



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## A G E N D A

February 22, 2024  
3:00 p.m.

Meeting will be held at:

Workforce Assistance Center – Conference Room    49169 Road 426  
2037 W. Cleveland Avenue                                    Oakhurst, CA 93644  
Madera, CA 93637

**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 January 25, 2024, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.
- 6.2 Consideration of approval of the re-appointment of Debi Bray to the MCWIC Board for an additional 3-year term ending on March 2, 2027.

### **7.0 Action Items**

- 7.1 Discussion and consideration to allow MCWIC to potentially bind commercial building insurance if found more cost effective.

- 7.2 Consideration of approval of the MCWIC year-to-date financial reports for period ending December 31, 2023.
- 7.3 Discussion and consideration of revising the MCWIC Board meeting schedule to align with revised CLEO agreement approved by the BOS on February 6, 2024.

**8.0 Information Items**

- 8.1 Success Stories
- 8.2 Update on Workforce Development Board (WDB) of Madera County
- 8.3 Beaudette Inc.'s One Stop Operator (OSO) report for the period of October 1, 2023, through December 31, 2023.
- 8.4 WIOA Formula and Special Projects Quarterly Program Overview
- 8.5 Program Impact Report
- 8.6 Unemployment Insurance (UI) Claims Information
- 8.7 Form 700 due April 1, 2024

**9.0 Written Communication**

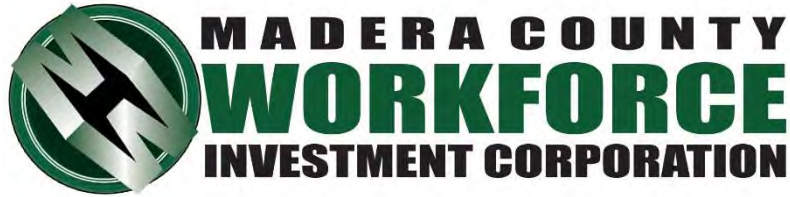
**10.0 Open Discussion/Reports/Information**

- 10.1 Board Members
- 10.2 Staff

**11.0 Next Meeting**

To be determined.

**12.0 Adjournment**



MINUTES

**January 25, 2024**

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

- PRESENT:** Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche  
**ABSENT:** Mike Farmer, Gabriel Mejia  
**GUEST:** Dan Richards, Employment Development Department (EDD) Monitor  
**STAFF:** Nicki Martin, Jessica Roche, Maiknue Vang, Bertha Vega

**1.0 Call to Order**

*Meeting called to order at 3:03 p.m. by Chair Debi Bray.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

*Dan Richards, EDD Monitor, was introduced. Dan is monitoring the 2022-2023 combined fiscal and program monitoring for MCWIC. Dan thanked staff and stated that the program is well run and thorough.*

**5.0 Adoption of Board Agenda**

*Tim Riche moved to adopt the agenda, seconded by Roger Leach.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche*

**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.**

*Roger moved to approve the Consent Calendar, seconded by Mona Davie.*

*Vote: Approved – unanimous*

Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche

## 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.**

*Action items 7.1 and 7.2 were discussed as a group. Everything is looking good. Program expenditures are coming along as expected. We are about midway through the year. Previously, salary balances were high due to the Business Interns not having been onboarded yet. Their salaries are not reflected on the salary line item. The reports provide year-to-date monthly financial information in a column alongside the audited finances information column as of 6/30/23. It is suggested that the 2 columns be included in the reports so that readers can see if there are any major jumps in the figures. The Common Area Maintenance (CAM) amount on the report is higher than usual as there was a delay in receiving invoices when the shopping center changed ownership. The CAM is usually billed quarterly. The CAM fees are based on each buildings' square footage.*

*Roger Leach moved to approve items 7.1 and 7.2, seconded by Mattie Mendez.*

*Vote: Approved – unanimous*

Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche

**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.**

*Per the previous meeting discussion on MCWIC Bylaws item 4.05 – term limits, the bylaws were revised to remove term limits and Directors are now allowed to serve additional 3-year terms at the discretion of the Board. Language was added for the process of reappointing Directors 60 days prior to their terms expiring. Additional language in section 4.06 states that a Director can be appointed to fill a vacancy created by someone leaving prior to the expiration of their term and that the new Director's term shall be 3 years from their date of appointment – the new Director will not finish out the previous Director's term.*

*Roger Leach moved to approve, seconded by Mattie Mendez.*

*Vote: Approved – unanimous*

Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche

**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**

*As previously discussed, Director 3-year term were created using the initial appointment date for each Director.*

*Tim Riche moved to approve, seconded by Ramona Davie.*

*Vote: Approved – unanimous*

Yes: Debi Bray, Ramona Davie, Roger Leach, Mattie Mendez, Tim Riche

## **8.0 Information Items**

### **8.1 Success Stories**

*Information provided within the agenda packet. Kimberly spoke to the Board about her experience with coming through the Workforce system when she moved back to California and how she became aware of and applied for a position with Madera Workforce. She is currently working as a Corrections Workforce Specialists and is grateful and excited to work with the workforce.*

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

*Information provided within the agenda packet.*

### **8.3 MCWIC Executive Director Mid-Year Goals Update**

*Information provided within the agenda packet. The Executive Director's (ED) goals were reviewed and an update provided as progress for those goals. The Board noted that the Director has been able to accomplish much and is doing a great job. Discussion held as to the status of hiring a Deputy Director. A Deputy Director is not in the current year's budget however, a Deputy Director is part of a succession plan and they are working towards enrolling staff into CWA's Executive Bootcamp in preparation. At this time, Deputy Director duties have been reassigned within the current team.*

### **8.4 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**

*None.*

### **10.2 Staff**

*None.*

## **11.0 Next Meeting**

*February 22, 2024*

## **12.0 Adjournment**

*Roger Leach moved to adjourn the meeting at 4:17 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 12/31/2023

	Current Fiscal Year	Audited Prior Year Financials as of 6/30/2023
<b>ASSETS</b>		
Current Assets:		
Cash		
Cash in BA - Main	321,700	437,671
Cash in BA - Payroll	<u>22,072</u>	<u>76,139</u>
Total Cash	343,773	513,811
Accounts Receivable		
Accounts Receivable	21,134	25,679
Grants/Program Contracts Receivable	<u>430,888</u>	<u>330,164</u>
Total Accounts Receivable	452,022	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:	797,240	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>2,669,800</u>	<u>2,754,073</u>
Total ASSETS	<u>3,487,294</u>	<u>3,640,142</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities:		
Accounts Payable	22,228	74,994
Accrued payroll and related expenses	62,878	65,352
Vacation payable liability	51,974	31,449
Facility lease liability, current portion	<u>72,162</u>	<u>141,422</u>
Total Current Liabilities:	209,241	313,218
Deferred Revenue		
	<u>59,435</u>	<u>0</u>
Total Deferred Revenue	59,435	0

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

(In Whole Numbers)

As of 12/31/2023

	<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>2,912,901</u>	<u>2,957,443</u>
 NET ASSETS		
Temporary restricted and unrestricted		
Unrestricted	(551,007)	(603,119)
Restricted	<u>(23,386)</u>	<u>(79,580)</u>
Total Temporary restricted and unrestricted	<u>(574,393)</u>	<u>(682,699)</u>
Total NET ASSETS	<u>(574,393)</u>	<u>(682,699)</u>
 Total liabilities and net assets	 <u>3,487,294</u>	 <u>3,640,142</u>



Madera County Workforce Investment Corporation  
 Statement of Activities  
 From 7/1/2023 Through 12/31/2023

(In Whole Numbers)

	Unrestricted	Restricted	Total
<b>Operating Revenue</b>			
Grant Revenue	1,110,899.00	0.00	1,110,899.00
State/Local Revenue	267,615.00	15,565.00	283,179.00
<b>Rental Revenue</b>			
Sublease/Rental Income	<u>105,392.00</u>	<u>0.00</u>	<u>105,392.00</u>
Total Rental Revenue	105,392.00	0.00	105,392.00
<b>Contributions</b>			
Contribution Income	500.00	0.00	500.00
Contribution In-Kind (goods)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Contributions	500.00	0.00	500.00
<b>Other</b>			
Interest Revenue	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>
Total Other	1.00	0.00	1.00
Total Operating Revenue	<u>1,484,408.00</u>	<u>15,565.00</u>	<u>1,499,972.00</u>
<b>Expenditures</b>			
Salaries, Taxes, Benefits	890,772.00	22,812.00	913,584.00
Materials & Supplies	16,833.00	56.00	16,889.00
Overhead/Operating Expenses	315,638.00	4,980.00	320,618.00
Client Program Expenses (SS, ITA, Contracts, etc.)	<u>301,464.00</u>	<u>55,724.00</u>	<u>357,188.00</u>
Total Expenditures	<u>1,524,706.00</u>	<u>83,572.00</u>	<u>1,608,278.00</u>
Net Revenue over Expenditures	<u>(40,299.00)</u>	<u>(68,007.00)</u>	<u>(108,306.00)</u>
<b>Beginning Net Assets</b>			
Fund Balance	645,722.00	91,393.00	737,115.00
Net Assets - Capital Assets	<u>(54,416.00)</u>	<u>0.00</u>	<u>(54,416.00)</u>
Total Beginning Net Assets	591,306.00	91,393.00	682,699.00
Ending Net Assets	<u>551,007.00</u>	<u>23,386.00</u>	<u>574,393.00</u>



Madera County Workforce Investment Corporation  
Statement of Cash Flows - Board Report - Statement of Cash Flow  
As of 12/31/2023  
(In Whole Numbers)

	Current Month	Current Fiscal Year
<b>CASH FLOWS FROM OPERATING ACTIVITES</b>		
Change in Net Assets	13,390	(108,306)
Change in Operating Assets:		
Accounts Receivable		
Accounts Receivable	(2,454)	4,546
Grants/Program Contracts Receivable	(77,401)	(100,723)
Total Accounts Receivable	(79,855)	(96,178)
Total Change in Operating Assets:	(79,855)	(96,178)
Change in Operating Liabilities:		
Accounts payable		
Accounts Payable	(4,686)	(52,767)
Total Accounts payable	(4,686)	(52,767)
Accrued payroll and related expenses	(4,655)	18,050
Deferred Revenue	(6,499)	59,435
Lease Liability		
Lease Liability, Current Portion	(11,616)	(69,261)
Total Lease Liability	(11,616)	(69,261)
Total Change in Operating Liabilities:	(27,456)	(44,542)
<b>Total CASH FLOWS FROM OPERATING ACTIVITES</b>	<b>(93,921)</b>	<b>(249,025)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Property and Equipment		
ROU Asset, Lease	14,118	84,273
Other	0	(5,286)
Total Purchase of Property and Equipment	14,118	78,987
<b>Total CASH FLOWS FROM INVESTING ACTIVITIES</b>	<b>14,118</b>	<b>78,987</b>
<b>Net Cash used in Investing Activities</b>	<b>14,118</b>	<b>78,987</b>
<b>Net Change in Cash and Cash Equivalents</b>	<b>(79,803)</b>	<b>(170,038)</b>
<b>Cash and Cash Equivalents at the Beginning of the Year</b>		
Total Cash and Cash Equivalents at the Beginning of the Year	423,576	513,811
Total Cash and Cash Equivalents at the Beginning of the Year	423,576	513,811
<b>Cash and Cash Equivalents as of Current Period End Date</b>	<b>343,773</b>	<b>343,773</b>



Madera County Workforce Investment Corporation  
 Budget to Actual  
 From 7/1/2023 Through 12/31/2023

GL Code	Account Title	Budget Board		1st Quarter	2nd Quarter	YTD Actual	YTD Enc	Budget Balance	%
		Approved 8.24.23	Actuals	Actual	Actual				
			(July - Sept)	(Oct - Dec)					
01	Revenue								
4000	Grant Revenue (Federal)	\$ 3,618,850	\$ 541,899	\$ 569,000	\$ 877,145	\$ -	\$ 2,741,705		
4100	Contribution Income	\$ 5,000	\$ 500	\$ -	\$ 500	\$ -	\$ 4,500		
4200	Contribution In-Kind (goods)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
4300	Other Revenue (State or Local)	\$ 762,145	\$ 111,766	\$ 171,413	\$ 222,732	\$ -	\$ 539,413		
4500	Interest Revenue	\$ -	\$ 1	\$ 1	\$ 1	\$ -	\$ (1)		
4600	Sublease/Rental Income	\$ 206,834	\$ 55,443	\$ 49,949	\$ 85,758	\$ -	\$ 121,076		
<b>Total 01</b>	<b>Revenue</b>	<b>\$ 4,592,829</b>	<b>\$ 709,610</b>	<b>\$ 790,363</b>	<b>\$ 1,186,136</b>	<b>\$ -</b>	<b>\$ 3,406,693</b>	<b>74%</b>	
02	Personnel Costs								
5100	Staff Salaries	\$ 1,416,475	\$ 348,306	\$ 310,599	\$ 658,904	\$ -	\$ 757,571		
5107	Temporary Worker WEX/TJT (a)	\$ -	\$ 24,541	\$ 23,064	\$ 47,605	\$ -	\$ (47,605)		
5111	Employer Medicare Expense	\$ 20,539	\$ 5,224	\$ 5,202	\$ 10,426	\$ -	\$ 10,113		
5112	Social Security Employer Exp	\$ 87,821	\$ 22,338	\$ 22,242	\$ 44,579	\$ -	\$ 43,242		
5115	CA Unemployment Insurance Exp	\$ 4,732	\$ (1,064)	\$ 1,698	\$ 634	\$ -	\$ 4,098		
5116	CA Training Tax Expense	\$ 182	\$ 25	\$ 88	\$ 113	\$ -	\$ 69		
5120	Workers Compensation Expense	\$ 17,564	\$ 3,319	\$ 2,205	\$ 5,524	\$ -	\$ 12,040		
5130	Group Health Insurance Expense	\$ 163,200	\$ 43,261	\$ 58,291	\$ 101,552	\$ 78,196	\$ (16,548)		
5140	Employers 457 Expense	\$ 84,989	\$ 18,272	\$ 17,864	\$ 36,136	\$ -	\$ 48,853		
5160	Group Dental Insurance	\$ 15,600	\$ 2,686	\$ 2,644	\$ 5,330	\$ 6,851	\$ 3,419		
5170	Group Vision Insurance	\$ 4,680	\$ 581	\$ 611	\$ 1,192	\$ 3,488	\$ -		
5180	Group Life Insurance	\$ 4,680	\$ 656	\$ 646	\$ 1,302	\$ 3,379	\$ -		
5190	Employee Assistance Program Expense	\$ 1,092	\$ 139	\$ 147	\$ 287	\$ 805	\$ -		
<b>Total 02</b>	<b>Personnel Costs</b>	<b>\$ 1,821,554</b>	<b>\$ 468,283</b>	<b>\$ 445,300</b>	<b>\$ 913,584</b>	<b>\$ 92,719</b>	<b>\$ 815,252</b>	<b>45%</b>	
03	General Operating								
5200	Materials and Supplies	\$ 15,000	\$ 4,556	\$ 3,981	\$ 8,537	\$ -	\$ 6,463		
5210	Facility Materials and Supplies	\$ 8,000	\$ 849	\$ 162	\$ 1,011	\$ 1,663	\$ 5,326		
5300	Rent Expense	\$ -	\$ 55,307	\$ (55,307)	\$ -	\$ -	\$ -		
5310	Common Area Maintenance	\$ 31,940	\$ 5,622	\$ 10,333	\$ 15,955	\$ 15,985	\$ (0)		
5320	Telephone Expense	\$ 15,650	\$ 3,755	\$ 3,662	\$ 7,417	\$ 7,523	\$ 710		
5330	Utilities Expense	\$ 98,754	\$ 32,894	\$ 26,370	\$ 59,264	\$ 39,454	\$ 36		
5340	Property & Liability Insurance	\$ 11,500	\$ -	\$ 7,908	\$ 7,908	\$ -	\$ 3,592		
5400	Postage Expense	\$ 322	\$ 70	\$ 135	\$ 205	\$ -	\$ 117		
5410	Printing Expense	\$ 5,478	\$ -	\$ 385	\$ 385	\$ -	\$ 5,093		

