



## **A G E N D A**

**February 15, 2024  
3:00 p.m.**

Meeting will be held at:

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

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Workforce Development Board of Madera County, 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.

If a quorum of the Workforce Development Board is not present at the time of the meeting BUT a quorum of the Workforce Development Board Executive Committee IS present, an Executive Committee board meeting will be conducted in place of the Workforce Development Board.

This agenda and supporting documents relating to the items on this agenda are available through the Workforce Development Board website at <http://www.maderaworkforce.org/workforce-board-meetings/>. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director. The Workforce Development Board 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 but not appearing on the agenda. The Board will not take action on any items presented under public comment. The comment period will be limited to 15 minutes.

### **4.0 Introductions and Recognitions**

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

### **6.0 Consent Calendar**

6.1 Consideration of approval of the January 11, 2024, Workforce Development Board (WDB) Executive Committee meeting minutes.

6.2 Consideration of approval of the January 11, 2024, Workforce Development Board (WDB) Executive Committee Action Planning Workshop minutes.

6.3 Ratification of the resignation of Dr. Lucia Robles, Madera Community College, from the WDB.

6.4 Ratification of the approval of the application of Dr. Marie Harris, Madera Community College, to the WDB for a 3-year term.

## **7.0 Action Items**

- 7.1 Consideration of approval of Beaudette Inc.'s One Stop Operator (OSO) report for the period of October 1, 2023, through December 31, 2023.
- 7.2 Consideration of approval of the revised Basic Skills Requirements for Training and/or Referral to Employers policy to include additional exception language for referrals to employers.
- 7.3 Consideration of approval of the revised Youth Program Requirements policy to include clearer language on how the local area may serve In-School and Out-of-School youth.
- 7.4 Consideration of approval of the revised Youth Incentives policy to include additional milestones and award amounts where participants may receive incentive payments upon achieving.

## **8.0 Information Items**

- 8.1 Success Stories
- 8.2 Madera County Workforce Investment Corporation (MCWIC) Update
- 8.3 WIOA Formula and Special Projects Quarterly Program Overview
- 8.4 Program Impact Report
- 8.5 Executive Committee Action Planning Workshop
- 8.6 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County
- 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**

April 18, 2024

### **12.0 Adjournment**



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

Executive Committee  
**SPECIAL MEETING**

MINUTES

January 11, 2024  
8:00 a.m.

Meeting convened at:

***Wellness Center at Tesoro Viejo  
4148 Town Center Boulevard, Madera, CA 93636***

**PRESENT:** Brett Frazier, Omair Javaid, Nichole Mosqueda, Robert Poythress

**ABSENT:** Pat Gordan

**GUEST:**

**STAFF:** Jorge Espinosa, Erick Flores, Nicki Martin, Marisol Rivera, Maiknue Vang, Bertha Vega

**1.0 Call to Order**

*Meeting called to order at 8:05 a.m. by Chair Brett Frazier.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

*None.*

**5.0 Adoption of Board Agenda**

*Omair Javaid moved to adopt the agenda, seconded by Robert Poythress.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Omair Javaid, Nichole Mosqueda, Rob Poythress*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the resignation of Dr. Lucia Robles, Madera Community College, from the WDB.**

**6.2 Consideration of approval of the application of Dr. Marie Harris, Madera Community College, to the WDB for a 3-year term.**

*Rob Poythress moved to approve the Consent Calendar, seconded by Omair Javaid.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Omair Javaid, Nichole Mosqueda, Rob Poythress*

## **7.0 Action Items**

### **7.1 Discussion and consideration of the Basic Skills Requirements for Training and/or Referral to Employers policy.**

*Currently, the policy requires that participants have a high school diploma or a GED before they can be referred to a training activity or be referred to an employer for on-the-job (OJT) training or direct placement. Recent data shows that 10% of Madera County residents have less than a 9<sup>th</sup> grade education level. Under the Workforce Innovation and Opportunity Act (WIOA), this is considered basic skills deficient. In addition, as stated in the Program Impact Report, of those individuals enrolled in Workforce WIOA activities, 77% are basic skills deficient/less than a 9<sup>th</sup> grade educational level. This data includes individuals who have diplomas/GEDs as well. The current board policy may be excluding a portion of the population from obtaining workforce services. Staff also surveyed employers and 76% stated that a diploma/GED is still required for basic, entry-level positions in their industry. When asked if there were instances where the diploma/GED could be waived, some employers stated that they have never waived the requirement, some employers would consider it if the candidate showed/had exceptional skills and knowledge in the area desired, possibly for temporary contracts for labor, if the position was for delivery drivers or inventory, if they had at least 5 years of experience in the manufacturing field, entry level housekeeping positions, if they had some college courses, or if they had a community college degree but no diploma. Staff noted that the policy may be creating additional barriers while at the same time, employers are consistently saying that they require a diploma/GED. The current policy has exception language around referrals for training or for concurrent vocation training with a GED program. The Board can decide to remove the local requirement for referrals for trainings and employers, remove the requirement for training but keep the requirement for referrals, or revise the policy with additional exception language that will allow referrals to employers if they are willing to waive the diploma/GED requirement.*

*Nichole Mosqueda moved to have staff revise the policy to include exception language and bring it back to the Board for consideration, seconded by Rob Poythress.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Omair Javaid, Nichole Mosqueda, Rob Poythress*

### **7.2 Discussion and consideration of the Youth Program Requirements policy.**

*The Board decided to allocate 100% of youth funds to out-of-school youth (OSY) in 2015. WIOA only requires that 75% of funds be spent on OSY and allows up to 25% of youth funds to be spent on in-school youth (ISY). Since then, this has been the process and practice, however, the Board policy does not accurately reflect that practice and past meeting minutes indicate that the policy should have been revised to reflect this local decision once the State finalized the draft directive. Staff requested input as to whether the policy should be revised to reflect the 100% OSY practice or leave the policy as-is and add language around exceptions to providing services to ISY who may be in foster care, are homeless, or are justice involved. OSY youth are young adults who are not enrolled in school while ISY are enrolled in a K through 12 school system. Part of the reason for the switch to 100% OSY funding was due to the higher volume of expenditure for those participants versus ISY at the time the decision was made. Currently, ISY funds could be used for possible partnership projects with ISY programs such as the Madera County Superintendent of Schools or the Madera County Probation Department, which will allow staff the flexibility to spend down Youth dollars.*

*Nichole Mosqueda moved to have staff provide language within the youth policy that will allow for ISY services to more unique demographics of youth, seconded by Rob Poythress.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Omair Javaid, Nichole Mosqueda, Rob Poythress*

## **8.0 Next Meeting**

*To be determined.*

## **9.0 Adjournment**

*Meeting adjourned at 8:32 a.m.*



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**Executive Committee**  
**SPECIAL MEETING**

**MINUTES**

January 11, 2024  
8:30 a.m.

