



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

AGENDA

January 25, 2024
3:00 p.m.

Meeting will be held at:

**Workforce Assistance Center – Executive Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637, 559-662-4589**

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Madera County Workforce Investment Corporation, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637; Telephone 559/662-4589; CRS 711; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Corporation (MCWIC) website at <http://www.maderaworkforce.org/mcwic-meetings-and-agenda/>. These documents are also available at the Workforce Assistance Center – office of the Executive Director. MCWIC is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Items identified after preparation of the agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

3.0 Public Comment

This time is made available for comment from the public on matters within the Board's jurisdiction. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

- 6.1 Consideration of approval of the December 7, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.
- 6.2 Consideration of approval of the resignation of Mike Farmer from the MCWIC Board.

7.0 Action Items

- 7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending October 31, 2023.
- 7.2 Consideration of approval of the MCWIC year-to-date financial reports for period ending November 30, 2023.
- 7.3 Consideration of approval of the revised MCWIC Bylaws to include revisions to the Board of Director term limits and term limit processing procedures.

- 7.4 Consideration of approval of the 3-year term dates for MCWIC Board members:
 - Debi Bray: 3/2/21 – 3/2/24
 - Gabriel Mejia: 8/23/21 – 8/23/24
 - Mattie Mendez: 10/14/21 – 10/14/24
 - Ramona Davie: 10/24/22 – 10/24/25
 - Roger Leach: 11/15/22 – 11/15/25
 - Tim Riche: 8/24/22 – 8/24/25

8.0 Information Items

- 8.1 Success Stories
- 8.2 Update on Workforce Development Board (WDB) of Madera County
- 8.3 MCWIC Executive Director Mid-Year Goals Update
- 8.4 Unemployment Insurance (UI) Claims Information

9.0 Written Communication

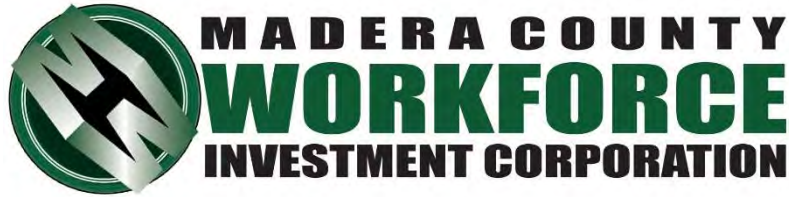
10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

February 22, 2024

12.0 Adjournment



SPECIAL MEETING
MINUTES

December 7, 2023

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

- PRESENT:** Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach, Ramona Davie, Tim Riche
ABSENT: Gabriel Mejia, Roger Leach
GUEST: Cameron Thomas, Henry Oum, Mark Pedraza
STAFF: Bertha Vega, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order 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

Cameron Thomas and Mark Pedraza, Marketing Outreach Interns, were introduced. They will be working with MCWIC through June 30, 2024 and will be helping with marketing and social media.

5.0 Adoption of Board Agenda

Mattie Mendez moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the October 26, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Mattie Mendez moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending September 30, 2023.

The financial documents through September 30, 2023, were presented to the Board. Jessica Roche, Controller, pointed out a Note on the Balance Sheet outlining the lease liability amount still needs to be broken out between current and long term. The amount should be properly reflected on February's reports. This Note is due to the new requirement to include lease liability amounts on the balance sheets. The lease liability is all lumped together but will now need to be broken out. It was suggested that the lease terms be included in the document. Staff mentioned that according to the newly revised Chief Local Elected Official (CLEO) document, the financials may be brought to the MCWIC Board quarterly instead of monthly. Discussion held as to whether the Board would like to change the MCWIC Board meeting schedule. It was mentioned that meeting at least bi-monthly would make it easier when new members join the Board so that they have more time to adjust and learn about the MCWIC.

Tim Riche moved to approve, seconded by Ramona Mike Farmer.

Vote: Approved – unanimous

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

7.2 Consideration of approval of the Audit Report for the 2022-2023 audited financial statements submitted by Price Paige & Company.

Henry Oum, Price Paige and Company provided a review of the audit. This was the first year they did the audit for MCWIC. An audit is required anytime there are expenditures of over \$750,000 in Federal funds. This audit was unique in that Price Paige and Company are new auditors for MCWIC. Price Page and Company will also prepare the IRS Form 990 for MCWIC. There were no audit adjustments or findings. MCWIC had an unmodified audit which is the best an organization can receive. In 2023, there was only 1 new requirement for MCWIC to implement – the new lease standard. Effective 2023, organizations must now report the full liability for future commitments of leases on the balance sheet. This represents an approximate \$3 million dollar adjustment to the balance sheet. The Independent Auditor's Report provides information on the audit and the audit opinion. MCWIC received a clean, unmodified audit. The report also outlines MCWIC's role and responsibility in the preparation of the audit. Management is responsible for the preparation and fair presentation of the financial statements in accordance with the accounting principles generally accepted in the USA. This report also outlines the Auditors' responsibilities as well. The Statement of Financial Position is the balance sheet. Total assets are \$3,640,142 with \$2,754,073 as operating right-of-use asset. MCWIC's total net assets at the end of 2023 were \$682,700. The Statement of Activities is essentially the income statement which details the revenue sources as well as the expenditures to get down to the change in net assets - \$85,626. The Statement of Functional Expenses details the expenses by natural classifications. They must be listed by function. This is important because readers can see how much funds go to a program's purpose. The Statement of Cash Flows is required and reconciles the net income to the total cash at the end of the year. Footnote disclosures are required. For the most part, the disclosures have been updated from the prior year with the only new disclosure being the lease disclosure. The Note 2- Availability and Liquidity is related to availability and liquidity. Accounting regulations require non-profits to present how much financial resources an organization has available to operate the following year. This is formulated by going through the balance sheet and identifying any financial assets that are going to be converted into cash within one year then backing out any donor restricted obligations which gives the available liquid financial resources to operate the next year. The Schedule of expenditures of Federal Awards shows every source of Federal funding. The Report on Internal Control Over Financial Reporting and on Compliance and other Matters would list any deficiencies, however, there are none reported. The Independent Auditor's Report on Compliance for Each Major Program and on Internal Control offers an opinion on the Federal program. This report provides a clean,, unmodified opinion. The Schedule of Findings and Questions Costs is an executive summary and summarizes the entire audit. MCWIC received a clean, unmodified opinion. MCWIC is now

considered a low-risk auditee. In order to be a low-risk auditee, an organization must have had at least 2 years of consecutive clean audits. The MCWIC Board and staff thanked Henry for their work and the excellent presentation of the audit.

Mike Farmer moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

7.3 Discussion and Consideration of MCWIC Board of Director term limits as stated in the MCWIC Bylaws.

In reviewing the Bylaws, staff came to the realization that the MCWIC Board has not been using term limits per the bylaws. The bylaws were revised in 2018 during a time when Board Governance was discussed. At that time, the term limits were included in the revisions, but the Board did not discuss the term limit revisions during the meeting. In section 4.05 of the bylaws, Board members will serve no more than a total of 2 3-year terms. There was no discussion or action taken to set term limits or set up any procedures for member terms. In accordance with the bylaws, the MCWIC board is out of compliance with member terms and staff would like to discuss term limits guidelines. Staff would like to stagger Board members' terms and look at possibly removing limits to terms. Staff would use the members' appointment dates to determine their terms. 2 3-year terms are standard among non-profits. It was also mentioned that there is no mention of guidelines as to the process of re-appointing members. It was also noted that new members do not get appointed to finish an outgoing member's term. New members will start their own new term. It was determined that the bylaws should be revised to remove the term limits and allow for additional terms at the discretion of the Board and that there should be a process or guidelines for re-appointment included in the bylaws for future reference.

Tim Riche moved to suspend the bylaws for 90 days and have staff revise the bylaws according to the meeting discussion and suggestions and bring revisions back to the January 2024 meeting for approval, seconded by Ramona Davie.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet.

8.2 Update on Workforce Development Board (WDB) of Madera County

Information provided within the agenda packet.

8.3 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview

Information provided within the agenda packet.

8.4 Approval of Local Area Subsequent Designation and Local Board Recertification Program Year 2023-25.

Information provided within the agenda packet.

8.5 Unemployment Insurance (UI) Claims Information

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Mike Farmer stated that he is moving to Missouri, and this will be his last Board meeting. The Board and staff thanked him for his time on the Board and his work in the community.*

10.2 Staff

- *Maiknue stated that the Youth Program will be monitored the week of January 22nd for the 2022-23 fiscal year. She thanked the Board for their patience and support for the past 9 months. She has learned a lot.*

11.0 Next Meeting

January 25, 2024

12.0 Adjournment

Tim Riche moved to adjourn the meeting at 4:29 p.m., seconded by Ramona Davie.

Madera County Workforce Investment Corporation
Balance Sheet - Statement of Financial Position FY 2023-2024

(In Whole Numbers)

As of 10/31/2023

	Current Fiscal Year	Audited Prior Year Financials
ASSETS		
Current Assets:		
Cash		
Cash in BA - Main	446,155	437,671
Cash in BA - Payroll	<u>19,396</u>	<u>76,139</u>
Total Cash	465,551	513,811
Accounts Receivable		
Accounts Receivable	25,987	25,679
Grants/Program Contracts Receivable	<u>312,199</u>	<u>330,164</u>
Total Accounts Receivable	338,186	355,844
Prepaid Expenses		
Prepaid Expense	<u>1,446</u>	<u>1,446</u>
Total Prepaid Expenses	<u>1,446</u>	<u>1,446</u>
Total Current Assets:	805,182	871,100
Property and equipment		
Computer & Software	166,044	161,493
Office Equipment	21,930	21,195
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	<u>(168,269)</u>	<u>(168,269)</u>
Total Property and equipment	20,255	14,969
Operating ROU Lease		
	<u>2,754,073</u>	<u>2,754,073</u>
Total ASSETS	<u>3,579,511</u>	<u>3,640,142</u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable	28,720	74,994
Accrued payroll and related expenses	69,368	65,352
Vacation payable liability	60,076	31,449
Facility lease liability, current portion	<u>141,422</u>	<u>141,422</u>
Total Current Liabilities:	299,585	313,218
Deferred Revenue		
	<u>69,355</u>	<u>0</u>
Total Deferred Revenue	69,355	0

Madera County Workforce Investment Corporation
Balance Sheet - Statement of Financial Position FY 2023-2024

As of 10/31/2023

(In Whole Numbers)

	Current Fiscal Year	Audited Prior Year Financials
Facility lease liability, net of current portion	<u>2,644,225</u>	<u>2,644,225</u>
Total Facility lease liability, net of current portion	<u>2,644,225</u>	<u>2,644,225</u>
Total LIABILITIES AND NET ASSETS	<u>3,013,166</u>	<u>2,957,443</u>
 NET ASSETS		
Temporary restricted and unrestricted		
Unrestricted	(554,864)	(603,119)
Restricted	<u>(11,481)</u>	<u>(79,580)</u>
Total Temporary restricted and unrestricted	<u>(566,345)</u>	<u>(682,699)</u>
Total NET ASSETS	<u>(566,345)</u>	<u>(682,699)</u>
 Total liabilities and net assets	 <u>3,579,511</u>	 <u>3,640,142</u>

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Madera County Workforce Investment Corporation
 Statement of Activities
 From 7/1/2023 Through 10/31/2023

(In Whole Numbers)

	Unrestricted	Restricted	Total
Operating Revenue			
Grant Revenue	706,799	0	706,799
State/Local Revenue	165,546	7,285	172,831
Rental Revenue			
Sublease/Rental Income	<u>73,353</u>	<u>0</u>	<u>73,353</u>
Total Rental Revenue	73,353	0	73,353
Contributions			
Contribution Income	500	0	500
Contribution In-Kind (goods)	<u>0</u>	<u>0</u>	<u>0</u>
Total Contributions	500	0	500
Other			
Interest Revenue	<u>1</u>	<u>0</u>	<u>1</u>
Total Other	<u>1</u>	<u>0</u>	<u>1</u>
Total Operating Revenue	<u>946,199</u>	<u>7,285</u>	<u>953,484</u>
Expenditures			
Salaries, Taxes, Benefits	594,810	20,795	615,604
Materials & Supplies	11,405	54	11,459
Overhead/Operating Expenses	189,052	4,223	193,275
Direct Client Program Expenses	<u>199,189</u>	<u>50,311</u>	<u>249,500</u>
Total Expenditures	<u>994,455</u>	<u>75,383</u>	<u>1,069,838</u>
Net Revenue over Expenditures	<u>(48,255)</u>	<u>(68,099)</u>	<u>(116,354)</u>
Beginning Net Assets			
Fund Balance	657,535	79,580	737,115
Net Assets - Capital Assets	<u>(54,416)</u>	<u>0</u>	<u>(54,416)</u>
Total Beginning Net Assets	<u>603,119</u>	<u>79,580</u>	<u>682,699</u>
Ending Net Assets	<u>554,864</u>	<u>11,481</u>	<u>566,345</u>

Madera County Workforce Investment Corporation
Statement of Cash Flows - Board Report - Statement of Cash Flow
As of 10/31/2023
(In Whole Numbers)

	<u>Current Month</u>	<u>Current Fiscal Year</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	25,096	(116,354)
Change in Operating Assets:		
Accounts Receivable		
Accounts Receivable	8,191	(307)
Grants/Program Contracts Receivable	1,489	17,965
Total Accounts Receivable	<u>9,680</u>	<u>17,658</u>
Total Change in Operating Assets:	9,680	17,658
Change in Operating Liabilities:		
Accounts payable		
Accounts Payable	(47,924)	(46,275)
Total Accounts payable	<u>(47,924)</u>	<u>(46,275)</u>
Accrued payroll and related expenses	8,639	32,642
Deferred Revenue	(5,645)	69,355
Total Change in Operating Liabilities:	<u>(44,930)</u>	<u>55,723</u>
Total CASH FLOWS FROM OPERATING ACTIVITIES	<u>(10,154)</u>	<u>(42,974)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment		
	0	(5,286)
Total Purchase of Property and Equipment	<u>0</u>	<u>(5,286)</u>
Total CASH FLOWS FROM INVESTING ACTIVITIES	<u>0</u>	<u>(5,286)</u>
Net Cash used in Investing Activities	<u>0</u>	<u>(5,286)</u>
Net Change in Cash and Cash Equivalents	<u>(10,154)</u>	<u>(48,260)</u>
Cash and Cash Equivalents at the Beginning of the Year		
	475,705	513,811
Total Cash and Cash Equivalents at the Beginning of the Year	<u>475,705</u>	<u>513,811</u>
Cash and Cash Equivalents as of Current Period End Date	<u>465,551</u>	<u>465,551</u>