Madera County Workforce Investment Corporation  
Budget to Actual  
From 7/1/2023 Through 12/31/2023

GL Code	Account Title	Budget Board	1st Quarter	2nd Quarter	YTD Actual	YTD Enc	Budget Balance	%
		Approved 8.24.23	Actuals (July - Sept)	Actual (Oct - Dec)				
5420	Advertising Expense	\$ 11,500	\$ (350)	\$ -	\$ (350)	\$ -	\$ 11,850	
5440	Dues, Subscriptions, Fees Expense	\$ 54,087	\$ 4,780	\$ 2,561	\$ 7,341	\$ -	\$ 46,746	
5500	Auditing Fees	\$ 35,000	\$ -	\$ 23,800	\$ 23,800	\$ 2,200	\$ 9,000	
5510	Legal Fees	\$ 6,500	\$ 797	\$ 2,129	\$ 2,925	\$ 2,075	\$ 1,500	
5520	Contracting/Professional Services	\$ 28,500	\$ 450	\$ 2,320	\$ 2,770	\$ 25,322	\$ 408	
5530	Taxes and Fees	\$ 400	\$ -	\$ 75	\$ 75	\$ -	\$ 325	
5600	Office Equipment	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	
5610	Equipment Maintenance	\$ 18,663	\$ 2,894	\$ 2,916	\$ 5,810	\$ 11,113	\$ 1,740	
5620	Equipment Rental	\$ 5,906	\$ 380	\$ 972	\$ 1,351	\$ 855	\$ 3,700	
5630	Software Expense	\$ 10,161	\$ 10,161	\$ 23	\$ 10,184	\$ -	\$ (23)	
5631	Software Maintenance	\$ 1,230	\$ 300	\$ 930	\$ 1,230	\$ -	\$ -	
5632	Information Technology	\$ 202,986	\$ 9,513	\$ 9,513	\$ 19,026	\$ 21,612	\$ 162,348	
5640	Internet Expense	\$ 8,389	\$ 2,765	\$ 2,496	\$ 5,260	\$ 5,900	\$ (2,771)	
5650	Computer Hardware	\$ 5,465	\$ 5,465	\$ 260	\$ 5,726	\$ -	\$ (260)	
5710	Staff Training Expense	\$ 7,950	\$ 738	\$ -	\$ 738	\$ -	\$ 7,212	
5720	Travel Expense	\$ 66,800	\$ 3,274	\$ 2,252	\$ 5,526	\$ -	\$ 61,274	
5730	Conference, Conventions & Meetings	\$ 9,650	\$ 5,042	\$ 678	\$ 5,720	\$ -	\$ 3,930	
5810	General Operating Services	\$ 9,300	\$ 6,395	\$ 2,685	\$ 9,080	\$ 1,613	\$ (1,393)	
5820	Facility Maintenance Services	\$ 67,943	\$ 7,426	\$ 2,845	\$ 10,271	\$ 7,366	\$ 50,306	
5980	Fixed Assets - Expense Offset	\$ -	\$ (5,286)	\$ -	\$ (5,286)	\$ -	\$ 5,286	
5995	Lease Cost (b)	\$ 223,071	\$ -	\$ 125,627	\$ 125,627	\$ 97,457	\$ (13)	
Total 03	General Operating	\$ 965,146	\$ 157,796	\$ 179,711	\$ 337,507	\$ 240,137	\$ 387,502	40%
04	Direct Client Costs							
5800	Program Services	\$ 1,464,531	\$ 224,981	\$ 132,207	\$ 357,188	\$ 283,355	\$ 823,989	
5801	Subagreement for Program Services	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000	
Total 04	Direct Client Costs	\$ 1,574,531	\$ 224,981	\$ 132,207	\$ 357,188	\$ 283,355	\$ 933,989	59%
Total Expenditures		\$ 4,361,231	\$ 851,060	\$ 757,218	\$ 1,608,278	\$ 616,210	\$ 2,136,742	49%
Revenue Less Expenditure		\$ 231,598	\$ (141,450)	\$ 33,144	\$ (422,142)	\$ (616,210)	\$ 1,269,950	

**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 new IRS rule ASC 842 Operating Lease and is specific to the facility

Madera County Workforce Investment Corporation  
 Budget to Actual  
 From 7/1/2023 Through 12/31/2023

GL Code	Account Title	Budget Board Approved 8.24.23	1st Quarter Actuals (July - Sept)	2nd Quarter Actual (Oct - Dec)	YTD Actual	YTD Enc	Budget Balance	%
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*End of budget detail*

**Breakout of Program Services #5800 Budget by Activity 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	\$ 199,554	\$ 164,875	\$ 341,527
9022	On-The-Job (OJT) Training	\$ 400,000	\$ 36,306	\$ 50,668	\$ 313,026
9023	Transitional Job Training (TJT)	\$ 70,295	\$ 38,049	\$ -	\$ 32,246
9039	Paid Work Experience (MCWIC temp payroll)	\$ 63,254	\$ 48,179	\$ 18,904	\$ (3,829)
9052	Client Supportive Services	\$ 206,485	\$ 76,749	\$ 46,391	\$ 83,345
9056	Incentives	\$ 5,000	\$ 710	\$ -	\$ 4,290
9554	Assessments	\$ 13,540	\$ 9,844	\$ 2,517	\$ 1,179
<b>Total 04</b>	<b>Direct Client Costs</b>	<b>\$ 1,464,531</b>	<b>\$ 409,391</b>	<b>\$ 283,355</b>	<b>\$ 771,785</b>

**\* 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	\$ 47,605
5111	9039/9023	Employer Medicare Expense	\$ 700
5112	9039/9023	Social Security Employer Exp	\$ 2,991
5115	9039/9023	CA Unemployment Insurance Exp	\$ 871
5116	9039/9023	CA Training Tax Expense	\$ 48
5120	9039/9023	Workers Compensation Expense	\$ 519
<b>Reflected as direct client program costs on State reports</b>			<b>\$ 52,734</b>

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 10/31/2023

1200 - Accounts Receivable

From 7/1/2023 Through 12/31/2023

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	12/5/2023	ARDoc1909	AJCC Facility Invoice December 2023	483.60	483.60	0.00	0.00	0.00	0.00
Total 1000	Central Valley Opportunity Center				483.60	483.60	0.00	0.00	0.00	0.00
1004	State Center Community College District	12/5/2023	ARDoc1908	AJCC Facility Invoice December 2023	763.00	763.00	0.00	0.00	0.00	0.00
Total 1004	State Center Community College District				763.00	763.00	0.00	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		12/5/2023	ARDoc1904	AJCC Facility Invoice December 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	12/21/2023	ARDoc1917	AJCC Facility Invoice November 2023	3,995.72	3,995.72	0.00	0.00	0.00	0.00
1065		1/24/2024	ARDoc1931	AJCC Facility Invoice December 2023	3,234.38	3,234.38	0.00	0.00	0.00	0.00
Total 1065	Madera Adult School				7,230.10	7,230.10	0.00	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 12/31/2023

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
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		11/7/2023	ARDoc1893	Phone Equipment Rental November 2023	270.00	270.00	0.00	0.00	0.00	0.00
1073		12/5/2023	ARDoc1907	AJCC Facility Invoice December 2023	6,942.49	6,942.49	0.00	0.00	0.00	0.00
1073		12/5/2023	ARDoc1910	Phone Equipment Rental December 2023	270.00	270.00	0.00	0.00	0.00	0.00
<b>Total 1073</b>	<b>EDD-DGS</b>				<b>8,202.49</b>	<b>7,482.49</b>	<b>0.00</b>	<b>0.00</b>	<b>720.00</b>	<b>0.00</b>
1118	P. Steve Ramirez Vocational Training Centers	12/5/2023	ARDoc1905	AJCC Facility Invoice December 2023	2,866.24	2,866.24	0.00	0.00	0.00	0.00
<b>Total 1118</b>	<b>P. Steve Ramirez Vocational Training Centers</b>				<b>2,866.24</b>	<b>2,866.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1124	Impossible Services Group Inc. (ISG)	12/5/2023	ARDoc1906	AJCC Facility Invoice December 2023	570.00	570.00	0.00	0.00	0.00	0.00
<b>Total 1124</b>	<b>Impossible Services Group Inc. (ISG)</b>				<b>570.00</b>	<b>570.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
				<b>Total 1200 - Accounts Receivable</b>	<b>21,133.89</b>	<b>19,904.66</b>	<b>0.00</b>	<b>0.00</b>	<b>720.00</b>	<b>509.23</b>

**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 12/31/2023

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
1003	EDD - WIOA Cash Draw	12/31/2023	ARDoc1922	EDD Cash Draw	216,234.56	216,234.56	0.00	0.00	0.00	0.00
Total 1003	EDD - WIOA Cash Draw				216,234.56	216,234.56	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		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
1005		1/29/2024	ARDoc1937	December 2023 Monthly Invoice CCP IC	3,500.32	3,500.32	0.00	0.00	0.00	0.00
1005		1/29/2024	ARDoc1938	December 2023 Monthly Invoice CCP JDF	3,656.40	3,656.40	0.00	0.00	0.00	0.00
1005		1/29/2024	ARDoc1939	December 2023 Monthly Invoice CCP AJCC	8,937.01	8,937.01	0.00	0.00	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 12/31/2023

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
Total 1005	Madera County Probation Department				75,219.67	43,985.28	4,461.20	26,773.19	0.00	0.00
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
1020		1/22/2024	ARDoc1932	December 2023 Monthly Invoice CDCR	13,355.73	13,355.73	0.00	0.00	0.00	0.00
Total 1020	(CDCR) California Department Corrections and Rehab				52,621.93	39,708.12	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
1024		1/22/2024	ARDoc1933	December 2023 Monthly Invoice Fresno ESP	2,585.17	2,585.17	0.00	0.00	0.00	0.00
Total 1024	Fresno Regional Workforce Development Board				5,356.30	5,356.30	0.00	0.00	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 12/31/2023

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
1072	Stanislaus County Workforce Development	1/22/2024	ardoc1935	December 2023 Monthly Invoice RERP	1,420.23	1,420.23	0.00	0.00	0.00	0.00
1072		1/29/2024	ARDoc1955	Nov 2023 Monthly Invoice RERP SJVAC	1,329.14	1,329.14	0.00	0.00	0.00	0.00
Total 1072	Stanislaus County Workforce Development				2,749.37	2,749.37	0.00	0.00	0.00	0.00
1106	County of San Joaquin	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
1106		1/29/2024	ARDoc1936	December 2023 Monthly Invoice P2E	21,748.97	21,748.97	0.00	0.00	0.00	0.00
Total 1106	County of San Joaquin				45,254.98	41,814.89	3,440.09	0.00	0.00	0.00
1120	GRID Alternatives	12/18/2023	ARDoc1916	November 2024 Invoice GRID	1,558.10	1,558.10	0.00	0.00	0.00	0.00
1120		1/22/2024	ARDoc1934	December 2023 Monthly Invoice	636.32	636.32	0.00	0.00	0.00	0.00
Total 1120	GRID Alternatives				2,194.42	2,194.42	0.00	0.00	0.00	0.00
1130	EDC of Fresno County	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

**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 12/31/2023

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
1130		1/22/2024	ARDoc1930	December 2023 Monthly Invoice GJC	14,297.90	14,297.90	0.00	0.00	0.00	0.00
Total 1130	EDC of Fresno County				31,256.43	31,256.43	0.00	0.00	0.00	0.00
				Total 1210 - Grants/Program Contracts Receivable	430,887.66	383,299.37	20,815.10	26,773.19	0.00	0.00
Report Total					452,021.55	403,204.03	20,815.10	26,773.19	720.00	509.23

*CMV*

Madera County Workforce Investment Corporation  
 Aged Payables by Invoice Date - Aged Payables  
 From 7/1/2023 Through 12/31/2023

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
1007	ADVANCED CAREER INSTITUTE	12/21/2023	APDoc9942	<u>4,070.06</u>	<u>0.00</u>	<u>0.00</u>	<u>4,070.06</u>
Total 1007	ADVANCED CAREER INSTITUTE			4,070.06	0.00	0.00	4,070.06
1017	INSTITUTE OF TECHNOLOGY	12/20/2023	APDoc9944	267.30	0.00	0.00	267.30
	INSTITUTE OF TECHNOLOGY	12/20/2023	APDoc9945	252.45	0.00	0.00	252.45
	INSTITUTE OF TECHNOLOGY	12/22/2023	APDoc9943	<u>1,607.20</u>	<u>0.00</u>	<u>0.00</u>	<u>1,607.20</u>
Total 1017	INSTITUTE OF TECHNOLOGY			2,126.95	0.00	0.00	2,126.95
1031	ACT INC	12/31/2023	1310045	<u>39.00</u>	<u>0.00</u>	<u>0.00</u>	<u>39.00</u>
Total 1031	ACT INC			39.00	0.00	0.00	39.00
1235	BULLARD UNIFORMS INC	12/6/2023	217743	<u>356.94</u>	<u>0.00</u>	<u>0.00</u>	<u>356.94</u>
Total 1235	BULLARD UNIFORMS INC			356.94	0.00	0.00	356.94
1616	Creekside Land Company LLC	12/22/2023	355	<u>10,332.89</u>	<u>0.00</u>	<u>0.00</u>	<u>10,332.89</u>
Total 1616	Creekside Land Company LLC			10,332.89	0.00	0.00	10,332.89
1711	Sierra HR Partners, Inc.	12/31/2023	76164	<u>312.00</u>	<u>0.00</u>	<u>0.00</u>	<u>312.00</u>
Total 1711	Sierra HR Partners, Inc.			312.00	0.00	0.00	312.00
174	[REDACTED]	12/31/2023	APDoc9957	<u>21.48</u>	<u>0.00</u>	<u>0.00</u>	<u>21.48</u>
Total 174	[REDACTED]			21.48	0.00	0.00	21.48
1778	Cintas	12/15/2023	4177946607	<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
181	[REDACTED]	12/31/2023	APDoc9973	<u>20.17</u>	<u>0.00</u>	<u>0.00</u>	<u>20.17</u>
Total 181	[REDACTED]			20.17	0.00	0.00	20.17
1938	[REDACTED]	12/31/2023	APDoc9956	<u>80.83</u>	<u>0.00</u>	<u>0.00</u>	<u>80.83</u>
Total 1938	[REDACTED]			80.83	0.00	0.00	80.83