Meeting convened at:

**Wellness Center at Tesoro Viejo**  
**4148 Town Center Boulevard, Madera, CA 93636**

**PRESENT:** Brett Frazier, Omair Javaid, Nichole Mosqueda, Robert Poythress

**ABSENT:** Pat Gordan

**GUEST:** Brandon Anderson, Bob Lanter, Todd Lile, Gabriel Mejia, Rico Peralta

**STAFF:** Jorge Espinosa, Erick Flores, Nicki Martin, Marisol Rivera, Maiknue Vang, Bertha Vega

**1.0 Call to Order**

*The meeting was convened as an Executive Committee due to a lack of quorum of the Workforce Development Board. Meeting called to order at 8:47 a.m. by Chair Brett Frazier.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

*Roundtable introductions were done by all attendees. Bob Lanter and Mathew Hayes, CWA, were introduced.*

**5.0 Adoption of Board Agenda**

**6.0 Action Items**

**6.1 Workforce Development Board Action Planning Workshop**

- **Board direction to identify 3-5 action categories for prospective work plan.**

*Bob Lanter facilitated a workshop for the WDB on June 14, 2023, that spoke about the roles and responsibilities of the Workforce Board. At that time, it was decided to continue to work with Bob and his team to build an Action Plan that would be plotted out for 18-24 months and would become a regular item of discussion at Board meetings. Bob facilitated a discussion to identify and consider priorities for the Board.*

### **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/losing 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)

## **7.0 Next Meeting**

*February 15, 2024*

## **8.0 Adjournment**

*Meeting adjourned at 12:41 p.m.*





**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

# Director Application

<b>NAME:</b> Dr. Marie Harris	<b>TITLE</b> Vice President of Learning and Student Success
<b>EMPLOYER:</b> State Center Community College District/Madera Community College	
<b>ADDRESS:</b> 30277 Ave 12, Madera CA 93638	
<b>PHONE:</b> 559-675-4800	<b>FAX:</b>
<b>EMAIL:</b> [REDACTED]@maderacollege.edu	<b>ALTERNATE EMAIL:</b> [REDACTED]

<b>ORGANIZATIONS YOU BELONG TO:</b>	<b>HOW LONG?</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

<b>REFERENCES:</b>	<b>PHONE:</b>
Angel Reyna	[REDACTED]
David Clark	[REDACTED]
Tereance Frazier	[REDACTED]
Juan Bedolla	[REDACTED]
Shelly Conner	[REDACTED]

**WHY DO YOU WANT TO BE A MEMBER OF THE WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY?**

As the VP of Madera Community College I believe it is critical to support, advocate, and contribute to the community in my role. I am passionate about bridging education and community. I previously served from 2019-2022 and contributed to equity conversations that supported the board's mission. Serving on the board again will allow me to continue to build a strong community network between MCC and the community. My voice will serve as advocacy for critical issues.

**DO YOU HAVE ANY RELEVANT EXPERIENCE WITH WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, EDUCATION, OR TRAINING PROGRAMS?  YES  NO  
IF YES, PLEASE EXPLAIN:**

I have served the education industry for almost 15 years. I've previously served on the Workforce Development Board. As an educational administrator, I have provided leadership and management to programs such as child development, dental, LVN, LVN to RN, Truck Driving, and other related programs. I also have experience working with external agencies to bridge the educational gap with our communities.

**PLEASE LIST ANY OTHER INFORMATION THAT YOU FEEL WOULD BE PERTINENT.**

SIGNATURE



11/09/2023

DATE

America's **JobCenter**  
of California™

## 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.



**BASIC SKILL REQUIREMENTS FOR TRAINING AND/OR REFERRAL TO EMPLOYERS**

EDD Revision Date: n/a

WDB Review Date: 09/27/07; 12/20/07; 9/24/09; 6/21/12; 12/17/15, 12/15/16, [2/15/24](#)

**EXECUTIVE SUMMARY:**

The Workforce Development Board of Madera County is committed to the preparation of a quality workforce which possesses the skills and abilities required by local employers and needed for entry into high-wage, high-skill employment in targeted demand occupations. Local employers consistently cite the need for strong basic skills as a necessary requirement for success in the workplace, and as a key skill set for access to long-term growth and upward mobility for employees. In order to respond to the needs of local employers, while ~~insuring~~[ensuring](#) that job seekers have the skills needed for success, the Workforce Development Board of Madera County has established this policy to delineate specific basic skill requirements for access to occupational skills training, on-the-job training (OJT) and employment referrals.

**Purpose:**

The Workforce Development Board of Madera County has established minimum basic skills requirements for WIOA customers who are seeking WIOA-sponsored training services or referrals to employment from the Business Services Unit of the Madera County Workforce Investment Corporation or from any other service provider funded by the Board.

No individual customer will be referred to an occupational skills training activity beyond academic remediation or GED/HiSET preparation unless they have:

- A High School diploma, GED, or the equivalent;
- TABE or other equivalent, recent assessment scores in Reading and Mathematics at the minimum grade level required by the training provider or employer, based on occupational requirements;
- Successfully passed any entrance exam required by the training provider; and
- The minimum WorkKeys practice test scores designated by ACT as necessary for success in the specific occupation sought.

No individual customer will be referred to an employer for an on-the-job training or direct placement unless they have:

- A High School diploma, GED, or the equivalent;
- TABE or other equivalent, recent assessment scores in Reading and Mathematics at the minimum acceptable grade level designated by the employer; and

- The minimum WorkKeys test scores designated by ACT as necessary for success in the specific occupation sought, as evidenced by the issuance of a Central Valley Work Readiness Certificate.

**Scope:**

This policy applies to all WIOA program participants who are requesting assistance with employment or OJT referrals from staff members of all local WIOA-funded programs and to participants who are requesting assistance with post-secondary vocational training sponsorship directly from Madera County Workforce Investment Corporation staff or from another service provider funded by the Board.

**Effective Date:**

This policy is effective on the date of approval by the Workforce Development Board of Madera County.

**REFERENCES:**

None.

**STATE-IMPOSED REQUIREMENTS:**

None.

**FILING INSTRUCTIONS:**

This policy replaces the previous version approved by the Board on June 21, 2012, and will remain in effect until further notice. Please keep this document on file.

**BACKGROUND:**

Labor market shifts and changes in workforce supply and demographics are placing an increasing strain on employers who need access to skilled workers. Employers consistently cite the need for employees at all levels to have strong basic skills. The traditional tool for documenting competence in basic academic skills is a High School Diploma or its equivalent. In addition to such a document, individuals will be assessed (tested) to determine their approximate functioning levels in the core academic areas of Math and Reading. While employers frequently ask for documentation of the completion of a course of study equivalent to a HS diploma, assessment results may be used to document the academic skill levels of an individual for those employers who do not require a high school credential. Using both of these methods will result in insuring that the candidate for employment or training has the academic skill requirements to perform the job or succeed in the training program, but does not preclude the requirement for a High School diploma, GED, or its equivalent for local participants in WIOA-funded training programs.



## **POLICY AND PROCEDURES:**

All WIOA program participants will be initially assessed at program entry, and will be notified of their assessment results by a Career Specialist. Any participant who scores below the 9<sup>th</sup> grade level in Reading and/or Math on the initial basic skills assessment will be provided with information and resources regarding basic skill remediation and will be expected to participate in services specific to improving their basic skill levels to promote their potential for career advancement. The individual may continue to receive other career or training services concurrently with their participation in remediation activities. In addition, participants with a high school diploma, GED or equivalent will be required to achieve appropriate industry WorkKeys scores in order to obtain the Central Valley Work Readiness Certificate. For employers who place job orders and **do not** require a high school diploma or equivalent, staff will refer interested participants. This will include referrals for job/career fairs.

Exceptions to the requirement for a GED or HS Diploma prior to referral for training, or for concurrent vocational training with a GED program, [and for referral to employers who have been informed and are willing to waive a high school diploma or GED, including work based learning referrals.](#) may be made on a case-by-case basis, or for specific grants or special projects, with the approval of the Executive Director.

### **ACTION:**

Retain this policy until further notice.

### **INQUIRIES:**

If you have questions, please contact the Executive Director or designee at (559) 662-4500.



