



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## MINUTES

**March 28, 2019**

***Convened at the Workforce Assistance Center - Conference Room  
2037 W. Cleveland Avenue, Madera, CA 93637  
(559) 662-4589***

**PRESENT:** Bob Carlson, Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach  
**ABSENT:** Robyn Smith  
**GUEST:** Lilliana Rodriguez, Vianey Hernandez  
**OTHERS:** Bertha Vega, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

### **1.0 Call to Order**

*Meeting called to order at 2:01 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**

*Jessica Roche, Controller, introduced Vianey Hernandez and Lilliana Rodriguez. Vianey has been with MCWIC since mid-February and works in the Resource Room. Lilliana is from the Chowchilla community and works in the lobby. The Board introduced themselves.*

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

*Roger Leach moved to adopt the agenda, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the minutes for the February 28, 2019 Madera County Workforce investment Corporation (MCWIC) meeting.**

*Mike Farmer moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach

## **7.0 Action Items**

### **7.1 Consideration of approval of the selection of Comcast as the new phone system vendor based on the cost and service comparison completed by staff.**

*Approval of the selection of a phone system vendor was previously brought to the Board but was tabled when staff realized that an error in the rating for one of the vendors was made. Staff have reviewed the vendors thoroughly. Comcast is still the successful vendor based on their cost and review of services. The phone system will be separate from the internet service. This system will be implemented and used by all the Center partners except for Madera Adult School as they maintain their own system. The services will include phone service and equipment. The system will be internet based (VOIP) but will be separate from the internet system and service already being provided by Comcast. Comcast rates fluctuate based on the number of users. Comcast is represented on the item handout under column A. Column E represents TPX which also uses a polycon system. TPX uses a 3<sup>rd</sup> party maintenance contractor for phone services. Voice Pro was column B, Sebastian Corporation was column C, Fresno Area Telecommunications is column D, TPX is column E.*

*Roger Leach moved to accept company A, seconded by Lindsay Callahan. Bob Carlson abstained as he has a son-in-law who works for Comcast.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach*

*Abstain: Bob Carlson*

### **7.2 Consideration to enter into negotiations with the building owner, Creekside Farming, regarding a proposed increase to the common area maintenance (CAM) fee for the Workforce Assistance Center building.**

*Staff received a letter from Creekside Farming notifying MCWIC that they intend to increase the CAM fee by \$.30 which will bring the fee to \$1.48. The contracted maximum threshold for CAM fees was reached by the 4<sup>th</sup> quarter of the year. CAM fees are used toward maintenance for the complex which is provided by Safeco. Safeco provides budgets to the tenants. MCWIC does not receive this information as we are not owners. Safeco went significantly over budget for maintenance and Creekside wants to pass the increase along to its tenant – MCWIC. In researching the costs billed to Creekside, staff noted that Creekside is possibly being billed for property taxes which should not be a billable item for owners within the complex. Staff conducted significant research into what fees were paid by Madera County when they occupied the building. Tracie Scott-Contreras, Executive Director, would like to draft a letter to Creekside to inform them that MCWIC is not in agreement with the increase and that any changes should be effective as of July 1, 2019 so that the increase can be considered by the Center partners. The lease for the building is effective until 2026. The owner has a termination clause that can be exercised with a 12 month advance notice to the tenant. The increase to the CAM fee represents a \$4,600 annual increase. Staff recommends drafting a letter to the owner to notify MCWIC's preference to discuss the increase to the CAM fee and that the Executive Director and the MCWIC Chair sign the letter. Staff will coordinate with the owner to schedule a meeting to discuss the fee increase and will contact Debi Bray or Mattie Mendez for their availability to attend the meeting along with staff.*

*Roger moved to have staff draft a letter to Creekside and inform them that MCWIC is not in agreement with the CAM fee increase and staff will contact Creekside for a meeting to discuss the matter in more detail, seconded by Bob Carlson.*

*Vote: Approved – unanimous*

*Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach*

**7.3 Consideration of approval of the Memorandum of Understanding (MOU) with the Workforce Development Board (WDB) of Madera County as mandated by the Workforce Innovation and Opportunity Act (WIOA) and authorization for signature by the Executive Director.**

