



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## MINUTES

**May 26, 2022**

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

**Zoom Meeting:** [https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0SmI3SEU1K2NJcFhFaEtndz09](https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0SmI3SEU1K2NJcFhFaEtndz09;);  
**Meeting ID: 819 9920 4075; Password: 819 9920 4075; Phone: (669) 900-9128**

**PRESENT:** Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez (7.1), Gabriel Mejia, Tim Riche

**ABSENT:** Ramona Davie

**GUEST:**

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

### **1.0 Call to Order**

*Meeting called to order at 3:02 p.m. by Chair Debi Bray.*

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

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

*Staff requested that information item 8.8 be added to the agenda to discuss bringing participant payroll in-house.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*None.*

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

*Tim Riche moved to adopt the agenda with the addition of information item 8.8, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Roger Leach, Gabriel Mejia, Tim Riche*

### **6.0 Consent Calendar**

**6.1 Consideration to reaffirm Resolution 2021-01 authorizing remote teleconferencing for the period of June 2, 2022 through July 1, 2022 in accordance with Assembly Bill 361.**

**6.2 Consideration of approval of the April 28, 2022 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Tim Riche moved to approve the Consent Calendar, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Roger Leach, Gabriel Mejia, Tim Riche*

## **7.0 Action Items**

### **7.1 Consideration of approval of the MCWIC year-to-date financial reports for the period ending March 31, 2022.**

*As discussed previously, MCWIC expended the majority of training funds for participants. The financial reports ending March 31, 2022, will start to reflect those expenditures. The Operation figures look good. The Aged Receivable Report still shows the Employment Development Department (EDD) receivable for the amended lease amount. Once EDD finalizes the amended lease, they will forward the payment in arrears. It has been approximately 2 years in arrears. Account payables look good. Jessica Roche, Controller, provided information on how leverage funds work to assist special grant funds. Some grants specify that leverage funds must be used alongside grant funds – not all funds require leverage funds. The Center square footage totals 30,335 at \$1.62 per square foot. Common area maintenance (CAM) charges are separate. CAM fees are \$1.78 per square foot annually. Utilities are paid based on square footage as well. The total budget is approximately \$4 million. There are grants that go past the fiscal year-end. There is also revenue that was budgeted but was returned to the State. Those figures will be reflected on the April year-to-date (YTD) budget documents. The Fire Grant funds are shown on the current YTD documents but none of those funds have been used. YTD Actuals shows revenue that has been received to date based on expenditures. The Revenue total listed on the Encumbrance Budget report is the amount Madera expected to receive at the beginning of the current fiscal year, but it has not been adjusted to reflect some grants that ended at the end of March. The report includes revenue on grants of which we are no longer going to receive or grants that we have not started operating yet and no costs/encumbrances have been applied to. The April YTD reports will demonstrate a truer balance. There have been many adjustments made after March 31, 2022, that are not included in the provided financial reports. This report is showing some revenue amounts that were sent back but are not reflected in the report. Some de-obligations are also not reflected on the report but will be included in the April reports.*

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

*Vote: Approved – unanimous*

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

## **8.0 Information Items**

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

*Information provided within the agenda packet. The WDB met last on April 21, 2022, and will meet next on June 16, 2022.*

### **8.2 WIOA Formula Quarterly Budget and Program Overview as of March 2022**

*Information provided within the agenda packet. The Funds Utilization Status report information is provided by EDD on a quarterly basis. Jessica maintains the report on a monthly basis in order to have an accurate account of the funds. In March, \$375,000 was transferred from the Dislocated Worker (DW) funding stream into the Adult funding stream. This transfer helped Madera meet the 80% training expense requirement. The transfer amount is not reflected on the current utilization report. The transfer will be applied to the Adult formula budget line in the April utilization report. This will put Madera in compliance with the 80% expenditure requirement. There is still a concern that there may not be a waiver for the 80% requirement, but Madera is confident that the requirement will be met. The Youth Expenditure requirement for youth and work experience are below the requirement for the first year due to low numbers of participants coming in for services. Worksites were also not available for paid work experience services. Staff are seeing an increase for those services and are confident that they will meet the requirement for the second year. If expenditure requirements are not met, a corrective action plan must be submitted.*