Madera County Workforce Investment Corporation  
Aged Payables by Invoice Date - Aged Payables  
From 7/1/2023 Through 12/31/2023

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
2179		12/31/2023	APDoc9948	<u>15.32</u>	<u>0.00</u>	<u>0.00</u>	<u>15.32</u>
Total 2179				15.32	0.00	0.00	15.32
2201		12/21/2023	APDoc9935	<u>40.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40.00</u>
Total 2201				40.00	0.00	0.00	40.00
2202		12/18/2023	APDoc9939	<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>
Total 2202				50.00	0.00	0.00	50.00
2207		12/21/2023	APDoc10028	50.00	0.00	0.00	50.00
		12/21/2023	APDoc9950	60.00	0.00	0.00	60.00
		12/21/2023	APDoc9951	110.00	0.00	0.00	110.00
		12/21/2023	APDoc9952	<u>90.00</u>	<u>0.00</u>	<u>0.00</u>	<u>90.00</u>
Total 2207				310.00	0.00	0.00	310.00
2238		12/20/2023	APDoc9938	<u>80.00</u>	<u>0.00</u>	<u>0.00</u>	<u>80.00</u>
Total 2238				80.00	0.00	0.00	80.00
2247		12/20/2023	APDoc9937	<u>80.00</u>	<u>0.00</u>	<u>0.00</u>	<u>80.00</u>
Total 2247				80.00	0.00	0.00	80.00
2253		12/21/2023	APDoc9936	<u>30.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30.00</u>
Total 2253				30.00	0.00	0.00	30.00
2275		12/22/2023	APDoc9940	75.00	0.00	0.00	75.00
		12/22/2023	APDoc9941	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
Total 2275				225.00	0.00	0.00	225.00
2280		12/20/2023	APDoc9946	<u>1,813.81</u>	<u>0.00</u>	<u>0.00</u>	<u>1,813.81</u>
Total 2280				1,813.81	0.00	0.00	1,813.81

Madera County Workforce Investment Corporation  
 Aged Payables by Invoice Date - Aged Payables  
 From 7/1/2023 Through 12/31/2023

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
2292	[REDACTED]	12/21/2023	APDoc9933	60.00	0.00	0.00	60.00
	[REDACTED]	12/21/2023	APDoc9934	<u>60.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60.00</u>
Total 2292	[REDACTED]			120.00	0.00	0.00	120.00
2299	[REDACTED]	12/21/2023	APDoc9947	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>
Total 2299	[REDACTED]			<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>
Report Total				<u>22,227.56</u>	<u>0.00</u>	<u>0.00</u>	<u>22,227.56</u>

\*Blacked out names are to protect identity of customers and staff.

*MV*

Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

**Summary**

**Cash Account: 1010 Cash in BA - Main**  
**Reconciliation ID: Bank Reconciliation for 1010 for 12.31.23**  
**Reconciliation Date: 12/31/2023**  
**Status: Open**

Bank Balance	347,673.27
Less Outstanding Checks/Vouchers	25,973.04
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	321,700.23
Balance Per Books	<u>321,700.23</u>
Unreconciled Difference	<u><u>0.00</u></u>




**Click the Next Page toolbar button to view details.**

Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

Summary

Cash Account: 1020 Cash in BA - Payroll  
Reconciliation ID: Bank Reconciliation for 1020 for 12.31.23  
Reconciliation Date: 12/31/2023  
Status: Open

Bank Balance	22,426.73	
Less Outstanding Checks/Vouchers	354.36	
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	22,072.37	
Balance Per Books	<u>22,072.37</u>	
Unreconciled Difference	<u><u>0.00</u></u>	

Click the Next Page toolbar button to view details.



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.1**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Maiknue Vang, Executive Director**

**Date: February 22, 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



My name is Steban [REDACTED]. I am 55 years old. I have been in and out of incarceration since the age of 12. When I was enrolled in services with Madera County Workforce Investment Corporation, I was on parole and was living at the Madera Rescue Mission. I was informed by my parole officer of the great services MCWIC had to offer. I wanted to pursue a career in truck driving as I have a friend who is a truck driver and is financially prospering. I figured this career would help me get financially stable along with exploring different parts of the United States as I have never travelled in the past. I started the process and was assigned to Julian who assisted me in completing my upfront activities in a timely manner. He provided me with training schools to visit and I decided to attend Central Valley Opportunity Center as they are in Madera. Julian assisted me in getting pants and boots while I attended training. Julian was a great help as he assisted me with ensuring my resume was ready when I completed training.

Thanks to the services provided by the Madera County Workforce Investment Corporation, I was able to complete the Truck Driving program on October 26, 2023. Shortly after, I found employment with Yolo Transportation LLC working as a long-haul truck driver earning \$1,400 weekly. I really appreciate the support and opportunity that MCWIC gave me for achieving my goal of becoming a truck driver. My life has changed. I have already saved \$10,000, and I cannot thank Julian enough for keeping me motivated and positive throughout my journey of becoming a truck driver.

-Steban [REDACTED]



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.2**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Maiknue Vang, Executive Director**  
**Date: February 22, 2024**  
**Subject: Update on Workforce Development Board (WDB) of Madera County**

**Information:**

The WDB Executive Committee had a follow up meeting with Bob Lanter/CWA on February 1, 2024, to start plotting specific tasks over the next 18 to 24 months under each of the 5 strategic initiatives identified during January's action planning workshop. Bob will return to Madera on March 15, from 10:30am to 2pm, to continue the conversation and wrap up this work with our Executive Committee. The draft timeline and action plan will go to the full board for review and approval in April.

**Financing:**

Workforce Innovation and Opportunity Act/James Irvine Foundation

## Madera Action Planning Session 1.11.24

### **Vision of Success**

- Kids are coming back for jobs that are in Madera county
- We are communicating achievement MUSD/FFA
- We are not talking about the problems
- Implementation and launching of programs (healthcare)
- Youth will be skilled up with more robust short-term training programs
- Healthcare sector initiative launched/x-ray tech
- Economic development is bringing more businesses to the community
- Businesses know that there is a skilled workforce
- WDB is more proficient in connecting dots/braiding resources
- Board members will know how to articulate the mission of the WDB (members can advocate for programs/sectors)
- WDB budget diversified
- More Board participation/additional people to sit on Board
- WDB influence increases
- Farm Bureau + MUSD + others communication
- Residents do not feel like second class citizens
- Residents have more pride in county, city
- More residents retire and stay in Madera
- More 1<sup>st</sup> generation college graduates
- More quality housing – additional housing developments - people living in Madera
- Working with other Boards are working with their member to advocate for program/policy change at State level

### **Strengths**

- Diversity
- Educational background
- Different sectors are represented
- Know the community/come from community
- Partnerships/communication amongst each other
- Passion
- Elected official connection
- Size of the county in Board

### **Weaknesses**

- Not enough opportunity
- Cohesiveness
- No cohesion on what county could be in the future – what's the common vision
- Siloed thinking/communication
- Who are we?

- Attendance and participation at Board level – hard to get a quorum
- Spread thin
- Red tape stunting growth
- Learning curve
- Need city officials/Chambers

### **Benefits**

- UI rate decreases
- Businesses can find their next employees – come to the Board
- Skillsets align with demand
- Board attendance increases – no quorum issues
- Cities are aligned
- Achieving regulatory changes
- Pipelines/pathways are filled
- Businesses funding/investing - serve more people
- More pizza/investing
- More WDB staff
- More localized training available
- “We believe” extended
- More taxes being done

### **Dangers**

- Community disconnect
- Begin working parallel
- Success breeds failure – complacency/comfortable
- Begin to compete
- Everybody wants to work with you – sustainability
- Lose staff/expertise
- Lack of housing due to demand – people coming back
- Lack of childcare
- Repetitive/loosing innovative Board strategy
- Taking care of own organization instead of community

### **Commitments**

- Set a culture of teamwork
- Being present, not just being a presence
- Identifying priorities
- Alignment + coordination/collaboration among + between efforts
- Representing our sectors in the WDB priorities
- Advocate for the WDBs work out in the community
- Reviewing communication efforts

**Focus Question:** What are practical actions the Board can take over 24 months to capitalize on economic opportunities and solve economic challenges?

**Training (Industry-specific);** Develop response training to meet industry demand.

- Tour AG mechanic program
- Meet with MUSD Transportation Department (bus driver training)
- Healthcare Sector Partnerships
- More WBL/Internships
- CTE/Short term training
- Increase OJT/Internships with employers
- Develop new education programs
- Increase training providers in Madera
- Increase work experience and apprenticeships

**Work-Ethics;** Increase community focus on cultural adaptability and work ethics.

- Create Graduate profile community – “Madera promise”
- Madera Work ethics (reinstitute these)

**Marketing/Brand;** Implement a marketing plan that highlights the benefits of Madera County and incorporates success stories and community voices.

- Revamp marketing
- Elevate narrative within community
- Share successes of Madera County
- “How can I/we help?”

**Leadership Engagement;** Re-evaluate the WDB so that the right leaders of today are investing in the leaders of tomorrow.

- Local government engagement
- Identify the right champions
- Refresh WDB Directors/Board members
- Strategic Leaders w/n WDB
- Active Participation
- Add manufacturing businesses to WDB
- “How can I/we help?”

**Policy;** Create a unified and aligned vision for Madera County communities that supports inclusive policies and demonstrates our connectiveness.

- WDB Strategic Partner Meetings
- Alignment among stakeholders
- Future focused CTE
- Responsive + Agile education partnerships
- WDB Business forums on weekends
- WIOA Policies vs local policies (alignment/flexibility)

January 26th 2024

Madera County

# CERF Youth Focus Group Outcomes Report 2024



## Seeding Youth Opportunity

# Research Methodology.

Youth Leadership Institute (yli) staff in partnership with community partners developed a research methodology, specifically youth focus groups, engaging youth in Madera County reflective of Madera Unified School District (MUSD) to ensure youth have the opportunity to inform, engage and learn about the Community Economic Resilience Fund (CERF). Youth were provided a safe space to learn about CERF leading to qualitative data collection about their economic, workforce and the environmental factors of their community.

yli engaged 63 young people reflective of Madera County, youth ages 14-18 representing youth leadership groups at Madera High School, Matilda Torres High School, Madera South High School, and the Mobilizing Youth to Nix Tobacco (MYNT) Youth Council (Madera Chapter).

yli leveraged our existing leadership Student Advisory Councils at all 3 (MUSD) high schools to secure classroom time to conduct focus groups during the month on January 2024. The MYNT Youth Council focus group was conducted at the Madera Library. Each focus group was 60 - 90 minutes in length, in addition to audio being recorded, all youth feedback was transcribed in PDF format.

yli created a structured discussion guide that includes a series of open-ended questions and prompts to guide the conversation during the focus group sessions. The questions were designed to elicit insights and opinions from the youth on the economic opportunity as well as the hope and improvements to the community.

## Initial Findings & Key Themes, Madera youth:

- are interested in diverse career pathways and sectors
- can define the characteristics of a “good job” and “financial well being”
- pointed to key factors of current barriers to employment and the entry into the workforce
- have mixed feelings about their opportunity to thrive and settle long term in Madera County
- provided tangible ideas for long term community improvement

# Amplify Youth Voice: Key Themes

## **Career Pathways and Interests**

- Agriculture and Livestock - *Farming, Cultivating Food, Public Health/ Food Industry Standards, Animal Science*
- Education - *Early Childhood Development, Elementary School Teacher*
- Healthcare - *Doctor or Surgeon, Pediatrician, Registered Nurse, Clinical Psychology*
- Engineering - *Mechanical and Diesel*
- Small Business Ownership - *Food and Restaurant, Online Businesses*
- Construction and Trucking
- Real Estate

"I will hopefully work in the healthcare industry to help people..there is no hospital here.. like a surgeon, neurosurgeon."

*"I had a great teacher when I was young that changed my life and I want to do the same thing...helping young kids learn and grow."*

"Food quality control and standards...I'd like to work on that."

## **Defining a Good Job & Financial Well Being**

- Compensation to afford housing, positive culture and working environment, benefits: PTO, health care, overtime pay. Building off passion and things youth have interest in, updated equipment and tools
- No living check to check, able to provide (food, housing, entertainment) for family
- Confidence in financial well being (getting a job) today but unsure about the future (Career prospects)
- Worried about inflation and rising costs

"A good job means I can provide for myself and my family....not living pay check to pay check...being able to be independent..."



# Amplify Youth Voice

## **Barriers to employment and entering the workforce**

- Lack of job opportunities right now and lack of experience, leading to long wait times for responses from potential employers
- Age Discrimination: limited opportunities with priorities given to older people, low wages, volume of applicants for youth, citing lack of experience, language barriers and documentation issues
- Job training and skill development programs needed for the young workforce, ex. beauty, automotive, health care, entrepreneurship
- More bilingual training and workforce development opportunities

"It's hard to get a job in Madera, more opportunities in Fresno, I don't even get a response after I apply."

*"Job requirements are too much...like a driver license or a food handling certificate, or asking for experience."*

"To get a job in Madera, you need to know someone."

## **Transportation and Housing**

- Frustration with current public transportation infrastructure, citing dirty buses, safety concerns, and unreliable timing (late to work/school/appts)
- Affordable housing and access to safe living spaces are major concerns in the community, with many residents facing challenges in finding affordable housing options due to prices and lack of affordable options

"Housing is too expensive, need more types of options, maybe small apartments."

*"they are building new homes but those are fancy and expensive, not for us, I just want a simple home with a nice backyard."*

"When I was in 7th grade, I would have to walk 40 minutes to school because the bus wouldn't come to my address"

*"Sometimes you are late when you use the bus for work or school, and its not my fault."*

# Amplify Youth Voice

## Improving youth opportunity, mental health and hope:

- Access to more health care resources and hospital services
- Affordable housing, more economic opportunity
- Invest in local entertainment, youth hobbies, youth spaces (like a mall) and wellness activities for youth to stay in Madera rather than go to other places like Fresno
- Concern about school safety, sharing a personal experience of a lockdown during lunch and the subsequent police response. Youth violence also an emerging issue.
- Investing in more free and inclusive community activities and events to improve safety and connectedness
- Job opportunities and sustainable long term prospects are key concerns for Madera youth
- Invest in educational programs: More workforce, job training, experiential learning and college courses in high school

"I want more opportunities for college learning for something that is specific in health care at school. Not enough spots"

*"...more parades and community gatherings, it's always fun..."*

"...we don't have a hospital but we are getting a casino..."

