



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

June 23, 2022

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

PRESENT: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez, Gabriel Mejia (4.0)

ABSENT: Ramona Davie, Tim Riche

GUEST:

STAFF: Jessica Roche, Maiknue Vang, Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

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

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

There were no additions to the agenda. Staff stated that agenda item 7.3 should have listed paid work experience and transitional jobs for the in-house payroll process and not out-of-school (OSY). Staff requested that agenda item 7.3 be renamed – Consideration of approval to bring paid work experience and transitional jobs payroll process in-house.

Mike Farmer moved to approve the agenda with the requested change to agenda item 7.3, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez

3.0 Public Comment

Mattie Mendez stated that the Community Action Partnership of Madera County (CAPMC) and Madera County Coalition have mortgage, rental, and utilities assistance funds for Madera County residents. CAPMC is servicing County districts 1 and 3. The Coalition is serving districts 2, 4 and 5. Anyone interested can contact CAPMC for more information at (559) 673-9173.

4.0 Introductions and Recognitions

Tracie Scott-Contreras, Executive Director, stated that she attended the California Workforce Association's Spring Conference along with a couple of staff members. She MC'd the Workforce Professionals Awards Luncheon. Mike Farmer stated that he visited the Madera County Job Fair and thought it looked well organized. There were 57 employers present and 252 job seekers at the Job Fair.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the May 26, 2022, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending April 30, 2022.

We are doing fairly well with the help of the recent Dislocated Worker (DW) to Adult funding transfers. The State hasn't decided whether they will waive the 80% obligation requirement and will not decide until they see year-end reports from the workforce areas. Staff are concerned with the youth category expenditures. Youth are not coming to the Center for services. Due to COVID, there was a lack of worksites to send youth to for work experience. Youth funding allocations have been received. The funding is fairly flat. Staff received suggestions on methods for spending youth funds and are confident that they will be able to meet the youth funding expenditure requirements. Most other workforce areas are having the same issues. Youth spending includes paid work experience, individual training accounts, on the job training, anything that is categorized as a training expense as well as any supportive services that are required for youth to participate in a training. Staff have done social media outreach, using a texting platform, radio advertisements, and participated in community events in an effort to bring youth to the Center for services. Staff have not used postcards or any form of mailers but will look into it. There still isn't any new update on the Employment Development Department's (EDD) lease.

Roger Leach moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

7.2 Consideration of approval of the preliminary fiscal year 2022-23 budget.

The preliminary budget presented won't be final until the close-out of the fiscal year. Close-out must be done by 8/20/22. Staff hope to provide the final, updated budget to the Board in September. The allocations for the National Dislocated Worker grant (NDWG) will change slightly since participants have been identified and expenditures will then be applied to the grant. A new Prison to Employment (P2E) grant has been released. Madera will be applying for the grant regionally along with our county counterparts. The Kaiser Foundation invited Madera Workforce to apply for one of their grants. An Economic Opportunity grant for up to \$100,000 for a 12-month period has opened up. Staff are continuously looking for foundation grant opportunities. Actuals provided on the Year End (YE) Comparative report are through 6/10/22. The YE report will be updated with finals and will include a comparison column when the budget is finalized. The carry-over as well as the revenue figures are estimated. There are staff positions that are unfilled and will remain so unless there is a need to hire. The budget reflects the current staffing levels. All unfilled positions are on hold for now. Contracts with the county probation, the contract with Valley State Prison and other funding sources that are not related to WIOA allocation funding are examples of State or local grants. Federal funds are broken out from other funding sources in accordance with auditing requirements. The balances in the Revenues Less Expenses row have not been applied to an expense account. These balances can be used towards participant trainings or to balance any grants that are in the red. Once year end close-out is done and the carry-over amount is determined, the balances will be applied to other grants and will be reflected in the Expenses Leveraged by WIOA Formula row. The WIOA Formula Training Budget report provides information on the budgeted funds for trainings as well as the required funding amounts for Adult, Dislocated Worker (DW) and Youth categories. The Fringe Benefits report totals are slightly higher than previous years. This is due to MCWIC opting to provide a higher-level insurance plan for staff. The figures on the Breakout of Subscriptions and Conferences report may change after the fiscal year close-out as staff are opting to participate in less annual conferences such as the annual Youth Conference. Staff will and are participating in staff development such as various regional training events and online training subscriptions such as Star12, an e-learning platform through SkillPath.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.3 Consideration of approval to bring paid work experience and transitional jobs payroll process in-house.

