



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

October 28, 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=TDh2T0t0Sml3SEU1K2NjYkFhFaEtdz09;>
Meeting ID: 819 9920 4075; **Password:** 819 9920 4075; **Phone:** (669) 900-9128

PRESENT: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

ABSENT: Ramona Davie, Roger Leach, Robyn Smith

GUEST: Doug Sampson, Moss Adams

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

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 3:06 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Staff requested the addition of MCWIC Resolution 2021-01 to the agenda as item 7.1

Tim Riche moved to add the resolution to the agenda as item 7.1, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Tracie Scott-Contreras, Executive Director, introduced Doug Sampson. Doug works for Moss Adams and will be presenting the audited financials to the Board. Tracie informed the Board that Erick Flores, Business Specialist, has completed his Certified Business Engagement Professional course and is now certified. The Business Services team has been approached to present at a statewide peer-to-peer meeting and will speak about their work on employer videos and custom flyers. Tracie is the Chair of the California Workforce Association (CWA) Capacity Building Committee and is also on the CWA Executive Committee.

5.0 Adoption of Board Agenda

Mike Farmer moved to adopt the amended agenda, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the September 28, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Tim Riche moved to approve, seconded by Mike Farmer

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

7.0 Action Items

7.1 Consideration of approval of MCWIC Resolution 2021-01.

Assembly Bill 361 extends the exemptions for the Ralph M. Brown Act requirements for virtual meetings to January 1, 2024, when there is a continuing state of emergency. AB361 requires that public bodies adopt a resolution every 30 days declaring the need for a virtual meeting. The resolution will appear on the agendas until the MCWIC decides that there is no need for teleconferencing.

Tim Riche moved to adopt MCWIC Resolution 2021-01, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

7.2 Consideration of approval of the Audit Report for the 2020-2021 audited financial statements submitted by Moss Adams.

Doug Sampson presented the audit report for the fiscal year ending June 30, 2021. The Governance letter is a required communication that goes along with the audit report. The purpose of the letter is to list those who have oversight of the financial reporting process. It also communicates the standards under which the audit was conducted. This letter would include information about any necessary corrections. There were no findings that need to be corrected. There were no significant audit issues – a clean audit. Mr. Sampson reviewed the audit report. The Report of Independent Auditors goes over what management’s responsibilities are and what the auditor’s responsibilities are. Management responsibilities are to prepare financials statements. Moss Adams responsibilities are to provide an opinion on the statements. MCWIC received a clean opinion on their financial statements. MCWIC also received an unmodified opinion on the Schedule of Expenditures of Federal Awards which is the driver of the whole audit. The Footnotes to Financial Statements report did not show any significant changes from the previous audit. The Footnotes statement provides information on accounting principals and practices as well as details for items that are on the balance sheet or other financial statements. The Schedule of Expenditures of Federal Awards provides information on the federal awards and expenditures. The Schedule of Grant Expenses reconciles to the Statement of Activity. The Report of Independent Auditors on Internal Controls Over Financial Reporting and Compliance and Other matters is often referred to as the Yellow Book Report has 2 components – Internal Controls Over Financial Reporting and Compliance of Laws and Regulations. An opinion is not provided for internal controls, however, if any deficiencies or material weaknesses in internal controls are found in the 2 components, it would be noted in this report. MCWIC did not have any significant deficiencies or material weaknesses. The Compliance for the Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance is required because of the federal funds that were expended. MCWIC received a clean, unmodified opinion for this report. The Schedule of Findings and Questioned Costs summarizes the audit report. The MCWIC Board and Tracie thanked Jessica Roche, Controller, and her staff for their hard work to help ensure clean audits.

Tim Riche moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

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

Staff provided the year-to-date financials.

Mike Farmer moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

7.4 Approval of 1st quarter budget adjustments. Budget adjustments include: 1) decrease WIOA Formula revenue \$166,425, WIOA Adult, DW, and Youth allocation amounts listed incorrectly in Board Approved Budget dated 9/23/2021; 2) increase expense \$150,000 with carry-over of \$150,000 into next FY, totaling \$300,000 of WIOA NDWG Wildfire Grant EDD approved budget; 3) increase budget \$5,000, Stanislaus County RPI Slingshot 4.0 contract for staff development and workgroups for Community of Practice activities.

MCWIC received the funding for the Wildfires grant. The expenses need to be added to the budget. Adjustments had to be made to the WIOA allocations in order to correct some amounts that were incorrectly listed. An additional \$5,000 needed to be included for a regional contract for regional planning efforts.

Tim Riche moved to accept the budget adjustments, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

8.0 Information Items

8.1 MCWIC Staff Survey Discussion

Information provided within the agenda packet. A quick survey was sent to staff to get a sense of how staff are doing, if they are feeling supported, if they were generally well, how their work-life balance was and asked for input. Managers met to discuss the results and discussed staff recognition, trying to get people together other than virtual meetings such as team meetings and relaunching social events in a safe manner. These were things staff indicated they were missing. Staff also provided feedback as to the lack of a cost of living (COLA) increase. The last COLA was provided in 2017 as a one-time payment – not as a salary adjustment. Staff brought options for a COLA to the Board and also speak to an opportunity MCWIC may have to move to a better health insurance plan with better coverage and out of pocket expense. Researching into providing a health savings account is also being considered. A health savings account allows staff to contribute into the account pre-taxed to pay for health services. The current employee benefit plan has an out-of-pocket expense of \$8,100 for an individual and \$16,200 for a family. The health savings account is capped at \$3,600. The budget would allow for the increased cost for a better plan this year. It is also possible that if the budget disallows a more expensive plan in the future, MCWIC can provide an option for staff to opt to pay the difference between a lower plan and the more expensive plan. A better benefit package also helps with recruiting. Information provided with a breakdown of the cost for an increased benefits plan and COLA. The annual cost for the current benefits plan would be \$119,869. The difference to switch to the Platinum plan would be \$19,662. The salary increase for staff is well within the available funding. The COLA would be effective January 1, 2022 and would come back to the MCWIC Board as an action item for approvable at their next meeting. MCWIC does not offer retiree benefits. COBRA insurance information is provided upon an employee's exit from MCWIC. Staff requested input from the Board as to whether they want to move forward with bringing a COLA to the Board for approval at the next meeting. Staff will gather information on a proposed 3% COLA for staff – not managers and bring it to the Board in December.

8.2 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.3 Program Update

Information provided within the agenda packet.

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

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Debi Bray: participated in the Madera Community Hospital 50th Anniversary Celebration. Their website and Facebook page has a link to an excellent video on the history of the hospital. There will also be a video on the history of Madera which will include the High School Drama Club.*

10.2 Staff

- *Tracie Scott-Contreras: participated in Supervisor Poythress' Town Hall virtual meeting. It was very informative. Tracie will try to get a copy of the presentation slides to share.*

11.0 Next Meeting

The November Board meeting falls on the Thanksgiving holiday. The next MCWIC Board meeting will take place on December 2, 2021 at 3:00 p.m.

12.0 Adjournment

Mattie moved to adjourn the meeting at 4:13 p.m., seconded by Gabriel Mejia.