*"..learning about taxes...teaching us like how pay bills.... I think those courses should be at school."*

# Next Steps

## 01

Developing a more detailed analysis of MUSD focus group data and crafting community recommendations to enhance impact of CERF

## 02

Engage more youth and young adults to understand, inform and actively participate in CERF planning and implementation efforts that drive economic, health and wellness opportunities for the future

## 03

Leverage existing policy and system change efforts in Madera County to amplify youth needs, voice and solutions to pressing issues regarding employment, housing, financial wellbeing, etc.



*For more information please reach out to Fahad Qurashi, Chief Program Officer, Youth Leadership Institute (yli) at [fqurashi@yli.org](mailto:fqurashi@yli.org)/ (408) 805 -0553*

*This project was made possible by United Way Fresno and Madera Counties and the students, teachers and administration at Madera Unified School District*



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.3**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Maiknue Vang, Executive Director**  
**Date: February 22, 2024**  
**Subject: Beaudette Inc.'s One Stop Operator (OSO) report for the period of October 1, 2023, through December 31, 2023**

**Information:**

Beaudette Inc. is the One-Stop Operator (OSO) for our local area – a role that is required in the law and by state policy. The OSO plans, develops agendas, and facilitates monthly partner meetings in our area. The OSO provides quarterly reports on progress to the Workforce Development Board. The quarterly report for the period of 10/1/23 to 12/31/23 is attached for the Board's review.

**Financing:**

Workforce Innovation and Opportunity Act

## Introduction

The second quarter of the fiscal year 2023-24 marks a period of sustained progress and innovation for the Madera County Workforce Assistance Center (MCWAC). Through strategic partnerships, focused initiatives, and continuous engagement, MCWAC has furthered its mission to empower the local workforce and foster economic development. This quarter, we've seen achievements across various domains, from enhancing training programs to strengthening inter-agency collaboration, all aimed at enriching the workforce ecosystem within Madera County.

### Key Highlights of the Quarter:

**Problem-Solving Training Program Launch:** Initiated a new series aimed at equipping partners with advanced problem-solving skills. This program underscores our commitment to fostering a culture of continuous improvement and innovation.

**Cross-Training Video Development:** Progressed on creating cross-training videos, a step towards enhancing the working knowledge among staff about the range of services available, thereby improving service delivery to customers.

**Customer-Centered Design Training:** Scheduled to further refine our approach to service delivery, ensuring that services are tailored to meet the diverse needs of our community members effectively.

### Meetings Overview:

October 11, 2023 (Online): Focused on discussing the Continuous Improvement Plan (CIP) and its integration into ongoing and future initiatives.

November 8, 2023 (Online): Concentrated on partner cross-training efforts and strategies for serving individuals with barriers to employment.

December 13, 2023 (In-person): Aimed at reviewing action items from previous meetings, discussing the CIP action items in detail, and sharing best practices among partners.

### Meetings and Collaborations

Throughout the second quarter, MCWAC hosted 3 meetings, each designed to address specific elements of our Continuous Improvement Plan (CIP) and to foster collaborative efforts among partners. Here's a closer look at the focus and outcomes of each session:

#### *October 11, 2023 - Online Meeting*

**Continuous Improvement Plan Integration:** Discussed the importance of integrating CIP goals into our daily operations and future planning, setting a foundation for ongoing improvement efforts.

Program Impact Report Discussion: Highlighted the significance of data collection in reflecting the comprehensive impact of AJCC services, emphasizing the need for accurate and timely reporting.

Friends and Family Referral Program: Introduced a new initiative to leverage personal networks for job placement, aiming to extend our reach and impact within the community.

Success Stories Sharing: Partners shared success stories, focusing on client achievements and inter-agency collaborations, fostering a culture of learning and inspiration.

#### *November 8, 2023 - Online Meeting*

Partner Cross-Training Videos: Reviewed progress on the development of cross-training videos and identified gaps in participation, ensuring that all partners contribute to this valuable resource.

Serving Target Demographics: Engaged in discussions on best practices for serving individuals with barriers to employment, exploring opportunities for specialized training sessions.

AJCC Partner Survey Finalization: Aimed at refining the partner survey to enhance customer feedback mechanisms, with a focus on improving virtual services based on customer recommendations.

#### *December 13, 2023 - In-Person Meeting*

Review of Previous Meeting Actions: Recapped the outcomes and follow-up actions from the November meeting, ensuring continuity and accountability in our collaborative efforts.

Continuous Improvement Plan Action Items: Deep dive into specific CIP goals, including partner surveys, cross-training initiatives, and strategies for serving individuals with barriers to employment.

Manufacturing Skills Gap Discussion: Addressed the skills gap in the manufacturing sector, exploring the development of a Competency Model to guide training and education efforts in key industries.

### **Key Outcomes and Achievements**

Launch of the Problem-Solving Training Program: A series designed to empower partners with problem-solving skills, enhancing our collective capacity to address workforce development challenges.

Development of Cross-Training Videos: Progressed on creating a comprehensive library of partner services, facilitating greater understanding and collaboration among AJCC staff and partners.

Implementation of Customer-Centered Design Training: Scheduled training to refine service delivery approaches, ensuring that services are effectively tailored to meet diverse community needs.

Enhanced Partner Collaboration: The meetings fostered a spirit of collaboration and shared learning, with partners actively engaging in discussions, sharing insights, and committing to collective action items.

### **Continuous Improvement Efforts**

The focus on continuous improvement is central to the mission of Madera County Workforce Assistance Center (MCWAC), guiding our efforts to enhance service delivery, foster collaboration, and meet the evolving needs of our workforce and employers. During this quarter, we concentrated on several critical areas outlined in our Continuous Improvement Plan (CIP), with notable progress and initiatives aimed at driving forward our collective goals.

### **Partner Surveys and Feedback Mechanisms**

Objective: To intensify the collection and analysis of customer feedback on virtual and in-person services to inform service improvements.

Progress: Finalized a revised partner survey aimed at capturing comprehensive customer satisfaction insights. Set a monthly goal of completing 10 surveys to ensure a steady stream of feedback for continuous service enhancement.

### **Cross-Training and Knowledge Sharing**

Objective: Increase staff's working knowledge of the range of services available and improve service integration across partners.

Progress: Advanced the development and sharing of cross-training videos among partners.

Organized a Cross-Training Day (planned for January) to facilitate live knowledge exchange and deepen understanding of partner services and best practices.

### **Serving Individuals with Barriers to Employment**

Objective: Enhance the capability of staff to deliver services to individuals facing employment barriers, including people with disabilities, justice-involved individuals, and English language learners.

Progress: Identified and began preparations for targeted training sessions addressing the needs of these populations.

Initiated discussions to create a comprehensive contact list of experts and resources within the partner network for easy referral and collaboration.

### **Data-Driven Service Delivery**

Objective: Leverage data to improve AJCC center operations, align services with community needs, and demonstrate impact.

Progress: Emphasized the importance of collecting and analyzing data related to key performance indicators, including job placements, training completions, and customer satisfaction.

Discussed the upcoming Program Impact Report, highlighting the need for accurate and comprehensive data collection from all partners.

### **Customer-Centered Design and Innovation**

Objective: Implement customer-centered design strategies and training to ensure services are tailored to the individual needs of clients.

Progress: Scheduled Customer-Centered Design training to refine and standardize service delivery approaches.

Explored transitioning to a whole-family approach to service delivery, recognizing the interconnected needs of family members in achieving sustainable employment outcomes.

### **Challenges and Opportunities**

Throughout these efforts, we encountered challenges such as engaging all partners in the cross-training video initiative and ensuring consistent data collection practices. However, these challenges present opportunities for innovation, such as leveraging technology to facilitate knowledge sharing and developing standardized data collection templates to streamline reporting processes.

### **Future Directions**

As we move forward, our focus will remain on enhancing the integration and effectiveness of services provided through MCWAC. Key priorities include:

Finalizing and implementing the revised partner survey to enhance customer feedback collection.

Conducting the scheduled Cross-Training Day to foster greater collaboration and knowledge sharing among partners.

Rolling out targeted training sessions to better serve individuals with barriers to employment, with an emphasis on practical strategies and resource sharing.

Continuing to develop and refine data collection and analysis practices to inform continuous improvement and demonstrate impact.

### **Conclusion**

The second quarter of FY 2023-24 has been marked by significant strides in our collective efforts to enhance workforce development services in Madera County. Through dedicated collaboration, a focus on continuous improvement, and a commitment to innovation, MCWAC is well-positioned to meet the challenges of today's labor market and support the diverse needs of our community members.





**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.4**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Maiknue Vang, Executive Director**  
**Date: February 22, 2024**  
**Subject: Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview**

**Information:**

WIOA Formula and Special Projects Quarterly Program Overview report for period ending December 31, 2023, is provided for the Board's review. The report reflects data for the fiscal year 2023-2024.

**Financing:**

Workforce Innovation and Opportunity Act

**WIOA Formula and Special Projects Quarterly Program Overview as of December 2023**

Madera County Workforce Investment Corporation (MCWIC) is a nonprofit 501(c)(3) and is both the fiscal agent and the program operator for the Workforce Innovation and Opportunity Act (WIOA) in Madera County. MCWIC’s primary annual source of income is the WIOA funds, but the organization also operates miscellaneous grants and awards that assist in achieving MCWIC’s mission and goals and are also used to leverage and complement the WIOA funding.

**WIOA Funding Requirements AB1149**

Senate Bill AB1149 requires that 20% of Adult and Dislocated Worker funding will support *direct training expenses* with a planned assumption of 10% leverage in order to meet the full requirement of 30%. Specific to Year of Allocation (YOA) 2022 funds, MCWIC has until June 30, 2024, to meet the direct training/leverage requirement. The training funds expended are on track, however, the leverage % is lower than expected. Program management has been working closely with staff to ensure the 30% requirement will be met by June 30, 2024. As of December, we have met 24.21% of the 30% requirement and do not have a concern and do not have a concern of meeting the requirement by fiscal year end.

Summary of Leveraged Resources			
1. LWIA Name	MAD		
2. Date	12/31/2023		
3. Year of Appropriation	2022 AA311014 - Term 6/2024		
Program Year Funding and Training Expenditures			
		% Achieved	Amount
4. Adult and Dislocated Worker Formula Fund Allocations			\$ 1,434,312
5. Training Expenditure Requirement (direct & leveraged)			\$ 430,294
6. Formula Fund Training Expenditures ( <b>20% minimum per AB1149 = \$286,862.40</b> )		17.56%	\$ 251,816
7a. Leveraged resources used for Training (10% = \$143,431.20)		6.66%	\$ 51,975
7b. Leveraged resources used for Supportive Services			\$ 43,488
8. Total amount spent on Training and Supportive Services (should equal or exceed Line 5)		24.21%	\$ 347,279
Leveraged Resources Detail			
8. Source (See page 2)	Total Amount	Training	Supportive Services
A - Pell Grant	\$ 43,930.00	\$ 43,930.00	
B - Programs authorized by the WIOA (not Formula)	\$ -		
C - TAA	\$ -		
D - DOL NDWG	\$ -		
E - Match from employers, industry, and industry associations	\$ 8,045.00	\$ 8,045.00	
F - Match funds from Joint labor Management trusts	\$ -		
G - ETP grants	\$ -		
H - SS for training WIOA Formula	\$ 43,353.00		\$ 43,353.00
I - TANF SS	\$ -		
J - TANF TJT/WEX	\$ -		
K - Other local,state,fed funds	\$ 135.00		\$ 135.00
I - CWDB approved funds	\$ -		
<b>Total</b>	<b>\$ 95,463.00</b>	<b>\$ 51,975.00</b>	<b>\$ 43,488.00</b>

## WIOA Funds Utilization

WIOA Section 129 requires that 75% of youth allocations are spent on Out-of-School Youth (OSY) and also that a minimum of 20% of youth allocation is spent on Youth Work Based Learning (WBL), also outlined on EDD Workforce Services Directive (WSD) 17-07. MCWIC, under the direction of the Workforce Development Board (WDB) of Madera County, focuses 100% of Youth allocation on OSY.

Funds utilization for Subgrant AA311014 YOA 2022 is currently operating in the 2<sup>nd</sup> year of the grant term. Expenditures for all WIOA grant formula funds are below average, however, management has increased operations in regards to staffing and outreach in order to increase performance and expenditures for the WIOA program. Enrollments have also increased as the community recovers from the restrictions and closures created from the pandemic.

MCWIC FUNDS UTILIZATION STATUS - AA311014 YOA 2022 (2022-2024)						as of	12/31/2023
<b>Allocation Balance Remaining</b>							
Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	Expenditures Reported	Obligations Reported	Percentage Expended to Date (Exp+Obl)	Allocation Balance Remaining until 6/30/2024	
Adult	\$ 1,007,911.00	\$ 907,119.90	\$ 827,911.00	\$ 118,232.99	94%	\$ 61,767.01	
Youth	\$ 836,147.00	\$ 752,532.30	\$ 632,361.69	\$ 73,795.61	84%	\$ 129,989.70	
Dislocated Worker	\$ 426,401.00	\$ 383,760.90	\$ 155,632.94	\$ 36,954.78	45%	\$ 233,813.28	
<b>OSY Youth Expenditure Status, by June 2024</b>							
Formula Fund	Total Allocation	Admin Expenditures	Program Expenditures	50% OSY Requirement on "Program" Funding	OSY Expenditures Reported	Percentage of Required Out of School Expenditures	
Youth	\$ 836,147.00	\$ 28,394.02	\$ 603,967.67	\$ 376,266.15	\$ 632,361.69	161%	
<b>OSY Work Experience Expenditure Status, by June 30, 2024</b>							
Formula Fund	Total Allocation	Admin Expenditures	Program Expenditures	20% WEX Requirement on "Program" Funding	WEX Expenditures Reported	Percentage of Required Out of School Expenditures	
Youth	\$ 836,147.00	\$ 28,394.02	\$ 603,967.67	\$ 150,506.46	\$ 380,058.95	253%	

Subgrant AA411014 YOA 2023 currently reflects no expenditures or obligations applied for FY 2023-2024. This is in part due to a large amount of direct client training dollars obligated and available carried into the FY from the previous AA311014 subgrant. As noted above for the AB1149 requirement, management hired additional staff and are working on developing ways to increase client activity as well as expending the direct client funds.