Madera County Workforce Investment Corporation
 Budget to Actual
 From 7/1/2023 Through 10/30/2023

		1st Quarter				
		Actuals				
GL Code	Account Title	Budget Board	(07/01/2023 -	YTD Actual	YTD Enc	Budget Variance
		Approved 8.24.23	09/30/2023)			
01	Revenue					
4000	Grant Revenue (Federal)	\$ 3,618,850	\$ 541,899	\$ 706,799	\$ -	\$ 2,912,051
4100	Contribution Income	\$ 5,000	\$ 500	\$ 500	\$ -	\$ 4,500
4200	Contribution In-Kind (goods)	\$ -			\$ -	\$ -
4300	Other Revenue (State or Local)	\$ 762,145	\$ 111,766	\$ 172,831	\$ -	\$ 589,314
4500	Interest Revenue	\$ -	\$ 1	\$ 1	\$ -	\$ (1)
4600	Sublease/Rental Income	\$ 206,834	\$ 55,443	\$ 73,353	\$ -	\$ 133,481
Total 01	Revenue	\$ 4,592,829	\$ 709,610	\$ 953,484	\$ -	\$ 3,639,345
02	Personnel Costs					
5100	Staff Salaries	\$ 1,416,475	\$ 348,306	\$ 454,583	\$ -	\$ 961,892
5107	Temporary Worker WEX/TJT **	\$ -	\$ 24,541	\$ 32,919	\$ -	\$ (32,919)
5111	Employer Medicare Expense	\$ 20,539	\$ 5,224	\$ 6,982	\$ -	\$ 13,557
5112	Social Security Employer Exp	\$ 87,821	\$ 22,338	\$ 29,854	\$ -	\$ 57,967
5115	CA Unemployment Insurance Exp	\$ 4,732	\$ (1,064)	\$ (849)	\$ -	\$ 5,581
5116	CA Training Tax Expense	\$ 182	\$ 25	\$ 33	\$ -	\$ 149
5120	Workers Compensation Expense	\$ 17,564	\$ 3,319	\$ 4,329	\$ -	\$ 13,235
5130	Group Health Insurance Expense	\$ 163,200	\$ 43,261	\$ 57,689	\$ 105,492	\$ 19
5140	Employers 457 Expense	\$ 84,989	\$ 18,272	\$ 24,636	\$ -	\$ 60,353
5160	Group Dental Insurance	\$ 15,600	\$ 2,686	\$ 3,581	\$ 9,648	\$ 2,371
5170	Group Vision Insurance	\$ 4,680	\$ 581	\$ 788	\$ 3,635	\$ 258
5180	Group Life Insurance	\$ 4,680	\$ 656	\$ 874	\$ 3,806	\$ -
5190	Employee Assistance Program Expense	\$ 1,092	\$ 139	\$ 186	\$ 906	\$ -
Total 02	Personnel Costs	\$ 1,821,554	\$ 468,283	\$ 615,604	\$ 123,487	\$ 1,082,463
03	General Operating					
5200	Materials and Supplies	\$ 15,000	\$ 4,556	\$ 4,985	\$ -	\$ 10,015
5210	Facility Materials and Supplies	\$ 8,000	\$ 849	\$ 914	\$ 1,760	\$ 5,326
5300	Rent Expense	\$ 223,071	\$ 55,307	\$ 73,742	\$ 149,328	\$ 0
5310	Common Area Maintenance	\$ 31,940	\$ 5,622	\$ 5,622	\$ 26,318	\$ (0)
5320	Telephone Expense	\$ 15,650	\$ 3,755	\$ 4,992	\$ 9,948	\$ 710
5330	Utilities Expense	\$ 98,754	\$ 32,894	\$ 43,172	\$ 55,546	\$ 36
5340	Property & Liability Insurance	\$ 11,500	\$ -	\$ 2,759	\$ 4,467	\$ 4,274
5400	Postage Expense	\$ 322	\$ 70	\$ 110	\$ -	\$ 212
5410	Printing Expense	\$ 5,478	\$ -	\$ 385	\$ -	\$ 5,093

Madera County Workforce Investment Corporation
Budget to Actual
From 7/1/2023 Through 10/30/2023

		1st Quarter				
		Actuals				
		Budget Board	(07/01/2023 -			
GL Code	Account Title	Approved 8.24.23	09/30/2023)	YTD Actual	YTD Enc	Budget Variance
5420	Advertising Expense	\$ 11,500	\$ (350)	\$ (350)	\$ -	\$ 11,850
5440	Dues, Subscriptions, Fees Expense	\$ 54,087	\$ 4,780	\$ 5,560	\$ -	\$ 48,527
5500	Auditing Fees	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
5510	Legal Fees	\$ 6,500	\$ 797	\$ 2,806	\$ 2,194	\$ 1,500
5520	Contracting/Professional Services	\$ 28,500	\$ 450	\$ 1,903	\$ 2,397	\$ 24,200
5530	Taxes and Fees	\$ 400	\$ -	\$ -	\$ -	\$ 400
5600	Office Equipment	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
5610	Equipment Maintenance	\$ 18,663	\$ 2,894	\$ 3,922	\$ 9,368	\$ 5,373
5620	Equipment Rental	\$ 5,906	\$ 380	\$ 871	\$ 1,335	\$ 3,700
5631	Software Expense	\$ 10,161	\$ 10,161	\$ 10,161	\$ -	\$ -
5631	Software Maintenance	\$ 1,230	\$ 300	\$ 1,230	\$ -	\$ -
5632	Information Technology	\$ 202,986	\$ 9,513	\$ 12,684	\$ 27,954	\$ 162,348
5640	Internet Expense	\$ 8,389	\$ 2,765	\$ 3,586	\$ 7,574	\$ (2,771)
5650	Computer Hardware	\$ 5,465	\$ 5,465	\$ 5,465	\$ -	\$ -
5710	Staff Training Expense	\$ 7,950	\$ 738	\$ 738	\$ -	\$ 7,212
5720	Travel Expense	\$ 66,800	\$ 3,274	\$ 4,257	\$ -	\$ 62,543
5730	Conference, Conventions & Meetings	\$ 9,650	\$ 5,042	\$ 5,467	\$ -	\$ 4,183
5810	General Operating Services	\$ 9,300	\$ 6,395	\$ 6,974	\$ 1,899	\$ 427
5820	Facility Maintenance Services	\$ 67,943	\$ 7,426	\$ 8,062	\$ 8,626	\$ 51,255
5980	Fixed Assets - Expense Offset	\$ -	\$ (5,286)	\$ (5,286)	\$ -	\$ 5,286
Total 03	General Operating	\$ 965,146	\$ 157,796	\$ 204,734	\$ 308,715	\$ 451,697
04	Direct Client Costs					
5800	Program Services	\$ 1,464,531	\$ 224,981	\$ 249,500	\$ 251,129	\$ 963,902
5801	Subagreement for Program Services	\$ 110,000	\$ -	\$ -	\$ -	\$ 110,000
Total 04	Direct Client Costs	\$ 1,574,531	\$ 224,981	\$ 249,500	\$ 251,129	\$ 1,073,902
Total Expenditures		\$ 4,361,231	\$ 851,060	\$ 1,069,838	\$ 683,331	\$ 2,608,062
Revenue Less Expenditure		\$ 231,598	\$ (141,450)	\$ (116,354)	\$ (683,331)	\$ 1,031,283

*Notes: GL 5107 Temporary Workers are budgeted in direct client expenses and not operational staff. Budget offset is reflected in Direct Client Costs - Program Services, 9039 Paid Work Experience and 9023 Transitional Job Training, and detail broken out below **.*

Madera County Workforce Investment Corporation
 Budget to Actual
 From 7/1/2023 Through 10/30/2023

1st Quarter

Actuals

GL Code	Account Title	Budget Board Approved 8.24.23	(07/01/2023 - 09/30/2023)	YTD Actual	YTD Enc	Budget Variance
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End of budget detail

Breakout of Program Services Budget by Activitiy Description:

GL Code	Account Title	Budget Board Approved 8.24.23	YTD Actual	YTD Enc	Budget Variance
Direct Client Costs					
9021	Skills Training (ITA)	\$ 705,957	\$ 130,076	\$ 160,800	\$ 415,081
9022	On-The-Job (OJT) Training	\$ 400,000	\$ 24,307	\$ 21,464	\$ 354,229
9023	Transitional Job Training (TJT)	\$ 70,295	\$ 38,049	\$ -	\$ 32,246
9039	Paid Work Experience	\$ 63,254	\$ 32,059	\$ 27,138	\$ 4,057
9052	Client Supportive Services	\$ 206,485	\$ 51,939	\$ 39,081	\$ 115,465
9056	Incentives	\$ 5,000	\$ 660	\$ -	\$ 4,340
9554	Assessments	\$ 13,540	\$ 7,879	\$ -	\$ 5,662
Total 04	Direct Client Costs	\$ 1,464,531	\$ 284,969	\$ 248,483	\$ 931,080

**** Breakout of Program MCWIC Temporary Worker Employees Payroll Costs for WEX and TJT:**

GL Code	Activity Description Code	Account Title	YTD Actual
5107	9039/9023	Temporary Worker WEX/TJT	\$ 32,919
5111	9039/9023	Employer Medicare Expense	\$ 487
5112	9039/9023	Social Security Employer Exp	\$ 2,081
5115	9039/9023	CA Unemployment Insurance Exp	\$ 725
5116	9039/9023	CA Training Tax Expense	\$ 33
5120	9039/9023	Workers Compensation Expense	\$ 370
Reflected as direct client program costs on State reports			\$ 36,615

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 10/31/2023

From 7/1/2023 Through 10/31/2023

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1000	Central Valley Opportunity Center	10/6/2023	ARDoc1873	AJCC Facility Invoice October 2023	483.60	0.00	483.60	0.00	0.00	0.00
Total 1000	Central Valley Opportunity Center				483.60	0.00	483.60	0.00	0.00	0.00
1003	EDD - WIOA Cash Draw	10/31/2023	ARDoc1886	EDD Cash Draw	148,153.89	148,153.89	0.00	0.00	0.00	0.00
Total 1003	EDD - WIOA Cash Draw				148,153.89	148,153.89	0.00	0.00	0.00	0.00
1005	Madera County Probation Department	9/28/2023	ARDoc1861	August 2023 invoice CCP In-Custody	5,680.31	0.00	0.00	5,680.31	0.00	0.00
1005		9/29/2023	ARDoc1859	August 2023 invoice JDF	5,218.37	0.00	0.00	5,218.37	0.00	0.00
1005		9/29/2023	ARDoc1860	August 2023 Invoice CCP Mini AJCC	15,874.51	0.00	0.00	15,874.51	0.00	0.00
1005		10/16/2023	ARDoc1879	MCDC Mini AJCC Sept 2023 Invoices	10,078.42	0.00	10,078.42	0.00	0.00	0.00
1005		10/16/2023	ARDoc1880	MCDC CCP In-Custody Sept 2023 Invoices	4,659.13	0.00	4,659.13	0.00	0.00	0.00
1005		10/16/2023	ARDoc1881	MCDC JDF Sept 2023 Invoices	4,461.20	0.00	4,461.20	0.00	0.00	0.00
1005		11/21/2023	ARDoc1898	October 2023 Invoice CCP AJCC	10,658.97	10,658.97	0.00	0.00	0.00	0.00
1005		11/21/2023	ARDoc1899	October 2023 Invoice IC	5,169.62	5,169.62	0.00	0.00	0.00	0.00
1005		11/21/2023	ARDoc1900	October 2023 Invoice YDF	5,086.18	5,086.18	0.00	0.00	0.00	0.00

Madera County Workforce Investment Corporation

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Total 1005	Madera County Probation Department				66,886.71	20,914.77	19,198.75	26,773.19	0.00	0.00
1008	Department of Rehabilitation	6/6/2023	ARDoc1792	AJCC Facility Invoice June 2023	509.23	0.00	0.00	0.00	0.00	509.23
1008		10/6/2023	ARDoc1868	AJCC Facility Invoice October 2023	509.23	0.00	509.23	0.00	0.00	0.00
Total 1008	Department of Rehabilitation				1,018.46	0.00	509.23	0.00	0.00	509.23
1020	(CDCR) California Department Corrections and Rehab	8/31/2023	ARDoc1875	August 2023 CDCR Invoice	12,480.89	0.00	0.00	0.00	12,480.89	0.00
1020		10/16/2023	ARDoc1876	CDCR Sept 2023 Invoices	12,913.81	0.00	12,913.81	0.00	0.00	0.00
1020		10/31/2023	ARDoc1895	CDCR October 2023 Invoice	13,412.57	13,412.57	0.00	0.00	0.00	0.00
Total 1020	(CDCR) California Department Corrections and Rehab				38,807.27	13,412.57	12,913.81	0.00	12,480.89	0.00
1024	Fresno Regional Workforce Development Board	10/16/2023	ARDoc1882	Fresno ESP Sept 2023 Invoices	1,422.83	0.00	1,422.83	0.00	0.00	0.00
1024		11/21/2023	ARDoc1896	October 2023 Invoice Fresno ESP	1,635.70	1,635.70	0.00	0.00	0.00	0.00
Total 1024	Fresno Regional Workforce Development Board				3,058.53	1,635.70	1,422.83	0.00	0.00	0.00

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Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1065	Madera Adult School	10/17/2023	ARDoc1878	AJCC Facility Invoice September 2023	6,945.59	0.00	6,945.59	0.00	0.00	0.00
1065		11/21/2023	ARDoc1894	AJCC Facility Invoice October 2023	5,625.57	5,625.57	0.00	0.00	0.00	0.00
Total 1065	Madera Adult School				12,571.16	5,625.57	6,945.59	0.00	0.00	0.00
1072	Stanislaus County Workforce Development	11/28/2023	ARDoc1902	October 2023 Invoice RERP	1,675.68	1,675.68	0.00	0.00	0.00	0.00
Total 1072	Stanislaus County Workforce Development				1,675.68	1,675.68	0.00	0.00	0.00	0.00
1073	EDD-DGS	8/7/2023	ARDoc1836	EDD Addtl Phone Invoice July 2022-June 2023 #M68609-7100-A1	720.00	0.00	0.00	0.00	720.00	0.00
1073		9/7/2023	ARDoc1854	AJCC Facility Invoice September 2023	270.00	0.00	0.00	270.00	0.00	0.00
1073		9/25/2023	ARDoc1821	Phone Equipment Rental July 2023	60.00	0.00	0.00	60.00	0.00	0.00
1073		10/6/2023	ARDoc1871	AJCC Facility Invoice October 2023	6,822.10	0.00	6,822.10	0.00	0.00	0.00
1073		10/6/2023	ARDoc1874	Phone Equipment Rental October 2023	270.00	0.00	270.00	0.00	0.00	0.00
Total 1073	EDD-DGS				8,142.10	0.00	7,092.10	330.00	720.00	0.00

