



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

SPECIAL MEETING

MINUTES

December 2, 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, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

ABSENT: Ramona Davie

GUEST: Erick Flores - MCWIC

STAFF: Nicki Martin Jessica Roche, Tracie Scott-Contreras, Bertha Vega

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 3:03 p.m.

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 Erick Flores, Business Specialist. Erick recently obtained certification for Business Engagement Professional. Erick and the business services team have been working on creating custom videos and flyers for employers. The team is working towards inserting conversational components to the videos for employers who may be less comfortable in front of the camera. A video created for Betts was played for the Board.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

6.0 Consent Calendar

6.1 Consideration to reaffirm Resolution 2021-01 for the period of December 2, 2021 through January 2, 2022.

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

Roger leach moved to approve the Consent Calendar items, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for the period ending September 30, 2021.

There has been a slight increase to people coming into the Center. More trainings are being done. Budget to actuals information was provided. Operational and overhead expenditures are on schedule. There are still lots of training funds available. Accumulated depreciation is calculated one time a year at the end of the fiscal year. The current year's figures will be run again at the end of the fiscal year on 6/30/22. The Employment Development Department (EDD) has been negotiating more space in the Center. The Auditors recommended that EDD's potential revenue be included in the financial documents. The new sublease amount has been finalized and will be provided in future financial reports.

Tim Riche moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

7.2 Consideration of approval of a 3% Cost of Living Adjustment (COLA) budget adjustment for non-management staff.

Providing non-management staff with a 3% COLA was discussed at a previous meeting. Staff requested approval of a budget adjustment to cover the budget period of 1/1/22 to 6/30/22. The adjustment will cover increased wages and taxes for all non-management staff. Once an adjustment to a budget is made, it remains in places.

Mattie Mendez moved to approve a 3% COLA the budget adjustment for non-management staff effective 1/1/22, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, 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 agenda packet. The WDB is scheduled to meet again on 12/16/21.

8.2 Program Update

Information provided within agenda packet. Funds from the Wells Fargo grant have been used to pay for the annual Imago subscription which is used to provide soft skills workshops. The funds may also be used for online trainings or equipment needs for participant trainings. The Fresno Regional Workforce Board is applying for EDD's Equity and Special Populations grant. Madera and Kings counties will partner with the Fresno Regional Workforce Board and will assist English language learners (ELL) and the re-entry population in accessing training and employment in solar, construction and forestry sectors. If awarded, Madera will receive approximately \$65,000 from the grant. Madera is finishing a monitoring review for the period of 9/1/2018 to 12/31/2020. Monitors will review 20 participant files and will interview some participants and employers. All program and special projects are on track.

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

Information provided within the agenda packet. The UI figures provided are through 11/13/21. UI numbers are almost to pre-pandemic levels. Staff will try to gather information on how many businesses may have closed during the pandemic and provide to the MCWIC at the next meeting.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Robyn Smith – is doing very good. Stated that the foothills have been warm.*
- *Gabriel Mejia – staying busy.*

10.2 Staff

None.

11.0 Next Meeting

January 27, 2022.

12.0 Adjournment

Roger Leach moved to adjourn at 3:50 p.m.