



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

MINUTES

July 28, 2022

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

PRESENT: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Tim Riche

ABSENT: Mattie Mendez, Gabriel Mejía

GUEST:

STAFF: Nicki Martin, Jessica Roche, Tracie Scott-Contreras, Maiknue Vang

1.0 Call to Order

Meeting called to order at 3:01 by Chair Debi Bray.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Staff requested approval to add agenda item 8.3 Consideration of approval of the revised Program Supervisor job description and the Exempt Salary schedule to include the Program Supervisor position.

Mike Farmer moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

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

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Mike Farmer moved to adopt with the addition of agenda item 8.3, seconded by Tim Riche.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the June 23, 2022 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.0 Closed Session

Roger Leach moved to close open session and go into closed session at 3:06 p.m., seconded by Ramona Davie.

Vote: Approved – unanimous

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

7.1 Request for Closed Session: Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director

Roger Leach moved to adjourn closed session at 3:26 p.m., seconded by Mike Farmer.

Vote: Approved – unanimous

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

a. Closed Session Report-out

No reportable actions were taken during closes session.

8.0 Action Items

8.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending May 31, 2022.

The standard monthly financial reports were presented. Staff are close to finishing year-end close out. The State reports are already completed, and staff are now working on the MCWIC reports. There isn't anything unusual to report. Madera will be able to meet the State's 80% expenditure requirement. Expenditures for facility and materials are high because of the high level of purchases for personal protective equipment (PPE) due to the pandemic. Advertisement expenses were bumped up mostly for advertisements for the youth program.

Ramona Davie moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

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

8.2 Consideration of approval of the MCWIC Executive Director's goals for the period of July 1, 2022 to June 30, 2023.

Tracie presented her goals to the Board. Most of the focus is on continuing to work on succession planning and the recruitment and hiring of the new management position. Tracie will be working with Maiknue on becoming more involved in various organization and Boards. Staff will be working on the Biennial Plan Modification which is due to the State in March 2023. Staff will be working with a technical workforce specialist on the plan. Madera has worked with him in the past. He and Maiknue will be working closely together. The public input sessions have been scheduled. The Plan will be presented to the Workforce Development Board (WDB) in February 2023 and to the Board of Supervisors after that. Madera will also be involved with the work for the regional biennial plan modification. Staff will be involved with performance negotiations and will meet with the State to discuss the process to determine what Madera Workforce's goals will be related to mandatory WIOA outcomes. Tracie and staff will continue to work on fund diversification. Madera has been successful in receiving grants that are not WIOA specific in the meantime. Work will continue to be done on a policy for reserve funding. Tracie will work on staff development so staff can continue to build skills. A couple of front lobby staff will move into a Workforce Technician II positions from Workforce Technician I positions. Their duties will be expanded within the organization. Staff development trainings are still available through a regional grant. Madera may have an opportunity to participate and send staff to a workforce development apprenticeship program which will contain college level courses/units and will include hours worked while in the office. It will be a year-long process. The program will consist of on-line classes and work hours that will be done in the office. Once the program is completed, staff will become journeyman workforce development professionals.

Tim Riche moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

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

8.3 Consideration of approval of the revised Program Supervisor job description and the Exempt Salary schedule to include the Program Supervisor position

Staff will be recruiting for an additional member of management in preparation of Tracie's departure from MCWIC. Staff felt the program supervisor position would be a good start. The position is a slightly more entry level, exempt position. It gives the opportunity to bring someone onboard at a more entry level manager position. Some minor edits were made to the job description. This position was previously removed from the salary schedule in 2018. The edits included removing reference to WIA, adding MIS and ETPL responsibilities. Some duties previously listed under Other Duties were moved to Essential Duties. This position will include supervision of staff.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

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

9.0 Information Items

9.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The WDB will meet next on August 18, 2022.

9.2 Program Update

Information provided within the agenda packet. Information provided through 5/31/22. The Corrections Workforce Specialist working at the prison Transition program and has gotten gate clearance and has been reporting to the prison for work. The Fresno Employment Development Department (EDD) Equity and Special Populations grant has been finalized. This is an 18-month project with Madera expected to provide services to 10 participants that are ELL or re-entry. The 2 worksites identified for the Wildfire grant, Whiskey Falls and Beasore Area, have been approved by the State. Eligibility was conducted for 14 individuals for this grant. The CalJOBS state site was down for approximately 2 weeks which delayed the eligibility process for those individuals. There is a possibility that the Wildfire grant will be extended another 12 months.

9.3 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

Information provided within the agenda packet. Unemployment numbers are ticking up slightly but not significantly. Unemployment remains low. Many employers are recruiting.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

11.1 Board Members

None

11.2 Staff

- *Tracie Scott-Contreras: Staff will be busy in the Fall with the Federal single audit in September. The audit is conducted by an outside CPA firm with their staff being on-site for a week. The State monitoring for fiscal and procurement will take place in November or December.*
- *Jessica Roche: The Single Audit is required by Madera County and needs to be provided to them before December 1st. The financials are to be done by the end of December but can be done by March with an extension if necessary.*

12.0 Next Meeting

August 25, 2022

13.0 Adjournment

Roger Leach moved to adjourn at 3:57, seconded by Tim Riche.