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1106	County of San Joaquin	8/12/2023	ARDoc1842	July 2023 Invoice P2E Invoice	1,865.59	0.00	0.00	0.00	1,865.59	0.00
1106		9/28/2023	ARDoc1865	August 2023 Invoices P2E 2.0	4,645.11	0.00	0.00	4,645.11	0.00	0.00
1106		10/16/2023	ARDoc1884	P2E 2.0 Sept 2023 Invoices	3,440.09	0.00	3,440.09	0.00	0.00	0.00
1106		11/21/2023	ARDoc1901	October 2023 Invoice P2E 2.0	14,416.36	14,416.36	0.00	0.00	0.00	0.00
Total 1106	County of San Joaquin				24,367.15	14,416.36	3,440.09	4,645.11	1,865.59	0.00
1118	P. Steve Ramirez Vocational Training Centers	10/6/2023	ARDoc1869	AJCC Facility Invoice October 2023	2,866.24	0.00	2,866.24	0.00	0.00	0.00
Total 1118	P. Steve Ramirez Vocational Training Centers				2,866.24	0.00	2,866.24	0.00	0.00	0.00
1120	GRID Alternatives	9/28/2023	ARDoc1864	August 2023 Invoices GRID	559.44	0.00	0.00	559.44	0.00	0.00
1120		10/16/2023	ARDoc1883	Grid Sept 2023 Invoices	419.36	0.00	419.36	0.00	0.00	0.00
1120		11/21/2023	ARDoc1897	October 2023 Invoice GRID	282.33	282.33	0.00	0.00	0.00	0.00
Total 1120	GRID Alternatives				1,261.13	282.33	419.36	559.44	0.00	0.00
1130	EDC of Fresno County	10/16/2023	ARDoc1877	Fresno EDC Sept 2023 Invoices	14,065.72	0.00	14,065.72	0.00	0.00	0.00
1130		11/28/2023	ARDoc1903	October 2023 Invoice	14,828.15	14,828.15	0.00	0.00	0.00	0.00

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Total 1130	EDC of Fresno County				28,893.87	14,828.15	14,065.72	0.00	0.00	0.00
Report Total					338,185.79	220,945.02	69,357.32	32,307.74	15,066.48	509.23

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 Aged Payables by Invoice Date - Aged Payables
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Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due	Total
1007	ADVANCED CAREER INSTITUTE	11/14/2023	APDoc9754	417.24	0.00	0.00	417.24
	ADVANCED CAREER INSTITUTE	11/17/2023	APDoc9749	3,131.16	0.00	0.00	3,131.16
	ADVANCED CAREER INSTITUTE	11/27/2023	APDoc9778	<u>3,131.16</u>	<u>0.00</u>	<u>0.00</u>	<u>3,131.16</u>
Total 1007	ADVANCED CAREER INSTITUTE			6,679.56	0.00	0.00	6,679.56
1013	CENTRAL VALLEY OPPORTUNITY CENTER	11/8/2023	APDoc9735	773.50	0.00	0.00	773.50
	CENTRAL VALLEY OPPORTUNITY CENTER	11/8/2023	APDoc9736	2,041.00	0.00	0.00	2,041.00
	CENTRAL VALLEY OPPORTUNITY CENTER	11/8/2023	APDoc9737	1,025.50	0.00	0.00	1,025.50
	CENTRAL VALLEY OPPORTUNITY CENTER	11/14/2023	APDoc9755	1,200.60	0.00	0.00	1,200.60
	CENTRAL VALLEY OPPORTUNITY CENTER	11/27/2023	APDoc9777	<u>799.80</u>	<u>0.00</u>	<u>0.00</u>	<u>799.80</u>
Total 1013	CENTRAL VALLEY OPPORTUNITY CENTER			5,840.40	0.00	0.00	5,840.40
1017	INSTITUTE OF TECHNOLOGY	11/14/2023	APDoc9746	53.25	0.00	0.00	53.25
	INSTITUTE OF TECHNOLOGY	11/17/2023	APDoc9750	136.80	0.00	0.00	136.80
	INSTITUTE OF TECHNOLOGY	11/17/2023	APDoc9751	<u>56.80</u>	<u>0.00</u>	<u>0.00</u>	<u>56.80</u>
Total 1017	INSTITUTE OF TECHNOLOGY			246.85	0.00	0.00	246.85
1023	DIAMOND COMMUNICATIONS INC.	10/31/2023	APDoc9700	1,977.75	0.00	0.00	1,977.75
	DIAMOND COMMUNICATIONS INC.	11/8/2023	APDoc9739	<u>1,667.24</u>	<u>0.00</u>	<u>0.00</u>	<u>1,667.24</u>
Total 1023	DIAMOND COMMUNICATIONS INC.			3,644.99	0.00	0.00	3,644.99
1031	ACT INC	11/1/2023	1304150	<u>260.00</u>	<u>0.00</u>	<u>0.00</u>	<u>260.00</u>
Total 1031	ACT INC			260.00	0.00	0.00	260.00
1098	BANK OF AMERICA - VISA	10/20/2023	APDoc9684	0.00	930.00	0.00	930.00
	BANK OF AMERICA - VISA	10/24/2023	APDoc9685	0.00	271.68	0.00	271.68
	BANK OF AMERICA - VISA	10/25/2023	APDoc9686	0.00	630.00	0.00	630.00
	BANK OF AMERICA - VISA	10/25/2023	APDoc9703	0.00	549.05	0.00	549.05

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	BANK OF AMERICA - VISA	10/25/2023	APDoc9705	0.00	23.60	0.00	23.60
	BANK OF AMERICA - VISA	10/27/2023	APDoc9687	0.00	14.68	0.00	14.68
	BANK OF AMERICA - VISA	10/27/2023	APDoc9706	0.00	54.26	0.00	54.26
	BANK OF AMERICA - VISA	10/30/2023	APDoc9702	0.00	38.41	0.00	38.41
	BANK OF AMERICA - VISA	10/31/2023	APDoc9704	23.96	0.00	0.00	23.96
	BANK OF AMERICA - VISA	11/2/2023	APDoc9747	<u>150.47</u>	<u>0.00</u>	<u>0.00</u>	<u>150.47</u>
Total 1098	BANK OF AMERICA - VISA			174.43	2,511.68	0.00	2,686.11
1141	WEX Bank (Chevron and Texaco)	10/24/2023	92585745	<u>0.00</u>	<u>65.28</u>	<u>0.00</u>	<u>65.28</u>
Total 1141	WEX Bank (Chevron and Texaco)			0.00	65.28	0.00	65.28
1283	Martin, Nicki	11/1/2023	APDoc9710	<u>30.13</u>	<u>0.00</u>	<u>0.00</u>	<u>30.13</u>
Total 1283	Martin, Nicki			30.13	0.00	0.00	30.13
1530	AT&T MOBILITY	10/26/2023	287268600442x1	<u>0.00</u>	<u>405.12</u>	<u>0.00</u>	<u>405.12</u>
Total 1530	AT&T MOBILITY			0.00	405.12	0.00	405.12
1552	SPARKLETTS	10/18/2023	16188371101623	<u>0.00</u>	<u>122.87</u>	<u>0.00</u>	<u>122.87</u>
Total 1552	SPARKLETTS			0.00	122.87	0.00	122.87
1724	[REDACTED]	11/1/2023	APDoc9714	<u>153.66</u>	<u>0.00</u>	<u>0.00</u>	<u>153.66</u>
Total 1724	[REDACTED]			153.66	0.00	0.00	153.66
1748	Western Exterminator Company	10/31/2023	52411119	<u>239.30</u>	<u>0.00</u>	<u>0.00</u>	<u>239.30</u>
Total 1748	Western Exterminator Company			239.30	0.00	0.00	239.30
1771	[REDACTED]	11/1/2023	APDoc9712	<u>122.42</u>	<u>0.00</u>	<u>0.00</u>	<u>122.42</u>
Total 1771	[REDACTED]			122.42	0.00	0.00	122.42
1778	Cintas	10/31/2023	4172178701	<u>103.11</u>	<u>0.00</u>	<u>0.00</u>	<u>103.11</u>
Total 1778	Cintas			103.11	0.00	0.00	103.11

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181		10/31/2023	APDoc9708	59.41	0.00	0.00	59.41
		10/31/2023	APDoc9709	10.00	0.00	0.00	10.00
Total 181				69.41	0.00	0.00	69.41
1876		11/1/2023	APDoc9713	77.03	0.00	0.00	77.03
Total 1876				77.03	0.00	0.00	77.03
1938		11/27/2023	APDoc9773	41.40	0.00	0.00	41.40
Total 1938				41.40	0.00	0.00	41.40
2024	San Joaquin Valley College, Inc	11/7/2023	APDoc9734	1,515.65	0.00	0.00	1,515.65
	San Joaquin Valley College, Inc	11/14/2023	APDoc9756	123.55	0.00	0.00	123.55
	San Joaquin Valley College, Inc	11/14/2023	APDoc9757	228.29	0.00	0.00	228.29
	San Joaquin Valley College, Inc	11/14/2023	APDoc9758	57.49	0.00	0.00	57.49
	San Joaquin Valley College, Inc	11/14/2023	APDoc9759	122.16	0.00	0.00	122.16
	San Joaquin Valley College, Inc	11/14/2023	APDoc9760	113.58	0.00	0.00	113.58
	San Joaquin Valley College, Inc	11/14/2023	APDoc9761	113.42	0.00	0.00	113.42
	San Joaquin Valley College, Inc	11/27/2023	APDoc9784	173.04	0.00	0.00	173.04
Total 2024	San Joaquin Valley College, Inc			2,447.18	0.00	0.00	2,447.18
2101	Beaudette Consulting Inc.	10/30/2023	1460	0.00	1,453.13	0.00	1,453.13
Total 2101	Beaudette Consulting Inc.			0.00	1,453.13	0.00	1,453.13
2179		10/31/2023	APDoc9701	15.58	0.00	0.00	15.58
Total 2179				15.58	0.00	0.00	15.58
2185		11/8/2023	APDoc9738	60.00	0.00	0.00	60.00
Total 2185				60.00	0.00	0.00	60.00
2206		11/15/2023	APDoc9748	150.00	0.00	0.00	150.00
Total 2206				150.00	0.00	0.00	150.00

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2209		11/1/2023	APDoc9707	<u>29.86</u>	<u>0.00</u>	<u>0.00</u>	<u>29.86</u>
Total 2209				29.86	0.00	0.00	29.86
2215		11/6/2023	APDoc9720	156.00	0.00	0.00	156.00
		11/6/2023	APDoc9721	<u>120.00</u>	<u>0.00</u>	<u>0.00</u>	<u>120.00</u>
Total 2215				276.00	0.00	0.00	276.00
2225		11/6/2023	APDoc9722	<u>110.00</u>	<u>0.00</u>	<u>0.00</u>	<u>110.00</u>
Total 2225				110.00	0.00	0.00	110.00
2232		11/6/2023	APDoc9725	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Total 2232				100.00	0.00	0.00	100.00
2234		11/6/2023	APDoc9715	15.00	0.00	0.00	15.00
		11/6/2023	APDoc9716	135.00	0.00	0.00	135.00
		11/6/2023	APDoc9717	<u>75.00</u>	<u>0.00</u>	<u>0.00</u>	<u>75.00</u>
Total 2234				225.00	0.00	0.00	225.00
2238		11/14/2023	APDoc9767	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Total 2238				100.00	0.00	0.00	100.00
2239		11/28/2023	APDoc9789	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
Total 2239				150.00	0.00	0.00	150.00
2247		11/14/2023	APDoc9766	<u>45.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45.00</u>
Total 2247				45.00	0.00	0.00	45.00
2253		11/16/2023	APDoc9763	45.00	0.00	0.00	45.00
		11/16/2023	APDoc9764	<u>60.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60.00</u>
Total 2253				105.00	0.00	0.00	105.00

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2263		11/14/2023	APDoc9765	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
Total 2263				150.00	0.00	0.00	150.00
2264		11/7/2023	APDoc9733	<u>180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>180.00</u>
Total 2264				180.00	0.00	0.00	180.00
2265		11/7/2023	APDoc9719	<u>180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>180.00</u>
Total 2265				180.00	0.00	0.00	180.00
2266		11/3/2023	APDoc9730	15.00	0.00	0.00	15.00
		11/3/2023	APDoc9731	30.00	0.00	0.00	30.00
		11/3/2023	APDoc9732	<u>30.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30.00</u>
Total 2266				75.00	0.00	0.00	75.00
2267		11/14/2023	APDoc9762	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
Total 2267				150.00	0.00	0.00	150.00
2269		11/1/2023	APDoc9718	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
Total 2269				150.00	0.00	0.00	150.00
2271		11/27/2023	APDoc9780	<u>165.00</u>	<u>0.00</u>	<u>0.00</u>	<u>165.00</u>
Total 2271				165.00	0.00	0.00	165.00
2274		11/27/2023	APDoc9785	<u>180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>180.00</u>
Total 2274				180.00	0.00	0.00	180.00
2275		11/21/2023	APDoc9787	<u>165.00</u>	<u>0.00</u>	<u>0.00</u>	<u>165.00</u>
Total 2275				165.00	0.00	0.00	165.00
2276		11/27/2023	APDoc9775	<u>180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>180.00</u>
Total 2276				180.00	0.00	0.00	180.00

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2277	[REDACTED]	11/6/2023	APDoc9729	<u>180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>180.00</u>
Total 2277	[REDACTED]			180.00	0.00	0.00	180.00
2278	[REDACTED]	11/6/2023	APDoc9723	60.00	0.00	0.00	60.00
	[REDACTED]	11/6/2023	APDoc9724	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
Total 2278	[REDACTED]			210.00	0.00	0.00	210.00
2279	[REDACTED]	11/6/2023	APDoc9726	75.00	0.00	0.00	75.00
	[REDACTED]	11/6/2023	APDoc9727	135.00	0.00	0.00	135.00
	[REDACTED]	11/6/2023	APDoc9728	<u>105.00</u>	<u>0.00</u>	<u>0.00</u>	<u>105.00</u>
Total 2279	[REDACTED]			315.00	0.00	0.00	315.00
366	OFFICE DEPOT BUSINESS DIVISION	11/3/2023	333828712001	283.34	0.00	0.00	283.34
	OFFICE DEPOT BUSINESS DIVISION	11/3/2023	333850048001	<u>102.13</u>	<u>0.00</u>	<u>0.00</u>	<u>102.13</u>
Total 366	OFFICE DEPOT BUSINESS DIVISION			<u>385.47</u>	<u>0.00</u>	<u>0.00</u>	<u>385.47</u>
Report Total				<u>24,161.78</u>	<u>4,558.08</u>	<u>0.00</u>	<u>28,719.86</u>

Note: Customers and staff names are blacked out to protect their identity.