<b>MCWIC FUNDS UTILIZATION STATUS - AA411014 YOA 2023 (2023-2025)</b>						<b>as of</b>	<b>12/31/2023</b>
<b>Allocation Balance Remaining</b>							
<b>Formula Fund</b>	<b>Total Allocation</b>	<b>Allowable "Program" Funding 90% (less 10% admin)</b>	<b>Expenditures Reported</b>	<b>Obligations Reported</b>	<b>Percentage Expended to Date (Exp+Obl)</b>	<b>Allocation Balance Remaining until 6/30/2025</b>	
<b>Adult</b>	\$ 773,535.00	\$ 696,181.50	\$ -	\$ -	0%	\$ 773,535.00	
<b>Youth</b>	\$ 777,473.00	\$ 699,725.70	\$ -	\$ -	0%	\$ 777,473.00	
<b>Dislocated Worker</b>	\$ 524,321.00	\$ 471,888.90	\$ -	\$ -	0%	\$ 524,321.00	
<b>Funds Utilization Status - 80% Obligation Requirement by 6/30/2024, End of First Program Year</b>							
<b>Formula Fund</b>	<b>Total Allocation</b>	<b>Allowable "Program" Funding 90% (less 10% admin)</b>	<b>80% Required Obligation Amount by End of 1st PY</b>	<b>Total Program Obligations Reported</b>	<b>Percentage of Total "Program" Obligations to 80% Requirement</b>	<b>Additional Obligations Needed by June 30, 2024</b>	
<b>Adult</b>	\$ 773,535.00	\$ 696,181.50	\$ 556,945.20	\$ -	0%	\$ 556,945.20	
<b>Youth</b>	\$ 777,473.00	\$ 699,725.70	\$ 559,780.56	\$ -	0%	\$ 559,780.56	
<b>Dislocated Worker</b>	\$ 524,321.00	\$ 471,888.90	\$ 377,511.12	\$ -	0%	\$ 377,511.12	
<b>OSY Youth Expenditure Status, by June 30, 2025</b>							
<b>Formula Fund</b>	<b>Total Allocation</b>	<b>Admin Expenditures</b>	<b>Program Expenditures</b>	<b>50% OSY Requirement on "Program" Funding</b>	<b>OSY Expenditures Reported</b>	<b>Percentage of Required Out of School Expenditures</b>	
<b>Youth</b>	\$ 777,473.00	\$ -	\$ -	\$ 349,862.85	\$ -	0%	
<b>OSY Work Experience Expenditure Status, by June 30, 2025</b>							
<b>Formula Fund</b>	<b>Total Allocation</b>	<b>Admin Expenditures</b>	<b>Program Expenditures</b>	<b>20% WEX Requirement on "Program" Funding</b>	<b>WEX Expenditures Reported</b>	<b>Percentage of Required Out of School Expenditures</b>	
<b>Youth</b>	\$ 777,473.00	\$ -	\$ -	\$ 139,945.14	\$ -	0%	

## MCWIC Program Update

MCWIC has a combination of WIOA grants as well as State and Local contracts. Outside of the WIOA formula funding, these additional grants and contracts are competitively procured. The following is a chart of grants and contracts obtained during the fiscal year as well as the enrollment and activity by grant.

The State Center Adult Education Consortium has secured funding to develop a Medical Assistant and/or Certified Nursing Assistant program at the Adult School for ELL participants. We will collaborate with the Adult School to provide outreach and participant referrals for training. These skills will support our local workforce in meeting the demands of the Healthcare industry since the loss of our hospital.

Additionally, we applied for a Community Development Block Grant (CDBG) in the amount of \$66,500.00 to support training scholarships to support the development of home-based childcare entrepreneurs to meet the shortage among available licensed providers in Madera. Training will be provided through Nurture, a Community Development Financial Institution with deep expertise in delivering tech-forward services to communities furthest from opportunity. Successful completion of this 12-week on-line training will result in a CA State license to be an in-home day care provider with the opportunity to access start-up capital upon completion. The program would target residents who are low-income, and who also have additional barriers that deem them ineligible for other state or federal employment and training funds. These barriers may include but are not limited to: not registered for selective service, do not have a high school diploma/GED, limited English proficient, and/or undocumented. Scholarships would ensure that disconnected individuals as those above are provided equitable access to the broader workforce system through training, entrepreneurship opportunities, and other wrap around support services.

We are still working on a proposed contract with the Madera Superintendent of Schools for a Summer Paid Work Experience (PWEX) Program. The Summer PWEX program would prepare and place 12 to 15 in-school foster youth homeless students in a paid work experience worksite that will provide students with hands-on jobskills and knowledge required for various occupations of interest.

Lastly, we have been working closely with various stakeholders and CBOs at the local and regional levels on the Community Economic Resilience Fund (CERF) project. Valley CERF is a 4-county coalition consisting of Fresno, Madera, Tulare, and Kings. United Way of Fresno and Madera Counties serves as the local convener for Madera and has been facilitating community conversations around the needs and challenges of the County and prioritizing project goals to elevate up to the region.

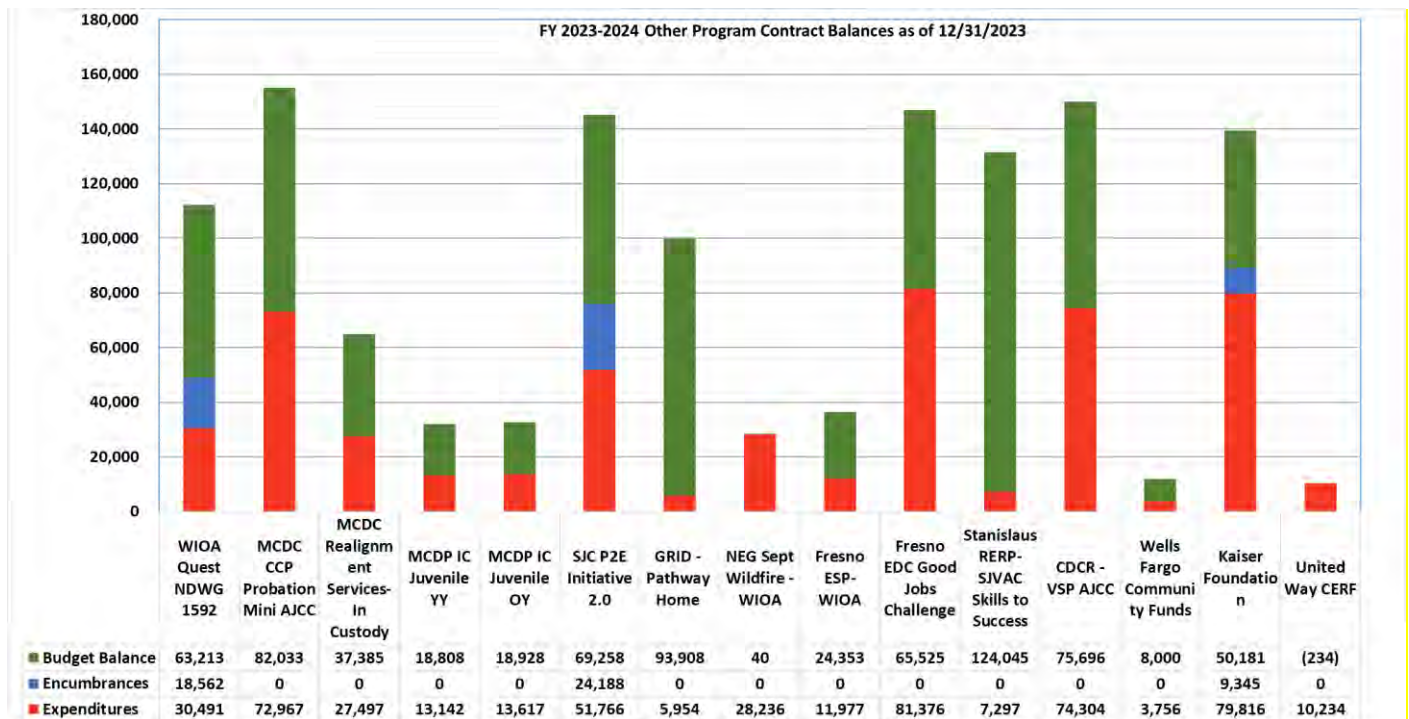
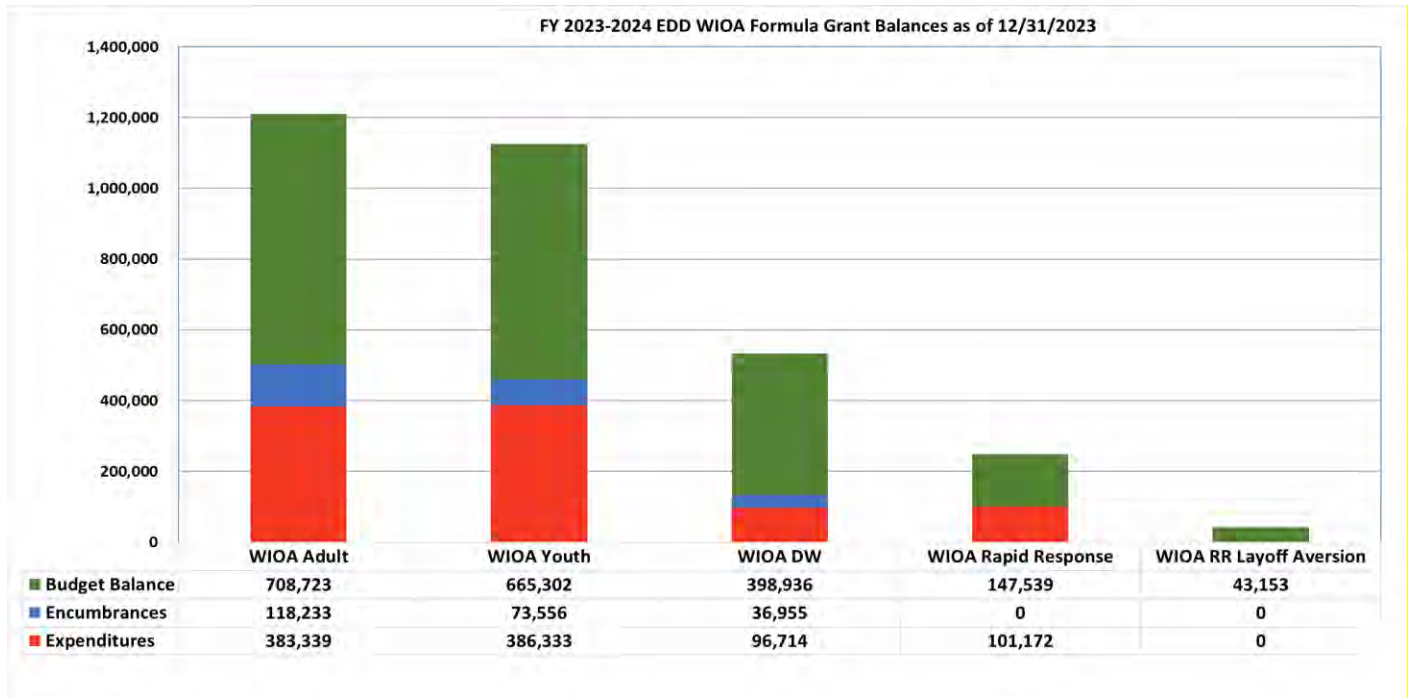
The following chart represents all current active grants and contracts during this fiscal year:

<b><u>GRANTS and CONTRACT</u></b>	<b><u>Allotment/Award Amount</u></b>	<b><u>Term</u></b>	<b><u>Count Served as of 12.31.23</u></b>
<b>WIOA Formula Adult</b>	\$ 773,535.00	7/1/2023-6/30/2025	228 Enrolled
SCOPE: Provide employment, training, and supportive services assistance for eligible low-income adult participants.			
<b>WIOA Formula Dislocated Worker (DW)</b>	\$ 524,321.00	7/1/2023-6/30/2025	38 Enrolled
SCOPE: Provide employment, training, and supportive service assistance for individuals who have been laid off due to a company downsize or closure.			
<b>WIOA Formula Youth</b>	\$ 777,473.00	4/1/2023-6/30/2025	71 Enrolled
SCOPE: Provide out-of-school youth between the ages of 18-24 with employment, training, and supportive service assistance.			
<b>WIOA Formula Rapid Response &amp; Layoff Aversion</b>	\$ 283,747.00	7/1/2023-6/30/2024	<ul style="list-style-type: none"> <li>• 1 WARN Notices</li> <li>• 3 RR Orientations</li> <li>• 4 In person hiring events</li> <li>• 28 recruitment flyers</li> <li>• 3 Small Business Workshops</li> <li>• 9358 text messages</li> <li>• 6 OJTs</li> <li>• 14 TJTs</li> <li>• 287 businesses served</li> </ul>
SCOPE: Provide timely and effective response to potential layoffs and business closures (WARN notices) as well as enable affected workers to return to work as quickly as possible following a layoff.			