*It is time to develop and submit MOUs between the Workforce Development Board and the partners to the State. The format has been changed. Previously the MOUs were divided into 2 parts – program and financial. The new document combines the 2 parts into 1 document. The MOU presented to the board represents the partnership between the Workforce Development Board and the MCWIC. The MOU details the services provided and the costs associated with providing them. The information within the document is substantially similar to the previous MOUs submitted to the State. The MOU is effective as of July 1, 2019. The current State directive is still in Draft until April but Workforce areas need to move forward quickly in order to meet the State deadlines. The MOU must be approved by the Workforce Development Board as well as the Madera County Board of Supervisors.*

*Mike Farmer moved to approve and authorize the signature of the Executive Director, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach*

**7.4 Consideration of approval to contract Sierra HR Partners to provide human resources services to MCWIC.**

*Staff recommends contracting Sierra HR Partners to provide HR services. Services such as an employee hot line and employee handbook review are among the services that will be included. Sierra HR works with Fresno Workforce. MCWIC contracted Sierra HR for the HR Hotline made available through the DEA grant. Maiknue Vang, Deputy Director, will work directly with them. They will provide phone support and will have a designated contact for MCWIC. An hourly rate will go into affect for anything that involves more time than a phone call can take care of. Evans does not provide a monthly fee and only provides services on an hourly basis. Sierra HR also provides HR audits. Staff would schedule an audit right away once the contract is executed.*

*Lindsay Callan moved to approve, seconded by Mattie Mendez.*

*Vote: Approved – unanimous*

*Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach*

**7.5 Consideration of approval of the preliminary fiscal year 2019-20 budget.**

*The budget presented is based on estimates as allocations have not been given to the workforce areas. Contracts have not been finalized. Staff are still waiting to hear about the ELL and DEA grants. Staff feel confident that Workforce funding will be flat funded. Debi Bray thanked Jessica Roche, Controller, for providing the budget document in a clean and easy to read format. Staff reviewed the budget with the Board. Travel expenses are for general purposes. Expenses for utilities was increased by 3% as an estimate. Staff are also preparing for the Department of Social Services to move out of the building once the new County Campus is finished. They anticipate moving out of the Center at the end of the year. MCWIC will absorb the additional costs once DSS moves out until other organizations occupy any empty space in the Center after they move out. Participant and Youth training are part of the budget as required by SB34. Staffing levels will remain the same as what's currently in use.*

*Roger Leach moved to approve, seconded by Bob Carlson.*

*Vote: Approved – unanimous*

*Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Roger Leach*

## **8.0 Information Items**

### **8.1 Workforce Development Board (WDB) of Madera County Update**

*There are no new updates from the WDB at this time.*

### **8.2 MCWIC Year-to-Date Financial Reports Update for the Period ending January 31, 2019**

*Everything is on track. There has been an increase in trainings for customers.*

### **8.3 Program Update**

*There have been no significant changes since the last board meeting. Staff have not received any news on their grant applications. The State issued preliminary awards to the 8 county region for the Prison to Employment (P2E) grant. A letter from the State Board indicates that areas are going to receive about half of what was proposed. This will impact how staff budget and staff the project and change how services are provided through the grant. Madera has relatively low parole numbers from State prison institutions. Allocations for the grant are based on where parolees live. One workforce area was awarded more than what they requested. Madera requested \$353,000 but anticipate that they will receive approximately half of that amount.*

### **8.4 Salary Study Update**

*Staff have been working on a salary study. Staff found that the entry level positions such as the Workforce Assistant, the Workforce Technician 1 and the Administrative Support Assistant may be significantly lower when compared to similar entities in the surrounding region. This data is informational at this time but staff could bring some suggestions to the salary schedule once allocation funding is received and reviewed. Staff must also keep in mind to consider the entire compensation package when considering salaries. Staff may need to consider revising the salary schedule in phases. Mattie Mendez would like information on median figures.*

## **9.0 Written Communication**

*None*

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

### **10.1 Board Members**

### **10.2 Staff**

*Tracie and Maiknue attended the National Associations of Workforce Boards (NAWB) 2019 Conference in Washington DC. They received information regarding the Perkins 5 Bill that funds career and technical education. The Bill focuses on the talent development pipeline in secondary and middle schools for career education. 40% of the funds are dedicated to post-secondary schools for more immediate worker needs. Staff will reach out to the school district to learn about their plans for the funding. Staff would like to provide input for local workforce needs and assessments. The district is required to do a local needs assessment for their Perkins plan. Staff would like to participate in their community engagement process as well as provide additional input.*

## **11.0 Next Meeting**

*April 25, 2019*

## **12.0 Adjournment**

*Bob Carlson moved to adjourn the meeting at 3:23 p.m., seconded by Mike Farmer.*