



## MINUTES

**October 21, 2021**

***Convened at Madera County Workforce Assistance Center – via Teleconference  
2037 W. Cleveland Avenue, Madera, CA 93637***

**Zoom Meeting:** <https://us02web.zoom.us/j/81274206285?pwd=enROTmo3RTRidG5EcnhTM2Y2TXRWdz09;>  
**Phone: (669) 900-9128; Meeting ID: 812 7420 6285; Password: 274155**

**PRESENT:** Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Lanie Suderman (8.1)

**ABSENT:** Debi Bray, Mark Choe, Mike Fursman, Santos Garcia, Deborah Martinez, Mattie Mendez, Terry Nichols, Cindy Vail

**GUEST:** Gary Beaudette, Yvette Quevedo

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

### **1.0 Call to Order**

*Meeting called to order at 3:04 p.m. by Workforce Development Board (WDB) Chair Brett Frazier.*

#### **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, introduced Gary Beaudette, Beaudette Consulting. Gary is presenting Beaudette's first One Stop Operator (OSO) quarterly report. Yvette Quevedo is Employment Development Department's (EDD) Regional Advisor.*

### **5.0 Adoption of Board Agenda**

*Bobby Kahn moved to adopt the agenda, seconded by Chuck Riojas.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas*

### **6.0 Consent Calendar**

**6.1 Consideration of approval of the August 19, 2021 Workforce Development Board (WDB) meeting minutes.**

**6.2 Consideration of approval of the resignation of Terry Nichols, Department of Rehabilitation, from the WDB.**

**6.3 Consideration of approval of the revised Supportive Services policy to include the addition of childcare assistance.**

- 6.4 Consideration of approval of the re-appointment of Debi Bray, Private Sector, to the WDB for an additional 3-year term ending on 11/20/24.**
- 6.5 Consideration of approval of the re-appointment of Mattie Mendez, Private Sector, to the WDB for an additional 3-year term ending on 11/20/24.**

*Bobby Kahn moved to approve the Consent Calendar, seconded by Mike Lopez.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas*

## **7.0 Action Items**

- 7.1 Consideration of approval of Beaudette Inc.'s One Stop Operator report for the period of July 1, 2021 through September 30, 2021.**

*Gary Beaudette presented the OSO's quarterly report. Beaudette Consulting has been working as the OSO since July 1, 2021. Gary is experienced with project management and working with metrics and measurements, defining key objectives and taking that information and creating common visions and goals. The OSO is working with the Center partners and working towards the 3 Workforce Board goals: Aligning and Integrating Programs, Increasing Demand Driven Skills Attainment, Increasing Upward Mobility for all Californians. Currently, work has been around the first goal – Aligning and Integrating Programs. This includes looking at a universal referral system. A Charter was created and work on refining certain smart goals is being done. Tracie stated that the information sharing platform was moved to Google Drive and Partners have started uploading staff cross-training videos.*

*Chuck Riojas moved to approve, seconded by Laura Gutile.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas*

- 7.2 Consideration of approval of the fiscal year 2021-2022 program budget.**

*Jessica Roche, Controller, presented the budget. A WIOA budget and program overview were provided. It lays out what some requirements are. The Funds Utilization provides information on the required spending for the program. There is a considerable amount of carry-over from the previous year due to the State waiving the 80% expenditure requirement. There is still a considerable amount of carry-over funds due to the pandemic slowing enrollments and trainings. The Allocation Funding Changes chart shows funding sources have increased or decreased for Adult, Youth, Dislocated Worker (DW), Rapid Response (RR) and Rapid Response Lay-off Aversion (RR LA). WIOA enrollment projection information was provided. The projections for the upcoming year is based on a non-pandemic environment and staff are hoping that everything will go back to some semblance of normalcy. Enrollment training activities were also provided. The budgets provide information about funds that are received besides WIOA funds. Revenue less expenses shows a remaining balance in the Adult, Youth and DW categories. Staff are currently considering how to spend the balance for those categories.*

*Laura Gutile moved to approve, seconded by Wendy Lomeli.*

*Vote: Approved – unanimous*

*Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas*

- 7.3 Consideration of approval of the Baseline America's Job Center of California<sup>SM</sup> (AJCC) Certification and the AJCC Certification Indicator Assessment and authorization for the WDB Chair signature.**