Summary

Cash Account: 1010 Cash in BA - Main
Reconciliation ID: Bank Reconciliation for 1010 for 10.31.23
Reconciliation Date: 10/31/2023
Status: Open

Bank Balance	465,871.62
Less Outstanding Checks/Vouchers	19,716.35
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	446,155.27
Balance Per Books	<u>446,155.27</u>
Unreconciled Difference	<u><u>0.00</u></u>



Click the Next Page toolbar button to view details.

Summary

Cash Account: 1020 Cash in BA - Payroll
Reconciliation ID: Bank Reconciliation for 1020 for 10.31.23
Reconciliation Date: 10/31/2023
Status: Open

Bank Balance	21,063.90
Less Outstanding Checks/Vouchers	1,668.12
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	19,395.78
Balance Per Books	<u>19,395.78</u>
Unreconciled Difference	<u><u>0.00</u></u>



Click the Next Page toolbar button to view details.

Madera County Workforce Investment Corporation
Balance Sheet - Statement of Financial Position FY 2023-2024

(In Whole Numbers)

As of 11/30/2023

	Current Fiscal Year	Audited Prior Year Financials
ASSETS		
Current Assets:		
Cash		
Cash in BA - Main	402,302	437,671
Cash in BA - Payroll	<u>21,274</u>	<u>76,139</u>
Total Cash	423,576	513,811
Accounts Receivable		
Accounts Receivable	18,680	25,679
Grants/Program Contracts Receivable	<u>352,157</u>	<u>330,164</u>
Total Accounts Receivable	370,837	355,844
Prepaid Expenses		
Prepaid Expense	<u>1,446</u>	<u>1,446</u>
Total Prepaid Expenses	<u>1,446</u>	<u>1,446</u>
Total Current Assets:	795,859	871,100
Property and equipment		
Computer & Software	166,044	161,493
Office Equipment	21,930	21,195
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	<u>(168,269)</u>	<u>(168,269)</u>
Total Property and equipment	20,255	14,969
Operating ROU Lease	<u>2,683,917</u>	<u>2,754,073</u>
Total ASSETS	<u>3,500,031</u>	<u>3,640,142</u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable	26,914	74,994
Accrued payroll and related expenses	62,983	65,352
Vacation payable liability	56,523	31,449
Facility lease liability, current portion	<u>83,777</u>	<u>141,422</u>
Total Current Liabilities:	230,197	313,218
Deferred Revenue		
	<u>65,935</u>	<u>0</u>
Total Deferred Revenue	65,935	0

Madera County Workforce Investment Corporation
 Balance Sheet - Statement of Financial Position FY 2023-2024

(In Whole Numbers)

As of 11/30/2023

	<u>Current Fiscal Year</u>	<u>Audited Prior Year Financials</u>
Facility lease liability, net of current portion		
	<u>2,644,225</u>	<u>2,644,225</u>
Total Facility lease liability, net of current portion	<u>2,644,225</u>	<u>2,644,225</u>
Total LIABILITIES AND NET ASSETS	<u>2,940,357</u>	<u>2,957,443</u>
 NET ASSETS		
Temporary restricted and unrestricted		
Unrestricted	(547,916)	(603,119)
Restricted	(11,758)	(79,580)
Total Temporary restricted and unrestricted	(559,674)	(682,699)
Total NET ASSETS	(559,674)	(682,699)
 Total liabilities and net assets	<u>3,500,031</u>	<u>3,640,142</u>

Madera County Workforce Investment Corporation
Statement of Activities
From 7/1/2023 Through 11/30/2023

(In Whole Numbers)

	Unrestricted	Restricted	Total
Operating Revenue			
Grant Revenue	877,145	0	877,145
State/Local Revenue	213,667	9,065	222,732
Rental Revenue			
Sublease/Rental Income	<u>85,758</u>	<u>0</u>	<u>85,758</u>
Total Rental Revenue	85,758	0	85,758
Contributions			
Contribution Income	500	0	500
Contribution In-Kind (goods)	<u>0</u>	<u>0</u>	<u>0</u>
Total Contributions	500	0	500
Other			
Interest Revenue	<u>1</u>	<u>0</u>	<u>1</u>
Total Other	<u>1</u>	<u>0</u>	<u>1</u>
Total Operating Revenue	<u>1,177,071</u>	<u>9,065</u>	<u>1,186,136</u>
Expenditures			
Salaries, Taxes, Benefits	734,160	21,665	755,825
Materials & Supplies	15,056	36	15,092
Overhead/Operating Expenses	266,829	4,725	271,554
Client Program Expenses	<u>216,229</u>	<u>50,461</u>	<u>266,690</u>
Total Expenditures	<u>1,232,274</u>	<u>76,887</u>	<u>1,309,161</u>
Net Revenue over Expenditures	(55,203)	(67,822)	(123,025)
Beginning Net Assets	603,119	79,580	682,699
Ending Net Assets	<u>547,916</u>	<u>11,758</u>	<u>559,674</u>

MW

Madera County Workforce Investment Corporation
 Statement of Cash Flows - Board Report - Statement of Cash Flow
 As of 11/30/2023
 (In Whole Numbers)

	<u>Current Month</u>	<u>Current Fiscal Year</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	(6,671)	(123,025)
Change in Operating Assets:		
Accounts Receivable		
Accounts Receivable	6,402	7,000
Grants/Program Contracts Receivable	(39,053)	(21,993)
Total Accounts Receivable	<u>(32,652)</u>	<u>(14,994)</u>
Total Change in Operating Assets:	<u>(32,652)</u>	<u>(14,994)</u>
Change in Operating Liabilities:		
Accounts payable		
Accounts Payable	(1,806)	(48,081)
Total Accounts payable	<u>(1,806)</u>	<u>(48,081)</u>
Accrued payroll and related expenses	(9,937)	22,705
Deferred Revenue	(3,420)	65,935
Lease Liability		
Lease Liability, Current Portion (1)	(57,645)	(57,645)
Total Lease Liability	<u>(57,645)</u>	<u>(57,645)</u>
Total Change in Operating Liabilities:	<u>(72,809)</u>	<u>(17,086)</u>
Total CASH FLOWS FROM OPERATING ACTIVITIES	<u>(112,131)</u>	<u>(155,105)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment		
ROU Asset, Lease	70,156	70,156
Other	0	(5,286)
Total Purchase of Property and Equipment	<u>70,156</u>	<u>64,870</u>
Total CASH FLOWS FROM INVESTING ACTIVITIES	<u>70,156</u>	<u>64,870</u>
Net Cash used in Investing Activities	<u>70,156</u>	<u>64,870</u>
Net Change in Cash and Cash Equivalents	<u>(41,975)</u>	<u>(90,235)</u>
Cash and Cash Equivalents at the Beginning of the Year		
Total Cash and Cash Equivalents at the Beginning of the Year	<u>465,551</u>	<u>513,811</u>
Cash and Cash Equivalents as of Current Period End Date	<u>423,576</u>	<u>423,576</u>

Note (1) - Lease liability portion for July thru Nov posted in Nov and is therefore a 5 month amount.

Madera County Workforce Investment Corporation
 Budget to Actual
 From 7/1/2023 Through 11/30/2023

		1st Quarter							
		Actuals							
		(07/01/2023 -							
		09/30/2023)							
GL Code	Account Title	Budget Board	Approved 8.24.23	YTD Actual	YTD Enc	Budget Balance	%		
01	Revenue								
4000	Grant Revenue (Federal)	\$	3,618,850	\$	541,899	\$	877,145	\$	-
4100	Contribution Income	\$	5,000	\$	500	\$	500	\$	-
4200	Contribution In-Kind (goods)	\$	-	\$	-	\$	-	\$	-
4300	Other Revenue (State or Local)	\$	762,145	\$	111,766	\$	222,732	\$	-
4500	Interest Revenue	\$	-	\$	1	\$	1	\$	-
4600	Sublease/Rental Income	\$	206,834	\$	55,443	\$	85,758	\$	-
Total 01	Revenue	\$	4,592,829	\$	709,610	\$	1,186,136	\$	-
									74%
02	Personnel Costs								
5100	Staff Salaries	\$	1,416,475	\$	348,306	\$	555,665	\$	-
5107	Temporary Worker WEX/TJT (a)	\$	-	\$	24,541	\$	40,561	\$	-
5111	Employer Medicare Expense	\$	20,539	\$	5,224	\$	8,687	\$	-
5112	Social Security Employer Exp	\$	87,821	\$	22,338	\$	37,142	\$	-
5115	CA Unemployment Insurance Exp	\$	4,732	\$	(1,064)	\$	(504)	\$	-
5116	CA Training Tax Expense	\$	182	\$	25	\$	46	\$	-
5120	Workers Compensation Expense	\$	17,564	\$	3,319	\$	5,524	\$	-
5130	Group Health Insurance Expense	\$	163,200	\$	43,261	\$	71,565	\$	91,616
5140	Employers 457 Expense	\$	84,989	\$	18,272	\$	30,405	\$	-
5160	Group Dental Insurance	\$	15,600	\$	2,686	\$	4,434	\$	8,271
5170	Group Vision Insurance	\$	4,680	\$	581	\$	985	\$	3,373
5180	Group Life Insurance	\$	4,680	\$	656	\$	1,083	\$	3,597
5190	Employee Assistance Program Expense	\$	1,092	\$	139	\$	232	\$	860
Total 02	Personnel Costs	\$	1,821,554	\$	468,283	\$	755,825	\$	107,716
									53%
03	General Operating								
5200	Materials and Supplies	\$	15,000	\$	4,556	\$	7,923	\$	-
5210	Facility Materials and Supplies	\$	8,000	\$	849	\$	946	\$	1,728
5300	Rent Expense	\$	223,071	\$	55,307	\$	-	\$	130,893
5310	Common Area Maintenance	\$	31,940	\$	5,622	\$	5,622	\$	26,318
5320	Telephone Expense	\$	15,650	\$	3,755	\$	6,204	\$	8,736
5330	Utilities Expense	\$	98,754	\$	32,894	\$	52,073	\$	46,645
5340	Property & Liability Insurance	\$	11,500	\$	-	\$	7,908	\$	-
5400	Postage Expense	\$	322	\$	70	\$	205	\$	-
5410	Printing Expense	\$	5,478	\$	-	\$	385	\$	-

Madera County Workforce Investment Corporation
Budget to Actual
From 7/1/2023 Through 11/30/2023

**1st Quarter
Actuals**

GL Code	Account Title	Budget Board		1st Quarter Actuals		YTD Enc	Budget Balance	%
		Approved 8.24.23	(07/01/2023 - 09/30/2023)	YTD Actual				
5420	Advertising Expense	\$ 11,500	\$ (350)	\$ (350)	\$ -	\$ 11,850		
5440	Dues, Subscriptions, Fees Expense	\$ 54,087	\$ 4,780	\$ 6,222	\$ -	\$ 47,865		
5500	Auditing Fees	\$ 35,000	\$ -	\$ 23,000	\$ 2,200	\$ 9,800		
5510	Legal Fees	\$ 6,500	\$ 797	\$ 2,925	\$ 2,075	\$ 1,500		
5520	Contracting/Professional Services	\$ 28,500	\$ 450	\$ 2,458	\$ 28,092	\$ (2,050)		
5530	Taxes and Fees	\$ 400	\$ -	\$ -	\$ -	\$ 400		
5600	Office Equipment	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000		
5610	Equipment Maintenance	\$ 18,663	\$ 2,894	\$ 4,981	\$ 8,310	\$ 5,373		
5620	Equipment Rental	\$ 5,906	\$ 380	\$ 871	\$ 1,335	\$ 3,700		
5630	Software Expense	\$ 10,161	\$ 10,161	\$ 10,184	\$ -	\$ (23)		
5631	Software Maintenance	\$ 1,230	\$ 300	\$ 1,230	\$ -	\$ -		
5632	Information Technology	\$ 202,986	\$ 9,513	\$ 15,855	\$ 24,783	\$ 162,348		
5640	Internet Expense	\$ 8,389	\$ 2,765	\$ 4,423	\$ 6,737	\$ (2,771)		
5650	Computer Hardware	\$ 5,465	\$ 5,465	\$ 5,726	\$ -	\$ (260)		
5710	Staff Training Expense	\$ 7,950	\$ 738	\$ 738	\$ -	\$ 7,212		
5720	Travel Expense	\$ 66,800	\$ 3,274	\$ 5,052	\$ -	\$ 61,748		
5730	Conference, Conventions & Meetings	\$ 9,650	\$ 5,042	\$ 5,720	\$ -	\$ 3,930		
5810	General Operating Services	\$ 9,300	\$ 6,395	\$ 8,493	\$ 1,803	\$ (996)		
5820	Facility Maintenance Services	\$ 67,943	\$ 7,426	\$ 8,448	\$ 8,241	\$ 51,255		
5980	Fixed Assets - Expense Offset	\$ -	\$ (5,286)	\$ (5,286)	\$ -	\$ 5,286		
5995	Lease Cost (b)	\$ -	\$ -	\$ 104,689	\$ -	\$ (104,689)		
Total 03	General Operating	\$ 965,146	\$ 157,796	\$ 286,646	\$ 297,895	\$ 380,605		39%
04	Direct Client Costs							
5800	Program Services	\$ 1,464,531	\$ 224,981	\$ 266,690	\$ 341,296	\$ 856,545		
5801	Subagreement for Program Services	\$ 110,000	\$ -	\$ -	\$ -	\$ 110,000		
Total 04	Direct Client Costs	\$ 1,574,531	\$ 224,981	\$ 266,690	\$ 341,296	\$ 966,545		61%
Total Expenditures		\$ 4,361,231	\$ 851,060	\$ 1,309,161	\$ 746,907	\$ 2,305,163		53%
Revenue Less Expenditure		\$ 231,598	\$ (141,450)	\$ (123,025)	\$ (746,907)	\$ 1,101,530		

Notes:

(a) GL 5107 Temporary Workers are budgeted in direct client expenses and not operational staff. Budget offset is reflected in Direct Client Costs - Program Services, 9039 Paid Work Experience and 9023 Transitional Job Training, and detail broken out below *.

