



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## MINUTES

**December 12, 2019**

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

**PRESENT:** Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach, Tim Riche  
**ABSENT:** Ramona Davie  
**GUEST:** MCWIC Staff, Doug Sampson  
**STAFF:** Bertha Vega, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Tracie Scott-Contreras

### **1.0 Call to Order**

*Meeting called to by Chair Debi Bray at 3:01 p.m.*

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

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

*None.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*Roundtable introductions were made by everyone in attendance. Tracie introduced Jorge Espinosa and reported that Jorge successfully completed a Certified Business Engagement Professional (CBEP) online course and earned his CBEP certification. He was one of 12 participants from California out of 102 participants in the course. He was granted a scholarship to participate. Maiknue Vang, Deputy Director, was recognized by Business Street Online as one of their 40 Under 40 class of 2019. She attended their award reception on December 5, 2019.*

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

*Mike Farmer moved to adopt the agenda, seconded by Robyn Smith.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach, Tim Riche*

### **6.0 Consent Calendar**

**6.1 Consideration of approval of the October 24, 2019 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Roger Leach moved to approve, seconded by Tim Riche.*

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

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach, Tim Riche*

## **7.0 Action Items**

### **7.1 Consideration of approval of the Audit Report for the 2019 audited financial statements submitted by Moss Adams.**

*Doug Sampson, Auditor – Moss Adams, called in to review the audit report to the MCWIC. The Report of Independent Auditors contains the auditor's opinions. MCWIC earned an unqualified – clean opinion. The Emphasis of Matter outlines the ASU 2016-14 standard that has been adopted by MCWIC. Other Matter goes over some supplemental information such as financial statements, the schedule of grant expenses and the schedule of expenditures of federal awards. The Other Matter section also provides an unqualified, clean opinion. The Financial Position shows total net assets of approximately \$430,000. The Statement of Activities shows some of the changes due to the ASU model. The columns on this statement used to be called Unrestricted and Temporarily restricted. The new model now uses Without Donor Restrictions and With Donor Restrictions. Net assets without donor restrictions is listed at \$398,743 and \$33,039 with donor restrictions. The Statement of Functional Expenses is now required under the new ASU model, however, MCWIC was already doing this. The purpose of this report is to demonstrate how salaries, payroll taxes, employee benefits and other listed categories are expended. The Cash Flow Statement shows how the listed activities affected the cash balance. The Notes to Financial Statements provides an overview of the financial statements and any changes including the new ASU standard. Note 9 on page 13 is a new note. The Liquidity and Funds is a new footnote. Organizations must now disclose their financial assets that are available as of the balance sheet date and backing out any assets that are not available for general expenditure. It will show what the total available assets are up to a year of the balance sheet. MCWIC is subject to uniform guidance and so must also provide a Schedule of Expenditures of Federal Awards. This report lists all the Federal Awards for MCWIC. This is considered another financial statement and an auditor's opinion is required. This report received an unmodified, clean opinion. There is also a footnote section for this Schedule. The Schedule of Grant Expenses lists expenditures by the three different WIOA programs – Adult, Dislocated Worker and Youth. The report on page 19 provides information based on the audit performed in accordance with the government auditing standards. Moss Adams does not give an opinion on an organization's internal controls or processes, however, if significant deficiencies in internal controls are found, they would be referenced in this report with a schedule of findings attached to it. No significant deficiencies were found. The last report on compliance for major federal programs and on internal controls over compliance required on uniform guidance lists all the Federal awards. This report requires an opinion and is provided on page 22. MCWIC received an unqualified, clean opinion. The Report on internal Controls found no significant deficiencies. The Schedule of Findings and Questioned Costs on page 23 is broken out into three sections and is a summary. Overall the draft results of the audit came across as very clean. Mattie Mendez pointed out a statement on page 23 that classifies MCWIC as a "low-risk auditee". Staff noted that the final report will include a revision on page 8 that removes references to satellite offices. MCWIC does not have any satellite office. Staff go out to provide services within Madera County as needed and use various locations to meet with customers or employers.*

*Roger Leach moved to approve, seconded by Robyn Smith.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach, Tim Riche*

