



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## MINUTES

**August 25, 2022**

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

**PRESENT:** Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche

**ABSENT:** Gabriel Mejía

**GUEST:**

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

### **1.0 Call to Order**

*Meeting called to order at 3:06 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**

*None.*

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

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

*Vote: Approved – unanimous*

*Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the July 28, 2022, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Roger Leach moved to approve, seconded by Mattie Mendez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche*

### **7.0 Action Items**

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

*There is nothing out of the ordinary in the reports. The reports presented are preliminary year-end financial statements. On-site auditing is scheduled for the second week of September. No adjustments have needed to be made. Cash reserve went down slightly primarily due to the purchase of surveillance cameras and lower than usual employer assessment fees due to the pandemic. Everything looks good. Notes for some of the*

overspent budget line items are provided on the report. Employment Development Department's (EDD) sublease was processed and is moving forward. The State has it now and will place it into the system. Madera should receive a payment in approximately 2-4 weeks. Funds that MCWIC receives for the sublease can only be used towards the lease or facilities. facility expenses will be offset for the payment. The payment is noted in the outstanding accounts receivable report on the Balance Sheet.

Roger Leach moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche

## **7.2 Consideration of approval of the finalized budget for the 2021-2022 fiscal year.**

The agenda erroneously listed the finalized budget for the 2021-2022 on the agenda but it should have been listed for the 2022-2023 fiscal year. Staff are requesting approval of the finalized budget for the 2022-2023 fiscal year. Jessica Roche, Controller, presented the finalized budget. The Summary Sheet provides an overview of revenues and expenditures. Revenues are broken out by the type of revenue and by category. Round 1 funds are received on July 1<sup>st</sup>. Round 2 funds are received on October 1<sup>st</sup>. Funds from the October round cannot be used for any expenses prior to October. State and local funds are included within the budget documents. Grants Contract Prior Year Carry IN are funds that are carried in from one fiscal year to the next – these funds are not WIOA funds. The formula carry-IN funds are the balance of WIOA funds as of 6/30/22. Grants contracts 2-year carry-over are the amounts reserved because the grant goes beyond 6/30/23. The WIOA formula transfer is reserved and set aside to operate in fiscal year 2023-2024. The State requires that 80% of allocated funds be expended in a year. Areas are allowed to carry-over 20%. This is due to how the State allocates funds due to the Federal fiscal year budget starting on October 1. The WIOA reserve is reduced from the 2022-2023 allocation to have funds to operate the program at the beginning of the following year. The expenses section shows costs that are specifically charged to a grant. Shared cost are items such as utilities. Expenses leveraged by WIOA formula shows how much WIOA funds may have been used in conjunction with grant funds. The summary sheets provide details for each grant. The expenses are also broken out for direct and shared expenses and fiscal versus program. Program WIOA enrollments costs are only charged to the WIOA Formula grant, and the allocation of those costs are based on prior year enrollment in those grants. Facilities costs are allocated by square foot. The training budget document shows the budgeted amounts for Individual Training Account (ITA), On the Job Training (OJT), Transitional Job Training (TJT), Paid Work Experience (PWEX) and Supportive Services. These figures can be adjusted as needed. Fringe Benefits Estimates outlines how fringe benefits and taxes are calculated.

Mattie Mendez to approve the 2022-2023 fiscal year budget, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche

## **7.3 Consideration of approval of the revised MCWIC Business Policies and Procedures policy to include updates to the retention policy section.**

Revisions in the MCWIC Business Policies and Procedures policy were made to the Record Retention section. The revisions made will align the policy with industry standards. Employment Apps (not hired) was changed to 2 years from 4 years; Personnel Files (after termination) changed from 7 years to 4 years; Payroll Records after termination was changed from 10 years to 7 years.

Mike Farmer moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche

## **8.0 Information Items**

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

Information provided within the agenda packet. The WDB met on August 18, 2022. Their next meeting will take place on October 20, 2022.

## **8.2 WIOA Formula and Special Projects Quarterly Program Overview as of June 2022**

*Information provided within the agenda packet. WIOA formula and special projects data is required by the State. The 30% training expenditure requirement was exceeded as well as the 10% leverage requirement. Leverage resources details were broken out and provided. The required amounts are budgeted but if funds are available, more funds can be spent on training. The Funds Utilization Requirements table reflects the status as of 2020. WIOA allotments were fully expended, and no funds needed to be returned to the State. The Funds Utilization report for 2021 show that Madera partially met the requirements. The 80% expenditure was met; however, the Youth requirements was not met in the first year. This was mostly due to the pandemic causing business to close or hire less. Madera will have to submit a Corrective Action Plan. The Youth numbers are increasing, and staff don't anticipate that this will be an issue for the coming year. The Funds Allocation for 2023 provides information on funding for Adult, Dislocated Worker (DW), Youth and Rapid Response categories. The funds represent a slight increase of 5.93%. There 15 individuals enrolled in the Wildfire grant. The project manager for the Wildfire grant informed MCWIC that they will most likely seek an extension for the grant. Grants and Contracts information was reviewed. The Fresno Equity and Special Populations contract is just starting and does not have any participants enrolled at this time. Madera was notified of some regional grant awards: the EDA Good Jobs Challenge with Fresno EDC. This regional contract was one of two awarded in California out of 509 nationwide applications. Fresno, Madera, Tulare and Kings counties are partnering on this grant. Staff were also notified for the Regional Equity and Recovery project grant. This grant involves the Madera Community College and will create 2 cohorts of maintenance mechanics and manufacturing and welding pathways. These cohorts will include a vocational ESL instructor who will assist ELL students to access this training. The charts provided include information on expenditures for various grants and categories as well as enrollments. It was requested that staff include homeless statistics on reports in future. Madera Workforce has in the past reached out to Fresno Continuum of Care but were not successful in forming a partnership. Staff are hoping to reach out again and become more involved. Currently, Madera County does not have an in-patient or out-patient rehabilitation center. This forces many people to have to travel to Merced or Fresno for services.*

## **8.3 Local and Regional Plan PY 2021-24 Two Year Plan Modifications**

*Information provided within the agenda packet. Board members will be receiving invitation to various forums for the plans.*

## **8.4 Beaudette Inc.'s Madera County America's Job Center of California (AJCC) One Stop Operator (OSO) report for the period of April 1, 2022, through June 30, 2022.**

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

## **9.0 Written Communication**

*None.*

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

### **10.1 Board Members**

- *Mattie Mendez: Community Action Partnership of Madera County (CAPMC) is providing mortgage, rental and utility assistance services.*
- *Debi Bray: Valley Children's Hospital is sponsoring the first day of the County Fair. Children will be able to attend the fair for free on the first day. The Chamber will be holding the Salute to Education during the County Fair on opening night.*

### **10.2 Staff**

*None.*

## **11.0 Next Meeting**

*September 22, 2022*

## **12.0 Adjournment**

*Roger Leach moved to adjourn at 4:23 p.m., seconded by Mike Farmer.*