## WIOA YOUTH PROGRAM REQUIREMENTS

EDD Revision Date: N/A

WDB Review Date: 11/9/17, [2/15/24](#)

### EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding the *Workforce Innovation and Opportunity Act (WIOA)* youth program, including the 75 percent out-of-school (OS) youth and 20 percent work experience minimum expenditure requirements. This policy is effective upon issuance of final guidance from the State Employment Development Department

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

### REFERENCES

- WIOA (Public Law 113-128)
- Title 2 *Code of Federal Regulations* (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)
- Title 20 CFR Part 681: “Youth Activities under Title I of the WIOA”
- Title 20 *United States Code* (U.S.C.) Section 1401: “Definitions”
- Training and Employment Guidance Letter (TEGL) [21-16](#), *Third WIOA Title I Youth Formula Program Guidance* (March 2, 2017)
- TEGL [8-15](#), Subject: *Second Title I WIOA Youth Program Transition Guidance* (November 17, 2015)
- TEGL [23-14](#), Subject: *WIOA Youth Program Transition* (March 26, 2015)
- TEGL [19-14](#), Subject: *Vision for the Workforce System and Initial Implementation of the WIOA* (February 19, 2015)
- TEGL [12-14](#), Subject: *Allowable Uses and Funding Limits of Workforce Investment Act (WIA) Program Year (PY) 2014 funds for WIOA Transitional Activities* (October 28, 2014)
- TEGL [13-09](#), Subject: *Contracting Strategies That Facilitate Serving the Youth Most In Need* (February 16, 2010)
- California *Education Code* (EC) Sections 47612.1, 58500, and 66010
- Workforce Services Directive [WSD16-1](#), Subject: *WIOA Youth Program Requirements* (September 16, 2016)

## **BACKGROUND**

The WIOA Section 129 introduces key investments in OS youth and work experience. Specifically, it increases the minimum OS youth expenditure rate from 30 percent under WIA to 75 percent under WIOA, and introduces a 20 percent work experience expenditure requirement. Additionally, it adds new program elements, increasing the number of required youth program elements from 10 under WIA to 14 under WIOA.

Operational implementation of the WIOA youth program began July 1, 2015, with all provisions taking effect July 1, 2016. Local Areas were expected to use their PY 2015-16 WIOA youth formula funds to properly align their youth programs and services in preparation for full WIOA youth program implementation effective July 1, 2016.

On August 19, 2016, the DOL issued the WIOA Final Rules. Among other things, the WIOA Final Rules establish a poverty rate of 25 percent for a high poverty area, allow Local Boards to directly provide youth services, allow for youth work experiences, education, and work components to be provided sequentially, and clarify youth program eligibility. The DOL has also published three additional TEGs since 2015 providing further guidance and clarification for the WIOA Title I youth program. Therefore, the state is issuing its third iteration of the *WIOA Youth Program Requirements* directive to ensure state guidance is in full alignment with the WIOA Statute, the WIOA Final Rules, TEG 23-14, TEG 8-15, and TEG 21-16.

Although some of the deadlines for implementation of the WIOA requirements have passed, the Employment Development Department (EDD) chose to retain past deadlines in this directive for compliance monitoring purposes.

## **POLICY AND PROCEDURES**

### **Definitions**

For the purposes of this policy, the following definitions apply:

*Adult Education* – academic instruction and education services below the postsecondary level that increases an individual’s ability to: read, write, and speak in English, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment (WIOA Section 203).

*Attending School* – an individual is considered to be attending school if the individual is enrolled in secondary or postsecondary school. If a youth is between high school graduation and postsecondary education, the youth is considered an IS youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes. However, if the youth registers for postsecondary education, but does not follow through with attending classes, the youth is considered OS youth if the eligibility determination is made after youth decided not to attend postsecondary education. Youth on summer break are considered IS youth if they are enrolled to continue school in the fall (TEG 21-16).

*Not Attending School* – an individual who is not attending a secondary or postsecondary school. In addition, individuals enrolled in the following programs would be considered an OS youth for eligibility purposes:

- WIOA Title II Adult Education, YouthBuild, Job Corps, high school equivalency program, or dropout re-engagement programs.
  - o Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in school are the exception; they are considered IS youth (Title 20 CFR Section 681.230).
- Non-credit bearing postsecondary classes only (TEGL 21-16).
- ***A charter school program that provides instruction exclusively in partnership with WIOA, federally-funded YouthBuild programs, federal Job Corps training or instruction, California Conservation Corps, or a state certified local conservation corps (in alignment with EC Section 47612.1).***

*Offender* - An adult or juvenile subject to any stage of the criminal justice process or an adult or juvenile who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions or for whom services under WIOA may be beneficial (WIOA Section 3[38]).

***Postsecondary School – California community colleges, and accredited public and private universities (EC Section 66010).***

*School* – any secondary or postsecondary school (Title 20 CFR Section 681.230). ***These include, but are not limited to: traditional K-12 [public](#) and [private](#) (e.g., [continuation](#), [magnet](#), [charter](#), and [home](#)) schools.***

*School Dropout* – an individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent (WIOA Section 3[54]). Per TEGL 8-15, this term does not include individuals who dropped out of postsecondary school.

*Secondary School* – a nonprofit institutional day or resident school, including a public secondary charter school, that provides secondary education, as determined under state law, except that the term does not include any education beyond grade 12 (Title 20 U.S.C. Section 1401[27]).

## **Youth Eligibility Criteria**

The WIOA Section 129(a)(1) provides new eligibility criteria for the WIOA youth program. To be eligible to participate in the WIOA youth program, an individual must be an OS youth or an in-school (IS) youth.

Youth enrolled after July 1, 2015, must meet the WIOA eligibility criteria. After July 1, 2015, all WIA youth participants who are enrolled in the WIA youth program must be grandfathered into the WIOA youth program, even if the participant would not otherwise be eligible for the WIOA. Local youth programs are not required to complete an eligibility re-determination if the

participant has been determined eligible and enrolled under the WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual service strategy.

### *OS Youth Eligibility*

In order to receive services as an OS youth, an individual must meet the following eligibility criteria:

1. Not attending any secondary or postsecondary school (not including Title II Adult Education, YouthBuild, Job Corps, high school equivalency programs [exceptions in definitions], non-credit bearing postsecondary classes, dropout reengagement programs **or charter schools with federal and state workforce partnerships**).
2. Age 16-24 years old.
3. One or more of the following barriers:
  - a. A school dropout.
  - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter.
    - i. Note – If the school does not use school year quarters, Local Areas must use calendar quarters.
  - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner.
  - d. An offender.
  - e. A homeless individual or a runaway.
  - f. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the *Social Security Act*, or in an out-of-home placement.
  - g. An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
  - h. An individual with a disability.
  - i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

(Title 20 CFR Section 681.210)

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an OS youth at time of enrollment and is subsequently placed in school is still considered an OS youth. Additionally, an individual who is an OS youth and between the ages of 16-24 at the time of enrollment, and is now beyond the age of 24, is still considered an OS youth until exited.

### *IS Youth Eligibility*

In order to receive services as an IS youth, an individual must meet the following eligibility criteria:

1. Attending school, including secondary and postsecondary school.

2. Age 14-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026]).
3. Low income individual.
4. Meets one or more of the following barriers:
  - a. Basic skills deficient.
  - b. An English language learner.
  - c. An offender.
  - d. A homeless individual or runaway.
  - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement.
  - f. Pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
  - g. An individual with a disability.
  - h. An individual who requires additional assistance to complete an educational program or secure and hold employment.

(Title 20 CFR Section 681.220)

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an IS youth and between the ages of 14-21 at the time of enrollment, and is now beyond the age of 21, is still considered an IS youth until exited.

### *Low-Income*

Under WIOA, a youth who receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act, is considered to be low-income. While the free/reduced lunch low-income category primarily applies to IS Youth, OS youth may also qualify as low income if the youth is a parent living in the same household as a child who receives or is eligible to receive free or reduced price lunch based on their income level. However, not all youth who receive a free or reduced priced lunch automatically qualify as low-income for the WIOA youth program eligibility. In areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Local Area must base low-income status on an individual student's eligibility to receive free or reduced price lunch or on the youth's ability to meet one of the other low-income categories under WIOA.

