



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

June 27, 2019

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

PRESENT: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

ABSENT: Bob Carlson, Gabriel Mejia

GUEST:

OTHERS: Bertha Vega, Gail Lopez, Jessica Roche, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:01 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Robyn Smith moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) May 23, 2019 meeting minutes.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

6.2 Consideration of approval of the resignation of Bob Carlson from the MCWIC.

The Board accepted Bob Carlson's resignation with regrets.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.0 Action Items

7.1 Consideration of approval of the reclassification of the Workforce Assistant position to Workforce Technician I.

Upon review, the Workforce Technician I and the Workforce Assistant job descriptions were very similar. The Workforce Assistant position is paid at a lower rate. Staff requested that the current Workforce Assistant be reclassified to a Workforce Technician I as she is doing the same work. The Workforce Assistant may be hired as a temporary position in the future.

Mike Farmer moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.2 Consideration of approval of the revised Program Technician Job description.

The Program Technician is an existing position and job description. This position usually works with special projects. This position will work with tracking follow ups. Follow up is usually done a year after a participant exits the program. Staff want to hire this position in order to help relieve staff of follow up duties, provide additional support for assessments and work on special projects. This position is not on the original budget but will be included in the final budget. Staff would like to hire in July. There are adequate funds for this position in the budget.

Mattie Mendez moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.3 Consideration of the approval of the revised non-exempt salary schedule to include changes to the Administrative Support Assistant, Workforce Technician I and Workforce Technician II salaries.

As discussed in previous meetings, staff researched salary schedules for the surrounding areas for a comparison to current staff position for MCWIC. Staff found that the front line staff salaries were below the average for similar positions in similar workforce areas. Staff recommend that the salaries for the Administrative Support Assistant and the Workforce Technician I and II be revised to be more in line with the surrounding areas. The Administrative Support Assistant and the Workforce Technician I salary range will be updated to \$14 to \$17 an hour. The Workforce Technician II will be updated to \$16 to \$19 an hour. Staff reported that all other MCWIC positions are in line or slightly above other areas salaries.

Lindsay Callahan moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.4 Consideration of approval of the MCWIC Executive Director goals for the period of July 1, 2019 to June 30, 2020.

Tracie Scott-Contreras, Executive Director, presented an update on the goals she provided to the MCWIC at the time of her appointment. Tracie also presented her goals for the 2019-20 program year. The Executive Director will provide a mid-year review and will have an evaluation in July, 2020. Madera Workforce has a strategic plan in place as part of the regional workforce plan. The regional plans are State driven and include new partnerships with CalFresh, Department of Rehabilitation and

Local Child Support Agencies. The MOU has been submitted to the State. A strategic planning workshop is scheduled for the Workforce Development Board around Plan goals and objectives. The One Stop Operator contract has been successfully renewed for an additional 2 years. Staff are working closing out the fiscal year and on the continuous improvement plan. Staff are also working on procuring trainings for participants. Madera successfully submitted the local workforce area and board recertification to the State. Full approval of the local plan should be finalized in July. The Workforce Development Board will discuss local plan goals and the board role in driving their goals forward. Tracie inquired as to whether the MCWIC would like to be included in the WDB's strategic plan process or develop their own. Mattie Mendez stated that a MCWIC plan would focus on staff development and maintaining good finances and the outcome would be customer service. The plan would be specific for our community. Tracie stated that there would need to be a meeting to discuss and set up a plan specific to MCWIC. A facilitator could be used for a session. Mattie suggested using Balance Scorecard as a resource. Lindsay Callahan stated that the goals provided may be tasks rather than goals. Items listed fall under State requirements. Tracie would like to include succession planning in the goals. A continuous improvement plan within the organization apart from the AJCC, leadership training and staff coaching were suggested and could be part of a staff development goal. Tracie stated that a couple of the MCWIC managers have completed or are in the process of completing a CWA executive Bootcamp. Strength Finder is something that staff have previously done while under Madera County Office of Education but can be done again. Debi Bray stated that a Business Center has been mentioned in the past and could be used as a long term goal. It was suggested that the Executive Director goals action item be tabled so that they can be revised to include the Board's input and suggestions.

Robyn Smith moved to table, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

The WDB has not met. Their next meeting is scheduled to take place on August 15, 2019.

8.2 MCWIC Year-to-Date Financial Reports Update for the period ending May 31, 2019.

Staff reported that everything is on track.

8.3 Program Update

Information provided within agenda packet. Madera was not awarded the DEA or ELL grants. Madera submitted a letter of intent to apply for AB1111 funds. AB1111 will target migrant seasonal farm workers, ELL participants, unemployed and under employed.

8.4 MCWAC Customer Survey Update

A survey was created and a link was shared with all Center partners. A shortcut to the survey is on every Resource Room computer for customers. Anyone taking the survey has an opportunity to leave their contact information if they want someone to contact them. The survey indicates that most people hear about the Center by word-of-mouth. The Madera Fair has a non-profit day. Staff will research non-profit day to see if Center services materials can be used at an unmanned booth during the fair. Staff will also work on creating a referral process.

8.5 MCWIC Board Member Recruitment

Tracie stated that she had followed up with a possible member from Noble Credit Union but was informed that they could not participate at this time. Rhonda Salsbury sits on the Yosemite Business Bureau and could be a potential member. It was suggested that a member from the Hope House could be a good fit – someone who works with the homeless. A member from the educational sector would be desirable. Tracie will reach out to Madera Unified and ask whether Tim Riche may be available to sit on the Board. Checking on organizations who work with veterans or persons with disabilities would be desirable as well.

8.6 Conversion to Hourly Pay Process Update

The current OnePoint system being used for payroll will be converted to be used as an hourly time management system and will be used by staff as of July 1, 2019. All staff have been notified of the change. As of this point in time, \$7,700 was overpaid in salaries compared to actual time worked due to the previous salary based system. Staff will meet on June 28, 2019 to go over the new system.

8.7 2019-20 MCWIC Meeting Calendar

Information provided in agenda packet. The holiday meeting schedule will be discussed closer to those meeting dates.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Roger Leach stated that he and his wife recently celebrated their 50th wedding anniversary. Their church gave them a surprise celebration and his son arranged a weekend in Carmel.*
- *Mike Farmer stated that they had 35 new instructor for the Parent Project. This project targets parents with out-of-control kids and provides classes on parenting skills.*
- *Debi Bray stated that Madera Chamber's sister Chamber had paid them a visit. The manufacturing tour of Nemat was well attended. She is looking forward to the next one.*

10.2 Staff

- *Tracie stated that she enjoyed attending the Mission Vision meeting for the stand alone Madera Community College campus. She met the new President. Claudia Habib resigned and took a job as the new President at Porterville College. Tracie stated that the MCWIC was previously scheduled to meet at 2:00 p.m. because Executive Committee was scheduled at 3:00 p.m. MCWIC can be moved to 3:00 p.m. if that time works best for everyone.*

11.0 Next Meeting

July 25, 2019 – 3:00 p.m.

12.0 Adjournment

Lindsay moved to adjourn the meeting at 3:16 p.m., seconded by Mike Farmer.