### **8.3 Mission Square 457b Annual 2021 Retirement Account Information**

*Information provided within the agenda packet. Staff provided an update on the 457b plan. The reports provide a consolidated look of the plan. Each employee has control of their account. Everyone is putting in the 3% minimum contribution – no one is doing less. MCWIC matches the 3% for each employee.*

### **8.4 Discussion regarding MCWIC teleconference meetings**

*Information provided within the agenda packet. Staff requested input from the Board as to whether to continue offering a teleconference option for Board meetings as described in AB361 and MCWIC Resolution 2022-01 or going back to in-person meeting and discontinuing reaffirming the resolution. The Board preferred to go back to in-person meeting and reverting to Brown Act procedure for teleconferencing as needed.*

## **8.5 Fiscal and Procurement Fiscal Year 2020-21 Final Monitoring Report**

*Information provided within the agenda packet. Staff received the final report for the fiscal and procurement monitoring for the 2020-21 fiscal year. This report cleared up various outstanding findings that had remained in the system even after they had been cleared. All findings are now removed and show as resolved in the system.*

## **8.6 MCWIC Executive Director Evaluation Update**

*Information provided within the agenda packet. Due to various events and the California Workforce Association (CWA) spring conference, staff requested that the Executive Director's evaluation be moved to June. All MCWIC Board members are invited to participate in the evaluation process and will receive the documents needed for the evaluation. The formal evaluation will take place at the July 2022 Board meeting.*

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

*Information provided within the agenda packet. Information provided from the EDD UI website represents new claims.*

## **8.8 Participant Payroll Processing**

*Agenda item 8.8 was added to the agenda. Currently, the participant payroll process is done through a 3<sup>rd</sup> party organization – Foundation for California Community Colleges (FCCC) which also is the employer of record. There have been some issues with the FCCC as well as increases to costs for the services. Using FCCC also comes up during monitoring. Staff have discussed bringing the payroll process in-house. Staff have checked with legal counsel as well as calling the HR hotline for information and guidance. Staff checked into how bringing the process in-house could possibly trigger Affordable Care Act (ACA) or Family and Medical Leave Act (FMLA) thresholds. Staff also considered creating a subsidiary organization for the payroll process but decided against it after some research. A cost analysis for creating and running payroll through a subsidiary was approximately \$9,000 while bringing the process in-house would add a cost of approximately \$80 to the payroll process. It was determined that it would be best to bring the process in-house. Program staff already enter and track all the participant payroll information. Existing MCWIC payroll staff would take the participant information and run it through the payroll system. All participants would be doing direct deposit. Direct Deposit fees average \$1.50 per person per payroll. Payroll would be run bi-weekly. There are approximately 20-30 participants per year that would need to be run through the payroll process. The FCCC charges 15% of total cost of participant pay including employer. Staff's main concern was meeting the threshold for ACA and FMLA. Based on staff research, participants will work up to 25 per week or a maximum of 480 hours which should not trigger ACA or FMLA. Staff will bring the in-house payroll process and the cancellation of the FCCC contract to the MCWIC for approval at a future meeting.*

## **9.0 Written Communication**

*None.*

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

### **10.1 Board Members**

- *Mike Farmer stated that Loving Solutions graduated 16 participants out of an original 18. Parents of grade school aged students participate in the program. The programs graduation was the first graduation ceremony for many of the parents who participated.*
- *Debie Bray thanked Maiknue for running the meeting in Tracie's absence.*

### **10.2 Staff**

- *Maiknue Vang reminded everyone about the Madera County Job Fair taking place on June 9, 2022. Maiknue shared handouts for the Job Fair, the HR Hotline and information on a free webinar through California Employers Association. Debi suggested adding a bullet to the HR Hotline flyer for remote work.*

## **11.0 Next Meeting**

*June 23, 2022*

## **12.0 Adjournment**

*Tim Riche moved to adjourn the meeting at 4:19 p.m., seconded by Mattie Mendez.*