



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**MINUTES**

**December 16, 2021**

***Convened at Madera County Workforce Assistance Center – via Teleconference  
2037 W. Cleveland Avenue, Madera, CA 93637***

**Zoom Meeting:** [https://us02web.zoom.us/j/81274206285?pwd=enROTmo3RTRidG5EcnhTM2Y2TXRWdz09](https://us02web.zoom.us/j/81274206285?pwd=enROTmo3RTRidG5EcnhTM2Y2TXRWdz09;);  
**Phone: (669) 900-9128; Meeting ID: 812 7420 6285; Password: 274155**

**PRESENT:** Debi Bray, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Lanie Suderman, Cindy Vail  
**ABSENT:** Michelle Brunetti, Mark Choe, Mike Fursman, Santos Garcia, Mike Lopez, Deborah Martinez, Mattie Mendez, Terry Nichols  
**GUEST:** Gabriel Silva, Yvette Quevedo  
**STAFF:** Nicki Martin, Tracie Scott-Contreras

**1.0 Call to Order**

*Meeting called to order at 3:05 p.m. by Chair Brett Frazier.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

*Tracie Scott-Contreras, Executive Director, introduced Yvette Quevedo. Yvette is the Employment Development Department (EDD) local area Regional Advisor.*

**5.0 Adoption of Board Agenda**

*Laura Gutile moved to adopt the agenda, seconded by Chuck Riojas.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Nichole Mosqueda, Chuck Riojas, Lanie Suderman, Cindy Vail*

*Abstain: Robert Poythress*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the Workforce Development Board (WDB) of Madera County October 21, 2021 meeting minutes.**

**6.2 Consideration of approval of the revised Support Services policy to include a mileage base rate of no lower than \$10 per day and an increased maximum rate of \$15 per day.**

*Laura Gutile moved to approve the Consent Calendar, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

Yes: *Debi Bray, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Nichole Mosqueda, Chuck Riojas, Lanie Suderman, Cindy Vail*

Abstain: *Robert Poythress*

## **7.0 Action Items**

### **7.1 Consideration of approval of WDB Resolution 2021-1 regarding the need for teleconference meetings.**

*Assembly Bill (AB) 361 allows Boards to continue to meet virtually while a public health emergency is in place in their area. A resolution must be created and approved by Boards and then re-approved or reaffirmed every 30 days in order to continue meeting virtually. Since the WDB meets every other month and won't be able to meet in time to approve/reaffirm the resolution at their regularly scheduled meetings, the Executive Committee will meet to take care of the resolution as needed.*

*Bobby Kahn moved to approve, seconded by Debi Bray.*

*Vote: Approved – unanimous*

Yes: *Debi Bray, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Nichole Mosqueda, Chuck Riojas, Lanie Suderman, Cindy Vail*

Abstain: *Robert Poythress*

### **7.2 Consideration of approval of Joe Perez', Department of Rehabilitation, WDB Director application.**

*Terry Nichols, DOR, recently retired. Joe Perez was selected to replace Terry in his position as Staff Services Manager I. Joe was formerly a counselor and worked within the Center at times. He is very familiar with staff and the Workforce system. He is very engaged.*

*Laura Gutile moved to approve, seconded by Debi Bray.*

*Vote: Approved – unanimous*

Yes: *Debi Bray, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Nichole Mosqueda, Chuck Riojas, Lanie Suderman, Cindy Vail*

Abstain: *Robert Poythress*

### **7.3 Consideration of approval of the America's Job Center of California<sup>SM</sup> (AJCC) Continuous Improvement Plan.**

*Previously, the WDB approved the Baseline AJCC Certification and the AJCC Certification Indicator Assessment in October 2021. The Continuous Improvement Plan is the second part to the certification. It must be approved by local workforce boards and submitted to the State by 12/31/21. David Shinder, Consultant, worked on the Improvement Plan for Madera. The Plan is significantly aligned with the WDB priorities and goals.*

*Laura Gutile moved to approve, seconded by Chuck Riojas.*

*Vote: Approved – unanimous*

Yes: *Debi Bray, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Nichole Mosqueda, Chuck Riojas, Lanie Suderman, Cindy Vail*

Abstain: *Robert Poythress*

## **8.0 Information Items**

### **8.1 Madera County Workforce Investment Corporation (MCWIC) Update**

*Information provided within the agenda packet. A member of the Business Services team obtained his Certified Business Engagement Professional certification through Business U. The Business Services team*

has launched a YouTube channel for employer videos. The Corporation is considering providing staff a 3% cost of living adjustment (COLA).

## **8.2 Program Update**

*Information provided within the agenda packet. Staff conducted a successful job fair for Madera Unified School District. 130 job applications were received. Employer videos have been very successful. Madera is participating in 2 regional grant opportunities. The Economic Development Administration's Good Jobs grant will focus on the health care sector and will aim to increase capacity in the field. Madera and Kings counties will partner with Fresno WDB Equity and Special Populations grant solicitation. The grant will focus on assisting English Language Learners (ELL), immigrants, and re-entry individuals in access training in solar, construction, and forestry sectors. Workforce is launching a text messaging platform that will facilitate communication between Workforce and employers or job seekers.*

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

*Information provided within the agenda packet. UI numbers are starting to level off.*

## **8.4 MCWIC Audited Financials**

*Information provided within the agenda packet. The audited financials were provided to the Board for review. There were no findings – clean audit.*

## **9.0 Written Communication**

*None.*

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

### **10.1 Board Members**

- *Bobby Kahn: Auto Zone announced that they will be building a 500,000+ distribution center in Chowchilla. They hope to be open in approximately a year and a half. It will employ 200-250 employees. Bobby thanked Madera Workforce staff for helping promote Chowchilla for the distribution center.*

### **10.2 Staff**

- *Tracie Scott-Contreras: a free HR hotline is being relaunched. The hotline is a regional effort and is funded with regional funds. The region is partnering with California Employers Association (CEA) for the hotline as well as some free monthly webinars for employers. Recently, CEA provided a free webinar that featured employee handbooks.*

## **11.0 Next Meeting**

*February 17, 2022*

## **12.0 Adjournment**

*Meeting adjourned at 3:34 p.m.*