Staff would like to keep the Foundation payroll services. The Foundation will be used for the Wildfire grant participant payroll and potentially for other occasions where the workers compensation rate is higher than what MCWIC wishes to absorb. Staff would like to keep the Foundation services so that it can be utilized as needed for special projects. In-house payroll services can be used for more traditional jobs such as office work or the kinds of work that is done for the youth, adult, and dislocated worker programs. Keeping the Foundation services will open up an additional option for payroll. Foundation services can be costly and time consuming. The in-house payroll process will not significantly increase the existing costs and will not be cumbersome for staff or participant. Staff will provide a brief review of on-boarding documents with the participant, will get them set up in the system and provide an overview of how to use the system. Participants will use the system to enter the times they arrive and leave work. The system has approval built into it so timesheets don't need to be printed. It streamlines the process and allows for on-boarding participants quickly whereas the Foundation only on-boards on a schedule and could cause delays.

Gabriel Mejia moved to approve bringing WIOA paid work experience and transitional jobs payroll in-house while maintaining the Foundation for Community Colleges as a secondary option, seconded by Mike Farmer.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The agenda for the WDB's last meeting on 6/16/22 was provided as an update to the Board.

8.2 MCWIC Executive Director Year-end Goals Update

Information provided within the agenda packet. Tracie highlighted some of her year-end goals as an update to the Board.

- Increase Awareness of and Access to MCWIC/AJCC Services: The Business Services team has been busy with business outreach. Customer visits to the Center are increasing and are closer to pre-pandemic levels. Facebook followers continue to increase and are at approximately 6,200 with a maximum individual post reach of 17,154 and a total reach for all posts of just over 935,000 for the 2022-2023 program year. Staff are working on expanding video content.*
- Continue Staff Development: Staff meetings and social events have gone back to in-person. Staff have enjoyed getting back together. Online workshops continue to be made available to staff. 2 staff members attended the CWA Spring Conference along with Tracie. Cross training related to succession planning is continuing.*
- MCWIC and WDB Board Development: Now that the Board has returned to in-person meetings, staff would like to know if the Board would like to plan a strategic planning session or Board retreat of any type. In the past, the MCWIC Board has attended some sessions collaboratively with the WDB. The Bi-annual Plan Modification is coming up in 2023. Staff are hoping to plan an in-person session in a larger venue for work on the plan modification that will include the Boards as well as community members and stakeholders. Tracie is working with the Workforce Board on recruiting a Private and a Labor Sector representative for the WDB.*
- Professional Development: Tracie continues to be a part of the CWA Executive Committee and is Chair of the CWA Capacity Building Committee. Tracie sits on the Visit Yosemite Madera County Board, the Economic Development Commission Board and the Juvenile Justice Coordinating Committee. She has been approached to sit on the Executive Steering Committee for the Fresno Madera K16 Collaborative to work on career pathways and alignment between K12, Community College and Higher Education.*
- Fund Diversification & Reserve Planning: Staff are continuing to work on this goal. A lot of foundation funding got really tight or was directed towards existing recipients during the pandemic. Staff are continuing to check on this. Waiting to hear from the Economic Development Administration's Good Jobs Challenge grant. There has been no action taken towards the planning and policy development for reserve funding.*

This objective will be carried forward to the new year. Tracie and Jessica Roche, Controller, will come together to discuss after year-end close.

8.3 MCWIC Executive Director Evaluation Update

Information provided within the agenda packet. All members of the MCWIC Board are invited to participate in the evaluation of the Executive Director. The WDB Chair will also be invited to participate. A minimum of 3 Board members must participate in the evaluation process. Nicki (Confidential Executive Assistant) will email the evaluation documents to all members. The evaluation will take place in closed session at the July Board meeting.

8.4 Program Update

Information provided within the agenda packet. Maiknue Vang provided the program update to the Board. Staff are working on finalizing a couple of re-entry contracts. The Madera County Probation COVID Emergency Supplemental contract was extended to 1/31/23. Staff are working on renewing the contract with Madera County Sheriff's jail division. This contract pays for a staff member to provide in-custody transition services at the jail. Madera has been participating in regional peer-to-peer monitoring. Madera monitored Stanislaus County for program year 2020-2021 and 2021-2022. Madera County was reviewed by San Joaquin County for the same program years. Madera had no findings for either of the program years. Madera just finalized the One Stop Operator (OSO) monitoring for program year 2021-2022. The results show compliance on all categories. Maiknue is wrapping up the Equal Opportunity (EO) site reviews for Madera's eligible training providers for the 2021-2022 program year. The EO site reviews determined the level of compliance related to WIOA Section 188. 2 new training providers were added – P. Steve Ramirez and San Joaquin Valley College. There were 14 individuals who showed up for eligibility for the Wildfire Grant. Staff are still processing the applications and finalizing eligibility.

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

Information provided within the agenda packet. The UI numbers are holding steady. Number provided from the EDD website represent weekly initial claims – someone filing unemployment for the first time.

8.6 MCWIC 2022-23 Meeting Calendar

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

None.

11.0 Next Meeting

July 28, 2022

12.0 Adjournment

Roger moved to adjourn at 4:33 p.m., seconded by Mattie Mendez.