(b) GL 5995 Lease Cost is broken out from Rent due to new IRS rule ASC 842 Operating Lease

Madera County Workforce Investment Corporation
 Budget to Actual
 From 7/1/2023 Through 11/30/2023

1st Quarter

Actuals

Budget Board (07/01/2023 -
 Approved 8.24.23 09/30/2023)

GL Code	Account Title	YTD Actual	YTD Enc	Budget Balance	%
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End of budget detail

Breakout of Program Services Budget by Activitiy Description:

GL Code	Account Title	Budget Board Approved 8.24.23	YTD Actual	YTD Enc	Budget Variance
Direct Client Costs					
9021	Skills Training (ITA)	\$ 705,957	\$ 137,363	\$ 208,271	\$ 360,323
9022	On-The-Job (OJT) Training	\$ 400,000	\$ 25,903	\$ 46,063	\$ 328,034
9023	Transitional Job Training (TJT)	\$ 70,295	\$ 38,049	\$ -	\$ 32,246
9039	Paid Work Experience (MCWIC temp payroll)	\$ 63,254	\$ 40,641	\$ 26,773	\$ (4,160)
9052	Client Supportive Services	\$ 206,485	\$ 58,935	\$ 57,633	\$ 89,917
9056	Incentives	\$ 5,000	\$ 660	\$ -	\$ 4,340
9554	Assessments	\$ 13,540	\$ 9,600	\$ 2,556	\$ 1,384
Total 04	Direct Client Costs	\$ 1,464,531	\$ 311,151	\$ 341,296	\$ 812,085

*** Breakout of Program MCWIC Temporary Worker Employees Payroll Costs for WEX and TJT:**

GL Code	Activity Description Code	Account Title	YTD Actual
5107	9039/9023	Temporary Worker WEX/TJT	\$ 40,561
5111	9039/9023	Employer Medicare Expense	\$ 597
5112	9039/9023	Social Security Employer Exp	\$ 2,554
5115	9039/9023	CA Unemployment Insurance Exp	\$ 924
5116	9039/9023	CA Training Tax Expense	\$ 41
5120	9039/9023	Workers Compensation Expense	\$ 519
Reflected as direct client program costs on State reports			\$ 45,197

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 10/31/2023

1200 - Accounts Receivable

From 7/1/2023 Through 11/30/2023

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1000	Central Valley Opportunity Center	10/6/2023	ARDoc1873	AJCC Facility Invoice October 2023	483.60	0.00	483.60	0.00	0.00	0.00
1000		11/7/2023	ARDoc1892	AJCC Facility Invoice November 2023	483.60	483.60	0.00	0.00	0.00	0.00
Total 1000	Central Valley Opportunity Center				967.20	483.60	483.60	0.00	0.00	0.00
1008	Department of Rehabilitation	6/6/2023	ARDoc1792	AJCC Facility Invoice June 2023	509.23	0.00	0.00	0.00	0.00	509.23
1008		11/7/2023	ARDoc1887	AJCC Facility Invoice November 2023	509.23	509.23	0.00	0.00	0.00	0.00
Total 1008	Department of Rehabilitation				1,018.46	509.23	0.00	0.00	0.00	509.23
1065	Madera Adult School	11/21/2023	ARDoc1894	AJCC Facility Invoice October 2023	5,625.57	5,625.57	0.00	0.00	0.00	0.00
Total 1065	Madera Adult School				5,625.57	5,625.57	0.00	0.00	0.00	0.00
1073	EDD-DGS	8/7/2023	ARDoc1836	EDD Addtl Phone Invoice July 2022-June 2023 #M68609-7100-A1	720.00	0.00	0.00	0.00	720.00	0.00
1073		10/6/2023	ARDoc1874	Phone Equipment Rental October 2023	270.00	0.00	270.00	0.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 10/31/2023

1200 - Accounts Receivable

From 7/1/2023 Through 11/30/2023

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1073		11/7/2023	ARDoc1890	AJCC Facility Invoice November 2023	6,942.49	6,942.49	0.00	0.00	0.00	0.00
1073		11/7/2023	ARDoc1893	Phone Equipment Rental November 2023	270.00	270.00	0.00	0.00	0.00	0.00
Total 1073	EDD-DGS				8,202.49	7,212.49	270.00	0.00	720.00	0.00
1118	P. Steve Ramirez Vocational Training Centers	11/7/2023	ARDoc1888	AJCC Facility Invoice November 2023	2,866.24	2,866.24	0.00	0.00	0.00	0.00
Total 1118	P. Steve Ramirez Vocational Training Centers				2,866.24	2,866.24	0.00	0.00	0.00	0.00
Total 1200 - Accounts Receivable					18,679.96	16,697.13	753.60	0.00	720.00	509.23

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 10/31/2023

1210 - Grants/Program Contracts Receivable

From 7/1/2023 Through 11/30/2023

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1003	EDD - WIOA Cash Draw	11/30/2023	ARDoc1911	EDD Cash Draw	165,522.28	165,522.28	0.00	0.00	0.00	0.00
Total 1003	EDD - WIOA Cash Draw				165,522.28	165,522.28	0.00	0.00	0.00	0.00
1005	Madera County Probation Department	9/28/2023	ARDoc1861	August 2023 invoice CCP In-Custody	5,680.31	0.00	0.00	5,680.31	0.00	0.00
1005		9/29/2023	ARDoc1859	August 2023 invoice JDF	5,218.37	0.00	0.00	5,218.37	0.00	0.00
1005		9/29/2023	ARDoc1860	August 2023 Invoice CCP Mini AJCC	15,874.51	0.00	0.00	15,874.51	0.00	0.00
1005		10/16/2023	ARDoc1881	MCDC JDF Sept 2023 Invoices	4,461.20	0.00	4,461.20	0.00	0.00	0.00
1005		11/21/2023	ARDoc1898	October 2023 Invoice CCP AJCC	10,658.97	10,658.97	0.00	0.00	0.00	0.00
1005		11/21/2023	ARDoc1899	October 2023 Invoice IC	5,169.62	5,169.62	0.00	0.00	0.00	0.00
1005		11/21/2023	ARDoc1900	October 2023 Invoice YDF	5,086.18	5,086.18	0.00	0.00	0.00	0.00
1005		12/18/2023	ARDoc1918	November 2023 Invoice MCDC Mini AJCC	15,040.86	15,040.86	0.00	0.00	0.00	0.00
1005		12/18/2023	ARDoc1919	November 2023 Invoice MCDC In-Custody	6,570.91	6,570.91	0.00	0.00	0.00	0.00
1005		12/18/2023	ARDoc1920	November 2023 Invoice OY YY JDF	6,279.78	6,279.78	0.00	0.00	0.00	0.00
Total 1005	Madera County Probation Department				80,040.71	48,806.32	4,461.20	26,773.19	0.00	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 10/31/2023

1210 - Grants/Program Contracts Receivable

From 7/1/2023 Through 11/30/2023

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1020	(CDCR) California Department Corrections and Rehab	10/16/2023	ARDoc1876	CDCR Sept 2023 Invoices	12,913.81	0.00	12,913.81	0.00	0.00	0.00
1020		10/31/2023	ARDoc1895	CDCR October 2023 Invoice	13,412.57	13,412.57	0.00	0.00	0.00	0.00
1020		12/18/2023	ARDoc1914	November 2024 Invoice CDCR	12,939.82	12,939.82	0.00	0.00	0.00	0.00
Total 1020	(CDCR) California Department Corrections and Rehab				39,266.20	26,352.39	12,913.81	0.00	0.00	0.00
1024	Fresno Regional Workforce Development Board	11/21/2023	ARDoc1896	October 2023 Invoice Fresno ESP	1,635.70	1,635.70	0.00	0.00	0.00	0.00
1024		12/18/2023	ARDoc1915	November 2024 Invoice Fresno ESP	1,135.43	1,135.43	0.00	0.00	0.00	0.00
Total 1024	Fresno Regional Workforce Development Board				2,771.13	2,771.13	0.00	0.00	0.00	0.00
1072	Stanislaus County Workforce Development	11/28/2023	ARDoc1902	October 2023 Invoice RERP	1,675.68	1,675.68	0.00	0.00	0.00	0.00
Total 1072	Stanislaus County Workforce Development				1,675.68	1,675.68	0.00	0.00	0.00	0.00
1106	County of San Joaquin	8/12/2023	ARDoc1842	July 2023 Invoice P2E Invoice	1,865.59	0.00	0.00	0.00	1,865.59	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 10/31/2023

1210 - Grants/Program Contracts Receivable

From 7/1/2023 Through 11/30/2023

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1106		9/28/2023	ARDoc1865	August 2023 Invoices P2E 2.0	4,645.11	0.00	0.00	4,645.11	0.00	0.00
1106		10/16/2023	ARDoc1884	P2E 2.0 Sept 2023 Invoices	3,440.09	0.00	3,440.09	0.00	0.00	0.00
1106		11/21/2023	ARDoc1901	October 2023 Invoice P2E 2.0	14,416.36	14,416.36	0.00	0.00	0.00	0.00
1106		12/18/2023	ARDoc1913	November 2024 Invoice P2E 2.0	5,649.56	5,649.56	0.00	0.00	0.00	0.00
Total 1106	County of San Joaquin				30,016.71	20,065.92	3,440.09	4,645.11	1,865.59	0.00
1120	GRID Alternatives	11/21/2023	ARDoc1897	October 2023 Invoice GRID	282.33	282.33	0.00	0.00	0.00	0.00
1120		12/18/2023	ARDoc1916	November 2024 Invoice GRID	1,558.10	1,558.10	0.00	0.00	0.00	0.00
Total 1120	GRID Alternatives				1,840.43	1,840.43	0.00	0.00	0.00	0.00
1130	EDC of Fresno County	10/16/2023	ARDoc1877	Fresno EDC Sept 2023 Invoices	14,065.72	0.00	14,065.72	0.00	0.00	0.00
1130		11/28/2023	ARDoc1903	October 2023 Invoice	14,828.15	14,828.15	0.00	0.00	0.00	0.00
1130		12/18/2023	ARDoc1912	November 2024 Invoice GJC	2,130.38	2,130.38	0.00	0.00	0.00	0.00
Total 1130	EDC of Fresno County				31,024.25	16,958.53	14,065.72	0.00	0.00	0.00
				Total 1210 - Grants/Program Contracts Receivable	352,157.39	283,992.68	34,880.82	31,418.30	1,865.59	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 10/31/2023

1210 - Grants/Program Contracts Receivable

From 7/1/2023 Through 11/30/2023

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
Report Total					370,837.35	300,689.81	35,634.42	31,418.30	2,585.59	509.23

gmv

Madera County Workforce Investment Corporation
Aged Payables by Invoice Date - Aged Payables
From 7/1/2023 Through 11/30/2023

Aging Date -
10/31/2023

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due	Total
1876	[REDACTED]	11/30/2023	APDoc9801	<u>44.93</u>	<u>0.00</u>	<u>0.00</u>	<u>44.93</u>
Total 1876	[REDACTED]			44.93	0.00	0.00	44.93
2179	[REDACTED]	11/30/2023	APDoc9802	<u>12.70</u>	<u>0.00</u>	<u>0.00</u>	<u>12.70</u>
Total 2179	[REDACTED]			12.70	0.00	0.00	12.70
2238	[REDACTED]	11/27/2023	APDoc9806	<u>30.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30.00</u>
Total 2238	[REDACTED]			30.00	0.00	0.00	30.00
2247	[REDACTED]	11/27/2023	APDoc9807	<u>105.00</u>	<u>0.00</u>	<u>0.00</u>	<u>105.00</u>
Total 2247	[REDACTED]			105.00	0.00	0.00	105.00
2273	Price Page & Company, LLP	11/29/2023	31594	20,000.00	0.00	0.00	20,000.00
	Price Page & Company, LLP	12/5/2023	31908-1	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>
Total 2273	Price Page & Company, LLP			23,000.00	0.00	0.00	23,000.00
366	OFFICE DEPOT BUSINESS DIVISION	11/27/2023	339363870001	(31.54)	0.00	0.00	(31.54)
	OFFICE DEPOT BUSINESS DIVISION	11/27/2023	341540637001	<u>91.16</u>	<u>0.00</u>	<u>0.00</u>	<u>91.16</u>
Total 366	OFFICE DEPOT BUSINESS DIVISION			<u>59.62</u>	<u>0.00</u>	<u>0.00</u>	<u>59.62</u>
Report Total				<u>26,913.70</u>	<u>0.00</u>	<u>0.00</u>	<u>26,913.70</u>

Note: Vendor names blacked out are to protect identity of participants and staff.

Summary

Cash Account: 1010 Cash in BA - Main
Reconciliation ID: Bank Reconciliation for 1010 for 11.30.23
Reconciliation Date: 11/30/2023
Status: Open

Bank Balance	433,382.35
Less Outstanding Checks/Vouchers	31,080.18
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	402,302.17
Balance Per Books	<u>402,302.17</u>
Unreconciled Difference	<u><u>0.00</u></u>



Click the Next Page toolbar button to view details.

Summary

Cash Account: 1020 Cash In BA - Payroll
Reconciliation ID: Bank Reconciliation for 1020 for 11.30.23
Reconciliation Date: 11/30/2023
Status: Open

Bank Balance	21,273.54
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	21,273.54
Balance Per Books	<u>21,273.54</u>
Unreconciled Difference	<u><u>0.00</u></u>



Click the Next Page toolbar button to view details.

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OF
MADERA COUNTY WORKFORCE INVESTMENT CORPORATION,
a California Nonprofit Public Benefit Corporation

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**RESTATED BYLAWS
OF
MADERA COUNTY WORKFORCE INVESTMENT CORPORATION,
a California Nonprofit Public Benefit Corporation**

**ARTICLE I
ORGANIZATION**

1.01 Name. The name of this Corporation is Madera County Workforce Investment Corporation.

1.02 General Purposes and Limitations. This corporation is a California nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Law (herein, the "Code"). The general purposes of this Corporation are:

(a) To have and exercise all rights and powers, other than those specifically designated in WIOA regulations as responsibilities of the Workforce Development Board, conferred through Titles I through V of the Workforce Innovation and Opportunity Act ("WIOA") which provide guidance for statewide and local workforce investment systems that prepare youth and adults for entry into the labor force and develop self-sufficiency;

(b) To do all other things allowed by a non-profit corporation and utilize funds from all other sources other than government to effectively educate, train, and place individuals with the necessary resources and skills to fulfill employer needs; and

(c) To have and exercise all rights and powers conferred on nonprofit public benefit corporations under the Nonprofit Public Benefit Corporation Law of California as such law is now in effect or may at any time hereafter be amended, provided, however, notwithstanding any of the foregoing statements, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the above-stated purposes of this Corporation.

