



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**MINUTES**

**April 21, 2022**

***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:** Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez (7.1), Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail  
**ABSENT:** Bobby Kahn, Mark Choe, Jorge DeNava, Mike Fursman, Santos Garcia, Omair Javaid, Nichole Mosqueda, Robert Poythress,  
**GUEST:** Amelia Meza, Gary Beaudette  
**STAFF:** Nicki Martin, Jessica Roche, Tracie Scott-Contreras

**1.0 Call to Order**

*Meeting called to order at 3:03 p.m. by 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**

*Amelia Meza, Office of Apprenticeship Standards, and Gary Beaudette, One Stop Operator, were introduced.*

**5.0 Adoption of Board Agenda**

*Debi Bray moved to adopt the agenda, seconded by Chuck Riojas*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail*

**6.0 Consent Calendar**

- 6.1 Ratification of the reaffirmation of Resolution 2021-01 authorizing remote teleconferencing for the period of March 17,2022 through April 15, 2022 in accordance with Assembly Bill 361.**
- 6.2 Ratification of the reaffirmation of Resolution 2021-01 authorizing remote teleconferencing for the period of April 16, 2022 through May 15, 2022 in accordance with Assembly Bill 361.**
- 6.3 Consideration of approval of Resolution 2021-01 authorizing remote teleconferencing for the period of April 21, 2022 through May 20, 2022 in accordance with Assembly Bill 361.**
- 6.4 Consideration of approval of the Workforce Development Board (WDB) Executive Committee March 7, 2022 meeting minutes.**
- 6.5 Consideration of approval of the WDB Executive Committee April 7, 2022 meeting minutes.**

- 6.6 Consideration of approval of the WDB meeting minutes February 17, 2022.
- 6.7 Consideration of approval of the re-appointment of Laura Gutile for an additional 3-year term: 6/7/22 to 6/7/25.
- 6.8 Consideration of approval of the re-appointment of Mike Lopez for an additional 3-year term: 6/7/22 to 6/7/25.
- 6.9 Consideration of approval of the resignation of Robyn Smith from the WDB Executive Committee.
- 6.10 Ratification of the approval of the revised Supportive Services policy to include an increase to the services cap to \$3,000, transportation reimbursement up to \$15 per day and the deletion of references for payments for union fee/dues.

*Staff and the Board recognized Robyn Smith's service to the Workforce Board. Robyn and her family are relocating out of state.*

*Mike Lopez moved to approve the Consent Calendar, seconded by Laura Gutile.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail*

## **7.0 Action Items**

- 7.1 Consideration of approval of EDD Subgrant AA211014 line item transfer request for \$350,000 from the Dislocated Worker funding stream to the Adult funding stream.

*Staff have obligated approximately \$140,000 for Adult trainings. There has been very low Dislocated Worker (DW) traffic into the Center. Staff are requesting a transfer of funds from DW to Adult in order to back-fill the Adult training budget to cover all the trainings. Staff are currently determining if there will be any training funds in the Adult category at the end of this fiscal year. Madera is working with Fresno to refer Madera participants to them for training opportunities as Fresno still has training funds. The transfers will ensure that the budget stays out of the red for the rest of the year. All the funds for trainings that staff have already coordinated for participants are encumbered and will not be affected. The transfer will make sure to cover trainings and operations until the year end.*

*Deborah Martinez moved to approve, seconded by Laura Gutile.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail*

- 7.2 Consideration of approval of EDD Subgrant AA111014 line item transfer request for \$25,000 from the Dislocated Worker funding stream to the Adult funding stream.

*The transfer from this subgrant will also be used to cover participant trainings as discussed for item 7.1. Workforce areas are allowed to transfer up to 100% of funds between the DW funding stream and the Adult funding stream.*

*Laura Gutile moved to approve, seconded by Mike Lopez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail*

- 7.3 Consideration of approval of Beaudette Inc.'s One Stop Operator report for the period of October 1, 2021 through December 31, 2021.