A youth living in a high-poverty area is automatically considered to be a low-income individual. A high-poverty area is a Census tract or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey (ACS) 5-Year data. Local Areas may access ACS 5-Year data on the [U.S. Census Fact Finder](#) website to determine the poverty rate. TEGL 21- 16, [Attachment 2 - Determining Whether Youth are Living in a High Poverty Area](#), provides step- by-step instruction on how to calculate the poverty rate.

### *Calculating Income*

For income calculation purposes, if an individual is not living in a single residence with other family members that individual is not considered a member of a family. When determining a youth's eligibility based on low-income status, the Local Area will do the following:

- Include Unemployment Insurance as income.
- Include child support payments as income.
- For IS youth with a disability, consider only the youth's own income rather than their family's income.

(TEGL 21-16)

### *Low-Income Exception*

The WIOA maintains a five percent low-income eligibility exception where five percent of Local Area youth participants who ordinarily would need to be low-income do not need to meet the low-income provision. However, because not all OS youth are required to be low-income, the five percent low-income exception under WIOA is calculated based on the five percent of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria. The five percent low-income exception may include OS youth under eligibility categories 3c and 3i, IS youth, or a combination of both, not to exceed five percent of all WIOA youth participants served in a given program year.

### *Requires Additional Assistance*

Under WIOA, no more than five percent of IS youth enrolled in a given program year may be found eligible based solely on meeting the criterion, "requires additional assistance." This limitation applies to IS youth enrolled on or after July 1, 2015. Therefore, participants that were enrolled under WIA and carried into WIOA would not be factored in.

Local Boards are responsible for establishing local definitions and eligibility documentation requirements for "requires additional assistance" as it relates to both OS and IS youth. The local policy should be reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified in the policy objectively requires additional assistance. To determine "requires additional assistance" for the Madera Local Workforce Development Area, the Workforce Development Board of Madera County has established that the following criteria will be used:

- Have repeated at least one secondary grade level or are one year over age for grade.
- Have a core grade point average of less than 1.5.
- For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school.
- Are emancipated youth.
- Have aged out of foster care.
- Are previous dropouts or have been suspended five or more times or have been expelled.
- Have received court/agency referrals mandating school attendance.
- Are deemed at risk of dropping out of school by a school official.

- Have been referred to or are being treated by an agency for a substance abuse related problem.
- Have experienced recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a school official or other qualified professional.
- Have serious emotional, medical or psychological problems as documented by a qualified professional.
- Have never held a job (**applies to OS youth**).
- Have been fired from a job within the 12 months prior to application (**applies to OS youth**).
- Have never held a full-time job for more than 13 consecutive weeks (**applies to OS youth**).

## OS Youth

The WIOA shifts the primary focus of youth formula funds to support the educational and career success of OS youth. As a result of this shift, the cost per participant under WIOA may increase as many OS youth require more intensive and costly services. Consequently, fewer participants might be served under the WIOA youth program due to the more intensive and costly services for the increased emphasis on the OS youth population.

### *OS Youth Expenditure Requirement*

Local Areas must spend at least 75 percent of their WIOA youth formula allocation on youth workforce investment activities for OS youth (WIOA Section 129[a][4]). The OS youth expenditure rate is calculated after subtracting funds spent on administrative costs.

Some Local Areas may not have been immediately prepared to spend at least 75 percent of their PY 2015-16 youth funds on OS youth. These Local Areas were required to demonstrate progress towards meeting the requirement through increased expenditures on OS youth (compared to their PY 2014-15 youth expenditures). Specifically, by June 30, 2016, Local Areas were required to increase their PY 2015-16 OS youth expenditures by at least 10 percentage points over their PY 2014-15 OS youth expenditures, and have a minimum OS youth expenditure rate of 50 percent.

Beginning with the PY 2016-17 youth funds, Local Areas are required to meet the full 75 percent OS youth expenditure requirement.

The EDD calculated PY 2015-16 OS youth expenditures at the end of the first program year of the two year availability of the funds (i.e., June 30, 2016), and provided the figure to each Local Area. Local Areas that did not meet the 75 percent expenditure rate with their PY 2015-16 youth funds were required to submit a corrective action plan to their assigned Regional Advisor by December 31, 2016. The corrective action plan was required to include the following information:

- How the Local Area planned to meet the 75 percent OS youth expenditure rate with their PY 2016-17 youth formula funds.
- Strategies the Local Area had taken to secure contractors, establish partnerships, and



transition their youth program focus from IS youth to OS youth.

Beginning PY 2016-17, Local Areas must submit a corrective action plan for any program year in which they do not meet the 75 percent expenditure OS youth expenditure rate. A corrective action plan is included as Attachment 2 to this Policy.

The Local Area will submit any required corrective action plan as follows:

Mail                               ATTN: Veronica Champayne  
Central Office Workforce Service Division, MIC 50  
Employment Development Department  
P.O. Box 826880 Sacramento, CA 94280-0001

Courier                             ATTN: Veronica Champayne  
Central Office Workforce Services Division, MIC 50  
Employment Development Department  
722 Capitol Mall, Room 5099  
Sacramento, CA 95814

FAX                                 916-657-0055, Attn: Veronica Champayne

### *Recruiting OS Youth*

Under WIA, some Local Areas may have been serving low numbers of OS youth. These Local Areas should have used the first year of WIOA implementation (i.e., July 1, 2015, through June 30, 2016) to align their youth program design to start increasing recruitment and outreach to move towards meeting the 75 percent OS youth expenditure requirement.

Youth outreach and recruitment are among the limited instances in which WIOA youth funds may be expended on costs related to individuals who are not yet participants. However, youth program services may not be provided until a formal eligibility determination being made.

For tips and best practices regarding outreach and recruiting OS youth see Attachment 3 of this directive, *Outreach and Recruitment of OS Youth*.

### *WIA 30 Percent Expenditure Requirement*

The WIA 30 percent OS youth expenditure requirement continued to apply to Local Areas serving OS youth with WIA funds after July 1, 2015. The OS youth expenditure rates are tracked and reported on a specific program year's allocation. For the PY 2014-15 WIA youth formula allocation, the 30 percent OS youth expenditure minimum applied.

### **Work Experience**

The WIOA places a priority on providing youth with occupational learning opportunities through work experience.

## *Work Experience Criteria*

Work experience provides IS and OS youth an invaluable opportunity to develop work place skills. Paid and unpaid work experiences must include academic and occupational education (provided either concurrently or sequentially) and may include the following:

- Summer employment opportunities and other employment opportunities available throughout the school year. Local Areas may, but do not have to, provide summer employment opportunities. Under WIA, summer employment was its own program element. Under WIOA, it is incorporated into work experience. Local Areas have the flexibility to decide which work experiences are provided as long as the Local Area spends at least 20 percent of their WIOA youth formula allocation on work experience (Title 20 CFR Section 681.620).
- Pre-apprenticeship programs. Pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program. Pre-apprenticeship programs include the following elements:
  - Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
  - Access to educational and career counseling and other supportive services, directly or indirectly.
  - Hands-on, meaningful learning activities that are connected to education and training activities.
  - Opportunities to attain at least one industry-recognized credential.
  - A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program (Title 20 CFR Section 681.480).
- Internships and job shadowing. Job shadowing is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant and may last anywhere from a few hours to a week or more (TEGL 21-16).
- On-the-job training (OJT) opportunities. OJT means training by an employer that is provided to a paid participant while engaged in in a job that meets the following criteria:
  - Provides knowledge or skills essential to the full and adequate performance of the job.
  - Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant or up to 75 percent in circumstance of extraordinary costs of providing the training and additional supervision related to the training.
  - Is limited in duration to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant as appropriate (WIOA Section 3[44]).

