



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

May 25, 2023

***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, Gabriel Mejia, Mattie Mendez
ABSENT: Ramona Davie, Tim Riche
GUEST: Erick Flores, Wendy Sandoval
STAFF: Nicki Martin, Jessica Roche, 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

Pastor Roger Leach thank Workforce staff for being in the lobby when the Prayer Day group arrived. The group visited 23 sites in the city. Mattie Mendez expressed her thanks to the Ministerial Administration for holding the event.

4.0 Introductions and Recognitions

Wendy Sandoval was introduced. Wendy had previously retired from the Madera County Workforce Investment Corporation (MCWIC) but has returned as a Corrections Workforce Specialist and will be working at the new Justice Center starting in July for a new contract. Erick Flores was the successful candidate for the Program Navigator position. He was previously a Business Services Specialist with MCWIC.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the March 23, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Mattie Mendez moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending February 28, 2023.

7.2 Consideration of approval of the MCWIC year-to-date financial reports for period ending March 31, 2023.

Agenda items 7.1 and 7.2 were discussed together as a group. Staff are seeing an increase in interest for trainings. People coming to the Center are needing more intensive services. Staff are seeing less engagement from the disability population since the pandemic. Everything is flowing well.

Roger Leach moved to approve items 7.1 and 7.2, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

7.3 Consideration of approval of the proposed MCWIC exempt salary schedule to include the removal of a cell phone stipend.

Staff provided a revised exempt salary schedule and requested approval of the removal of the cell phone stipend on the schedule. Staff are provided company cell phones to use for anything work related. There are also extra cell phones for any MCWIC employee to use for work-related calls or business. Mattie Mendez noted that the salary as listed for the Executive Assistant – Confidential position does not meet the minimum wage calculation of 2 times the minimum wage guideline to be classified as Exempt. Staff reviewed the salary and stated that they will confirm the wage for the position and correct the schedule and bring it back to the MCWIC as a Consent item at their next Board meeting for approval.

Mattie Mendez moved to approve the exempt salary schedule and request that staff look at the Executive Assistant – Confidential salary to ensure that the minimum wage is multiplied by 2 and meets the minimum required by law and that staff place the corrected schedule on the Consent Calendar at the next Board meeting, seconded by Roger Leach.

Vote: Approved – unanimous

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

7.4 Consideration of approval of the proposed MCWIC non-exempt salary schedule to include adjusting the maximum salary range on the schedule in order to bring the beginning and ending ranges into alignment with an industry standard variance of 20%, which was determined and approved by the Board when MCWIC was established. Staff have inadvertently increased the minimum salary range without adjusting the maximum salary range to maintain the 20% variance, which the proposed schedule will correct and re-establish.

During the course of revising the salary schedule to include the increases to the minimum wage as mandated by the State of California, staff inadvertently didn't increase the maximum salary figure on the schedule in order to maintain a 20% variance for the starting salary to the ending salary ranges. The revised schedule includes revisions that will ensure that there is a 20% variance from beginning salary to ending salary. Many MCWIC staff are already above the minimum wage. 3 positions' ending salaries were decreased in order to bring the range to the 20% variance. The decrease does not affect any current staff. There were no changes to the salaries of any staff. The revisions serve only to bring the schedule back inline with the 20% variance.

Mattie Mendez moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.5 Discussion and consideration of the MCWIC Executive Director evaluation timeline and process.

In a typical program year, the Executive Director (ED) provides goals and objectives in July at the beginning of the year, has a mid-year update in January and is evaluated in June. Maiknue assumed the ED position on February 1, 2023. Staff requested input and discussion as to the timeline to evaluate Maiknue Vang as the ED. It was proposed that the Executive Director provide a mid-year update in January to be followed by the ED evaluation in June 2024.

Roger Leach moved to postpone the 2023 ED evaluation, have the ED provide a mid-year update in January and conduct the ED evaluation in June 2024, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Success Stories

Aimee Ochoa was a former Workforce services participant and has been working for MCWIC as a Career Specialist since 2019. Prior to MCWIC, Aimee worked at retail establishments while working on her Criminology degree. She found it hard to find employment for that field. Aimee came back to the Workforce and was enrolled in paid work experience (PWEX) and worked in the Workforce Assistance Center lobby and Resource Room for approximately 6 months. After finishing the PWEX, Aimee still had problems obtaining work so she came back to the Workforce and enrolled as an Adult participant where she worked an On the Job Training (OJT) with P. Steve. Ramirez in Fresno. She applied to MCWIC for an open Career Specialist position and was the successful applicant. She found information on workforce services online.

8.2 Update on Workforce Development Board (WDB) of Madera County

Information provided within the agenda packet.

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

Information provided within the agenda packet. It was requested that staff try to include employment information on the homeless or about-to-be homeless. Staff clarified that this report is specific to enrolled participants and their trainings and activities. Staff noted that this information could possibly be included in the semi-annual Program Impact Report that staff are working on now. This report includes different demographics and could include this information. It is hard to capture homeless demographics when speaking to potential participants as they must self-attest to being homeless. Staff will have to come up with ways to ask questions in a way that helps people disclose this information.

8.4 Information on 2023 Madera County Job Fairs

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

- *Mike Farmer: the Parent Project graduated 42 individuals. The program has an over 80% retention rate once participants attend the first class. The class is a 12-week commitment.*

10.2 Staff

- *Maiknue Vang: Workforce has finalized the contract with the Small Business Development Centers (SBDC) for space in the Center in Madera. An SBDC consultant will occupy one cubicle in the Center. SBDC is hosting an Open House on May 31, 2023, from 12:00 p.m. to 2:00 p.m.*
- *Jessica Roche: Root & Rebound will also be occupying a cubicle in the Center. They focus on providing services to women who are justice-involved.*

11.0 Next Meeting

June 22, 2023

12.0 Adjournment

Roger Leach moved to adjourn at 4:05 p.m., seconded by Gabriel Mejia.