*The State requires the evaluation and certification of the One Stops (AJCCs) every 2 years. There are 2 parts. The first part is the baseline requirement certification. The Madera AJCC evaluations show that the Madera One Stop has met all the minimum requirements related to the operation of an AJCC. The second portion, the AJCC Certificate Indicator Assessment, outlines the State's requirements for quality AJCCs and how they align with the State's Plan. The Indicator Assessment includes information on the strengths and*

areas that may need improvement for the AJCC. These strengths and weaknesses will be consolidated into a continuous improvement plan. Staff will work with the OSO to bring that work forward. All Partners will have input into the process. WDB approval is required. The Indicator Assessment and the Baseline Assessment are due to the State by November 1, 2021. The Continuous Improvement Plan will be due by December 31, 2021. The Continuous Improvement Plan will come before the WDB in December for approval.

Mike Lopez moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas

## **8.0 Information Items**

### **8.1 Workforce Development Board Program Year 2021-2022 Goals Workshop**

Information included within the agenda packet. Staff requested input from the WDB for goals that they would like to focus on. The goals were taken from Madera's local workforce plan. Staff used Zoom's polling feature to gather the WDB's top 3 priorities for each goal. Results:

#### **Coordination with Workforce System Partners**

- Explore opportunities for the WDB and Madera Community College to jointly convene focus groups to refine education and workforce system knowledge about industry skill gaps and community training needs.
- Identify best approaches for college staff to train workforce system stakeholders about the various forms of support that the college provides to students, including financial aid programs.
- With the increased use of online strategies to communicate with customers, consider options for developing brief videos on each partner's programs that could be hosted on other partners' websites.

#### **Services for Job Seekers**

- Explore options for teaching customer service skills to job seekers. This could be offered in a workshop format or as a course.
- Research models for using job coaches and mentors that could support vulnerable customers. This could be an expansion of the "navigator" function that the WDB has successfully implemented for specific target groups.
- Working with the college and adult education, identify opportunities to develop short-term training (less than 4 months) that will prepare job seekers for entry-level employment in career path employment.

#### **Business Services**

- Develop an inventory of businesses by "key industry sector" to determine the demand-side customer base within Madera County.
- Research skills needed by businesses in priority sectors and build a profile of skills most needed and desired by local businesses, particularly for entry-level workers.
- Assess businesses' need for and interest in incumbent worker training.

#### **Other Priorities**

- Maintain and enhance cross-training to ensure that system staff develop basic knowledge about all local workforce system programs and remain aware of changes and updates.
- Review current online offerings and consider implementation of additional virtual services, such as online financial literacy workshops.
- Explore greater use of a shared data management platform across partners to support co-case management.

### **8.2 Workforce Development Board Private Sector Member Recruitment**

Information included within the agenda packet. Staff requested the WDB's help with recruiting a Private Sector member.

### **8.3 Madera County Workforce Investment Corporation (MCWIC) Update**

Information included within the agenda packet.

#### **8.4 Program Update**

*Information included within the agenda packet.*

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

*Information included within the agenda packet.*

#### **9.0 Written Communication**

*None.*

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

##### **10.1 Board Members**

- *Brett Frazier: Brett appreciated his time at the California Workforce Association (CWA) Meeting of the Minds conference. The conference brought lots of different sectors together. He stated that Madera as well as Tracie, Maiknue and Jessica are well respected within the workforce community.*
- *Omair Javaid: attended the CWA conference along with Brett. He attended multiple sessions and felt everything he learned was very relevant for Board business as well as private businesses.*

##### **10.2 Staff**

- *Tracie Scott-Contreras: Tracie stated that she is the Chair for the CWA Capacity Building Committee. Tracie thanked Chair Brett Frazier and Vice Chair Omair Javaid for attending the CWA Meeting of the Minds conference on behalf of the WDB. Brett sat on a Workforce Board Director panel. Our Madera Business Services team was asked to present on a peer-to-peer event and speak about their strategies for creating videos and flyers for local employers.*

#### **11.0 Next Meeting**

*December 16, 2021.*

#### **12.0 Adjournment**

*Meeting adjourned at 3:47 p.m.*