



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

September 23, 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, Gabriel Mejia, Mattie Mendez, Tim Riche

ABSENT: Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:02 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

Tracie Scott-Contreras, Executive Director, stated that one of Business Specialist is in the process of completing a Business U course for Certified Business Engagement Professional certification.

5.0 Adoption of Board Agenda

Mike Farmer moved to adopt the agenda, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the August 26, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche

7.0 Action Items

7.1 Consideration of approval of the finalized budget for the 2021-2022 fiscal year.

Staff presented the final budget for the 2021-2022 fiscal year. The carry-in amounts for the budget have been finalized since the last meeting and are included in the final budget. The summary of revenue and expenses was presented. The revenues are broken out by grant and by type of funding – federal, local, state, Wells Fargo Foundation grant. The previous year's carry-in amounts are also included. Staff reserve 20% of the allocation received and reserve it for the next fiscal year for carry-in – formula reserve 2022. Expenses are broken out by salaries and fringe benefits as well as other direct and indirect expenses. Administrative expenses are fiscal related costs that are allocated among all the programs. There is still revenue that needs to be budgeted. Madera Workforce has received the Wildfire grant revenue but the funds have not been budgeted. The revenue can be budgeted once the worksites are finalized. The majority of the Wildfire grant funds will be spent on participant wages and fringe costs for the temporary employment that will be done for the wildfire recovery. The Wildfire grant runs through March of 2023. Staff anticipate working with participants for the temporary jobs in October with wages of \$18 an hour. Detailed reports that are broken out by categories were also provided. An amendment to the budget will be brought to the Board once the budget for the Wildfire grant is determined. Staff anticipate that they will receive the final audited financials for the County by the December 1st deadline. Until the final audited financials are received, the budget is based on unaudited financials. Staff don't anticipate any major adjustment to the audited financials. Staff provided handouts that provided information on the budget to actuals. It provides information on the prior year actuals compared to the current year's budget. Salaries have increased from the previous year due to some retirements and some COVID-19 related absences from the previous year. The current year sees some positions budgeted above the previous year. The Wildfire grant revenue is reflected on the handout but there are no expenses applied to the grant. Line item for general ledger code 5632 and 5810 were consolidated for Information Technology.

Gabriel Mejia moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche

7.2 Consideration of approval of the proposed revised maximum salary ranges for the Controller, Deputy Director and Executive Director.

A subcommittee was formed to discuss and research the salaries for executive level staff for Madera Workforce and the surrounding areas that are similar in size and budget. Ramona, Gabriel and Debi met with Tracie to discuss the various salary ranges. The current salaries and the proposed salaries were provided. The only executive level staff who is at the maximum salary rate is the Executive Director. The Deputy Director and Controller have not reached their maximum salary. The subcommittee is proposing raising the maximum salary for the Executive Director from \$115,000 to \$130,000, raising the maximum salary for the Deputy Director from \$96,650 to \$105,650, and raising maximum salary the Controller from \$96,650 to \$100,650. There is an existing Federal Salary Cap of \$199,000. The subcommittee looked at averages for the surrounding areas but excluded some of the larger counties with large budgets. It was noted that Madera Workforce does not provide cost of living adjustments (COLA) and provides raises based on performance evaluation. The Board recently adjusted the salaries of some of the support staff in order to adjust for the upcoming minimum wage increase. The Board and staff may need to consider looking at all staff salary ranges in the future. Staff have discussed conducting a more formal staff compensation survey every few years to make sure salaries stay aligned with the industry. An outside organization would be hired to conduct the survey.

Gabriel Mejia moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

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

Abstain: Debi Bray

7.3 MCWIC Chair Election

Current MCWIC Chair Debi Bray stated that she was willing to continue to act as the Chair but is happy to step down if another member is interested.

Tim Riche nominated Debi Bray for the MCWIC Chair, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche
Abstain: Debi Bray

7.4 MCWIC Vice Chair Election

Mattie Mendez nominated Gabriel Mejia for MCWIC Vice Chair, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche
Abstain: Gabriel Mejia

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

There are no new updates for the WDB. The WDB will meet on October 21, 2021.

8.2 Program Update

Information provided within the agenda packet. The information provided is for the period ending August 31, 2021. Formula amounts provided are estimates until the 2020-2021 audit is final. Project information was provided for the Probation COVID Emergency contract and the Veterans Employment Assistance Program (VEAP). Staff are still working with the USDA Forest service on worksites for the Wildfire grant. 21 sites have been identified. 2 of those worksites have been approved – Jackass Meadows and Jackass Pass. Staff have a call with the worksites to work out the logistics and eligibility requirements. There will be 7 participants between the 2 worksites. That should take the project through half of the initial round of funding. Staff continue to contact the remaining worksites in order to get work going at those sites. Staff are working with CDCR on setting up a mini America's Job Center of California (AJCC) at Valley State Prison. 1 MCWIC staff member will be assigned to the prison's transition program and will act as a liaison between the Workforce system and CDCR to get individuals connected to an AJCC where they will be released. Staff are working on a contract with Madera County Juvenile Probation to provide services at the facility for youth ages 14-25. They will be provided similar services as adults. Staff are working on the curriculum to use with the juveniles. There have been a couple of new funding opportunities. The Wells Fargo Foundation invited Madera Workforce to apply for their grant. Staff hope to be able to use the Wells Fargo grant funds toward the purchase of electronic devices for participants so that they can access trainings or virtual employment. These funds can also be used towards payment of the subscription fees for the IMAGO platform that is being used for many of the workshops staff provide.

8.3 MCWIC Meetings Update

Information provided within the agenda packet. Executive Order N-29-20's exemption to the Brown Act teleconferencing guidelines expires on September 30, 2021. Board meetings must again comply with the Brown Act. Meetings can still happen via teleconference but anyone wishing to join in this manner must notify staff and post the location where they will be joining from 72 hours ahead of time. The location must be accessible to the public should they wish to join the meeting.

8.4 457 Deferred Compensation Plan Quarterly Report

Staff brought the deferred compensation plan quarterly report to the MCWIC Board for the time. The reports represents the overall health of the employee retirement plan. MCWIC contributes 6% towards the plan for staff as long as staff contribute at least 3% themselves. Details for the plan are included in the Employee Handbook. Employees can choose to manage their plan themselves. The compensation plan is doing well and is very robust. A 457 plan was chosen because it was similar to what was used by the County Office of Education before Madera Workforce separated from them. The plan offers different ways to withdraw when staff retires and is considered a supplemental plan that does not affect social security.

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

Information provided within the agenda packet. UI numbers are declining but staff are not seeing a significant increase in traffic into the Center. Staff are hoping to see a change in October. Staff are continuing to use social media to market jobs. A Facebook post for a welder was shared and the employer hired 3 employees. It seems that folks may be finding jobs on their own and don't come in for services for help with that.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Debi Bray stated that former CCWF Warden, Teena Farmon passed away in July. Teena had a great impact on the Madera community. She was instrumental in opening up the women's prison. Debi commended Camarena Health for their annual report. Gabriel Mejia stated that is was also available online.*
- *Tim Riche shared that the State of the District will be held at Matilda Torres High School on October 19, 2021. The event will include the presentation of teacher mini grant recipients and a Hall of Fame presentation. The teacher mini grants are for \$500. The Linkage Foundation is looking for sponsors.*
- *Ramona Davie reminded everyone that the Old Timers parade will be taking place on Saturday, September 25, 2021.*

10.2 Staff

None

11.0 Next Meeting

October 28, 2021

12.0 Adjournment

Roger moved to adjourn at 4:04 p.m., seconded my Mattie Mendez.