



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## MINUTES

January 27, 2022

*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, Ramona Davie, Roger Leach, Mike Farmer, Gabriel Mejia, Mattie Mendez, Robyn Smith

**ABSENT:** Time Riche

**GUEST:**

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

### 1.0 Call to Order

#### 1.1 Pledge of Allegiance

*Meeting called to order at 3:05 p.m. by Chair Debi Bray.*

### 2.0 Additions to the Agenda

*None.*

### 3.0 Public Comment

*None.*

### 4.0 Introductions and Recognitions

### 5.0 Adoption of Board Agenda

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

*Vote: Approved – unanimous*

*Yes: Debi Bray, Ramona Davie, Roger Leach, Mike Farmer, Gabriel Mejia, Mattie Mendez, Robyn Smith*

### 6.0 Consent Calendar

**6.1 Consideration to reaffirm Resolution 2021-01 authorizing remote teleconferencing for the period of February 2, 2022 through March 3, 2022 in accordance with Assembly Bill 361.**

**6.2 Consideration of approval of the December 2, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

**6.3 Consideration of approval of the December 30, 2021 MCWIC meeting minutes.**

*Roger Leach moved to approve the Consent Calendar, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Ramona Davie, Roger Leach, Mike Farmer, Gabriel Mejia, Mattie Mendez, Robyn Smith*

### 7.0 Action Items

**7.1 Consideration of approval of the Lead Career Specialist job description.**

**7.2 Consideration of approval of the revised non-exempt salary schedule.**

Agenda items 7.1 and 7.2 were discussed as a group.

Currently, there is a Lead Business Specialist position. This position provides additional leadership and other duties to the Business Services team. The Lead Career Specialist (CS) will provide additional help with the Career Specialist team such as setting up meetings and checking documents. The Lead CS will be a liaison between the CS team and the management team and will be a non-exempt position. This will be an in-house recruitment. The position's salary was added to the non-exempt salary schedule for the Board's review. It was placed higher than the Lead Business Specialist due to the CS team being much larger and will have more responsibilities.

Mike Farmer moved to approved items 7.1 and 7.2, seconded by Gabriel Mejia.

### **7.3 Consideration of approval of 80 hours emergency COVID leave for staff.**

The State recently approved an additional round of 80 hours of emergency COVID leave for employers with 26 or more employees. MCWIC does not qualify for the State's new round of COVID leave. MCWIC has recently had a number of staff miss work due to positive COVID tests or contact with someone with a positive COVID test. Many staff have not had enough leave to cover their absence from the office. The proposed leave would cover the period of January 1, 2022 to September 30, 2022 which matches the State's timeframe. If approved, the leave would be applied retroactively.

Mike Farmer moved to approve the additional COVID emergency for the period of January 1, 2022 through September 30, 2022, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Roger Leach, Mike Farmer, Gabriel Mejia, Mattie Mendez, Robyn Smith

## **8.0 Information Items**

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

Information provided within the agenda packet. The minutes for the WDB October meeting and the agenda for the December meeting were provided. Staff hope to work on WDB goals with the Board at upcoming meetings.

### **8.2 MCWIC Executive Director Mid-Year Goals Update**

Information provided within the agenda packet. The Executive Director's mid-year goals and objectives were reviewed with the Board.

#### Increase Awareness of and Access to MCWIC/AJCC Services.

Participant numbers are still down. Foot traffic into the Center is still slow. Social media outreach has been boosted for businesses. The Business Services team has been busy working with employers and has organized over 13 hiring events since July. The Team has directly assisted 67 local businesses with recruitments and other services. Workforce has partnered with California Employers Association (CEA) for a regional HR hotline and some regional workshops including labor law. A radio campaign was launched that targeted youth. This program year, customer visits to the Center are averaging 700 per month. Facebook followers are at 5,844 currently with a maximum post reach of 14,300 and total reach of 62,156.

#### Staff Development

Virtual trainings are available for staff. Socially distant events are taking place in the office. The Social Committee has been relaunched. They have done a great job of coordinating events in a safe manner that have allowed staff to reconnect.

#### Succession Planning

A recruitment for a Special Projects Manager is currently in place. Duties and activities are currently being shared by the 3 remaining members of the management team. This has caused the management team to take on extra duties which results in less participation in events or trainings.

#### MCWIC and WDB Board Development

There is an opening on the MCWIC Board. There are currently 8 members on the MCWIC board. The limit is 9. Currently, the WDB has an opening for a private sector member.

### Professional Development

Tracie is learning from her colleagues. She is a member of the California Workforce Association (CWA) Executive Committee and the CWA Capacity Building Committee. Due to the current situation with the pandemic, Tracie has not had an opportunity to meet with local government administrators.

### Fund Diversification & Reserve Planning

Staff have obtained licensing and training for the Foundation Search tool which helps identify potential grant funding opportunities. MCWIC is in the last stages of finalizing a contract with the prison for a mini-America's Job Center of California (AJCC) and a staff person to provide services at the prison.

### Planning and Policy Development for Reserve funding

Staff have not been able to make progress due to shortness in staffing. Staff hope to get this going in the second half of the fiscal year.

## **8.3 Program Update**

Information provided within the agenda packet. Staff noted that the end date for the DEA grant should have been 3/31/22 not 12/31/21 as is stated in the agenda packet. Staff are working on the Good Jobs grant solicitation. A couple of special grants will be ending on 3/31/22. Most or all goals were met except for the DEA grant which is behind in enrollment numbers. A radio campaign is running focusing on youth through B95 is currently playing. A new campaign is set to begin and run from January to March. All formula grant expenditures are low. Much of the Youth funding is usually spent on paid work experience (PWEX) but are low in part due to COVID closing many work sites down. The Wildfire grant is currently stalled due to the weather and/or illness at the job sites. Mattie Mendez suggested that youth can be referred to the Community Action Partnership (CAPMC) if they need rental assistance. Roger Leach previously had a very positive experience with a youth PWEX participant and will continue to refer youth to the program.

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

Information provided within the agenda packet. Numbers are averaging approximately 300 per week. UI numbers are below pre-pandemic levels but that may be due to people leaving the job market.

## **9.0 Written Communication**

None.

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

### **10.1 Board Members**

- Mattie Mendez: Rental assistance is still available through CAPMC through 3/31/22. A contract that will provide mortgage assistance in pending approval at the Board of Supervisors. This will allow CAPMC to provide mortgage assistance to eligible families who live within unincorporated areas of District 1 and District 3.
- Debi Bray: The Madera Chamber is distributing masks and hand sanitizer. The Chamber is having a ribbon cutting/open house for Barrows Physical Therapy tomorrow, 1/28/22.

### **10.2 Staff**

None.

## **11.0 Next Meeting**

February 24, 2022

## **12.0 Adjournment**

Mike Farmer moved to adjourn at 3:59 p.m., seconded by Roger Leach.