



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

February 23, 2023

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

PRESENT: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche
ABSENT: Ramona Davie, Roger Leach
GUEST:
STAFF: Nicki Martin, Jessica Roche, Tracie Scott-Contreras, Maiknue Vang

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

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Gustavo Alatorre, Employment Development Department Regional Advisor, was introduced.

5.0 Adoption of Board Agenda

Tim Riche moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the January 26, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Gabriel Mejia moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

7.0 Action Items

7.1 Consideration of approval of the revised October 27, 2022, MCWIC meeting minutes to include the acceptance of the resignation of Tracie Scott-Contreras as Executive Director of MCWIC with a last duty day of Friday, March 3, 2023, in the closed session report out.

The original minutes for the October 27, 2022, board meeting Closed Session report out did not include the Board's acceptance of the Executive Director's resignation. The Minutes were amended to reflect the acceptance of Tracie Scott-Contreras resignation letter for her Executive Direct position.

Mike Farmer moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

7.2 Consideration of approval of the MCWIC year-to-date financial reports for period ending December 31, 2022.

Staff presented the recurring monthly financial reports. The Balance Statement, Clash Flow, the Account Receivable and the Account Payable Ledgers and the Leverage Report were among the financial reports provided. The Leverage Report shows that some formula funds have been leveraged for the Veterans grant. Everything is going well, and trainings are increasing.

Tim Riche moved to approve, seconded by Gabriel Mejia.

Mike Farmer moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

7.3 Consideration of approval of the Executive Director employment agreement for Maiknue Vang.

*Maiknue Vang proposed some edits to the agreement that would better reflect the date continuity of employment process. The following suggested edits were made: **RECITALS: A.** - Remove "Effective on" and use January 26, 2023 as the date. Remove "(the "Effective Date")"; **ARTICLE I EMPLOYMENT: 1.3** - Replace "the Effective Date" with February 1, 2023; **ARTICLE V GENERAL PROVISIONS: 5.13** – remove "the date signed by Ms. Vang and finally approved by the MCWIC Board of Directors. This Agreement" so that the Section will read "**Effective Date**. The effective date of this Agreement shall be as outlined in Section 1.3 and shall remain in effect until terminated pursuant to Article IV". The approval date for this agreement will be February 23, 2023 – the date of the MCWIC Board meeting. Ms. Vang feels comfortable signing the agreement with the suggested edits but would like to send the agreement to an individual counsel for review. If counsel suggests any further edits, the Board will consider the changes and amending the agreement at a future meeting.*

Mattie Mendez moved to approve the employment agreement with the suggested amendments to Recitals section A, Article I section 1.3 and Article V section 5.12, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.2 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview

Information provided within the agenda packet.

8.3 Beaudette Inc.'s One Stop Operator (OSO) report for the period of October 1, 2022, through December 31, 2022

Information provided within the agenda packet.

8.4 Update on Madera Community Hospital Closure and Rapid Response

Information provided within the agenda packet. Staff have not received any additional information but are working with local and regional providers to see what needs are. Staff are looking into a grant that could fund a medial assistant training. Staff continue to reach out to individuals affected. Due to the number of affected employees, staff must submit weekly Rapid Response reports to the State. Some of the affected employees are starting to come to the Center. Some of the former employees have expressed an interest in truck driver training.

8.5 Update on the Workforce Innovation and Opportunity Act PY 2021-2024 Regional Biennial Plan Modification

Information provided within the agenda packet. Tracie Scott-Contreras stated that the plans are well developed and include good data and labor market information.

8.6 California Workforce Association (CWA) Article on English Language Services in Madera County

Information provided within the agenda packet.

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

Information provided within the agenda packet.

8.8 Form 700 Due April 1, 2023

Information provided within the agenda packet.

9.0 Written Communication

9.1 Fiscal Review 85% Formula Grant Fiscal Year 2021-22 Final Monitoring Report

Information provided within the agenda packet. Monitors were on site. There were no findings and Madera received a clean report.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Deb Bray stated that she enjoyed the workshop held at the WDB meeting. She enjoys interactive activities.*
- *Mattie Mendez stated that VITA taxes services are being provided at Community Action Partnership of Madera County (CAPMC) through the end of March. Taxes are done on Saturdays and by appointment.*
- *Tim Riche stated that Madera South and Matilda Torres high school boys' basketball teams reached the valley championships.*
- *Mike Farmer stated that they have started the 3rd week of Loving Solution and Parent Project classes. There are over 60 parents in 5 classes. Parent Project is for parents of teenaged children and Loving Solutions focuses on parents of grade school children.*
- *The Board thanked Tracie for her years of service to Workforce and congratulated Maiknue on her new position.*

10.2 Staff

- *Tracie thanked the Board and staff.*

11.0 Next Meeting

March 23, 2023

12.0 Adjournment

Mattie Mendez moved to adjourn the meeting at 3:38 p.m., seconded by Tim Riche.