1.03 Specific Purposes. The specific purposes of this Corporation are to operate in accordance with and under the provisions of Titles I through V of the WIOA and the applicable regulations as set forth in the Code of Federal Regulations (CFR), Chapter 20, Parts 603, 675, and 679-688, as such law and regulations are now in effect or may be amended from time to time, in order to :

(a) Act as the administrative and fiscal entity for the Workforce Development Board and to assist the Workforce Development Board in the implementation of the WIOA in Madera County, California, in a manner that is responsive to the needs of the private sector.

(b) Act as the provider of Career Services for WIOA Adult and Dislocated Worker programs through June 30, 2019, as approved by the State, the County of Madera, and the Workforce Development Board of Madera County.

1.04 Dedication of Assets. The property of this Corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Upon the dissolution or winding up of this Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Code, and which is qualified for exemption from taxation under Section 23701d of the California Revenue and Taxation Code.

1.05 Nonpartisan Activities. The Corporation shall be nonpartisan. No substantial part of the activities of this Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. The Corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes and objectives described herein.

ARTICLE II OFFICES

2.01 Principal Office. The principal office for the transaction of the activities and affairs of the Corporation (“principal executive office”) is located at 2037 West Cleveland Avenue, Madera, California, 93637. The Board of Directors may change the principal executive office from one location to another. Any change of this location shall be noted by the Secretary on these Bylaws opposite this Section, or this Section may be amended to state the new location.

2.02 Other Offices. The Board of Directors may at any time establish branch or subordinate offices at any place or places, within or without the State of California, where the Corporation is qualified to conduct its activities.

ARTICLE III MEMBERSHIP

3.01 Members. This Corporation shall have no members within the meaning of Section 5056 of the California Corporations Code. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the Board of Directors. All rights which would otherwise vest in the members shall vest in the Board of Directors.

3.02 Affiliated Persons. This Corporation may refer to contributors, advisors, or other persons or entities associated with it as “members” even though those contributors, advisors, or other persons or entities are not members, and no reference shall constitute anyone a

member, within the meaning of Section 5056 of the California Corporations Code. The Corporation may confer by amendment of its Articles of Incorporation or of these Bylaws some or all of the rights of a member, as set forth in the California Nonprofit Corporation Law, upon any person or persons who do not have the right to vote for the election of directors or on a disposition of substantially all of the assets of the Corporation or on a merger or on a dissolution or on changes to the Corporation's Articles of Incorporation or Bylaws, but no such person shall be a member within the meaning of Section 5056 of the California Corporations Code.

ARTICLE IV BOARD OF DIRECTORS

4.01 General Powers. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations in the Articles of Incorporation or these Bylaws, the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised by, or under the direction of, the Board of Directors

4.02 Specific Powers. Without prejudice to these general powers and subject to the same limitations, the Board of Directors, in addition to any other powers enumerated in these Bylaws, shall have the power to:

(a) Appoint and remove, subject to any employment agreement and, at the pleasure of the Board of Directors, the Executive Director of the Corporation; prescribe powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these Bylaws; fix their compensation (if any); and require from them security for faithful service;

(b) Change the principal executive office in the State of California from one location to another; cause the Corporation to conduct its activities within or without the State of California; and designate any place within or without the State of California for holding any meeting of Directors;

(c) Adopt and use a corporate seal and to alter the form of such seal from time to time, as in their judgment they may deem best, provided such seal shall at all times comply with the provisions of law;

(d) Approve an annual operating budget and capital expenditure budget, to borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities;

(e) To conduct, manage and control the affairs and activities of the Corporation and to make such rules and regulations therefor not inconsistent with applicable federal and California law, the Articles of Incorporation or the Bylaws as they may deem best;

(f) Pursuant to authority hereinafter granted, to appoint committees and to delegate to such committees powers and authority of the Board of Directors in the management of the activities and affairs of the Corporation, except the power to adopt, amend or repeal Bylaws or Articles, and except as otherwise set forth herein;

(g) Approve any action which, under the California Corporations Code, would require the approval by a majority of statutory members or approval by statutory members; and

(h) Perform any and all duties imposed upon them collectively or individually by law, by the Articles of Incorporation, by any agreement with the State of California or the County of Madera, or by these Bylaws.

4.03 Number of Directors. The authorized number of Directors shall be between five (5) and nine (9) until changed by a duly enacted amendment to these Bylaws.

4.04 Qualifications and Appointment of Directors. Qualification for appointment to the Board shall be individuals representing private sector, non-profit, or faith-based organizations serving Madera County , preferably who have workforce development or related knowledge or experience. Members will be identified through a public recruitment process, submission of an application and appointment by the Board.

4.05 Term of Office of Directors. Each Director shall hold office for a term of three (3) years, and may be re-appointed for ~~one~~ additional ~~three year~~ terms at the discretion of the Board. Reappointments shall to be determined/considered at least within 60 to 90 days prior to of term expiration date.

4.06 Vacancies; Removal; Resignation of Directors.

(a) Vacancy. Vacancies on the Board of Directors shall be filled by a public recruitment process, submission of an application and appointment by the Board. A vacancy or vacancies on the Board of Directors shall be deemed to exist on the occurrence of any of the following: (i) the death or resignation of any Director; (ii) the declaration by resolution of the Board of Directors of a vacancy in the office of a Director who has been declared of unsound mind by an order of court, convicted of a felony, or found by final order or judgment of any court to have breached a duty under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law; (iii) the increase of the authorized number of Directors; (iv) the removal of a Director in accordance with these Bylaws; No reduction of the authorized number of Directors shall have the effect of removing any Director from office before that Director's term of office has expired unless a resignation has been received. If a Director is appointed to fill a vacancy created by a Director leaving the Board prior to the normal expiration of his or her term, the term of such successor Director shall be three years from the date of appointment.

(b) Removal. A Director may be removed, either with or without cause, by a three-fourths (3/4) majority vote of all other Directors at the time in office at any regular meeting or special meeting of the Board of Directors. The Board of Directors

may set specific attendance guidelines that may cause a Director to be removed for failure to attend Board of Directors' meetings.

Attendance Guidelines: A Board of Director who does not attend three consecutive meetings and does not provide notice, may be subject to removal from the Board.

(c) Resignation. Except as provided below, any Director may resign by giving written notice to the Chair, any Vice Chair or the Secretary, or the Board of Directors. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective and begins. If a Director's resignation is effective at a future time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective. Except on notice to the Attorney General of State of California, no Director may resign if the Corporation would be left without a duly elected Director or Directors.

4.07 Annual Meeting of Directors. The June regular meeting of each calendar year shall be known as the annual meeting. The month of this meeting is subject to change, however, if the Board of Directors fixes another date and all Directors are so notified. If the scheduled date falls on a legal holiday, the meeting shall be held on the next full business day. Each such annual meeting shall be held for purposes of organization, the election of officers, and the transaction of other business. Notice of the annual meeting shall state the matters that the board, at the time notice is given, intends to present for action.

4.08 Other Regular Meetings. Other regular meetings of the Board of Directors may be held at such time and place as the Board of Directors may fix from time to time. The time and place of such meetings will be stated in the minutes of the previous meeting of the Board of Directors. Notices of regular meetings of the Board shall include an agenda specifying the place, the day, and the hour of the meeting, and a brief general description of each item of business to be transacted or discussed at the meeting.

4.09 Special Meetings. Special meetings of the Board of Directors for any purpose may be called at any time by the Chair, any Vice Chair, the Secretary, or a majority of Directors. Notice for such meetings shall comply with the Ralph M. Brown Act. Additionally, notice of the time and place of special meetings shall be given to each Director by one of the following methods: (a) by personal delivery of written notice; (b) by first-class mail postage prepaid, (c) by telephone, either directly to the Director or to a person at such Director's office who would reasonably be expected to communicate that notice promptly to such Director; (d) by e-mail, either directly to the Director or to a person at such Director's office who would reasonably be expected to communicate that notice promptly to such Director; or (e) by facsimile, either directly to the Director or to a person at such Director's office who would reasonably be expected to communicate that notice promptly to such Director. All such notices shall be given or sent to the Director's address or telephone number as shown on the records of the Corporation. Notice sent by first-class mail shall be deposited in the United States mail at least four (4) days before the time set for the meeting. Notices given by personal delivery, telephone, e-mail or fax shall be delivered, telephoned, e-mailed or faxed at least forty-eight (48) hours before the time set for the meeting. The notice shall state the time of the meeting, the purpose of the meeting, that no other business may be transacted, and the place if the place is

other than the principal executive office of the Corporation. No business, other than the business that was set forth in the notice of the meeting, may be transacted at a special meeting. The notice shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to members of the public.

4.10 Emergency Meetings. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting without complying with either the 24-hour notice or the 24-hour posting requirements of Section 4.09 above. For the purposes of this Section, an “emergency situation” shall be defined as those events causing work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Directors. All definitions, notice and conduct specified in Government Code Section 54956.5 of the Ralph M. Brown Act is incorporated by reference.

4.11 Place of Meetings; Meetings By Telephone. Meetings of the Board shall be held at any place, within or without the State of California, that has been designated by resolution of the Board of Directors or in the notice of the meeting or, if not so designated, at the principal executive office of the Corporation. Any meeting may be held by conference telephone, as long as such telephonic communications are allowed under the Ralph M. Brown Act and all Directors participating in the meeting can hear one another. All such Directors shall be deemed to be present in person at such a meeting.

4.12 Quorum. A majority of the authorized number of Directors shall constitute a quorum for the transaction of any business, except to adjourn. Every action taken or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be the act of the Board of Directors, subject to the provisions of the California Nonprofit Public Benefit Corporation Law and the Ralph M. Brown Act, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest; (b) approval of certain transactions between corporations having common directorships; (c) creation of, and appointments to, committees of the Board of Directors, and (d) indemnification of Directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of Directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

4.13 Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If all Directors are absent from any regular or adjourned regular or special or adjourned special meeting, the Chair may declare the meeting adjourned to a stated time and place. However, if more than 50% of the number of Directors required to reach a quorum are present at the meeting, discussion can be had by the Directors on those items set on the agenda and recommendations developed for presentation at the next regularly scheduled Board meeting at which a quorum exists.

4.14 Notice of Adjourned Meeting. Whenever a meeting is adjourned, written notice of the adjournment shall be given in the same manner as provided in Sections 4.08, 4.09 and 4.10 of this Article. A copy of the order or notice of adjournment shall be conspicuously posted within twenty-four (24) hours after the time of adjournment on or near the main public

entrance of the building where the regular, adjourned regular, special, adjourned special or emergency meeting was held.

4.15 Compensation and Reimbursement of Directors. Directors and members serving on committees approved by the Board of Directors may not be compensated by the Corporation for their services. However, Directors and members of committees may receive such reimbursement of expenses, as may be fixed or determined by resolution of the Board of Directors to be just and reasonable as to the Corporation at the time that such resolution is adopted; provided that such reimbursement is consistent with the WIOA and relevant policies adopted by any agency with administrative oversight of the Workforce Development Board of Madera County (so long as such policy is not inconsistent with the WIOA or any federal or state statute).

4.16 Voting. Each Director is entitled to one (1) vote on each matter submitted to a vote of the Directors. Voting may be by voice or by ballot, except that any Director shall have a right to have a roll call vote on request, in which case the clerk shall call the roll and record each vote and report the final tally to the Chair.

4.17 Management of Meetings. Meetings of the Board of Directors shall be presided over by the Chair, or in the Chair's absence, by the Vice Chair, or in the absence of both, by the Secretary/Treasurer, or in the absence of all three, by an acting Chair chosen by a majority of the Directors.

4.18 Rules of Order. Meetings shall be governed by Robert's Rules of Order, to the extent that such rules are not inconsistent or in conflict with these Bylaws, with the Articles of Incorporation of the Corporation, or with applicable law.

4.19 Open Meetings. All meetings shall be open to the public and conducted in conformance with California Government Code Section 54950 et seq., commonly referred to as the "Ralph M. Brown Act."

4.20 Closed Sessions. Closed sessions are permitted in a duly noticed meeting for specific purposes controlled by the relevant sections of the Ralph M. Brown Act.

ARTICLE V OFFICERS

5.01 Officers. The officers of the Corporation shall be a Chair, a Vice Chair, a Secretary, and a Treasurer. The Corporation may also have, at the discretion of the Board of Directors, such other officers as may be appointed in accordance with the provisions of this Article. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the Chair. Officers may, from time to time, delegate certain responsibilities to the Executive Director, if any.

5.02 Qualifications of Officers. Officers need not be Directors of the Corporation. The Chair and Vice Chair shall be representatives of private sector business and industry or of the non-profit sector.

5.03 Appointment of Officers. Except such officers as may be appointed under Section 5.05 below, officers shall be chosen every two years by the Board of Directors at the annual meeting through an election process.

5.04 Term of Office. Officers shall serve until that officer resigns or is removed or is otherwise disqualified to serve, or until a successor is elected or appointed under this terms of this Article. Officers shall serve at the pleasure of the Board of Directors, subject to the rights, if any, of an officer under any contract of employment.

5.05 Additional Officers. The Board of Directors may appoint, and may authorize the Chair or another officer to appoint, any other officers that the business of the Corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in these Bylaws or determined from time to time by the Board of Directors.

5.06 Removal and Resignation of Officers.

(a) Removal. Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, either with or without cause, by the Board of Directors, at any regular or special meeting of the Board of Directors or by unanimous written consent of the Board of Directors, or, except in case of an officer chosen by the Board of Directors, by any officer upon whom such power of removal may be conferred by the Board of Directors. The appointment of a new Chair or Vice Chair shall proceed as if that position was vacant.

(b) Resignation. Any officer may resign at any time by giving written notice to the Corporation. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice and, unless otherwise specified in that notice, the resignation need not be accepted to make it effective. Any resignation is without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party.

5.07 Vacancies in Offices. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office.

5.08 Chair. Subject to the control of the Board of Directors, the Chair shall direct, and control the activities and affairs of the Board and its officers. The Chair shall have such other powers and duties as the Board of Directors or these Bylaws may prescribe. In the absence of an executive director, retained either as an employee of the Corporation or as an administrative services contractor of the Corporation, the Chair shall serve as the chief executive officer and direct and control the Corporation's activities and affairs. The Chair shall be given the necessary authority and held responsible for the administration of the Corporation in all its activities and subject only to such policies as may be adopted and such orders as may be issued by the Board of Directors or by any of its committees to which it has delegated power for such action. The Chair shall act as the “duly authorized representative” of the Board of Directors in all matters in which the Board of Directors has not formally designated some other person for

that specific purpose. Without prejudice to such general powers as above described, but subject to the limitations, authority and duties of the Chair are hereby expressly declared to be:

- (a) To carry out all policies established by the Board of Directors, and to advise on the formation of those policies;
- (b) To attend meetings of the Board of Directors and its committees;
- (c) To prepare plans for the achievement of the Corporation's long-range objectives and goals as adopted by the Board of Directors;
- (d) To promote effective and economical working relationships with other organizations;
- (e) To represent the Corporation to the public;
- (f) To see that the Corporation is in compliance with applicable laws and regulations and to assure review of and prompt action on reports and recommendations of authorized regulatory and inspecting agencies;
- (g) To oversee, together with the Board, the performance of the Executive Director; and
- (h) To perform any other duty that may be necessary in the best interest of the Corporation.