The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries or occupations. For example, if a youth is in a work experience in a

hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. For example, the academic education could be providing some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament. Local programs have the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience. Further, Local Areas may decide who provides the academic and occupational education component. The academic component may take place inside or outside the work site, and the work experience employer may provide the academic and occupational education component or such components may be provided separately in the classroom or through other means (TEGL 21-16).

Youth formula funds may be used to pay a participant's wages and related benefits for work experience in the public, private, for-profit or non-profit sectors when the participant's objective assessment and individual service strategy indicate that a work experience is appropriate.

Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of work experience. Allowable expenditures beyond wages may include the following:

- Staff time spent identifying potential work experience opportunities.
- Staff time working with employers to develop the work experience.
- Staff time spent working with employers to ensure a successful work experience.
- Staff time spent evaluating the work experience.
- Classroom training or the required academic education component directly related to the work experience.
- Orientation sessions for participants and employers.
- Incentive payment to youth for an achievement directly tied to the work experience.
- Employability skills/job readiness training to prepare youth for a work experience.

### *Local Policy*

The Local Board has established local policy regarding work experience. The policy addressed the following minimum requirements:

- The duration of the work experience assignment.
- Limitations on the number of hours.
- Appropriate incentives and stipends, including limitations on the types and dollar amount.

The WIOA youth provisions went into effect July 1, 2015. The Local Board began implementing the work experience requirements by July 1, 2015, **and established local policy and procedures for work experience by the State deadline of January 1, 2016.**

### *Work Experience Expenditure Requirement*

Local Areas must spend at least 20 percent of their WIOA youth formula allocation on work experience (WIOA Section 129[c][4]). Leveraged resources cannot be used to fulfill any part of the 20 percent minimum work experience expenditure requirement (TEGL 21-16). The work experience expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for IS youth and OS youth.

### *State Technical Assistance*

The EDD calculates work experience expenditures at the end of the first program year of the two year availability of the funds, and provides the results of these interim calculations to each Local Area and their Regional Advisor by September 30th. The Regional Advisor will assist Local Areas that appeared to be in jeopardy of not meeting the 20 percent work experience expenditure requirement by the end of the funding period.

### **Calculating OS Youth and Work Experience Expenditures**

The Local Area's OS youth and work experience expenditure rates are tracked for a specific program year youth allocation. The EDD will determine whether Local Areas met their expenditure requirements upon completion of expenditures of all funds in the specific program year's youth allocation as follows:

Each Local Area's total youth allocation is issued as a subgrant under grant code 301. This amount is located on Line I item 5 of the *Summary of WIOA Expenditures Report* for Grant Code 301. At the end of the two-year life of the youth formula funds, the total allocation is adjusted by subtracting the actual administration costs (Line III item 3) reported on the June 30 expenditure report for Grant Code 301. The remaining dollar amount for a Local Area that fully spent its allocation (which is equal to the program dollars spent shown on Line V item 3) is the amount upon which the 75 percent OS youth and 20 percent work experience expenditure requirement will be based. The amount reported for OS youth (Line V, item 2) must be at least 75 percent of the total program expenditures (Line V, item 3). The amount reported for work experience (Line V item 3b) must be at least 20 percent of the total program expenditures (Line V, item 3).

### **IS Youth**

Under WIOA, fewer resources are available to serve IS youth. As a result, Local Areas should identify resources and/or establish partnerships with youth providers that can provide services to IS youth. Local Boards, in collaboration with youth standing committees, may consider leveraging resources and establishing partnerships to continue serving IS youth that are cost effective, and reach more students.

### *Transitioning WIA IS Youth Participants*

Local Areas may have been serving large numbers of IS youth as they transitioned into WIOA on July 1, 2015. Although there was a shift in emphasis under WIOA to OS youth, Local

Areas should not have prematurely exited WIA IS youth from the program.

Local Areas could have used a portion of their remaining PY 2014-15 funds for services to IS youth in order to assist them in successfully completing the program, while focusing PY 2015- 16 funds on OS youth, consistent with the minimum 75 percent OS youth expenditure requirement on OS youth.

## **Permissible Use of Youth Funds**

### *Individual Training Accounts*

In order to enhance individual participant choice in their education and training plans and provide flexibility to Local Areas, Local Areas may use youth funds for Individual Training Accounts (ITA) for OS youth between the ages of 16 to 24. When using youth funds for ITAs, only training providers on the Eligible Training Provider List can be used.

### *Braiding Funds*

Braiding funds is the process of using different funding streams to support different needs for the same participant while maintaining documentation to support the charging and allocations of cost to the separate funds. Local Areas may use braided funds to provide more comprehensive services to participants and maximize partner resources available to assist youth. Braiding funds must meet the following criteria:

- The cost to each funding stream is tracked, documented, and allocated based on the proportional benefit.
- The cost benefits two or more programs in proportions that can be determined without undue effort or cost.
- The youths meet the eligibility requirements for each program from which they are receiving funds.

An example is when the WIOA Title I youth program and the WIOA Title II adult education program are used to serve eligible youth. The WIOA Title I resources can provide career guidance, work experiences, and leadership development, while the WIOA Title II resources can provide adult education and literacy activities.

(TEGL 21-16)

### *Incentives*

Local Areas may provide incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences. When offering incentive payments, Local Areas must do the following:

- Tie the incentive to the goals of the specific program.
- Outline in writing the incentive before the commencement of the program providing the payment.
- Align the incentive with the local program's organizational policy.

- Meet the requirements in 20 CFR part 200. (Title 20 CFR Section 681.640)

### **Youth Standing Committees**

Youth councils are not required under WIOA. However, Local Boards may continue to operate a youth council as a standing committee. The Youth Standing Committee may provide information and assist with planning, operations, oversight, and other issues related to the provision of services to youth. Youth Standing Committees should recommend youth policy direction, ensure quality services, and leverage financial and programmatic resources. If so delegated by the Local Board after consultation with the chief elected official, the Youth Standing Committee may oversee eligible youth providers.

An existing youth council may be designated as the Youth Standing Committee or a Local Board may design a Youth Standing Committee to meet the needs of the Local Area's youth program. If a Local Board does not establish a Youth Standing Committee, the Local Board is still responsible for conducting the oversight of youth activities under WIOA Section 129(c).

Local Boards that choose to design a new Youth Standing Committee are reminded that the membership must include: (1) a member of the Local Board, who must chair the committee, (2) members of community based organizations with a demonstrated record of success in serving eligible youth, and (3) other individuals with appropriate expertise and experience who are not members of the Local Board. The committee may also include parents, participants, and youth. (Title 20 CFR Sections 681.100 - 681.120)

### **Procurement of WIOA Youth Service Providers**

Local Boards may directly provide some or all of the youth workforce service activities. If a Local Board serves as the youth service provider and performs other roles such as fiscal agent or AJCC Operator, the Local Board must have appropriate firewalls in place between the staff providing services, the staff responsible for oversight and monitoring of services, and the Local Board. The firewalls must conform to Title 20 CFR Section 679.430 for demonstrating internal controls and preventing conflicts of interest.

If a Local Board chooses to award grants or contracts to youth service providers for some or all activities, the Local Board must award such grants or contracts through a competitive process that does the following:

- Takes into consideration the ability of the youth service provider to meet performance accountability measures.
- Meets the procurement standards specified in Uniform Guidance and the DOL Exceptions.
- Follows state and local procurement laws.

Local Boards must also identify youth service providers based on criteria in the State Plan (Title 20 CFR Section 681.400). The State Plan establishes that Local Boards should select service providers that do the following:

- Employ proven recruitment strategies of effective outreach, engagement, enrollment, and retention of OS youth.
- Demonstrate meaningful partnerships with eligible training providers, institutions of higher education, and employers from in-demand industries.
- Offer a continuum of services that allow participants to obtain a GED/High School diploma, enroll into postsecondary education, and obtain employment within their chosen career path.
- Utilize career pathways and sector strategy models with a structured sequence of activities, as well as multiple entry and exit points that provide adequate supportive services.
- Use structured work-based learning, such as paid and unpaid work experiences and career exploration that leads to gainful employment.
- Provide intensive case management and support services to help youth overcome complex barriers, successfully complete the program, and retain employment.