## **8.0 Information Items**

### **8.1 Workforce Development Board (WDB) of Madera County – No Update**

*The WDB is scheduled to meet on December 19, 2019.*

## 8.2 MCWIC Year-to-Date Financial Reports Update

*Information provided within the agenda packet. All expenditures are on track. Staff are busy expending training funds. Staff are looking at possibly transferring funds from the Dislocated Worker (DW) funding stream to the Adult funding stream. There has been a slight increase in dislocated workers but staff are watching it closely. Local areas are allowed to transfer up to 100% of DW funds to Adult. Department of Social Services will not be moving out until Spring. This is good for the budget as MCWIC won't have to absorb their rent amount while their space remains vacant.*

## 8.3 Program Update

*Information provided within the agenda packet. Local areas were notified that the P2E grant funds were available and work on the grant can start. Areas have been waiting since April for the contract to be finalized. Customers for this grant are already coming through the system and they will be enrolled into the grant. Staff are contacting the prison staff to coordinate services. Erick Flores will provide orientations at Valley State Prison (VSP). Staff may also do mock interviews at the site. There is also one staff member who provides services at the local corrections locations. MCWIC is continuing to work with and receive funds for Ticket to Work participants. To date, approximately \$34,000 have been received in Ticket payments.*

## 8.4 Update on U.S. Census 2020

*Staff are keeping up to date with Census activities in Madera. Tracie has subscribed to the Census website in order to keep informed. Census information and recruitments are posted to the Workforce Assistance Center Facebook page.*

## 8.5 Mission, Vision and Credo Statement Workshop

*MCWIC staff met prior to the Board meeting in order to provide some input as a starting point for the revised statements.*

- Draft Core Values provided by staff:
  - Customer Empowerment – Providing tools leading to self-sufficiency*
  - Customer-Centered – Career plans tailored to each individual's goals*
  - Honesty & Integrity – Demonstrating honesty and integrity in all our actions*
  - Inclusion, Equity & Diversity – Providing equitable and inclusive services*
  - Quality Guidance/Direction – Experts in career information and services.*
- Draft Mission Statement provided by staff:
  - We are dedicated to developing a high-quality talent pipeline for local businesses by providing a comprehensive array of services that promote economic health and prosperity for the residents of Madera County.*
- Draft Vision Statement provided by staff:
  - To elevate and strengthen our communities by providing high quality career and business services.*

*MCWIC staff and the Board worked together to come up with Mission, Vision and Values statements. Upon review of the submitted Vision statement, it was felt that the statement was not forward enough as presented. A Vision statement needs to reflect what an organization wants to become in the future and should be a power statement. The Board and staff worked with the provided statements to come up with a final set of statements to be finalized at the next meeting. The Vision statement was reworked to "Prosperity for All". The following statements were the result of the group discussion and will be brought back to the Board for final approval at the next meeting.*

### **Values:**

*Customer Empowerment – Providing tools leading to self-sufficiency  
Customer-Centered – Tailoring career plans for each individual  
Honesty & Integrity – Demonstrating high ethical standards in all our actions  
Access for All – Providing equitable and inclusive services to a diverse population  
Professionalism & Innovation – Delivering effective and creative services to local businesses*

### **Mission:**

*We provide a comprehensive array of business and career services that promote economic health and prosperity for Madera County.*

**Vision:**

*Thriving People – Prosperous Communities*

*or*

*Prosperity for All*

**9.0 Written Communication**

*None.*

**10.0 Open Discussion/Reports/Information**

**10.1 Board Members**

- *Mike Farmer reported that a new session for the Parent Project is starting on January 20<sup>th</sup>.*
- *Mattie Mendez reported that Community Action Partnership of Madera County (CAPMC) will be a VITA tax preparation site. The Madera Coalition for Community Justice and Madera Unified School District will also be VITA sites.*
- *Debi Bray reported that the Chamber and the Workforce Board are partnering on a Labor Law seminar taking place on Tuesday, January 14, 2020.*

**10.2 Staff**

- *Tracie expressed kudos to Maiknue, Jessica and Bertha for their hard work on 2 grants. They had to work on and submit 2 grants in a very short period of time. MCWIC Business Specialists, Jorge and Erick are helping to coordinate a Cyber Security workshop taking place on January 23, 2020.*

**11.0 Next Meeting**

*January 23, 2020*

**12.0 Adjournment**

*Lindsay moved to adjourn at 4:36 p.m., seconded by Mike Farmer.*