5.09 Vice Chairs. If the Chair is absent or disabled, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors, these Bylaws, or the Chair.

5.10 Secretary. The Secretary shall:

- (a) Certify and keep at the principal corporate office or such other place that the Board of Directors may order, the original, or a copy, of these Bylaws as amended or otherwise altered to date;
- (b) Keep at the principal corporate office or such other place the Board of Directors may order, a book of minutes of all meetings of the Directors and of all meetings of committees, recording therein the time and place of holding said meeting, whether regular, special or emergency, and, if special or emergency, how authorized, the notice given, the names of those present, the number of Directors present, and the proceedings thereof;
- (c) Be the custodian of records of the Corporation;

(d) Exhibit at all reasonable times to any Director of the Corporation, the Bylaws and any requested minutes;

(e) Exhibit at all reasonable times to any member of the public any documents or records that by law the public has a right to see; and

(f) Perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or that may be assigned from time to time by the Chair or the Board of Directors.

(g) The Secretary shall not have a vote.

5.11 Treasurer.

The Treasurer shall:

(a) Keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions.

(b) Send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board of Directors. The books of account shall be open to inspection by any Director at all reasonable times.

(c) Deposit, or cause to be deposited, all money and other valuables in the name of, and to the credit of, the Corporation with such depositories as the Board of Directors may designate; disburse the Corporation's funds as the Board of Directors may order; render to the Chair of the Board of Directors, and the Board of Directors, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation; and have such other powers and perform such other duties as the Board of Directors or these Bylaws may prescribe.

(d) The Treasurer shall not have a vote.

The Board of Directors may elect to secure in the name of the Corporation and the Treasurer a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of, the Treasurer upon such officer's death, resignation, retirement, or removal from office.

In the event that the Corporation hires a bookkeeper, accountant, accounting firm, or other financial professional, the Treasurer may delegate to such financial professional the daily operational tasks but at all times shall be responsible for supervising their activities.

ARTICLE VI COMMITTEES

6.01 Committees of the Board. The Board of Directors, by resolution adopted by a majority of the Directors then in office, provided a quorum is present, may create one or more committees, each consisting of two (2) or more Directors, and other persons that the Directors may appoint to serve at the pleasure of the Board of Directors. Appointments to committees of the Board shall be by majority vote of the Directors then in office. The Board of Directors may appoint one or more Directors as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee, to the extent provided in the Board resolution, shall have all the authority of the Board of Directors, except that no committee, regardless of Board resolution, may:

- (a) Fill vacancies on the Board of Directors or on any committee that has the authority of the Board of Directors;
- (b) Amend or repeal bylaws or adopt new bylaws;
- (c) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or repealable;
- (d) Create any other committees of the Board of Directors or appoint the members of committees of the Board of Directors;
- (e) Approve any contract or transaction to which the Corporation is a party and in which one or more of its Directors has a material financial interest, except as special approval is provided for in Section 5233(d)(3) of the California Corporations Code; or
- (f) Take any final action in violation of the California Nonprofit Public Benefit Corporation Law.

6.02 Meetings and Actions of Committees. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken in accordance with, the provisions of these Bylaws concerning meetings and other Board actions, except that the time for regular meetings of such committees and the calling of special meetings of such committees may be determined either by Board resolution or, if there is none, by resolution of the committee of the Board of Directors. Minutes of each meeting of any committee of the Board of Directors shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the government of any committee, provided they are consistent with these Bylaws or, in the absence of rules adopted by the Board of Directors, the committee may adopt such rules.

ARTICLE VII EXECUTIVE DIRECTOR

7.01 Employment. The Board may employ and/or appoint an Executive Director who shall be the administrative head of the Corporation.

7.02 Duties: The Executive Director shall be responsible to the Board of Directors. The Executive Director shall be given the authority to carry out the policies established by the Board of Directors. The Executive Director shall have, but not be limited to, the following duties:

- (a) Serve as the administrator of all aspects of the day-to-day operations of the Corporation, including operating policies and procedures;
- (b) Make recommendations to the Board for its consideration regarding broad policies of the Corporation;
- (c) Develop the overall program and services to be provided by the Corporation and its clients;
- (d) Be present either personally or through an appointed representative at all Board meetings and be an ex-officio member of all committees;
- (e) Select, employ, control, and discharge all administrative officers and employees authorized by the Board of Directors, in accordance with established policies and procedures of the Corporation;
- (f) Submit to the Board of Directors an annual budget showing the expected receipts and expenditures;
- (g) Require that all physical properties are kept in good repair and operating condition; and
- (h) Supervise all business and financial affairs such as the maintenance of financial transaction records, collections of accounts, and purchase and issuance of supplies in accordance with principles of prudent business management.

7.03 Performance Evaluation: The Executive Director's performance will be evaluated annually by the full Board.

ARTICLE VIII INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS

8.01 Agents, Proceedings, and Expenses. For the purposes of this Article, "agent" means any person who is or was a Director, officer, employee, or other agent of this Corporation, or is or was serving at the request of this Corporation as a Director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a Director, officer, employee, or agent of a foreign or domestic corporation which was a predecessor corporation of this Corporation or of another enterprise at the request of such predecessor corporation; "proceeding" means any threatened, pending or completed action or proceeding, whether civil, criminal, administrative, or investigative; and "expense" includes, without limitation, attorneys' fees and any expenses of establishing a right to indemnification under Sections 8.04 or 8.05(b) below.

8.02 Actions Other Than By the Corporation. This Corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding (other than an action by, or in the right of, this Corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Corporations Code, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if that person acted in good faith and in a manner that person reasonably believed to be in the best interests of this Corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of that person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this Corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

8.03 Actions By the Corporation. This Corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by, or in the right of, this Corporation, or brought under Section 5233 of the California Corporations Code, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that person is or was an agent of this Corporation, against expenses actually and reasonably incurred by that person in connection with the defense or settlement of that action if that person acted in good faith, in a manner that person believed to be in the best interests of this Corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 8.03 for any of the following reasons:

- (a) In respect of any claim, issue or matter as to which that person shall have been adjudged to be liable to this Corporation in the performance of that person's duty to this Corporation, unless, and only to the extent that, the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, that person is fairly and reasonably entitled to indemnity for the expenses and then only to the extent that the court shall determine;
- (b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or
- (c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

8.04 Successful Defense By Agent. To the extent that an agent of this Corporation has been successful on the merits in defense of any proceeding referred to in Sections 8.02 or 8.03 above, or in defense of any claim, issue, or matter therein, the agent shall

be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

8.05 Required Approval. Except as provided in Section 8.04 above, any indemnification under this Article shall be made by this Corporation only if authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 8.02 or 8.03 above, by any of the following:

- (a) A majority vote of a quorum consisting of Directors who are not parties to the proceeding; or
- (b) The court in which the proceeding is or was pending, upon application made by this Corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by this Corporation.

8.06 Advance of Expenses. Expenses incurred in defending any proceeding may be advanced by this Corporation before the final disposition of the proceeding upon receipt of an undertaking by, or on behalf of, the agent to repay the amount of the advance unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

8.07 Other Contractual Rights. No provision made by a corporation to indemnify its Directors or officers for the defense of any proceeding, whether contained in the Corporation's Articles of Incorporation or Bylaws, a resolution of the Board of Directors, an agreement or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than Directors and officers of this Corporation may be entitled by contract or otherwise.

8.08 Limitations. No indemnification or advance shall be made under this Article, except as provided in Sections 8.04 or 8.05(b) above, in any circumstances where it appears:

- (a) That it would be inconsistent with a provision of the Articles of Incorporation, Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or
- (b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

8.09 Insurance. Upon and in the event of a determination by the Board of Directors of this Corporation to purchase such insurance, this Corporation shall purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against, or incurred by, the agent in such capacity or arising out of the agent's status as such whether or not this Corporation would have the power to indemnify the agent against the liability under the provisions of this Article; provided, however, that this Corporation shall have no

power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the California Corporations Code.

ARTICLE IX CONFLICTS OF INTERESTS

9.01 Disqualifying Financial Interest. Subject to California law regarding conflicts of interest, including, without limitation, Government Code Sections 1090 et seq. and 87100 et seq., as amended, any member of the Board of Directors must obtain the Board of Directors' approval pursuant to Sections 9.02 and 9.03 below and disqualify himself or herself from making, participating in the making of, or attempting to influence any decisions of the Board of Directors or a committee of the Board of Directors if it is reasonably foreseeable that the decision is one in which the Director has a material financial interest.

9.02 Prior Board of Directors' Approval. Subject to California law regarding conflicts of interest, including, without limitation, Government Code Sections 1090 et seq. and 87100 et seq., as amended, the Board of Directors may approve a proposed transaction in which a Director or Directors may have a material financial interest if after reasonable investigation and prior to consummating the transaction or any part thereof, with knowledge of the material facts concerning the transaction and the Director or Directors' interest in transaction, the Board of Directors determines in good faith by vote of a majority of Directors then in office without counting the vote of the interested Director or Directors, that:

- (a) The proposed transaction is for the Corporation's own benefit;
- (b) The proposed transaction is fair and reasonable as to the Corporation; and
- (c) The Corporation cannot obtain a more advantageous arrangement with reasonable efforts under the circumstances.

9.03 Board of Directors Ratification. Subject to California law regarding conflicts of interest, including, without limitation, Government Code Sections 1090 et seq. and 87100 et seq., as amended, the Board of Directors may ratify a transaction entered into between the Corporation and a Director or Directors in which the Director or Directors had a material financial interest if at the next meeting of the Board of Directors, the Board of Directors determines in good faith by vote of a majority of Directors then in office without counting the vote of the interested Director or Directors, that:

- (a) A committee or person authorized by the Board of Directors approved the transaction;
- (b) The Corporation entered into the transaction for its own benefit;
- (c) The transaction was fair and reasonable as to the Corporation at the time the Corporation entered into the transaction; and

(d) It was not reasonably practicable to obtain approval of the Board of Directors prior to entering into the transaction.

9.04 Disqualifying Non-Financial Interest. Any member of the Board of Directors must likewise disqualify himself or herself when there exists a personal non-financial interest which will prevent the member from applying disinterested skill and undivided loyalty to the Corporation in making or participating in the making of decisions.

9.05 Procedure of Disqualification. A Director required to disqualify himself or herself pursuant to Sections 9.01 or 9.04, above, shall (a) immediately disclose the interest, (b) recuse himself or herself from any participation in the matter, (c) refrain from attempting to influence any other Director, and (d) leave the room during any proceedings on the matter in question. The Director may be counted in determining whether a quorum is present.

9.06 Director Contracts or Grants with the Corporation. Pursuant to Government Code Section 1091.2, as amended, the prohibition against “financially interested” public officials in Government Code Section 1090 shall not apply to any contract or grant made by the Board, except where both of the following conditions are met:

(a) The contract or grant directly relates to services to be provided by any Director or the entity the Director represents, or financially benefits the Director or the entity he or she represents; and

(b) The Director fails to recuse himself or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on the grant or grants.

ARTICLE X RECORDS AND REPORTS

10.01 Records and Reports. The Corporation shall keep:

(a) Adequate and correct books and records of account;

(b) A book of minutes of all meetings of Directors and all meetings of committees, recording therein the time and place of holding said meetings, whether regular, special or emergency, and if special or emergency, how authorized, the notice given, the names of those Directors present, the number of Directors present, and the proceedings thereof; and

(c) A copy of the Articles of Incorporation and Bylaws, as amended, to date.

10.02 Inspection of Articles and Bylaws. All material required to be made available for inspection by the public under the Freedom of Information Act or the California Public Records Act, as amended, the Articles of Incorporation, the Bylaws, books of account, and the minutes of the meetings of the Directors, and standing committees, and ad hoc committees shall be open to inspection on the written demand of any member of the public at

any reasonable time. Such inspection may be made in person or by agent or attorney, and the right of inspection includes the right to make copies. Demand of inspection other than at a meeting shall be made in writing to any officer of the Corporation. The Corporation may charge a reasonable fee for making copies in accordance with applicable law.

10.03 Inspection by Directors. Every Director shall have the absolute right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties, and the records of each of its subsidiaries. The inspection may be made in person or by the Director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

10.04 Annual Report. The Board shall cause an annual report to be sent to the Directors within one hundred twenty (120) days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

- (a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.
- (b) The principal changes in assets and liabilities, including trust funds.
- (c) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes.
- (d) The expenses or disbursements of the Corporation for both general and restricted purposes.
- (e) An independent accountants' report or the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.
- (f) Any information required by Section 10.05 below.

This requirement of an annual report shall not apply if the Corporation receives less than Twenty-Five Thousand and No/100 Dollars (\$25,000.00) in gross receipts during the fiscal year, provided, however, that the information specified above for inclusion in an annual report must be furnished annually to all Directors who request it in writing.

10.05 Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to the Board of Directors of the Corporation, or as a separate document if no annual report is issued, the Corporation shall annually furnish to each Director a statement of any transaction or indemnification of the following kind within one hundred twenty (120) days after the end of the Corporation's fiscal year:

- (a) Any transaction (i) which the Corporation, its parent, or its subsidiary was a party; (ii) in which an "interested person" had a direct or indirect material financial interest; and (iii) which involved more than Twenty-Five Thousand and No/100 Dollars (\$25,000.00), or was one of a number of transactions with the same

interested person involving, in the aggregate, more than Twenty-Five Thousand and No/100 Dollars (\$25,000.00). For this purpose, an “interested person” is either of the following: (i) Any Director or officer of the Corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or (ii) any holder of more than ten percent (10%) of the voting power of the Corporation, its parent, or its subsidiary. The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the Corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

(b) Any indemnifications or advances aggregating more than Ten Thousand and No/100 Dollars (\$10,000.00) paid during the fiscal year to any officer or Director of the Corporation under Sections 8.01 through 8.03 of these Bylaws, unless that indemnification has already been approved by the Directors under Section 5238(e)(2) of the California Corporations Code.