Local Boards may do the following:

- Award youth service provider contracts on a sole source basis where the Local Board determines there is an insufficient number of eligible youth providers in the Local Area.
- Assign the function of selecting service provider contracts to the standing youth committee (if the Local Board has established a standing youth committee).

When the Local Board awards a grant or contract to a youth service provider who also fulfills another role in the Local Area, a written agreement with Local Board and the Chief Elected Official must provide clarity on the expectation for those roles and clear methods of tracking execution and accountability for the distinct roles.

### *Transitioning Contracts*

As Local Boards transitioned from WIA to WIOA, they were required to ensure their Request for Proposals (RFPs) and youth service provider contracts incorporated the new WIOA youth provisions, (e.g., new eligibility requirements for IS and OS youth, increased expenditure requirements for OS youth and work experience, and the five new program elements). Local Areas were allowed to either undergo a contract modification with their existing providers, if permissible, or procure new service providers. Since youth enrolled beginning July 1, 2015, had to meet the new WIOA eligibility criteria, Local Boards were required to have modified their existing contracts and/or procured new youth service providers by July 1, 2015. If a Local Area procured new youth service providers, the state encouraged the use of one-year contracts with additional option years, rather than multi-year contracts, to allow maximum flexibility during WIOA implementation.

Local Boards may have opted to retain current WIA youth service contracts temporarily for various reasons (e.g., the contract did not include a clause that allowed for modifications to conform to new legislation, regulations, or requirements, etc.). The State Board and EDD wanted to provide Local Boards adequate time to transition to the new WIOA requirements, and, therefore, allowed Local Boards to retain their WIA youth service contracts through PY 2016-17. However, ***all RFPs and youth service provider contracts must have***

***incorporated the new WIOA provisions by July 1, 2017.***

**Program Elements**

The WIOA Section 129(c)(2) includes 14 program elements, which include the original 10 program elements under WIA (which have been consolidated to nine, as the summer employment opportunities program element is now a sub-element under paid and unpaid work experiences), and five new program elements: (1) financial literacy, (2) entrepreneurial skills training, (3) services that provide labor market and employment information about in-demand industry sectors or occupations available in the Local Areas, (4) activities that help youth prepare for and transition to postsecondary education and training, and (5) education offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational clusters.

Local Areas are not required to provide all 14 required elements to each participant. Local Areas have the flexibility to determine which specific services a youth will receive based upon the youth’s assessment and service strategy. Local Boards, however, must ensure that all 14 program elements are available in their Local Area.

The table below provides a list of the 14 youth program elements, identifies which program elements relate to one another, lists the DOL Participant Individual Record Layout (PIRL) data element, and provides federal citations where the program element requirements are described. In addition, the program elements are hyperlinked to the WorkforceGPS Youth Connections corresponding webpage. The Youth Connection webpage provides additional materials and resource to help service providers deliver youth services.

<b>WIOA Youth Program Element</b>	<b>Relates to or Overlaps with Other Program Element(s)</b>	<b>Applicable DOL-only PIRL Data Element Number(s)</b>	<b>Program Description Citation</b>
1. <a href="#">Tutoring, study skills training, instruction, and dropout prevention</a>	Program elements 2 and 4	1402	TEGL 21-16
2. <a href="#">Alternative secondary school services or dropout recovery services</a>	Program element 1	1403	TEGL 21-16
3. <a href="#">Paid and unpaid work experiences</a>		1205,1405	Title 20 CFR Sections 681.600, 681.590, 681.480 and TEGL 21-16
4. <a href="#">Occupational skills training</a>	Program element 1	1300,1302,1303, 1306, 1307, 1308	Title 20 CFR Sections 681.540, 681.550 and TEGL 21-16



5. <a href="#">Education offered concurrently with workforce preparation and training for a specific occupation</a>	Program elements 2, 3, and 4	1407	Title 20 CFR Section 681.630 and TEGL 21-16
6. <a href="#">Leadership development opportunities</a>		1408	Title 20 CFR Sections 681.520, 681530 and TEGL 21-16
7. <a href="#">Supportive services</a>		1409	Title 20 CFR Section 681.570 and TEGL 21-16
8. <a href="#">Adult mentoring</a>		1410	Title 20 CFR Sections 681.490 and TEGL
9. <a href="#">Follow-up services</a>	Program elements 7, 8, 11, 13, and 14	1412	Title 20 CFR Section 681.580 and TEGL 21-16
10. <a href="#">Comprehensive guidance and counseling</a>		1411	Title 20 CFR Section 681.510 and TEGL 21-16
11. <a href="#">Financial literacy education</a>		1206	Title 20 CFR Section 681.500 and TEGL 21-16
12. <a href="#">Entrepreneurial skills training</a>		1413	Title 20 CFR Section 681.560 and TEGL 21-16
13. <a href="#">Services that provide labor market information</a>		1414	Title 20 CFR Section 651.10 and TEGL 21-16
14. <a href="#">Postsecondary preparation and transition activities</a>		1415	TEGL 21-16

*Program Element 1 – Tutoring, Study Skills Training, Instruction, and Dropout Prevention Services*

Tutoring, study skills training and instruction that lead to a high school diploma or its equivalent, including a recognized certificate of attendance or similar document for individuals

with disabilities, are reported under program element 1. These services focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Local Areas may provide tutoring, study skills training, and instruction in a one-on-one or group setting, through resources and workshops.

Program element 1 also includes secondary school dropout prevention strategies that keep a youth in school and engaged in formal learning or training. These activities include, but are not limited to, tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction (TEGL 21-16).

### *Program Element 2 – Alternative Secondary School Services or Dropout Recovery Services*

Alternative secondary school services that assist youth who have struggled in traditional secondary school education, are reported under program element 2. These services include, but are not limited to, basic education skills training, individualized academic instruction, and English as a Second Language training.

Program element 2 also includes dropout recovery services aimed at getting youth who have dropped out of secondary education back into a secondary school or alternative secondary school/high school equivalency program (TEGL 21-16). Examples of these services include credit recovery, counseling, and educational plan development. While there is some overlap with dropout prevention strategies (program element 1), the activities within both program elements are provided with the goal of helping youth re-engage and persist in education that leads to the completion of a recognized high school equivalent.

### *Program Element 3 – Paid and Unpaid Work Experience*

Work experience is covered in detail on pages 12 through 15 of the directive.

### *Program Element 4 – Occupational Skills Training*

Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupation fields at entry, intermediate, or advanced levels. Local Areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the Local Area.

Occupational skills training must meet the following criteria:

- Be outcome-oriented and focused on an occupational goal specified in the individual service strategy.
- Be of sufficient duration to impart the skills needed to meet the occupational goal.
- Lead to the attainment of a recognized postsecondary credential.
- Meet the quality standards in WIOA Section 123. (Title 20 CFR Section 681.540)

For a postsecondary credential received through occupational skills training to count toward

performance, the credential must meet each of the following conditions:

- Awarded by a recognized public or private entity.
- Based on standards developed or endorsed by employers or industry associations.
- Awarded for a specific skill rather than a general skill, such as hygiene or safety training, even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.
- Necessary to obtain employment or career advancement.

Neither certificates awarded by Local Boards nor work readiness certificates are included in this definition because neither type of certificate documents the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment

A variety of different public and private entities issue recognized postsecondary credentials. Below is a list of the types of organizations that award recognized postsecondary credentials, however, not all credentials offered by these entities meet the definition of a recognized postsecondary credential:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, which awards a credential upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- An institution of higher education which is formally controlled, or has been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes.

