



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

**SPECIAL MEETING
MINUTES**

March 21, 2024

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

PRESENT: Debi Bray, Gabriel Mejia (7.1), Mattie Mendez (7.1), Ramona Davie, Roger Leach, Tim Riche

ABSENT:

GUEST:

STAFF: Bertha Vega, Jessica Roche, Nicki Martin, Maiknue Vang

1.0 Call to Order

Meeting called to order at 3:02 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

None.

5.0 Adoption of Board Agenda

Tim Riche moved to adopt the agenda, seconded by Ramona Davie.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the February 22, 2024, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve the Consent Calendar, seconded by Tim Riche.

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Review of Form 990 2022 tax returns by the MCWIC Board of Directors in preparation for submittal to the IRS.

The Form 990 is for the IRS 2022 year as it reflects information for the 2022-2023 program year. The Form has been reviewed by Maiknue Vang, Executive Director, and Jessica Roche, Controller. Audited financials are included. Jessica informed the Board that the prior CPA noted the foundation grant funds received were considered "endowment funds" but the current CPA stated that those do not fit the definition of endowment funds and made an adjustment to eliminate information in Part V, Line 4 of the Return. She referred the Board to the notes contained at the bottom of page 10 at the end of the Checklist.

Roger Leach moved to accept the Form 990 as presented, seconded by Tim Riche.

Vote: Approved – unanimous

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

7.2 Consideration of approval of Section 125 Premium Only Plan (POP) effective January 1, 2024, to allow employees to pay for dependent benefit coverage on a pre-tax basis.

When the employee health insurance provider was changed from Blue Shield to Healthnet, staff discovered that the Section 125 POP was embedded within the Blue Shield plan, however, a POP was not embedded within the plans through Healthnet. A POP allows staff to pay the health insurance premium for a family member pre-tax. Activating the POP for MCWIC requires Board approval and requires a separate POP Administrator. Offering a POP can be considered an incentive for staff.

Gabriel Mejia moved to approve, seconded by Roger Leach.

Vote: Approved – unanimous

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

7.3 Consideration of approval of the revised MCWIC Bylaws to include a minimum Board meeting schedule of up to 4 times a year.

As discussed at the MCWIC Board meeting on 3/21/24, staff revised section 4.08 of the bylaws to state that the Board will meet up to 4 times a year. The Board may elect to meet more regularly but a minimum of 4 meetings per year are required. The Board will continue to meet monthly and will discuss possibly revising the meeting calendar at the start of the next program year.

Tim Riche moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Success Stories

M. Suarez is a justice-involved individual who came through the Workforce program and obtained a CDL license. Justice-involved individuals can sometimes have a hard time getting a job. Probation referred M. Suarez to Madera Workforce. His wages recently went up to \$27 an hour.

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

Information provided within the agenda packet.

8.3 Unemployment Insurance (UI) Claims Information

Information provided within the agenda packet.

9.0 Written Communication

9.1 Annual Review 85% Formula Grant Fiscal Year 2022-23 Final Monitoring Report

Information provided within the agenda packet. The program and fiscal programs were monitored at the same time and received a clean report. The Board commended the staff for their hard work.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Roger Leach: the 23rd Annual Prayer Breakfast is taking place on 5/2/24 at Hatfield Hall in the Madera Fairgrounds. They are still looking for table sponsors.*
- *Gabriel Mejia: the Camarena Classic golf charity tournament is taking place on 4/19/24. The California Primary Care Association (CPCA) asked him and Nichole Mosqueda to speak about Camarena's partnership with the Workforce system. There is a lot of interest in workforce programs. There was about 50 health centers there and about 400 attendees at the event.*
- *Tim Riche: thank MCWIC staff for participating in the MUSD Mock Graduate Profile Portfolios presentations. Lunch was prepared by students in the culinary program and can be ordered by the general public on certain days.*
- *Ramona Davie: U.S. Bank has a grant opportunity that Madera Workforce could consider. Mona shared the information with MCWIC staff. Maiknue stated that the \$25,000 grand funds, if awarded, could be used for non-WIOA participants and/or services.*
- *Mattie Mendez: VITA tax services are still being done at the Community Action Partnership of Madera County (CAPMC) office from 9:00 a.m. to 2:00 p.m. on Saturdays. Staff also went to Oakhurst to provide VITA services on 3/20/24. The Walk a Mile in Her Shoes event is taking place on 4/12/24 at Courthouse Park starting at 5:00 p.m.*

10.2 Staff

- *Maiknue Vang: the WDB received the Small Business Development Centers (SBDC) Partner of the Year award at their National SBDC Day Annual Luncheon on 3/20/24. The recipients were chosen from across 4 counties. Tim Lambert, SBDC Consultant, was awarded the Center Impact Award. Tim provides consultant services from the Workforce Assistance Center. MCWIC applied for the City of Madera's community development block grant (CDBG) with a focus on helping the English Language Learner (ELL) population obtain daycare licenses.*
- *Jessica Roche: staff submitted language to the attorneys for the building insurance to include in the policy documents for their review. The attorney suggested language that indicates that MCWIC will pay for the insurance directly and then will bill back to the landlord. The landlord will be responsible for billing and receiving payment from MUSD separate from MCWIC. The insurance amount is coming in at around \$10,000.*

11.0 Next Meeting

April 25, 2024

12.0 Adjournment

Roger Leach moved to adjourn at 3:51 p.m.