



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## MINUTES

**August 24, 2023**

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

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

### **1.0 Call to Order**

*Meeting called to order at 3:04 by Chair Debi Bray.*

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

*None.*

### **3.0 Public Comment**

*Roger Leach thanked Gabriel Mejia for having provided information on medical assistant openings. A young lady he knew applied for a medical assistant job and was hired.*

### **4.0 Introductions and Recognitions**

*Staff introduced Catalina and Samantha, auditors with Price Page & Company. They are here all week conducting a single audit. Price Page & Company are new auditors for MCWIC.*

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

*Gabriel Mejia moved to adopt the agenda, seconded by Roger Leach.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Ramona Davie, Roger Leach, Gabriel Mejia, Tim Riche*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the July 27, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Roger Leach moved to approve, seconded by Ramona Davie.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Ramona Davie, Roger Leach, Gabriel Mejia, Tim Riche*

## **7.0 Action Items**

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

*Staff have wrapped up the year-end closeout. There are no concerns at this time. These reports are unaudited. Once the finalized reports are complete, staff will provide them to the Board. Discussion held regarding the possibility of doing a more in-depth quarterly financial review while having staff provide short, summary monthly reports. Maiknue reported that the detailed monthly reports are required per the Chief Local Elected Official (CLEO) agreement, however, staff are in the process of updating the CLEO and so can include these changes. Jessica Roche, Controller, stated that providing the more detailed financial reports were due to an auditor request when MCWIC was first established and considered a higher risk. MCWIC is now considered low risk and the more detailed reports are no longer necessary. Once the CLEO is amended, staff can provide the detailed reports quarterly and provide a one-page summary to the Board monthly. The detailed reports would be available to review at any time.*

*Ramona Davie moved to approve, seconded by Roger Leach.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Ramona Davie, Roger Leach, Gabriel Mejia, Tim Riche*

### **7.2 Consideration of approval of the resignation of Mike Farmer from the MCWIC Board.**

### **7.3 Consideration and discussion on MCWIC Board Member Recruitment**

*Agenda items 7.2 and 7.3 were discussed as a group.*

*Mike Farmer submitted his resignation due to a change in his employment and schedule. Roger Leach has been in contact with him and may meet with him to discuss his position on the Board.*

*Tim Riche moved to table agenda items 7.2 and 7.2, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Ramona Davie, Roger Leach, Gabriel Mejia, Tim Riche*

### **7.4 Consideration of approval of the preliminary budget for the 2023-2024 fiscal year.**

*Staff reported that Madera received a 3.12% cut to funding. Madera has been informed they should plan for at least a 1% decrease in funding this year and next. Madera does have a significant amount of carry-over funds from last year, but it is specific to training. Overall, there is enough revenue to cover expenses. Personnel expenses are standard over the years. Line item 5420 for advertising expenses has been increased. There were less people coming to the Center due to the pandemic and staff would like to advertise more in order to get people back into the Center. Line item 5632, information technology, was increased so that the server equipment can be replaced. Leasing server equipment is not a viable option for Madera because it is a small number – 5. Line item for staff traveling was increased. Travel was decreased throughout the pandemic. Training is now picking up and staff will start to travel to trainings and events. Line item 5800, direct client expenses was increased. Much of the increase is due to carry-in funds from previous years to be used strictly for client training activities. These funds must be used or they must be returned to the State. Grant funds information reports were provided. These reports are broken down by grant and broken down by expenditures. The lease amount increases 2% every year as of January 1<sup>st</sup>. The current rate is \$1.23 a square foot per month. All shopping center tenants pay into Common Area Maintenance (CAM) fees. Workforce has a cap of CAM fees of \$1.78 per square foot.*

*Roger Leach moved to accept the preliminary budget, seconded by Tim Riche.*

*Vote: Approved – unanimous*

Yes: Debi Bray, Ramona Davie, Roger Leach, Gabriel Mejia, Tim Riche

## **8.0 Information Items**

### **8.1 Success Stories**

*Maria Ortiz, Impossible Services Group, Inc, worked at a hotel for 15 years before being let go. Maria came to Workforce for services and obtained her GED followed by enrolling in a training school for computerized accounting. She worked with an employer through an on-the-job (OJT) training to strengthen her skills. After becoming unemployed again, she came back to Workforce for help obtaining a job. Maria was placed with Impossible Services Group through an OJT which allowed her to use her computerized accounting skills. Impossible Services hired her after the OJT was over and she became a permanent staff member. Aaron Chambers has been a very kind employer who values his staff.*

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

*Information provided within the agenda packet.*

### **8.3 Beaudette Inc.'s One Stop Operator (OSO) report for the period of April 1, 2023, through June 30, 2023.**

*Information provided within the agenda packet.*

### **8.4 Beaudette Inc.'s OSO Annual Report for fiscal year 2023**

*Information provided within the agenda packet.*

### **8.5 National Workforce Development Month**

*Information provided within the agenda packet. September is National Workforce Development month and staff wanted to use this opportunity to launch a social media campaign to highlight board member and staff contributions. Staff will also have an all-day Workforce Development Professionals training on Friday, September 1, 2023, that will include reviewing end-of-year data and setting goals for the upcoming year. The social media campaign will kick off with First Job Friday posts that will highlight Board members and their first jobs. Workforce Wednesday posts will feature staff and resources and will eventually include Partner staff. Staff will be provided polo shirts with the Workforce Assistance Center logo. Board members are welcome to join.*

### **8.6 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview**

*Information provided within the agenda packet.*

### **8.7 Program Impact and Data Reports**

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

### **8.9 WDB Distressed Hospital Loan Program funding letter of support**

*Information provided within the agenda packet.*

### **8.10 Wildfires National Dislocated Worker Grant (NDWG) Close-out Report**

*Information provided within the agenda packet. Grant information and pictures were provided. Approximately \$218,000 of the \$300,000 grant total was spent on wages and workers compensation costs for the participants. Work had to stop for a couple of months due to the weather. Staff will provide the grant close-out report to the Board of Supervisors.*

## **8.11 MCWIC Chair and Vice Chair Elections – September 2023**

*Information provided within the agenda packet.*

### **9.0 Written Communication**

*None.*

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

#### **10.1 Board Members**

*None.*

#### **10.2 Staff**

*None.*

### **11.0 Next Meeting**

*September 28, 2023*

### **12.0 Adjournment**

*Roger Leach motioned to adjourn at 4:22 p.m., seconded by Gabriel Mejia.*