(TEGL 10-16)

WIOA Section 123 requires the Governor to establish quality criteria for a training program that leads to a recognized postsecondary credential. Local Areas must ensure youth providers develop and implement effective youth programs by aligning career pathways, employment, training, education and supportive services. Aligning strategic partnerships, communication, coordination, and collaboration among employers, educational partners, economic development entities and service providers is the foundation of ensuring access to all program elements (California Unified State Plan).

For a credential received through occupational skills training to meet quality criteria, the training provider must be listed on the Eligible Training Provider List or the Local Area must have competitively procured the training. Because not all courses offered by an eligible training provider may count toward the credential attainment indicator, Local Areas must collaborate with industries to understand what credentials an industry requires for employment or career advancement (TEGL 10-16).

Examples that **DO** meet the postsecondary credential definition include the following:

- An automotive service excellence (ASE) certification.
- A crane operator certification.
- A certified nursing assistant (CNA) license.

Examples that **DO NOT** meet the postsecondary credential definition include the following:

- Occupational Safety and Health Administration 10 hour course that provides awareness of job-related common safety and health hazards.
- Cardiopulmonary resuscitation (CPR) training.
- Basic food preparation and hygiene certificate.
- An assistive technology training program such as screen reading software.
- Orientation and mobility training.
- Work or Career Readiness Certificate

#### *Program Element 5 – Education Offered Concurrently with Workforce Preparation and Training for a Specific Occupation*

This program element reflects an integrated education and training model. While basic academic skills that occur as part of alternative secondary school services or dropout recovery services (program element 2), workforce preparation activities that occur as part of a work experience (program element 3) and occupational skills training (program element 4) are counted as other program elements when provided separately and at different times, this program element refers to the concurrent delivery of workforce preparation activities, basic academic skills, and hands-on occupational skills training in a specific occupation, occupational cluster, or career pathway (TEGL 21-16).

#### *Program Element 6 – Leadership Development Opportunities*

This program element encourages responsibility, confidence, employability, self-determination, and other positive social behaviors. Positive social behaviors include the

following:

- Exposure to postsecondary educational possibilities.
- Community and service learning projects.
- Peer-centered activities, including peer mentoring and tutoring.
- Organizational and team work training
- Training in decision-making such as determining priorities and problem solving.
- Citizenship training, including life skills training such as parenting and work behavior training.
- Civic engagement activities which promote quality of life in a community
- Other leadership activities that place youth in a leadership role such as serving on the Standing Youth Committee.

(Title 20 CFR Section 681.520)

#### *Program Element 7 – Supportive Services*

Supportive services are services that enable an individual to participate in WIOA activities. Supportive services include, but are not limited to, the following:

- Linkages to community services.
- Assistance with transportation.
- Assistance with child care and dependent care.
- Assistance with housing.
- Needs-related payments.
- Assistance with educational testing.
- Reasonable accommodations for youth with disabilities.
- Legal aid services.
- Referrals to health care.
- Assistance with work attire and work related tools including eyeglasses and protective eye gear.
- Assistance with books, fees, school supplies, and other necessary items for student enrolled in postsecondary education classes.
- Payments and fees for employment and training-related application, tests, and certifications. (Title 20 CFR Section 681.570)

#### *Program Element 8 – Adult Mentoring*

Adult mentoring must last at least 12 months and may take place both during the program and following the youth's exit from the program. Local Areas may use group mentoring and electronic mentoring, but at a minimum, the youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Case managers may serve as adult mentors in areas where adult mentors are sparse, however, Local Areas are strongly encouraged to find adult mentors who are not case managers (TEGL 21-16).

#### *Program Element 9 – Follow-up Services*

Follow-up services for youth may include supportive services, adult mentoring, financial

literacy education, services that provide labor market and employment information about in-demand industry sectors, and activities that help youth prepare for and transition to postsecondary education and training. When Local Areas provide these program elements as follow-up services, they must occur after the exit date in order to count as follow-up services. Additionally, Local Areas should document in the case file that the program elements were provided as follow-up services post exit (TEGL 21-16).

#### *Program Element 10 – Comprehensive Guidance and Counseling*

This program element provides individualized counseling to participants and may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs.

Local Areas and youth service providers may directly provide counseling. When a Local Area or youth service provider refers a youth for counseling services that they are unable to provide, the Local Area or service provider must coordinate with the referred counseling organization to ensure continuity of service (TEGL 21-16).

#### *Program Element 11 – Financial Literacy Education*

Financial literacy education includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft. Local Areas may find the Financial Literacy Education Commission's guide, "[Incorporating Financial Capability with Youth Employment Programs](#)", a useful resource on how to partner with financial institutions (TEGL 21-16).

#### *Program Element 12 – Entrepreneurial Skills Training*

This program element helps youth develop the skills associated with starting and operating a small business. Such skills may include the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas. Approaches to teaching youth entrepreneurial skills may include the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business, such as developing a business plan and simulations of business start-up and operation.
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses, such as helping youth access small loans or grants and providing more individualized attention to the development of viable business ideas.
- Experiential programs that provide youth with experience in the day-to-day operation of a business.

(Title 20 CFR Section 681.560)

#### *Program Element 13 – Services that Provide Labor Market and Employment Information*

These services provide labor market and employment information about in-demand industry

sectors or occupations available in the Local Area. Services may include career awareness, career counseling, and career exploration. Career counseling provides advice and support in making decisions about what career path to take and may include providing information about resume preparation, interview skills, potential opportunities for job shadowing, and the long-term benefits of postsecondary education and training. In addition to connecting youth to self-service labor market information (LMI) tools, youth providers should share and discuss state and local LMI with youth participants (TEGL 21-16).

#### *Program Element 14 – Postsecondary Preparation and Transition Activities*

This program element prepares IS youth and OS youth for postsecondary education after attaining a high school diploma or its recognized equivalent. Activities include exploring postsecondary education options such as registered apprenticeships, technical training schools, community colleges and 4-year colleges and universities. Additional services may include, but are not limited to, the following:

- Preparing youth for the SAT/ACT
- Assisting with college admission applications
- Searching and applying for scholarships and grants
- Filling out financial aid applications
- Connecting youth to postsecondary programs (Title 20 CFR Section 681.460)

#### **Program Design**

The WIOA enhances the youth program design through an increased emphasis on individual participant needs by adding new components and incorporating career pathways to the objective assessment and individual service strategy. Additionally, the WIOA requires that the individual service strategy be directly linked to one or more of the performance indicators. A program design framework is an essential step to help Local Areas develop comprehensive service strategies based upon individual needs. Local Boards, in collaboration with a youth standing committee, can provide direction and leadership to assist local youth programs on improving the quality and effectiveness of youth services. A program design framework consists of an objective assessment, an individual service strategy, case management, and follow-up services that lead toward successful outcomes for youth participants (WIOA Section 129[c][1]).

#### *Assessment Requirements*

The WIOA youth program design requires an objective assessment of academic levels, skill levels, and services needs of each participant, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs. Assessments must also consider a youth's strengths rather than just focusing on areas that need improvement. Local Areas must use assessments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process. Any formalized testing must also be cost effective, well-matched to the test administrator's qualifications, and easy to administer and interpret results. For basic skills assessment, Local Areas are not required to use

assessments approved by the Department of Education's National Reporting System (NRS), nor are Local Areas required to determine an individual's grade equivalent or educational functioning level, although use of both tools is permitted. Local Areas may also use previous basic skills assessment results if such previous assessments have been conducted within the past six months.

In contrast to the initial assessment requirements described above, if Local Areas measure Educational Functioning Level (EFL) gains after program enrollment under the measurable skills gain indicator, the Local Area must use an NRS-approved assessment for both the EFL pre and post-test to determine a youth's educational functioning level.