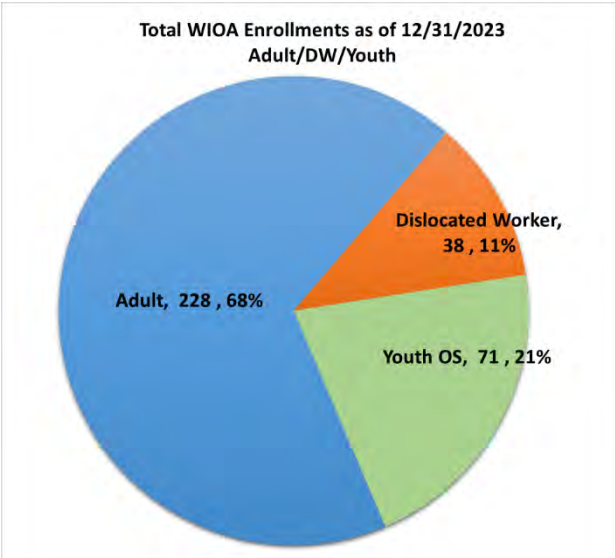
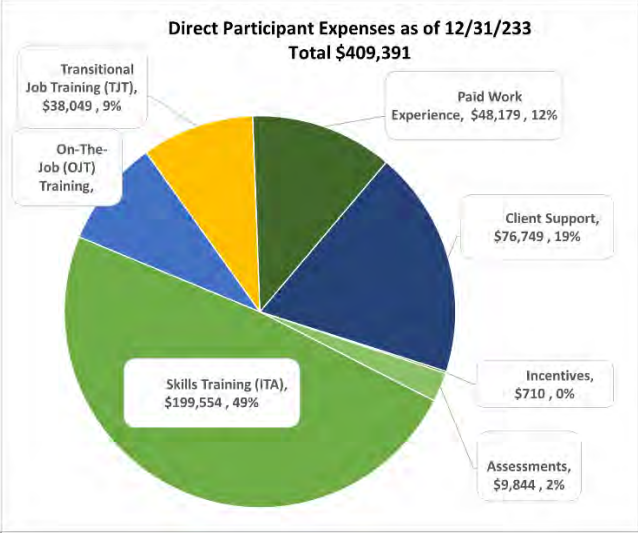
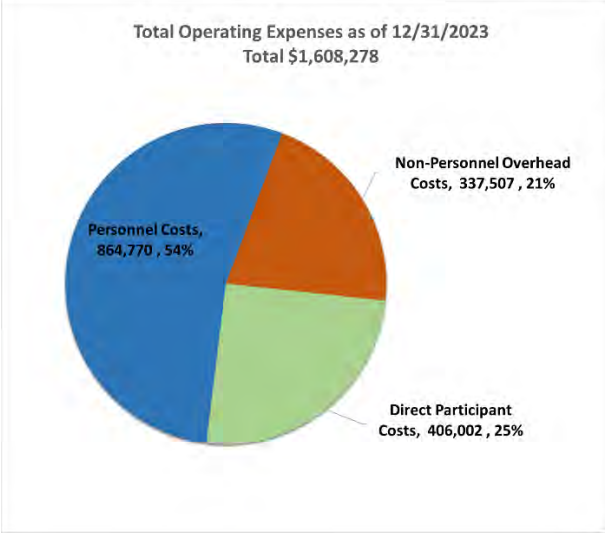
<b><u>GRANTS and CONTRACT</u></b>	<b><u>Allotment/Award Amount</u></b>	<b><u>Term</u></b>	<b><u>Count Served as of 12.31.23</u></b>
<b>GRID Pathway Home Project</b>	\$ 147,847.00	7/1/2020-12/31/2024	71 Served/15 Enrolled
SCOPE:	In collaboration with GRID Alternatives and the Madera County Department of Corrections, identify in-custody individuals interested in solar careers. Provide transitional services, post-release orientation, career exploration, skills evaluation, and case management for individuals enrolled in GRID Alternatives Central Valley Solar Installer training program.		
<b>EDC Good Jobs Challenge</b>	\$ 507,195.00	4/01/2023 -3/31/2026	<b>Program Design Phase</b>
SCOPE:	In partnership with Fresno Economic Development Corporation and other key stakeholders, MCWIC will serve as the backbone lead for the Transportation industry and provide guidance and support through all phases of the grant in determining gaps in the training pipeline, facilitating sector partnership meetings between industry and education partners, and increasing access to trainings and opportunities to upskill individuals. In addition to Transportation, Madera will also coordinate with other backbone leads for training and employer support in the Business Services, Construction, and Manufacturing industries.		
<b>Wildfires National DW Grant (NDWG)</b>	\$ 300,000.00	11/1/2020-12/31/2023	15 Enrolled
SCOPE:	Funding to support temporary jobs working on recovery and cleanup efforts in the areas of Madera County impacted by the Creek Fire, including wages, other payroll costs, and worker's compensation coverage. Grant has been completed and fully expended.		
<b>Quality, Jobs Equity Training (QUEST) National DW Grant</b>	\$ 156,226.00	10/1/2022-9/30/2024	18 Enrolled
SCOPE:	Funding will be used to enable individuals adversely affected by the COVID-19 pandemic and the social and economic inequities that the pandemic exacerbated to enter, return to, or advance in high-quality jobs in growth industry sectors such as infrastructure, environment and climate, care economy, and other critical sectors with high-quality jobs.		
<b>Fresno Equity and Special Populations (ESP) Contract</b>	\$ 45,486.00	2/1/2022-3/31/2024	11 Served/7 Enrolled
SCOPE:	Madera County Workforce Investment Corporation (MCWIC) will collaborate with the Fresno Regional Workforce Development Board (FRWDB) to provide outreach and recruitment, orientation, eligibility, career aptitude/interest assessments, partner referrals, labor market information, supportive services, job ready/soft skills workshops, career counseling, referrals to vocational training, paid work experience, on-the-job training, job placement services, and follow-up services for the two targeted populations identified as ELL and Justice-involved.		
<b>Regional Equity and Recovery Partnership (RERP)</b>	\$ 131,342.00	10/1/2022-9/30/2025	5 Enrolled/2WIOA
SCOPE:	Funds will serve English language learner, immigrant, justice involved, veterans, older youth, dislocated workers, and low-income household target populations on building skills in manufacturing production, manufacturing welding/fabrication, and industrial/maintenance through training and work-based opportunities that will lead to sustainable quality jobs.		
<b>Community Economic Resilience Fund (CERF)</b>	\$ 10,000.00	3/1/2023-6/30/2024	Ongoing Participation
SCOPE:	Funding to support the local CERF project led by United Way Fresno and Madera Counties. Madera will participate in and support monthly CERF stakeholder convenings.		

<b>GRANTS and CONTRACT</b>	<b><u>Allotment/Award Amount</u></b>	<b><u>Term</u></b>	<b><u>Count Served as of 12.31.23</u></b>
<b>Madera County AB109 CCP In-Custody</b>	\$ 64,882.00	7/1/2023-6/30/2024	15 Referred/14 Completed
SCOPE: Provide a maximum of 8, 4-week transitions workshops for In-Custody Pre-Release customers at Department of Corrections. The workshop is designed to serve individuals who are within 120 days of release from the correctional facility but can be offered to any individual that DOC staff deem appropriate.			
<b>Madera County Mini AJCC @ Probation</b>	\$ 155,000.00	7/1/2023-6/30/2024	57 Referred/40 Appointments 12 Pending Eligibility/4 WIOA Enrolled
SCOPE: Located onsite at the Justice Center, staff provide Probation referrals access to the full array of services normally available only at the Workforce Assistance Center. Staff may provide career assessment, career counseling, workshops, development of an individual employment plan, labor market information/research, training, supportive services, job search activities, employment referrals, follow-up, and any other appropriate services.			
<b>Madera County Juvenile Probation Realignment- Older Youth</b>	\$ 32,520.00	7/1/2023-6/30/2024	6 Referred/6 Assited/Connected to Resources
SCOPE: Provide a 10-week workshop for In-Custody Pre-Release Older Youth and 7-day workshop for In-Custody Pre-Release younger youth at the Juvenile Detention Facility Monday through Friday. The workshop is designed to serve Individuals who are within 90 to 120 days of release from the Juvenile facility but may also be offered to any individual that Juvenile Detention Staff deem is appropriate.			
<b>Madera County Juvenile Probation Realignment- Younger Youth</b>	\$ 31,950.00	7/1/2023-6/30/2024	36 in Workshops/17 Completed
SCOPE: Provide a 7-day workshop for In-Custody Pre-Release younger youth at the Juvenile Detention Facility Monday through Friday. The workshop is designed to serve Individuals who are within 90 to 120 days of release from the Juvenile facility but may also be offered to any individual that Juvenile Detention Staff deem is appropriate.			
<b>Stanislaus P2E 2.0</b>	\$ 148,796.00	6/1/2023-12/31/2025	13 Enrolled
SCOPE: Funding to provide individual direct services to formerly incarcerated and other justice involved individuals.			
<b>CDCR-VSP</b>	\$ 150,000.00	7/1/2023-6/30/2024	422 Referrals/361 Scheduled 94 Orientations/267 Mail Outs
SCOPE: Staff assist residents with employment readiness, skills development, job training, and employment services. Staff work with inmates nearing parole to provide connections to an AJCC program in their area of residence post-release, labor market data, referrals to appropriate community resources, and support the development of basic job search portfolio, based on needs and interests identified.			
<b>Kaiser - Pathway to Careers</b>	\$ 75,000.00	10/01/2023-09/30/2024	8 Served
SCOPE: Funding to provide disconnected individuals who may not be eligible for WIOA Funds to access the broader workforce system through referrals, job readiness, vocational training, work experience, employment assistance and wrap around services. Targeted groups include individuals who are low income, have not registered for Selective Service, do not have a high school diploma/GED, are limited English proficient, and/or are undocumented. The grant will promote upward mobility, retention, and increase the self-worth of participants as they become contributing citizens.			
<b>SS Ticket-toWork Contract</b>	\$ -	Open Ended	16 Tickets Assigned
Note: Amount above only reflects ticket holders who have entered milestone payments. Payments from SS tend to be 2-3 Qrts behind.			
SCOPE: Provide employment and training support to SS/VSSDI beneficiaries.			

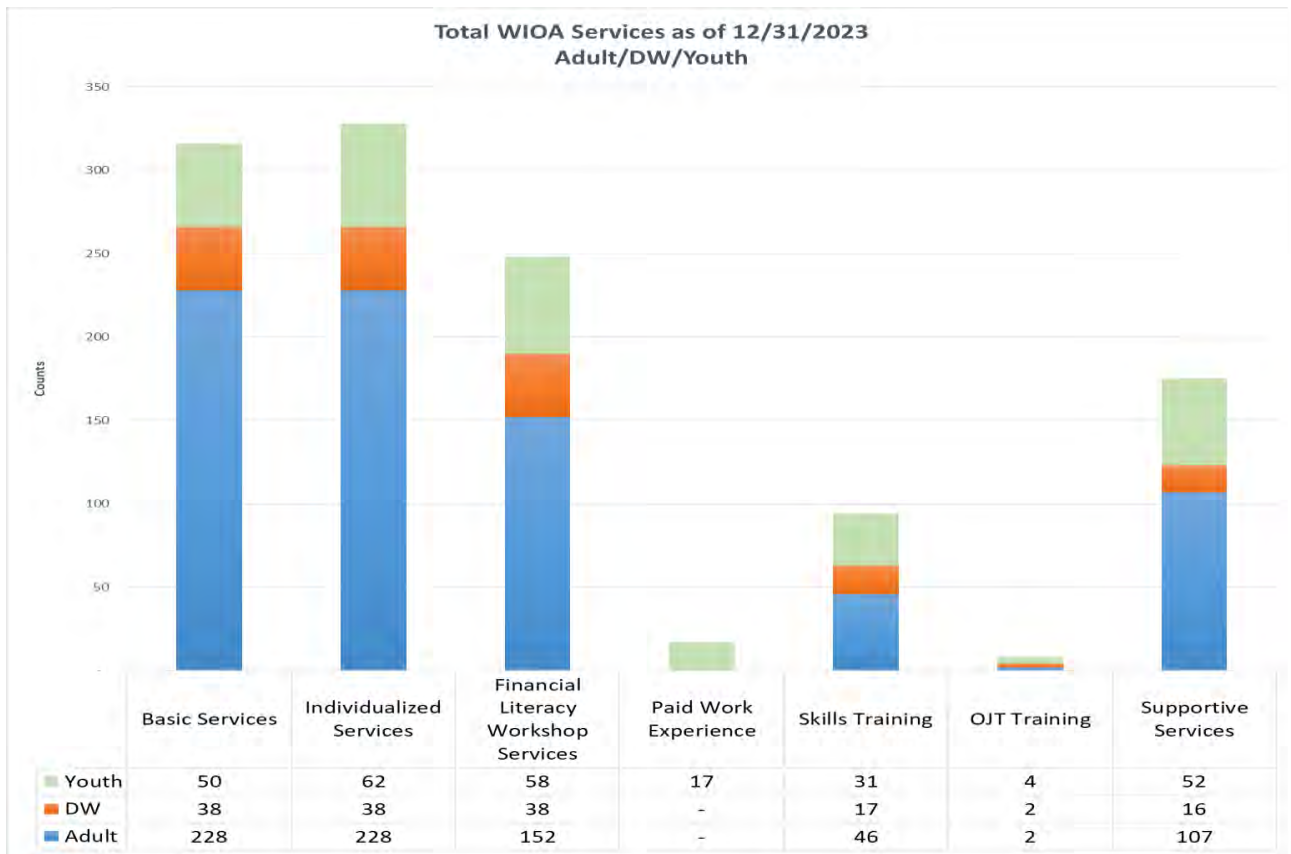
Below charts and graphs reflect data for all projects. Any chart that specifies WIOA, is only reflecting WIOA formula activity.







*Note: Enrollment Chart includes co-enrollments*



The chart below displays the occupations for which clients have received services for this fiscal year. Services may include both supportive services as well as training services. All training determinations are based on an individual's service/employment plan as well as verifying current demand for the occupation resulting from the specific training. Services provided to individuals are to develop the right skills for today's labor market and to also provide a clear career path for those entering or re-entering the labor market.

<b>O'Net Occupation Activity</b>	<b>Count</b>
53-0000 Transportation and Material Moving Occupations	69
31-0000 Healthcare Support Occupations	40
29-0000 Healthcare Practitioners and Technical Occupations	26
47-0000 Construction and Extraction Occupations	25
43-0000 Office and Administrative Support Occupations	23
45-0000 Farming, Fishing, and Forestry Occupations	20
49-0000 Installation, Maintenance, and Repair Occupations	9
33-0000 Protective Service Occupations	8
51-0000 Production Occupations	7
13-0000 Business and Financial Operations Occupations	6
41-0000 Sales and Related Occupations	3
25-0000 Education, Training, and Library Occupations	1
35-0000 Food Preparation and Serving Related Occupations	1
<b>Grand Total</b>	<b>238</b>



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.5**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Maiknue Vang, Executive Director**

**Date: February 22, 2024**

**Subject: Program Impact Report**

**Information:**

The Program Impact Report for July 1, 2023, through December 31, 2023, is provided for the Board's review. Data reflects an increase in the number of participants served, enrolled, and financial investments made.

**Financing:**

Workforce Innovation and Opportunity Act



**PROGRAM IMPACT REPORT**  
July 1, 2023 - December 31, 2023



The Madera County Workforce Assistance Center is a partnership of community agencies specializing in meeting a variety of education, skill development, and employment needs.

**VISITS TO THE ONE STOP CENTER**

**18,887**

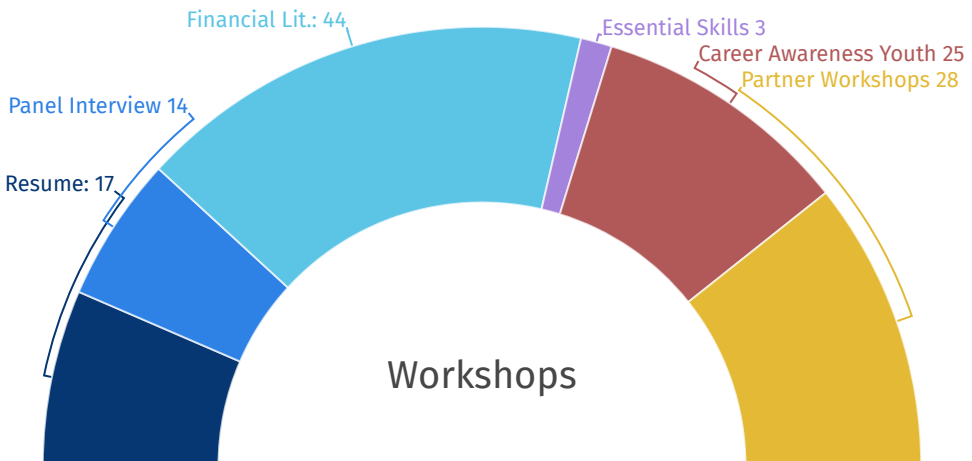
**TOTAL SERVICES PROVIDED**

**23,945**

"The workforce team was that 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 thrived in the role of Corrections Workforce Specialist and growth is ongoing."

