



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

July 27, 2023

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

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

1.0 Call to Order

Meeting called to order at 3:04 p.m. by Vice Chair Gabriel Mejia.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Mike Farmer stated that they recently welcomed their 5th grandchild.

5.0 Adoption of Board Agenda

Staff requested the removal of agenda item 6.2. Staff need to pull the item for further review and will bring the item back to the Board when appropriate.

Tim Riche moved to adopt the agenda with the removal of item 6.2, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the May 25, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche

6.2 Consideration of approval of the revised Exempt Salary Schedule to include updating the Executive Assistant-Confidential salary to meet California's exemption threshold requirement of \$64,480, which is no less than two times the state's minimum wage.

Agenda item 6.2 was removed and will be brought back at a later date.

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending April 30, 2023.

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

Agenda items 7.1 and 7.2 were discussed as a group. There is nothing unusual to report. Staff are finalizing the year-end. There are some items within Accounts Receivable that show as past due but they are being resolved. Customer and staff names are redacted on the reports.

Mike Farmer moved to approve agenda items 7.1 and 7.2, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet. Roger Leach stated that a young lady recently started working at his church through the Workforce program and has been doing a great job. She has been taking online courses for some Microsoft programs so that she can advance and be successful. Esmeralda P. is currently working with MCWIC as an Account Clerk I. Esmeralda first started the process as a youth at 17 years old after high school. She was interested in office clerk or medical assisting but decided on office clerk. She was placed on work experience at the Workforce Assistance Center front desk. She was offered a full-time job after approximately 5 months. While working the desk, she took a QuickBooks course through P. Steve Ramirez. When the Account Clerk I position opened with MCWIC, Jessica Roche, Controller, encouraged her to apply. She was temporarily assigned to the Clerk position so that she could learn and see if it was a good fit. She grew to love the position and has now been working the position for approximately 7 months. Staff stated that she has been doing a great job and is a quick learner. Staff are very happy to see her thriving.

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

Information provided within the agenda packet. Staff pointed out a typo on the Financing section of the information background document. James Irvine Foundation was misspelled as Doundation. Mattie Mendez attended the WDB Retreat in June, which was facilitated by Bob Lanter, CWA. He shared some interesting statistics on high school diplomas within the community – 22% of Madera's population have less than a 9th grade level of education. She suggested that the PowerPoint presentation be shared with the MCWIC Board. Staff will provide. This figure does not take into consideration current high school students and is most likely based on adults within the county. Staff are not aware of what age ranges may have been used for the statistics. Staff provided labor market information to Bob for his presentation. Maiknue can have the Business Services division take a closer look at the details for this data. Mattie suggested that employers take a look at their job descriptions to see if a high school diploma should be required for certain positions. Diploma requirements sometime excludes job seekers from positions where a diploma isn't really relevant to the job. A high school diploma is not required to enter community colleges. WIOA considers person basic skills deficient if they assess at 9th grade level or lower.

8.3 SBDC Open House and Services in the Workforce Assistance Center

Information provided within the agenda packet.

8.4 Beaudette Inc.'s One Stop Operator (OSO) report for the period of January 1, 2023, through March 31, 2023

Information provided within the agenda packet.

8.5 EDD Funds Utilization Status Report for Period Ending March 31, 2023, for Program Year 2021-2022 and Program Year 2022-2023.

Information provided within the agenda packet.

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

Information provided within the agenda packet.

8.7 2023-2024 MCWIC Board Meeting Calendar

Information provided within the agenda packet. Staff and the Board will need to decide on when to meet in November or December to review and approve the audited financials

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Tim Riche nominated Maiknue to speak at the Rotary Club and he was informed that she did a great job. They were very impressed. Maiknue stated that she recognized and knew some of the members of the Rotary. They are very interested in information on Workforce Services.*

10.2 Staff

- *Maiknue and other Workforce staff attended the Medical Assistant Workforce Symposium in Modesto. Gabriel Mejia and Nichole Mosqueda were also in attendance. There is a need for medical assistants in the community – especially since the hospital's closure. There are not any medical assisting trainers in Madera. Any trainings that participants can participate in are out of town. Transportation is often an issue for training participants. The symposium provided an opportunity to speak with training providers who could provide services to Madera County residents. Madera was particularly interested in a provider that is currently providing services in the Bay area and is already on the eligible training provider list (ETPL). They use a virtual and in-person hybrid curriculum. Staff are working with them to see if there may be an opportunity to go after a high road partnership training together with the California Workforce Development Board so that their services can be expanded into Madera. It would involve a collaboration between Camarena Health, Madera Community College, Madera Unified and possibly other organization who might be able to provide the training facilities along with providing the clinical piece. Maiknue reported that she attended the Madera Justice Center ribbon cutting. The Justice Center was modeled after the Workforce Assistance Center's one-stop-shop model where different organizations that provide service to justice-involved individuals are at the same location. This includes a dedicated space for a mini-America's Job Center of California (AJCC). 1 full-time Workforce staff works in the AJCC to provide services to individuals referred to them from the various organization within the Center.*

11.0 Next Meeting

August 24, 2023

12.0 Adjournment

Roger Leach motioned to adjourn at 4:07 p.m., seconded by Mattie Mendez.