



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## MINUTES

**September 24, 2020**

***Convened at Madera County Workforce Assistance Center – via Teleconference  
Teleconference Line: (669) 900-9128  
2037 W. Cleveland Avenue, Madera, CA 93637***

**PRESENT:** Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach (3:10pm)

**ABSENT:** Ramona Davie, Tim Riche

**GUEST:**

**STAFF:** Jessica Roche, Maiknue Vang, Nicki Martin

### **1.0 Call to Order**

*Meeting called to order by at 3:06 p.m. by Chair Debi Bray. Debi encountered audio difficulties and Vice Chair Mattie Mendez chaired the meeting starting with agenda item 3.0.*

#### **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**

*Gabriel Mejia moved to adopt the agenda, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the August 27, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Mike Farmer moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith*

### **7.0 Action Items**

#### **7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending July 31, 2020.**

*Financial documents were reviewed. Once the audit is complete, the finalized audited financials will come to the board with final balances in place which will then be submitted to the IRS. Aged payables were not included due to the fact that there aren't any payables showing due as of July 31, 2020.*

*Mike Farmer moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

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

## **8.0 Information Items**

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

*The WDB has not met since August 20, 2020. Their next meeting is scheduled to take place on October 15, 2020.*

### **8.2 Program Update**

*Information provided within the agenda packet. The background document provided for the program update was updated and split into funding categories to make it easier to follow. Projects and programs are divided into 2 categories: Workforce Innovation and Opportunity Act (WIOA) formula funds and Special Grants/Projects. Activities and traffic into the Center are still slow. Staff is working on marketing for the Center and services.*

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

*Information provided within the agenda packet. Madera County's new numbers continue to increase. While traffic is slowly starting to increase, it is still significantly lower than what it was pre-pandemic. Unlike other areas, Madera is still seeing an increase in new UI claims.*

### **8.4 COVID-19 Update**

*Information provided within the agenda packet. Staff are working with Sierra HR to develop an injury and illness program for staff. An IIPP questionnaire was completed and submitted to Sierra HR. This information will help Sierra HR build a plan for MCWIC. Debi thanked Maiknue, Tracie, Erick and Jorge for working with the City and the Chamber on their PPE small business project that will provide small businesses with a 30-day supply of PPE supplies such as face masks and sanitizer. These supplies are provided at no cost. MCWIC staff played a big role in helping find local employers who could qualify for the program. Distribution will start in October. Volunteers are needed to help with distribution. Mattie Mendez stated that the Board of Supervisors is using Americorps to help with the distribution.*

### **8.5 Census 2020 Update**

*Information provided within the agenda packet. Staff are continuing to share information on the Census with the public.*

### **8.6 MCWIC Building Lease Update**

*Information provided within the agenda packet. Staff met with the building owner to discuss the concern that the empty space in the building is causing. He was informed of the financial strain MCWIC will be under in the coming 2021-22 fiscal year if the vacant area is not leased which could include vacating the building. Due to the current situation with the pandemic, many organizations are switching to doing business virtually or they can't afford to expand their space. The owner, Jay Mahil, shared that he had heard that San Joaquin Valley College was looking to expand. Staff have reached out to the college. Department of Social Services' (DSS) portion of the lease was \$156,211. With DSS' move out of the building, MCWIC is picking up their portion. Items such as PG&E payments are based on occupancy not square footage. Madera Adult school (MAS) has their own lease with the building owner and make payments directly to him. When the lease document and calculations were first done, MAS was still constructing their portion of the building. The square footage rental fees were calculated for each agency, including MAS, while MAS' area was still under construction and an estimated total was used. After construction, their total common area fee was slightly lower than the estimated calculation and a credit is applied to their portion of square footage. The common area maintenance (CAM) fee was raised last fiscal year. The total CAM costs are based on each tenant's square footage. At this time, the vacant area has cubicles and 3 offices for lease. Mattie Mendez stated that they are looking for space for Community Action Partnership's (CAPMC) homeless help center which also helps with rental assistance. Mattie will speak to Tracie to see if the help center would be an acceptable tenant in the building. Mattie also suggested that the MCWIC Board submit a letter to the owner that specifies that MCWIC is a 501c3 non-profit and ask if he would consider waiving the cost of the vacant area and using that cost as a tax deduction. Jessica stated that the tax deduction for the vacant space was mentioned during the phone call with the owner.*

## **9.0 Written Communication**

*None.*

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

### **10.1 Board Members**

- *Debi Bray: wanted to acknowledge the work MCWIC staff did with the Vallarta Supermarket employee recruitments. There were 400 to 500 going into the store for the grand opening. Vallarta hired approximately 246 employees during the recruitment. They are looking to hire 10 to 15 security positions.*

### **10.2 Staff**

*None.*

## **11.0 Next Meeting**

*October 22, 2020*

## **12.0 Adjournment**

*Roger Leach moved to adjourn the meeting at 3:42, seconded by Robyn Smith.*