ARTICLE XI GENERAL CORPORATE MATTERS

11.01 Construction and Definitions. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

11.02 Amendment by Directors. These Bylaws or Articles of Incorporation of this Corporation may be amended or repealed, or new Bylaws or Articles adopted, by the affirmative vote of a majority of the authorized number of Directors on the Board of Directors. No amendment may extend the term of a Director beyond that for which such Director was elected.

11.03 Authority to Bind Corporation. The Board of Directors, except as in these Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or to render it liable for any purpose in any amount.

11.04 Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, against any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising out of the officer’s, Director’s, employee’s, or agent’s status as such.

ARTICLE XII
FISCAL YEAR

12.01 Date of Fiscal Year. The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June in each year.

CERTIFICATE OF ADOPTION

I certify that I am the duly appointed and authorized Secretary of MADERA COUNTY WORKFORCE INVESTMENT CORPORATION, California nonprofit public benefit corporation, that the above Restated Bylaws, consisting of eighteen (18) pages, are the Restated Bylaws of this Corporation as approved and ratified by Board of Directors of this Corporation on , and that said Restated Bylaws have not been amended or modified since the date thereof.

Executed on at Madera, California.

Maiknue Vang, Secretary



Board of Directors

Debi Bray
Chair

Gabriel Mejia
Vice-Chair

Maiknue Vang - Secretary / Jessica Roche - Treasurer

Debi Bray
President/CEO
Madera District Chamber of Commerce

Member Since: March 2, 2012
Current Term 3/2/21 - 3/2/24

Roger Leach
Pastor
Valley West Christian Center

Member Since: November 15, 2016
Current Term 11/15/22 - 11/15/25

Mattie Mendez
Executive Director
MCWIC/Community Action Partnership of Madera Co.

Member Since: October 14, 2015
Current Term 10/14/21 - 10/14/24

Ramona Davie
MUB - Associate/Assistant VP
U.S. Bank

Member Since: October 24, 2019
Current Term 10/24/22 - 10/24/25

Gabriel Mejia
Chief Human Resources Officer
Camarena Health

Member Since: August 23, 2018
Current Term 8/23/21 - 8/23/24

Tim Riche
Work Experience Coordinator
MUSD Linkage Foundation

Member Since: August 22, 2019
Current Term 8/22/22-8/22/25



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Maiknue Vang, Executive Director

Date: January 25, 2024

Subject: Success Stories

Information:

Successful program participants have been invited to share information about their experience working with our system, and how their participation contributed to positive results.

Financing:

Workforce Innovation and Opportunity Act

To Whom it may Concern:

I would like to share my story with you. After high school and searching for my path, I traveled across the US to discover that I was military bound. I chose to have a military life with the Army National Guard and equally a civilian career in Corrections. 34 years later, I have achieved 20 years of service with 3 tours to Afghanistan and Iraq. In Corrections, I was a very successful Captain. My brother had a heart attack and my desire to ensure an adult relationship with him brought me home in Nov. 2022.

I had not had to look for work or complete an application in decades and the struggle was very heavy on my shoulders. I found myself at the Veterans Service Office in Madera who guided me to Madera Co. Workforce which I knew nothing about, but I made it and so grateful that I did as it changed my life.

I was very ill when I had arrived and after I checked in and although I did not know who to ask for or where to start it was all ok as Mrs. Claudia greeted me and called for someone called specialist of the day. Nicole came out and took me into a separate room where she was able to ask me questions and learn more about my background. She had offered me water and any time I needed to keep myself together as I was in bad shape. Nicole shared with me about a job she new available that would be very fitting for me to take a look at. She went out of her way to get me a paper application for the position.

Not long after my departure, I received a call to come to Workforce to see eligibility with Mrs. Rose another very pleasant and helpful person. I began to feel like there was hope for work as I was surrounded by people who let me know they were there to help. A few days had passed and I received a call from my assigned Specialist Lilly. She made a connection with me and let me know that I needed to bring the application back in so it could be processed. I didn't get it turned in yet and received another call from Mrs. Maiknue which at the time I was not familiar with her position informing me that the position I was applying for was going to close so I did get it up there very quickly. Not long after that I had received a call for an interview. Not long after I was offered the position.

The Madera Workforce team was just that a team that worked together to assist me and now I get to stand next to them with more than just pride they are family. I have been a part of the team since 03-08-2023. I have thrived in the role of Corrections Workforce Specialist and growth is ongoing. My supervisors have been phenomenal mentors and I am very blessed to be a part of team that is also family. Thank you for your time.

Kimberly



Agenda Item 8.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Maiknue Vang, Executive Director
Date: January 25, 2024
Subject: Update on Workforce Development Board (WDB) of Madera County

Information:

Members of the WDB met on January 11, 2023, for an action planning workshop with Bob Lanter/CWA as a follow up to the Real Role of Workforce Boards Retreat that took place in June 2023. The strategic priorities the WDB identified during this session include; increasing community focus on cultural adaptability and work ethics, implementing a marketing plan that highlights the economic benefits of Madera County, re-evaluating the workforce board to ensure that the “right” leaders of today are investing in the leaders of tomorrow, supporting and developing responsive training to meet industry demands, and creating a unified vision between Madera County communities that support inclusive policies and demonstrates connectedness. Bob will work with the Executive Committee to plot these strategic initiatives over an 18–24-month calendar. This draft plan will be brought back to the full Board in February for consideration and approval.

Financing:

Workforce Innovation and Opportunity Act/James Irvine Foundation



ACTION PLANNING: SECTOR STRATEGIES



Bob Lanter



**JANUARY 11, 2024
8:30AM TO 12:30PM**



**4148 Town Center Boulevard
Madera, CA 93636**

This half-day workshop will assist the local area in identifying practical actions that the WDB can take over the next 24 months to capitalize on and solve socio-economic opportunities and challenges for Madera County.



**Tesoro Viejo
Wellness Center**

INFORMATION



559-662-4589 / nmartin@maderaworkforce.org

Madera: Action Planning Workshop Sector Strategies – January 11, 2024

- 8:30 AM** **Introductions and Agenda Review**
- 8:45** **Sector Identification**
- What we know
- 9:15** **Victory Vision**
- Together we will create the future state of success for Madera
- 9:45** **Document Current Reality**
- Review current strengths, challenges, benefits, and dangers of success.
- 10:15** **Commitments**
- Given the vision of success and current reality, what are we truly committed to working towards and accomplishing over the next 24 months.
- 10:30 BREAK
- 10:45** **Practical Actions**
- Focus Question:
What are practical actions the Madera team can take over the next 24 months, to capitalize on socio-economic opportunities and solve socio-economic challenges?
- Individual Brainstorming 7-10 Practical Actions and Small Group Sharing
Organize Ideas, Cluster, Group practical actions- Groups will work with facilitator to organize ideas.
- Naming Action Categories: Insight Development to practical actions.**
When completed, the resulting 3-5 Action Categories will make up a prospective Work Plan for the next 24 months.
- Timeline Development**
We will begin to plot practical actions across a 24-month timeline.
- 12:15** **Review Strategic Direction and Commitments.**
- Facilitated discussion on outcomes, questions next steps and adjournment.
All practical actions (including launch activities) will need to be further reviewed and developed relative to how the work gets prioritized, divided between staff and committees, presented to Madera Board (if applicable) and progress tracked.



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Maiknue Vang, Executive Director

Date: January 24, 2024

Subject: MCWIC Executive Director Mid-Year Goals Update

Information:

The mid-year report regarding progress on the Executive Director's 2023-24 program year goals is attached for the Board's review.

Financing:

Workforce Innovation and Opportunity Act

**MARCH 2023 -
JUNE 2024
PROPOSED GOALS &
PROGRESS REPORT TO
BOARD**

**MAIKNUE VANG, EXECUTIVE DIRECTOR
JANUARY 25, 2024**

FIRST 30 DAYS

- Finalize staffing plan – Meet with internal management team to discuss short term priorities and division of duties – **Completed; reclassified staff, reassigned staff, revised job descriptions, and updated org chart.**
- Ensure timely approval and submission of local and regional plan modification documents – **Completed; submitted local plan to Regional Lead 3/14/23. SJVC regional plan & local plans submitted to the State 4/29/23. Both local and regional plan modifications have been approved as required.**
- Initiate Sector Partnership work with Healthcare partners in response to MCH closure – **Employer surveys sent February & March 2023 to identify training and skills gaps. Regular meetings held with Healthcare and Education partners to increase access to Medical Assistant training for Madera residents. Partnered with State Center Adult Ed & MUSD to secure funding to develop MA program at Madera Adult School for ELL participants.**

FIRST 30 DAYS

- Schedule EEO Monitoring for training providers – Completed; conducted March-May 2023. Final letters sent June 2023.
- Schedule Sub-Regional One Stop Operator (OSO) Monitoring – Completed; conducted February-May 2023. Final letter and results sent to OSO 6/29/23.
- Amend Sub-Regional contract for procurement of OSO – Completed; submitted to Sub-Regional Directors for signatures 6/12/23.

SHORT TERM (APRIL – SEPTEMBER 2023)

- Meet with WDB and MCWIC Chairs to discuss and review priorities for agenda development – Meetings held with both Chairs for input and direction related to agenda development and review.
- Schedule meetings with Elected Officials – Meetings held with Board of Supervisors and City Manager for overview and updates on WDB programs, services, and activities. Program Impact Report & special project outcomes shared with BOS as available.
- Schedule staff development activities – Team building activities incorporated into staff meetings each month. Celebrated National Workforce Development Month in September 2023 and kicked off 1st annual Workforce Development Professionals Day on 9/1/23. Staff have participated in trainings related to stress, trauma, self care, resilience, self-advocacy, developing relationships, and Diversity/Equity/Inclusion (DEI) & cultural intelligence. Additional trainings will be scheduled for LGBTQ, disability etiquette, mental health or as needed.

SHORT TERM (APRIL – SEPTEMBER 2023)

- Ensure participation and engagement in community events; continue/expand community & business outreach efforts – Staff continue to participate in community, school, and library events to disseminate information. Career services presence in Chowchilla 1xmonth/Oakhurst 2xmonth. Business services in Oakhurst 2xmonth and as needed. Hosting quarterly resource fairs and a business resource fair at the Center. Small Business Development Center (SBDC) now co-located in the Center and providing small business workshops in partnership with WDB/EDC/Chambers. ED & staff participating in monthly E. Madera County community forums, participating in CERF, Good Jobs, and Homeless Implementation/Sub-committee meetings, and have presented at Rotary and Kiwanis meetings. Hired 2 business marketing interns to further engage and expand community & business outreach efforts.
- Staff Apprenticeships – CWA Workforce Development Apprenticeship Program – 1 staff currently attending WDAP. Scheduled to complete 144 hours of coursework April 2024 with an additional 2080 hours of on-the-job training.

LONG TERM(OCTOBER 2023 – JUNE 2024)

- Staff Apprenticeships - CWA Executive Bootcamp – Item pending Program Manager's schedule and next available cohort
- Implement strategies outlined in local and regional plan modifications – Monitoring progress and activities with staff, partners, and stakeholders. Continuous Improvement Plan goals & priorities agenda for monthly partner meetings.
- Fund development & reserve planning – In progress. Controller and ED exploring fund development options and resources. Working with CWA to connect with CA's philanthropic community funding workforce related projects. Participating in quarterly Foundation webinars hosted by CWA.

LONG TERM(OCTOBER 2023 – JUNE 2024)

- Continue to increase opportunities for Board member engagement – WDB retreat 6/2023: Real Role of Workforce Boards; WDB Action Planning Workshop 1/2024: board direction to identify priorities for prospective work plan.
- Active participation in CWA activities & presentation at conferences –Participated in Day at the Capitol 3/2023, monthly calls, and bi-weekly committees. Will submit presentation proposals for Meeting of the Minds Conference in September 2024.
- Initiate conversations around additional Sector Partnerships and Apprenticeships for staff, employers, and the Board – Developing Healthcare Sector Partnership to address MA, OR Surgical Tech, and X-ray Tech demands. Also developing Transportation & Logistics Sector Partnership to increase local access to truck driver training and develop a bus driver training program in Madera.

ONGOING

- Local Board Recertification – once every 2 years (ends 6/2023) – **Completed; approved through 6/2025**
- AJCC Certification – once every 3 years (ends 6/2024) – **Pending State guidance**
- Career Services Provider – once every 4 years (ends 6/2025) – **Pending State guidance**
- Selection of One Stop Operator – once every 4 years (current contract ends 6/2023). **Contract extended to 6/2025; will release OSO procurement in September 2024.**
- Local Plan/Regional Plan Development – once every 4 years (ends 6/2025) – **Pending State guidance**
- Maintain mandated WDB composition through member retention and recruitment, as needed – **Will re-evaluate WDB bylaws and member representation as noted in Action Plan.**

Thank you!
QUESTIONS/DISCUSSION?



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Maiknue Vang, Executive Director

Date: January 25, 2024

Subject: Unemployment Insurance (UI) Claims Information

Information:

The most recent data on UI Claims for the period of December 2, 2023, through January 13, 2024, for Madera County is being provided for the Board's review.

Financing:

Workforce Innovation and Opportunity Act

California Unemployment Industry & Demographics Data Dashboard

(Dashboard appears better when viewed in full screen mode. Click the icon in the bottom right-hand corner of screen next to download icon.)

- About This Tool
- County Claims**
- County Demographics
- County Industry
- Statewide Demographics
- Statewide Industry

Weekly Initial Claims by County

County	December 2023 (Week Ending)					January 2024 (Week Ending)	
	2	9	16	23	30	6	13
Madera	371	329	275	334	239	333	329

- Claim Type
 - UI Claims
 - PUA Claims
- County
 - Madera
- Claims by Y.. Multipl..
- Claims by Week (Sele.. Multiple values

The data provided in these reports are the number of initial claim counts. It includes new claims, additional claims, and transitional claims. Data includes regular Unemployment Insurance program and federal extended benefit programs. Data for claimants who live outside of California, but collect benefits, and invalid addresses in California are not included in these numbers.

- A new claim is the first claim for a benefit year period (for the regular UI program it is 52 weeks). You can only have one new claim during a benefit year period.
- An additional claim is when a second claim is filed during the same benefit year and there is intervening work between the current claim and the previous claim. For example, an individual files a new claim, goes back to work, gets laid off and files another claim before the benefit year period of the first claim expires. An individual can have multiple additional claims during the same benefit year if individual you meet the eligibility requirements.
- A transitional claim is when a claimant is still collecting benefits at the end of their benefit year period and had sufficient wage earnings during that year to begin a new claim once the first benefit year period ends.