K. Allen- Workforce Specialist

**NUMBER OF WORKSHOPS SCHEDULED & FACILITATED**

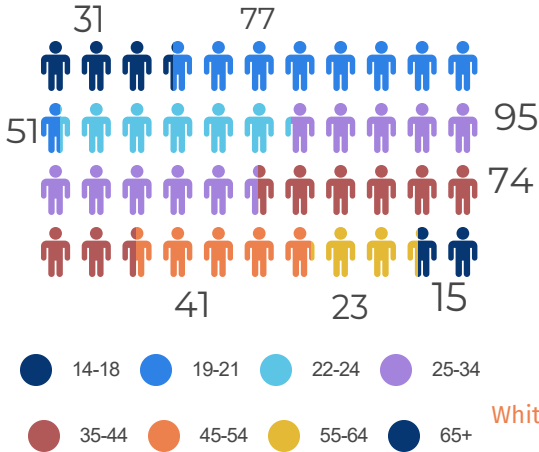


\*numbers reflect in-person sessions

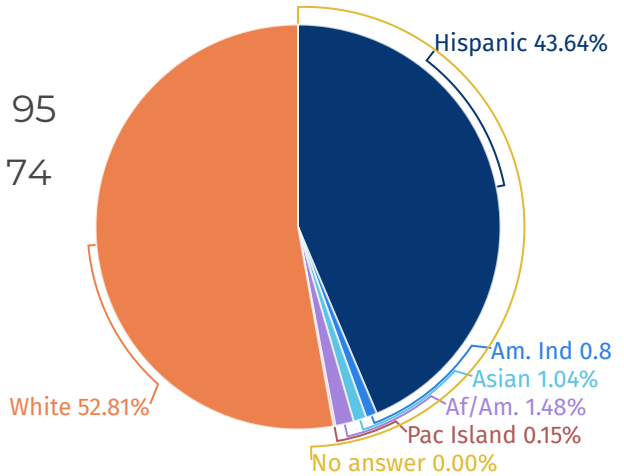
# Job Seeker Demographics

The Workforce Development Board of Madera County serves a diverse job seeker base. Numbers below represent individuals enrolled in WIOA Adult, Dislocated Worker, Youth and Special Grants.

## AGE



## RACE/ ETHNICITY



## PRIORITY POPULATIONS



23% Persons with Disabilities



5% Pregnant/ Parenting Youth



16% English Language Learners



76% Basic Literacy Skills Deficient



17% Single Parents



7% Homeless



14% Offenders



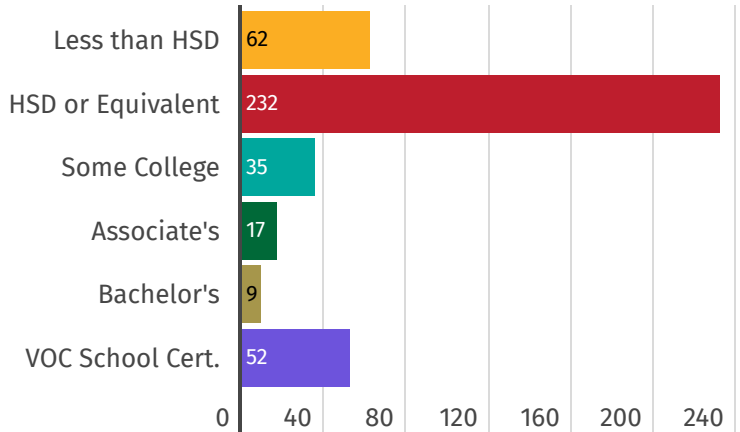
2% Veterans

## GENDER

## EDUCATIONAL ATTAINMENT

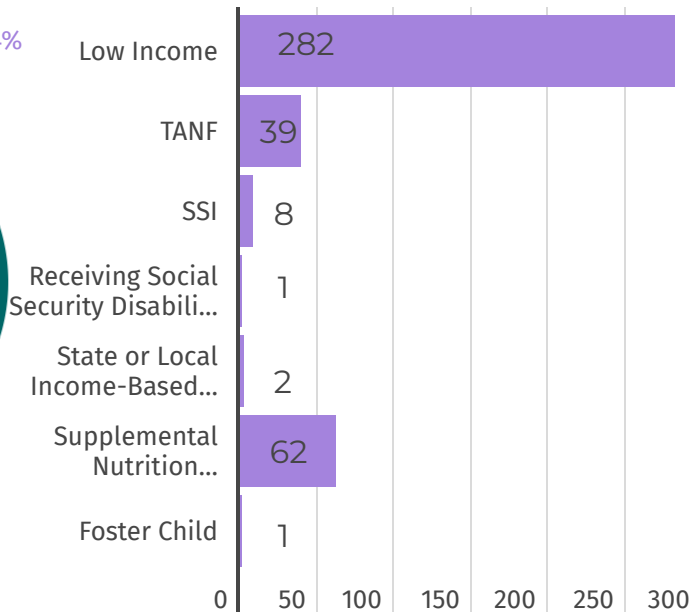
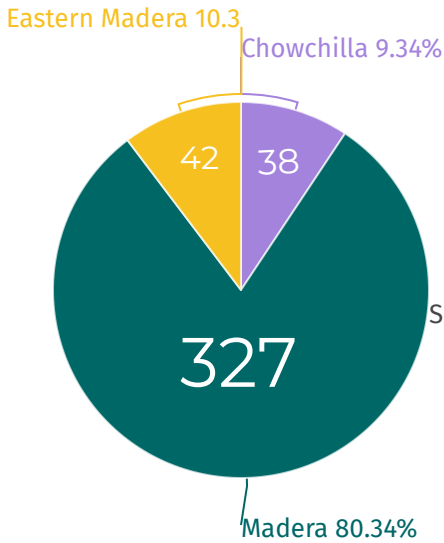


Did not self-identify 1



## RESIDENCE

## INCOME/PUBLIC ASSISTANCE



# SERVICES

Intensive services for enrolled individuals include career counseling, supportive services, paid work experience, and job search preparation and support. Activities and outcomes represent special projects and WIOA individuals.

## ENROLLMENTS



Served  
**937**



Enrolled  
**407**



Industry  
Recognized/  
Post Secondary  
Certificate **41**



New Participants  
**292**

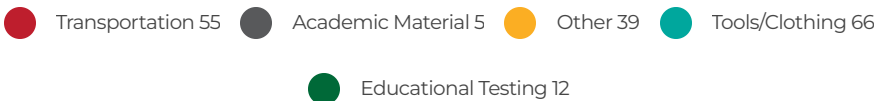
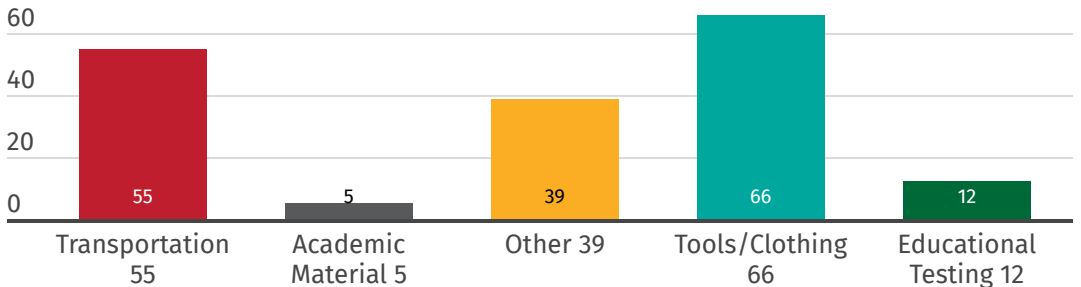


Entered Employment  
At Exit **53**



Carried In  
**115**

## SUPPORTIVE SERVICES



# TRAINING



**7,710**

Median Earnings  
4th Quarter  
after exit

Occupational Skills  
Training

**121**

Training Related  
Employment

**26**

## Direct Client Count by Industry

Transportation/Logistics= 55

Manufacturing= 7

General Business = 25

Healthcare = 50

Hospitality/Service = 10

Construction = 34

# INVESTMENTS

Total  
Supportive  
Services  
**\$123,985**



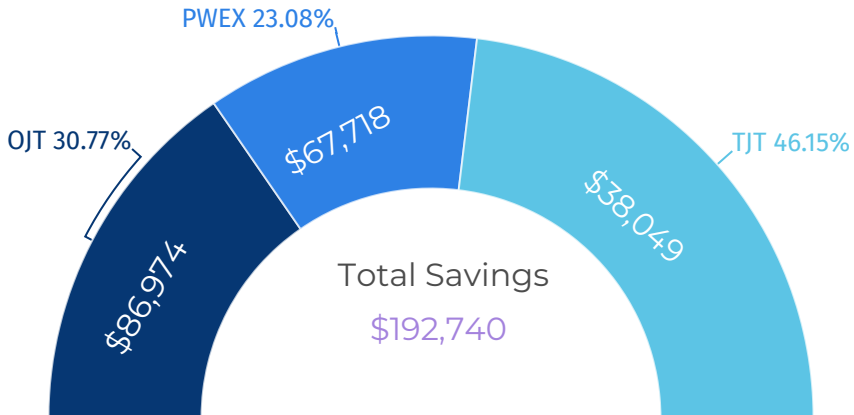
**\$364,429**

Total Occupational Skills Training

**\$4,605**

Overall Cost Per  
Participant

## Work Based Learning Expended & Employer Savings





# BUSINESS SERVICES

WDB staff members engage with the business community to better serve the workforce needs of the county.



188

Internal Job Orders Created



3

Job Fairs



2,180

Services Provided to Businesses



9,408

Business Outreach  
Campaigns



287

Businesses Served



3

Rapid Response Events

*"I want to commend Business Services Unit and the Workforce Development Board of Madera County for providing us with the most information we have received from any organization for a project in California. The On-the-Job training reimbursement program and the Paid Work Experience can be very helpful to our company and we hope we can in some way be duplicated at the approximately 20+ additional locations we are looking to expand to in California."*

*J. Winters- Equipment Share*

Workforce Development Board of Madera County  
2037 W. Cleveland Ave  
Madera, CA 93637  
[www.maderaworkforce.org](http://www.maderaworkforce.org)



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.6**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Maiknue Vang, Executive Director**

**Date: February 22, 2024**

**Subject: Unemployment Insurance (UI) Claims Information**

**Information:**

The most recent data on UI Claims for the period of January 20, 2024, through February 3, 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	<b>County Claims</b>	County Demographics	County Industry	Statewide Demographics	Statewide Industry
-----------------	----------------------	---------------------	-----------------	------------------------	--------------------

#### Weekly Initial Claims by County

County	January 2024 (Week Ending)		February 2024 (Week Ending)
	20	27	3
Madera	262	310	275

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.



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.7**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Maiknue Vang, Executive Director**

**Date: February 22, 2024**

**Subject: Form 700 Due April 1, 2024**

**Information:**

The Form 700, Statement of Economic Interests is required by the Fair Political Practices Commission of any persons who sit on a Board that provides oversight to any agency receiving public funds and must be submitted annually by April 1 of each year. Staff are available to provide an orientation and information and assistance if there are any questions or concerns about the completion of this form. Further information as well as the Form itself can be found at <http://www.fppc.ca.gov/Form700.html>.

The Form 700 is also included in the agenda packet.

**Financing:**

Workforce Innovation and Opportunity Act

# 2023-2024 Statement of Economic Interests



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## Form 700

A Public Document

### ***Table of Contents***

Quick Start Guide ..... p.2  
 Who? Where? How? When? ..... p.3  
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 Cover Page and Schedules  
     Cover Page ..... p.5  
     Schedule A-1 (*Investments*) ..... p.7  
     Schedule A-2 (*Business Entities/Trusts*) ..... p.9  
     Schedule B (*Real Property*) ..... p.11  
     Schedule C (*Income*) ..... p.13  
     Schedule D (*Gifts*) ..... p.15  
     Schedule E (*Travel Payments*) ..... p.17  
 Restrictions and Prohibitions ..... p.19  
 Q & A ..... p.20

### ***Helpful Resources***

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

## **California Fair Political Practices Commission**

1102 Q Street, Suite 3050 • Sacramento, CA 95811

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

December 2023

## Quick Start Guide

Detailed instructions begin on page 3.

### WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 2 – Most other filers

### WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

### ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

### NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, cryptocurrency, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

**Note:** Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

### QUESTIONS?

- [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

### E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).

## What's New

### Gift Limit Increase

The gift limit increased to **\$590** for calendar years **2023** and **2024**. The gift limit was \$520 for calendar years 2021 and 2022.

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

#### Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

**Members of Newly Created Boards and Commissions:** File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

**Employees in Newly Created Positions of Existing Agencies:** File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

#### Candidates file as follow:

State offices, Judicial offices and multi-county offices	⇒	County elections official with whom you file your declaration of candidacy
County offices	⇒	County elections official
City offices	⇒	City Clerk
Public Employee's Retirement System (CalPERS)	⇒	CalPERS
State Teacher's Retirement Board (CalSTRS)	⇒	CalSTRS

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. Each Statement must have a handwritten "wet" signature or "secure electronic signature," meaning either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.) Companies such as Adobe and DocuSign offer digital signature services. All statements are signed under the penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

### When to file:

#### Annual Statements

##### ⇒ March 1, 2024

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

##### ⇒ April 2, 2024

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

#### Exception:

If you assumed office between October 1, 2023, and December 31, 2023, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2025, or April 1, 2025, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2024. (See Reference Pamphlet, page 6, for additional exceptions.)

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

#### Late Statements

**There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)**

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## Types of Statements

### Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions Maria holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

### Annual Statement:

Generally, the period covered is January 1, 2023, through December 31, 2023. If the period covered by the statement is different than January 1, 2023, through December 31, 2023, (for example, you assumed office between October 1, 2022, and December 31, 2022 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

### Leaving Office Statement:

Generally, the period covered is January 1, 2023, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2023, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2022, and December 31, 2022, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

### Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

### Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

**Note:** Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

### Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.



**STATEMENT OF ECONOMIC INTERESTS  
COVER PAGE**  
*A PUBLIC DOCUMENT*

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name *(Do not use acronyms)*

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. *(Do not use acronyms)*

Agency: \_\_\_\_\_ Position: \_\_\_\_\_

**2. Jurisdiction of Office** *(Check at least one box)*

- |   |  |
|---|--|
| <input type="checkbox"/> State              | <input type="checkbox"/> Judge, Retired Judge, Pro Tem Judge, or Court Commissioner<br><i>(Statewide Jurisdiction)</i> |
| <input type="checkbox"/> Multi-County _____ | <input type="checkbox"/> County of _____   |
| <input type="checkbox"/> City of _____      | <input type="checkbox"/> Other _____   |

**3. Type of Statement** *(Check at least one box)*

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Annual:</b> The period covered is January 1, 2023, through December 31, 2023.<br>-or-<br>The period covered is ____/____/____, through December 31, 2023. | <input type="checkbox"/> <b>Leaving Office:</b> Date Left ____/____/____<br><i>(Check one circle.)</i> |
| <input type="checkbox"/> <b>Assuming Office:</b> Date assumed ____/____/____  | <input type="checkbox"/> The period covered is January 1, 2023, through the date of leaving office.    |
| <input type="checkbox"/> <b>Candidate:</b> Date of Election _____ and office sought, if different than Part 1: _____  | <input type="checkbox"/> The period covered is ____/____/____, through the date of leaving office.     |

**4. Schedule Summary (required)**

► *Total number of pages including this cover page:* \_\_\_\_\_

**Schedules attached**

- |  |  |
|--|--|
| <input type="checkbox"/> Schedule A-1 - <i>Investments</i> – schedule attached | <input type="checkbox"/> Schedule C - <i>Income, Loans, &amp; Business Positions</i> – schedule attached |
| <input type="checkbox"/> Schedule A-2 - <i>Investments</i> – schedule attached | <input type="checkbox"/> Schedule D - <i>Income – Gifts</i> – schedule attached                          |
| <input type="checkbox"/> Schedule B - <i>Real Property</i> – schedule attached | <input type="checkbox"/> Schedule E - <i>Income – Gifts – Travel Payments</i> – schedule attached        |

-or-  **None** - *No reportable interests on any schedule*

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
*(Business or Agency Address Recommended - Public Document)*

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed \_\_\_\_\_  
*(month, day, year)*

Signature \_\_\_\_\_  
*(File the originally signed paper statement with your filing official.)*

# Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

## Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court).
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst).
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission) you may be required to file separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
  - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand their annual filing to include both positions.

### Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

## Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

### Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

<b>1. Office, Agency, or Court</b>	
Agency Name: <i>(Do not use acronyms)</i> Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
▶ If filing for multiple positions, list below or on an attachment. <i>(Do not use acronyms)</i>	
Agency: N/A	Position:
<b>2. Jurisdiction of Office</b> <i>(Check at least one box)</i>	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

## Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2023 annual statement, **do not** change the pre-printed dates to reflect 2024. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2024, through December 31, 2024, will be disclosed on your statement filed in 2025. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

## Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

## Part 5. Verification

Complete the verification by signing the statement and entering the date signed. Each statement must have an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

**When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

# SCHEDULE A-1

## Investments

### Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

Name

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000       \$10,001 - \$100,000

\$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT

Stock       Other \_\_\_\_\_ (Describe)

Partnership       Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/23      \_\_\_\_/\_\_\_\_\_/23

ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000       \$10,001 - \$100,000

\$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT

Stock       Other \_\_\_\_\_ (Describe)

Partnership       Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/23      \_\_\_\_/\_\_\_\_\_/23

ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000       \$10,001 - \$100,000

\$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT

Stock       Other \_\_\_\_\_ (Describe)

Partnership       Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/23      \_\_\_\_/\_\_\_\_\_/23

ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000       \$10,001 - \$100,000

\$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT

Stock       Other \_\_\_\_\_ (Describe)

Partnership       Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/23      \_\_\_\_/\_\_\_\_\_/23

ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000       \$10,001 - \$100,000

\$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT

Stock       Other \_\_\_\_\_ (Describe)

Partnership       Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/23      \_\_\_\_/\_\_\_\_\_/23

ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000       \$10,001 - \$100,000

\$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT

Stock       Other \_\_\_\_\_ (Describe)

Partnership       Income Received of \$0 - \$499

Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/23      \_\_\_\_/\_\_\_\_\_/23

ACQUIRED                      DISPOSED

Comments: \_\_\_\_\_

## Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

### Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

### You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Cryptocurrency
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

### Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

**Use Schedule A-1** to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

**Use Schedule A-2** to report ownership of 10% or greater (e.g., a sole proprietorship).

### To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity. Do not use acronyms for the name of the business entity, unless it is one that is commonly understood by the public.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

Frank Byrd holds a state agency position. Frank’s conflict of interest code requires full disclosure of investments. Frank must disclose stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by Frank’s spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. Alice has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

# SCHEDULE A-2

## Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one  
 Trust, go to 2     Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE                      IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <input type="checkbox"/> ____/____/23 ACQUIRED                 </td> <td style="width: 50%; text-align: center;"> <input type="checkbox"/> ____/____/23 DISPOSED                 </td> </tr> </table>	<input type="checkbox"/> ____/____/23 ACQUIRED	<input type="checkbox"/> ____/____/23 DISPOSED
<input type="checkbox"/> ____/____/23 ACQUIRED	<input type="checkbox"/> ____/____/23 DISPOSED		

NATURE OF INVESTMENT  
 Partnership     Sole Proprietorship     \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one  
 Trust, go to 2     Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE                      IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <input type="checkbox"/> ____/____/23 ACQUIRED                 </td> <td style="width: 50%; text-align: center;"> <input type="checkbox"/> ____/____/23 DISPOSED                 </td> </tr> </table>	<input type="checkbox"/> ____/____/23 ACQUIRED	<input type="checkbox"/> ____/____/23 DISPOSED
<input type="checkbox"/> ____/____/23 ACQUIRED	<input type="checkbox"/> ____/____/23 DISPOSED		

NATURE OF INVESTMENT  
 Partnership     Sole Proprietorship     \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

<input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000
---	--

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

<input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000
---	--

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

None    or     Names listed below

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

None    or     Names listed below

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:  
 INVESTMENT     REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

Description of Business Activity or City or Other Precise Location of Real Property \_\_\_\_\_

FAIR MARKET VALUE                      IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <input type="checkbox"/> ____/____/23 ACQUIRED                 </td> <td style="width: 50%; text-align: center;"> <input type="checkbox"/> ____/____/23 DISPOSED                 </td> </tr> </table>	<input type="checkbox"/> ____/____/23 ACQUIRED	<input type="checkbox"/> ____/____/23 DISPOSED
<input type="checkbox"/> ____/____/23 ACQUIRED	<input type="checkbox"/> ____/____/23 DISPOSED		

NATURE OF INTEREST  
 Property Ownership/Deed of Trust     Stock     Partnership

Leasehold \_\_\_\_\_ Yrs. remaining     Other \_\_\_\_\_

Check box if additional schedules reporting investments or real property are attached

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:  
 INVESTMENT     REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

Description of Business Activity or City or Other Precise Location of Real Property \_\_\_\_\_

FAIR MARKET VALUE                      IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <input type="checkbox"/> ____/____/23 ACQUIRED                 </td> <td style="width: 50%; text-align: center;"> <input type="checkbox"/> ____/____/23 DISPOSED                 </td> </tr> </table>	<input type="checkbox"/> ____/____/23 ACQUIRED	<input type="checkbox"/> ____/____/23 DISPOSED
<input type="checkbox"/> ____/____/23 ACQUIRED	<input type="checkbox"/> ____/____/23 DISPOSED		

NATURE OF INTEREST  
 Property Ownership/Deed of Trust     Stock     Partnership

Leasehold \_\_\_\_\_ Yrs. remaining     Other \_\_\_\_\_

Check box if additional schedules reporting investments or real property are attached

**Comments:** \_\_\_\_\_

## Instructions – Schedule A-2

### Investments, Income, and Assets of Business Entities/Trusts

---

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

#### To Complete Schedule A-2:

**Part 1.** Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

**Part 2.** Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

**Part 3.** Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

**Part 4.** Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

## SCHEDULE B Interests in Real Property (Including Rental Income)

Name \_\_\_\_\_

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

---

FAIR MARKET VALUE                      IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000			
<input type="checkbox"/> \$10,001 - \$100,000		_____/_____/23	_____/_____/23
<input type="checkbox"/> \$100,001 - \$1,000,000		ACQUIRED	DISPOSED
<input type="checkbox"/> Over \$1,000,000			

NATURE OF INTEREST

<input type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold _____	<input type="checkbox"/> _____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

---

FAIR MARKET VALUE                      IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000			
<input type="checkbox"/> \$10,001 - \$100,000		_____/_____/23	_____/_____/23
<input type="checkbox"/> \$100,001 - \$1,000,000		ACQUIRED	DISPOSED
<input type="checkbox"/> Over \$1,000,000			

NATURE OF INTEREST

<input type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold _____	<input type="checkbox"/> _____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

\* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER\* \_\_\_\_\_

ADDRESS (Business Address Acceptable) \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER \_\_\_\_\_

INTEREST RATE \_\_\_\_\_                      TERM (Months/Years) \_\_\_\_\_

\_\_\_\_\_ %     None

HIGHEST BALANCE DURING REPORTING PERIOD

<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000

Guarantor, if applicable

NAME OF LENDER\* \_\_\_\_\_

ADDRESS (Business Address Acceptable) \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER \_\_\_\_\_

INTEREST RATE \_\_\_\_\_                      TERM (Months/Years) \_\_\_\_\_

\_\_\_\_\_ %     None

HIGHEST BALANCE DURING REPORTING PERIOD

<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000

Guarantor, if applicable

Comments: \_\_\_\_\_

## Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

### Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

### You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
  - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

### To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold,

### Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the first and last name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

### Example:

Allison Gande is a city planning commissioner. During the reporting period, Allison received rental income of \$12,000, from a single tenant who rented property owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS <b>4600 24th Street</b>	
CITY <b>Sacramento</b>	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	<input type="checkbox"/> / / XX / XX
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> ACQUIRED <input type="checkbox"/> DISPOSED
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold	<input type="checkbox"/> Other
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000
<input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
<input type="checkbox"/> None	
<b>Henry Wells</b>	
NAME OF LENDER*	
<b>Sophia Petroillo</b>	
ADDRESS (Business Address Acceptable)	
<b>2121 Blue Sky Parkway, Sacramento</b>	
BUSINESS ACTIVITY, IF ANY, OF LENDER	
<b>Restaurant Owner</b>	
INTEREST RATE	TERM (Months/Years)
<b>8</b> % <input type="checkbox"/> None	<b>15</b> Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> Guarantor, if applicable	
Comments:	



# SCHEDULE C

## Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED
<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <p>GROSS INCOME RECEIVED    <input type="checkbox"/> No Income - Business Position Only</p> <p><input type="checkbox"/> \$500 - \$1,000                      <input type="checkbox"/> \$1,001 - \$10,000</p> <p><input type="checkbox"/> \$10,001 - \$100,000              <input type="checkbox"/> OVER \$100,000</p> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p><input type="checkbox"/> Salary    <input type="checkbox"/> Spouse's or registered domestic partner's income <i>(For self-employed use Schedule A-2.)</i></p> <p><input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p><input type="checkbox"/> Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p><input type="checkbox"/> Loan repayment</p> <p><input type="checkbox"/> Commission or    <input type="checkbox"/> Rental Income, list each source of \$10,000 or more</p> <p>_____ <i>(Describe)</i></p> <p><input type="checkbox"/> Other _____ <i>(Describe)</i></p>	<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <p>GROSS INCOME RECEIVED    <input type="checkbox"/> No Income - Business Position Only</p> <p><input type="checkbox"/> \$500 - \$1,000                      <input type="checkbox"/> \$1,001 - \$10,000</p> <p><input type="checkbox"/> \$10,001 - \$100,000              <input type="checkbox"/> OVER \$100,000</p> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p><input type="checkbox"/> Salary    <input type="checkbox"/> Spouse's or registered domestic partner's income <i>(For self-employed use Schedule A-2.)</i></p> <p><input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p><input type="checkbox"/> Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p><input type="checkbox"/> Loan repayment</p> <p><input type="checkbox"/> Commission or    <input type="checkbox"/> Rental Income, list each source of \$10,000 or more</p> <p>_____ <i>(Describe)</i></p> <p><input type="checkbox"/> Other _____ <i>(Describe)</i></p>

**▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

\* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

<p>NAME OF LENDER* _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF LENDER _____</p> <p>HIGHEST BALANCE DURING REPORTING PERIOD</p> <p><input type="checkbox"/> \$500 - \$1,000</p> <p><input type="checkbox"/> \$1,001 - \$10,000</p> <p><input type="checkbox"/> \$10,001 - \$100,000</p> <p><input type="checkbox"/> OVER \$100,000</p>	<p>INTEREST RATE                      TERM (Months/Years)</p> <p>_____ %    <input type="checkbox"/> None                      _____</p> <p>SECURITY FOR LOAN</p> <p><input type="checkbox"/> None                      <input type="checkbox"/> Personal residence</p> <p><input type="checkbox"/> Real Property _____ <i>Street address</i></p> <p>_____ <i>City</i></p> <p><input type="checkbox"/> Guarantor _____</p> <p><input type="checkbox"/> Other _____ <i>(Describe)</i></p>
--	--

**Comments:** \_\_\_\_\_

# Instructions – Schedule C

## Income, Loans, & Business Positions

### (Income Other Than Gifts and Travel Payments)

#### Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 11.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

#### Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

#### Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10.)
- Incentive compensation (See Reference Pamphlet, page 12.)

#### Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

#### You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 12.)

#### To Complete Schedule C:

##### Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 8.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

##### Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
  - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
  - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

## SCHEDULE D Income – Gifts

Name \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: \_\_\_\_\_

## Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

### Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

### Reminders

- Gifts from a single source are subject to a \$590 limit in 2023. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

### Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

### You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

### To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

Name \_\_\_\_\_

**SCHEDULE E**  
**Income – Gifts**  
**Travel Payments, Advances,**  
**and Reimbursements**

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:  Gift **-or-**  Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:  Gift **-or-**  Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:  Gift **-or-**  Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:  Gift **-or-**  Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

Comments: \_\_\_\_\_

## Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled “Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans” to read about travel payments under section 89506(a).)

### You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

**Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.**

### To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
  - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

### Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for MaryClaire's travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which they are not providing services are likely considered gifts.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S):	AMT: \$ 550.00
(if gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting.</u>	
▶ If Gift, Provide Travel Destination _____	

Note that the same payment from a 501(c)(3) would NOT be reportable.

### Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose.

▶ NAME OF SOURCE (Not an Acronym)	
Chengdu Municipal People's Government	
ADDRESS (Business Address Acceptable)	
2 Caoshi St, CaoShiJie, Qingyang Qu, Chengdu Shi,	
CITY AND STATE	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
DATE(S):	AMT: \$ 3,874.38
(if gift)	
▶ MUST CHECK ONE: <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
▶ If Gift, Provide Travel Destination <u>Sichuan Sheng, China</u>	

Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at [www.fppc.ca.gov](http://www.fppc.ca.gov).)

## Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the Act's provisions.

### Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2023-2024, the gift limit increased to \$590 from a single source during a calendar year.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

### Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

### Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 14.)

### Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

### Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

**For assistance** concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).
- Call the FPPC toll-free at (866) 275-3772.

### Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

## Questions and Answers

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### General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

### Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 13.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.



## Questions and Answers Continued

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- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.
- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.
- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

### Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at [www.fppc.ca.gov](http://www.fppc.ca.gov). (See Reference Pamphlet, page 14.)

## Questions and Answers Continued

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Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the “comments” section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My spouse is a partner in a four-person firm where all of their business is based on their own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your spouse's investment in the firm is 10% or greater, disclose 100% of your spouse's share of the business on Schedule A-2, Part 1 and 50% of your spouse's income on Schedule A-2, Parts 2 and 3. For example, a client of your spouse's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

### Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an “acquired” date?

A. No, you are not required to show an “acquired” date because you previously owned the property. However, you may want to note in the “comments” section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in that real property.

## Questions and Answers Continued

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### Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2023 the gift limit was \$590, so the Bensons may have given the supervisor artwork valued at no more than \$1,080. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.