*Gary Beaudette presented the 3<sup>rd</sup> quarter One Stop Operator (OSO) report. The major highlights were trying to make sure that aligning and integrating programs was done and to make sure that communicating flows horizontally and all partners have some centralized, standardized system to ensure quick and real-time communication and information sharing. A Google Share drive was set up so that there is a centralized*

location for all partner documents. The Unite Us referral system is being used by many of the Partners. The goal would be to get 100% participation with this system. A scoreboard is being developed to see how things are working collectively – as one. The team reached out and talked to different Partners about the different goals and plans for the Continuous Improvement Plan. Madera has used the “working meeting” best practice to get work done during meetings. The OSO strives to have updates in real-time on how everything is working and checking in on goals and whether they are being met and to discuss potential problems or celebrate successes and having shared goals with Partners.

Brett Frazier moved to approve, seconded by Mike Lopez.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

#### **7.4 Consideration of approval of Beaudette Inc.’s One Stop Operator report for the period of January 1, 2022 through March 31, 2022.**

The January to March report focuses on the Continuous Improvement Plane. 2 Surveys were sent to Partners asking what is important to them. Goals were established during this period. The number one goal was Coordination with Workforce System Partners followed by Services for Job Seekers. Business services highest voted goal was Developing an inventory of business by “key industry sector” to determine the demand-side of customer base within Madera County. The major focus is improving the career pathway, from high school to community college to either a degree or certificate but ultimately to meaningful job and careers that employers in Madera County are looking for. The next quarter report will include more up to date scoreboard data. This quarter will start to involve project management which will involve using Trello project management software. This free tool will help with the work on the established goals which will help us ensure that we are continuously improving. Brett Frazier appreciated the included table which provided information of the number of participants served for certain services. Staff’s goal is to work with the OSO and all the Partners for information on the number of people served. The numbers provided within the table reflects the Workforce office numbers. Staff expect that the numbers will go up as Partners work together and combine/include their numbers.

Brett Frazier moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

### **8.0 Information Items**

#### **8.1 WDB Private Sector Director Recruitment**

Information provided within the agenda packet. Staff are recruiting a private sector Director for the WDB and would like to have someone from the Chowchilla, or the Madera Ranchos areas. Staff may also reach out to Supervisor Rodgers to see if he might have any recommendations. The potential Director should be from the Private sector preferably from one of the WDB’s priority sectors: Transportation & Logistics, Manufacturing, Agriculture, Healthcare, Retail, Hospitality Tourism or Energy/Renewable Energy. However, any Private sector business that has anyone interested in joining is welcome and staff are happy for recommendations.

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

Information provided within the agenda packet. The MCWIC is scheduled to meet next on April 23, 2022.

#### **8.3 Program Update**

Information provided within the agenda packet. Program update information shows activities and information through March 31, 2022. The contract with the California Department of Corrections and Rehabilitation (CDCR) has been finalized. This contract will allow for a Workforce staff member to be stationed at the Valley State Prison who will be working with the Transitions program to connect people, who are being released from the institution to an American Job Center of California (AJCC) in the community where they will be located post-release. Staff have started providing services at Juvenile Hall for both younger and older youth. 2 worksites for the Wildfire grant have been identified. Stewards of the Sierra will serve as the site lead for those locations and are working with staff on identifying potential participants. Madera Workforce has

*applied for a grant through the Wells Fargo Foundation. Madera was invited to apply. Staff have requested \$18,000 from the grant that will go towards payment for the IMAGO software and equipment for participants.*

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

*Information provided within the agenda packet. Claim numbers have been stable for the past 6 to 8 weeks. The numbers are below pre-pandemic. Table Mountain has been in the Center for a series of job fairs for their new casino. Staff will forward the flyer to the Board.*

#### **9.0 Written Communication**

##### **9.1 Executive Order (EO) N-6-22: Sanctions in Response to Russian Aggression in Ukraine**

*Information provided within the agenda packet. This is specific to any purchases that may be made with Russia or companies affiliated with Russia.*

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

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

- *Brett Frazier: The Amtrak station relocation was included in the Mega grant (National Infrastructure Project Assistance grants program). Letters of support will be needed.*

##### **10.2 Staff**

*None.*

#### **11.0 Next Meeting**

*June 16, 2022*

#### **12.0 Adjournment**

*Meeting adjourned at 3:41 p.m.*