



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## MINUTES

**August 26, 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, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

**ABSENT:** Gabriel Mejia

**GUEST:**

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

### **1.0 Call to Order**

*Meeting called to order at 3:05 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 Mike Farmer.*

*Vote: Approved – unanimous*

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

### **6.0 Consent Calendar**

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

*Ramona Davie moved to approve, seconded by Roger Leach.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, 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 unaudited financial reports for period ending June 30, 2021.**

*Staff presented the unaudited year-end financials. The audited financials will most likely be ready in October. Year-end cash amounts are reduced as the program saw less fee-for-service activities. Staff salary and overhead are*

good. Participant expenses are low due to the lower traffic coming into the Center. Computer software is the same as last year. Nothing additional was purchased. The carry-over amount for WIOA (Workforce Innovation and Opportunity Act) programs is approximately \$600,000. There are grants that are not included in the carry-over since they close prior to the next fiscal year. Anything that is not spent from allocations will be carry-over into the next year with the funds staying within the same category. The majority of the carry-over will go to client services. All the figures presented are approximate until the final audited figures are provided. Most carry-over funds are in the participant direct cost category and that is where they will be applied in next year's budget. Staff are anticipating a significant increase to customer traffic when the pandemic unemployment insurance (UI) benefits expire on September 4, 2021. Most folks receiving these benefits will most likely receive their last payments a week or 2 after the expiration date. Bank reconciliations were also provided. All checks are cleared with a 60-day period. There is a large balance to the dislocated worker (DW) category. Those funds can typically be transferred to the adult funding stream. This has been done previously. Staff are able to request additional assistance funding to serve DW if there is a large influx of DW customers needing services. Funds typically take 60 to 90 days to come in. Workforce also received special COVID DW grant funds. Those funds come directly from the State. For the last 18 months, due to the pandemic, folks who are receiving cash public assistance have been excused from the requirement for participating in the Welfare to Work program which includes going to school or looking for work. Those exceptions will also be going away which could mean more Adult category customers coming to the Center for services. Social Services also receives workforce funding, but it can only be used for certain things. They can not pay for tuition for a training program. They can pay for childcare or mileage, but they cannot pay for direct training costs. This is one of the reasons why Social Services and Workforce often work together.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, 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 met last week. A new member was approved who represents Madera Unified. Lalo Lopez is the new Area Superintendent who oversees adult education. His nomination will go to the Board of Supervisors on September 21, 2021. The WDB received recertification from the Governor and was notified of the approval of the Local and Regional workforce plans by the California Workforce Development Board.

### **8.2 Program Update**

Information provided within the agenda packet. The WIOA formula funds do not include the carry-in amounts. We are seeing an increase in traffic and training. There are some grants that are still in progress including the Wildfire DW grant. Staff are still working on identifying work sites. The Veterans Employment Assistance Program (VEAP) and the COVID National DW Grant with the County Probation department are near being finalized. The existing COVID DW grant which are funds used for individuals directly impacted by COVID is being expended. The Creek Fire grant has already started in California but Madera is still trying to finalize the work sites. Areas are only allowed to access 10% of the funds until work sites are officially identified and approved. The rest of the funding will be released once the work sites are finalized. Along with identifying 21 camp sites as the work sites, staff must also submit details for the work that will be done through the grant at those sites. All workers identified to work these temporary jobs through this grant will be Madera County residents. Madera Workforce was selected to have a Department of Labor (DOL) review last month. DOL reviewed Madera's policies, looked at procedures, reviewed 1 participant file as well as speaking with a participant. This may have lead to Madera also being selected to participate in another consultation with DOL on how Madera ran their AJCC (America's Job Center of California) during the pandemic. Staff are working with juvenile probation and juvenile hall staff on a proposed partnership that would establish services for juveniles that are coming back to the County from the State. The juvenile participants would be 14 to 25 years of age. Staff are working on the curriculum alongside IMAGO.

### **8.3 Executive Salary Survey Update**

Information provided within the agenda packet. As was discussed at the June Board meeting, the Board was interested in receiving information on executive level salaries from other local or similar workforce areas for comparison with Madera. Jessica gathered the information from our region which included some areas that are much larger in size and budget. There are several who have similar sized allocations and operating budgets that can be used to make a fair comparison. Most of the areas used for the comparison sit within their county entities. If the Board wants to make any changes to the salary ranges for the executive level staff, it would need to be brought back for approval as an action item. Madera is unique in that they are a stand-alone non-profit entity that runs their career services themselves. Some areas like Fresno contract their career services. In some areas, like Kings County, the

*Executive Director also runs their Economic Development services. In these areas, their operating budgets are substantially higher than their formula allocations. Jessica noted that in some areas where there seemed to be a very large budget but the Director salary was low in comparison, there seemed to be a lot of support staff working as well. Debi Bray suggested that a small committee be formed to come together to look at the figures. Mattie recommended that Gabriel Mejia be included in the committee. Debi, Mattie, Mona, and Gabriel will form the committee. Any proposed changes will be coming back to the Board in September.*

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

*Information provided within the agenda packet. UI numbers continue to fluctuate. There may be a change after the pandemic UI payments end. Staff are looking to put a marketing response plan together for a possible influx of customers. Staff may look at possibly using multiple Specialist of the Day staff assignments in order to serve more people if necessary. Staff are also considering that people may come in to the Center for help with resume development and who may not be interested in training or classes.*

### **9.0 Written Communication**

#### **9.1 Local Plan for PY 2021-2024 Approval Notification Letter**

#### **9.2 Regional Plan for PY 2021-2024 Approval Notification Letter**

*Staff shared the approval notification letters for the Local and the Regional workforce plans. Madera has already received approval for their Career Services application. The Career Services application is good for 4 years.*

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

#### **10.1 Board Members**

- *Tim Riche: appreciates getting emails from Workforce with job openings. He forwards them to many people.*

#### **10.2 Staff**

- *Tracie Scott-Contreras: the CWA policies conference is taking place the week of Labor Day. Maiknue, Jessica, and the WDB Chair and Vice Chair will attend. Tracie has been asked to serve as the Chair on the California Workforce Association (CWA) Capacity Building Committee. This committee works on conference planning and technical assistance efforts. Her appointment will most likely be approved in September. She will act as the Chair for the remainder of the fiscal year. The MCWIC Chair and Vice Chair elections will need to take place at the next MCWIC Board meeting. Tracie will reach out to the MCWIC Board members to gauge any interest to serve as Chair and Vice Chair.*

### **11.0 Next Meeting**

*September 23, 2021*

### **12.0 Adjournment**

*Roger Leach moved to adjourn the meeting at 4:07 p.m., seconded by Tim Riche.*