby staff or possibly use temporary staff. Participant costs are lower

than usual for the period ending May 31st. People weren't coming in to the Center or weren't yet in a position to obtain work because of childcare or other circumstances. Unemployment benefits will soon start to expire. Generally, grants run for a 2 year period. Staff are projecting that we are at 59% expended and obligated – typically the program would be at 80% or more. Local areas were given a waiver that allows more carry-over to the next fiscal year. Because of the waiver, a significant pot of funds is available to use for customer when they start coming back to the Center for services.

Tim Riche moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

7.2 Consideration of approval of the MCWIC Executive Director's goals for the period of July 1, 2021 to June 30, 2022.

Tracie Scott-Contreras, Executive Director, presented her goals for the boards review and approval. Some goals were carried over from the previous year with some slight modifications.

- Goal 1: this goal was slightly modified from the previous year. Tracie wants to expand social media channels to possibly include Instagram and Twitter. Staff would need to make sure to post often in order to use effectively. Staff have obtained a camera for possible use to create video tours of the Center or to use for Orientation videos for customers. We want to start getting staff back out into the community.
- Goal 2: Staff development was impacted by the COVID-19 pandemic. Staff attended lots on virtual events. Workforce continued to practice peer-to-peer mentoring for new staff. More in-person staff development is desirable.
- Goal 3: There is a fairly well developed succession plan in place. Staff are continuing to work on cross-training between key positions on the management team. Staff will be working on more detailed written plans around coverage for specific tasks and managing changes to the team. Staff will continue to offer upskilling opportunities for current staff who may want to move into a supervisory or managerial role.
- Goal 4: Haven't been able to do some of the things for this goal due to the pandemic. Tracie will keep this goal and continue to work toward completing it. Tracie is actively recruiting Private Sector members.
- Goal 5: There is always more to learn. Tracie is more involved in regional and State activities. Tracie was on a panel at the California Workforce Association (CWA) Spring conference. She will be speaking at a regional event focused on the re-openings of the America's Job Centers. Tracie is planning to make arrangements to meet with the City's and the County's leadership to discuss how to work on Workforce goals. She will be attending the CWA's Meeting of the Minds conference in September. Staff will be more actively marketing the open/available space in the Center. P. Steve Ramirez has expanded their space by 4 cubicles.
- Goal 6: Tracie will be working on procedures for reserve funds. Staff will continue to look for and apply for more grants.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

7.3 Consideration of approval of the proposed non-exempt salary schedule.

Per the discussion held at the June MCWIC meeting regarding increasing the salary of some staff due to the upcoming raise to the minimum wage, staff presented a proposed increases to salaries. The Workforce Assistant and the Administrative Support position are no longer in use and were not affected by the proposed changes. The entry-level positions were mostly affected. Staff considers that some higher-level positions are at an appropriate level and were not affected. Staff can make the changes effective August 1, 2021 or wait until January 2022 when the new minimum wage goes into effect. If the changes are made effective August 1st, the next minimum wage changes won't take effect until 2023.

Tim Riche moved to approve the proposed salary schedule effective August 1, 2021, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The WDB last met in June. There are no new updates at this time. Staff will update the MCWIC on the WDB at their next meeting on August 26, 2021.

8.2 Program Update

Information provided within the agenda packet. Staff provided information on program expenditures and enrollments for various grants and programs. Information for the emergency funding from the probation department in the amount of \$25,000 will be added to the program update at the next meeting. This funding will be used to have staff provide orientations and basic career services at probation offices throughout the area. This will help connect probation individuals to the Center. Madera received a small amount of funds from a regional grant to offset some of the staff time that was spent on some regional activities related to the regional plan implementation and regional training.

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

Information provided within the agenda packet. The Employment Development Department (EDD) has not provided any UI information beyond June 19, 2021. The UI numbers appear to be staying fairly consistent.

9.0 Written Communication

9.1 Subsequent Designation of Local Area and Recertification of the Local Workforce Development Board.

Information provided within the agenda packet. Madera received the official notification letter from the State Workforce Development Board stating that the Governor has approved the Madera local area to continue to provide services as a local area and also recertified the Madera WDB.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Roger Leach: Roger suggested that other Workforce Staff such as Deputy Director Maiknue Vang, report out on agenda items such as the Program Update.*
- *Gabriel Mejia: Gabe worked with Tracie and Maiknue on incumbent worker trainings for Camarena staff. He commended them on their work and was glad to see the process from a customer's point of view. There is not a date for the opening of Camarena's new facility. Gabe will share the opening information with staff so that they can forward to the Board.*

10.2 Staff

- *Maiknue Vang: Madera Workforce is undergoing program monitoring review with EDD. Madera was notified that the Department of Labor (DOL) was going to review EDD on the COVID National Emergency grant – EDD in turn selected Madera to be one of the areas to be reviewed by DOL. The entrance meeting is scheduled for next Tuesday at 11:30 a.m. They will be reviewing case files as well as speaking to case managers and participants. Staff are also preparing for the Adult and Dislocated Worker monitor review. This review will take place on November 1 – 5, 2021. The program review will cover the period of September 2018 to December 2020.*
- *Jessica Roche: Immediately following the DOL review, the fiscal and procurement review will take place. The tax returns will be completed after that. Close-out is going well.*

11.0 Next Meeting

August 26, 2021

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 3:54 p.m., seconded by Mike Farmer.