



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

SPECIAL MEETING MINUTES

December 7, 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, Gabriel Mejia, Tim Riche
ABSENT: Roger Leach, Mattie Mendez
GUEST:
STAFF: Nicki Martin, Jessica Roche, Tracie Scott-Contreras, Maiknue Vang

1.0 Call to Order

Meeting called to order at 9:02 a.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

Marisol Rivera was introduced to the Board. She was the successful candidate for the Program Supervisor position and is excited about her new role.

5.0 Adoption of Board Agenda

Staff requested that action item 8.1 be considered before closed session.

Mike Farmer moved to adopt the agenda with the amendment, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the October 27, 2022, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Tim Riche moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Tim Riche

7.0 Closed Session

Gabriel Mejia moved to close open session and go into closed session at 9:24 a.m., seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Tim Riche

7.1 Request for Closed Session: Public Employee Employment Pursuant to Government Code 54957 – Title of Position: Interim MCWIC Executive Director.

Gabriel Mejia moved to adjourn closed session at 10:09 a.m., seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Tim Riche

a. Closed Session Report-out

MCWIC Chair Debi Bray stated that MCWIC has a succession plan in place is not naming an Interim Executive Director. The Deputy Director, Maiknue Vang, will be invited to provide a 10-minute presentation on her goals, objectives and what her plans would be if she stepped into the Executive Director position at the January, 2023, Board meeting. The Board will take the hiring process into consideration at the January 2023 Board meeting.

8.0 Action Items

8.1 Consideration of approval of the Audit Report for the 2021-2022 audited financial statements submitted by Moss Adams.

Doug Sampson presented the audited financial statements for the year ended June 30, 2022, to the Board. In addition, Moss Adams was engaged to conduct the audit under government auditing standards and uniform guidance standards. The Report of Independent Auditors provides information on what auditor responsibilities are and also provides the auditor opinion on the audited financial statements. MCWIC is receiving an unmodified/unqualified clean opinion over the financial statements that follow the report which include the Statement of Net Position, Statement of Activities, Functional Expenses and Cash Flows. The second page of the report speaks about supplementary information which include a Schedule of Expenditures of Federal Awards and Schedule of Grant Expenses. MCWIC also received an unmodified/unqualified clean opinion for these statements. The Statement of Financial Position shows net assets of almost \$600,000 as on June 30, 2022. The Statement of Activities categorizes the broad revenues, gains and supports of the organization. The Statement of Functional Expenses takes the classification of the expense categories and provides details for the categories. The Statement of Cash Flows is a reconciliation of the year's activities. The ending balance on this report matches the cash balance. The Notes to the Financial Statements was reviewed. There were no significant changes in the notes from the prior year. The Schedule of Expenditures of Federal Awards provides information on federal funds received by the MCWIC. Because MCWIC expends more than \$750,000 in federal awards, the audit must be conducted under government auditing standards and uniform guidance standards which requires auditors to check the organizations compliance with those standards. This schedule lists the Federal Assistance Listing Number, Pass-through Grantor's Identifying Number and Federal Expenditures for the period. This schedule also received an unmodified/unqualified opinion. The Schedule of Grant Expenses breaks out the expenses by categories. This statement received an unmodified/unqualified opinion. The Single Auditing Report has 2 sections – the Report on Internal Controls over Financial Reporting and the Compliance with Laws and Regulations. Moss Adams does not opine on MCWIC's internal controls over financial reporting or compliance of laws and regulations. Any findings over those sections would be mentioned in this report. The auditor did not come across any significant deficiencies or material weaknesses in MCWIC's internal controls over financial reporting. The Report of Independent Auditors on Compliance

for the Major Federal Program and Report on Internal control over Compliance Required by the Uniform Guidance is a mixed report. Moss Adams does opine on the compliance over the major federal program. MCWIC received an unmodified/unqualified opinion. The Schedule of Findings and Questioned Costs is a summary of the audit reports. The Board thanked Doug and Jessica for their work.

Tim Riche moved to accept the audited financial statements, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Tim Riche

8.2 Consideration of approval of the compensation package for the Interim MCWIC Executive Director.

No action was taken on agenda item 8.2.

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

The financial statements as of September 30, 2022, were presented and reviewed. Everything looks good. Allocations were received. The reports provided are based on unaudited financials. The budget adjustments presented on the reports do not include the adjustment request on the agenda. Due to participant paid work experience (PWEX) being done in-house, some line-item budget adjustments will need to be made. Previously, when the PWEX was contracted out, payroll would have been reflected in general ledger code 5800 but it will now be tracked internally and will show under the same line item as MCWIC employees. Information on participant PWEX wages can be found in the Note section of the Budget to Actual Report. The Employment Development Department (EDD) lease payments have been received.

Mike Farmer moved to approve the financial reports as presented, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Tim Riche

8.4 Consideration of approval of a budget adjustment in the amount of \$100,000 for the Pathways to Careers project funded by the Kaiser Foundation for term date 10/1/22 to 9/30/23.

MCWIC has received the grant funds from the Kaiser Foundation and is requesting approval of a budget amendment to include the funds in the budget. Staff are being assigned to the project. The grant funds are non-WIOA funds and can be used to provide services that WIOA would not cover.

Gabriel Mejia moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Tim Riche

8.5 Consideration of approval of a budget adjustment in the amount of \$156,226 for the Quality Jobs, Equity, Strategy, and Training (QUEST) project funded by the National Dislocated Emergency Grant passed through the Employment Development Department (EDD) for term date 10/1/22 to 9/30/24 – \$117,575 to be applied to the current 2022-23 fiscal budget with remainder applied to the 2023-24 fiscal year budget.

Staff are requesting approval to amend the current 2022-23 budget in the amount of \$117,575 which starts as of October 1, 2022. Funds were received last week. The remaining balance will be applied to the 2023-24 budget.

Ramona Davie moved to approve, Seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Tim Riche

9.0 Information Items

9.1 WIOA Formula Quarterly Budget and Program Overview as of September 2022

Information provided within the agenda packet. Everything is going well. Madera met their training requirement.

9.2 Update on Sublessee changes to Workforce Assistance Center Sublease.

Information provided within the agenda packet.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

11.1 Board Members

- *Debi Bray thanked Tracie and Maiknue for the cookies and eggrolls.*
- *Mike Farmer announced the birth of his grandson.*

11.2 Staff

- *Tracie stated that the Social Committee has started organizing events again. Everyone is excited.*
- *Maiknue state that there will be a small retirement reception for Tracie's retirement in February. She thanked the Board for their confidence in her.*

12.0 Next Meeting

January 26, 2023.

13.0 Adjournment

Meeting adjourned at 10:43 a.m.