In addition to the initial assessment, a career assessment can help youth understand how a variety of their personal attributes affect their potential success and satisfaction with different career options and work environments. Local Areas may provide career assessments through the WIOA youth program staff and/or through referrals to national and community-based partners and resources.

(TEGL 21-16)

### **POLICY AND PROCEDURES:**

The Workforce Development Board of Madera County will prioritize funds and services to OS Youth. Youth allocations spent on IS Youth will be reserved for services to unique demographics such as justice impacted, homeless, foster youth and/or persons with a disability or other barriers as deemed appropriate by the ED.

### **ACTION**

Bring this directive to the attention of staff and other relevant parties.

### **INQUIRIES**

If you have any questions, contact the Executive Director or designated Youth Program Supervisor at (559) 662-4500





## OUT OF SCHOOL YOUTH INCENTIVES POLICY

EDD Revision Date: n/a

WDB Review Date: 7/18/22 (Exec), 10/20/22, [2/15/24](#)

### **PURPOSE:**

This document establishes the Workforce Development Board of Madera County's policy on the authorization of monetary incentive payments to WIOA Title I Youth participants when specific benchmarks have been achieved that directly support their transition to training and work experience activities.

The incentives are intended to promote and increase program participation and completion by acknowledging the achievement of specific benchmarks that provide necessary skills that ultimately lead to full-time unsubsidized employment and retention.

### **REFERENCES:**

- Workforce Services Directive (WSD) 17-07, WIOA Youth Program Requirements
- Training & Employment Guidance Letter (TEGL) WIOA No. 21-16
- Title 2 Code of Federal Regulations (CFR) Part 200
- Title 20 Code of Federal Regulations (CFR) 681.640

### **BACKGROUND:**

Per 20 CFR 681.640 and WSD 17-07, incentive payments with WIOA funds must be connected to recognition of achievement of milestones in the program directly tied to training activities and work experiences. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes.

Incentive payments must comply with the Cost Principles in 2 CFR Part 200 and as such, incentive payments cannot be in the form of entertainment vouchers, such as movie or sporting event tickets, gift cards to movie theaters, or other venues whose sole purpose is entertainment. Additionally, internal controls must be established to safeguard any cash or other forms of payments used to award incentive payments.

### **POLICY:**

The Workforce Development Board of Madera County will provide incentive awards to enrolled ~~Out of School~~ Youth participants who achieve specific benchmarks in one or more of the following categories:

1. Completion of Financial Capabilities Workshop
- [2. Completion of Essential Workforce Skills Workshop](#)
- [3. Completion of Paid Work Experience](#)
- [4. Completion of Vocational Training](#)
- [5. Completion of On-the-Job Training](#)
- [6. Employed 2<sup>nd</sup> Quarter after exit](#)
- [2-7. Employed 4<sup>th</sup> Quarter after exit](#)

The WDB of Madera County will provide incentive awards for achievement of benchmarks as identified and confirmed by the designated Career Specialist. If the participant is interested in entering a work experience activity, participants will be encouraged to use the incentive to open a bank account for direct deposits.

Incentive payments are to observe the following guidelines:

- awarded in recognition and achievement directly tied to training, ~~or~~ work experience, [or job retention](#) activities;
- tied to the goals of the WIOA Title I Youth Program;
- aligned with other Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I youth program policies;
- provided in accordance with the requirements and cost principles in 2 CFR Part 200; and
- provided in a timely fashion, so that participants receive the incentive payments within [15-30](#) working days of outcome attainment.

The Career Specialist will develop the terms and conditions for meeting specific benchmarks and a plan to obtain the benchmarks with the participant. The Career Specialist will be responsible for ensuring that the criteria for the incentive award have been met, provide documentation, and complete the necessary request forms for issuing the incentives. [The incentives may not exceed the amounts per activity and amounts may be reduced due to budget.](#)

Benchmark definitions, award amounts and documentation requirements are as follows:

1. Completion of Financial Capabilities Workshop

**Definition**

Attendance and successful completion of all required Financial Capabilities activities and workshop as identified by the Career Specialist.

**Award Amount**

\$25.00 check (maximum, one-time payment)

**Documentation Required**

- Certificate of Completion for workshop
- Enrollment and 1<sup>st</sup> time-record for training or work experience activity

## 2. Completion of Essential Workforce Skills Workshop

### **Definition**

Attendance and successful completion of all required Essential Workforce Skills modules and activities as identified by the Career Specialist.

### **Award Amount**

\$25.00 check (maximum, one-time payment)

### **Documentation Required**

- Certificate of Completion for workshop
- Enrollment and 1<sup>st</sup> time-record for training or work experience activity

## 3. Completion of Paid Work Experience

### **Definition**

Successful completion of the elements of training hours outlined in Exhibit A of the Paid Work Experience Agreement or confirmation from the employer acknowledging competency in all areas.

### **Award Amount**

\$100.00 check (maximum, one-time payment)

### **Documentation Required**

- Copy of final Paid Work Experience invoice
- Copy of final evaluation

## 4. Completion of Vocational Training

### **Definition**

Attainment of a recognized post-secondary degree or credential

### Award Amount

\$100.00 check (maximum, one-time payment)

### Documentation Required

- On-the-Job Training Certificate of Completion
- Copy of the final On-the-Job Training invoice

## 5. Employment Retention at 2<sup>nd</sup> Quarter After Exit

### Definition

Entered and/or retained employment during the 2<sup>nd</sup> Quarter after exit

### Award Amount

\$100.00 check (maximum, one-time payment)

### Documentation Required

- Provide two check stubs for the reporting quarter; or
- Verification from employer
  - Completion of the Follow-Up Release of Information Form
  - Phone or email contact – must include employment verification information as well as the name and job title of the person verifying employment; or
  - Completion of the Participant Follow-Up Survey sent via text, email, or mail.

## 6. Employment Retention at 4<sup>th</sup> Quarter After Exit

### Definition

Entered and/or retained employment during the 4<sup>th</sup> quarter after exit

### Award Amount

\$100.00 check (maximum, one-time payment)

### Documentation Required

- Provide two check stubs for the reporting quarter; or
- Verification from employer
  - Completion of the Follow-Up Release of Information Form
  - Phone or email contact – must include employment verification information as well as the name and job title of the person verifying employment; or

- Completion of the Participant Follow-Up Survey sent via text, email, or mail.



**ACTION:**

This policy is effective on the date of approval by the Workforce Development Board of Madera County and will remain in effect from the date of issue until such time that a revision is required.

**INQUIRIES:**

If you have questions, please contact the Executive Director or designee at (559) 662-4500.



## Agenda Item 8.1

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang, Executive Director  
**Date:** February 15, 2024  
**Subject:** Success Stories

**Information:**

Program participants and employers share about their experience working with the workforce system and how their participation and partnership has contributed to positive results.

**Financing:**

Workforce Innovation and Opportunity Act



# SUCCESS STORY

## Madera County Workforce Investment Corporation

I would like to share my story with you. After high school and searching for my path, I traveled across the US to discover that I was military bound. I chose to have a military life with the Army National Guard and equally a civilian career in Corrections. 34 years later, I have achieved 20 years of service with 3 tours to Afghanistan and Iraq. In Corrections, I was a very successful Captain. My brother had a heart attack and my desire to ensure an adult relationship with him brought me home in Nov. 2022. I had not had to look for work or complete an application in decades and the struggle was very heavy on my shoulders. I found myself at the Veterans Service Office in Madera who guided me to Madera Co. Workforce which I knew nothing about, but I made it and so grateful that I did as it changed my life.

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

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

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

- Kimberly



## Agenda Item 8.2

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang, Executive Director  
**Date:** February 15, 2024  
**Subject:** Madera County Workforce Investment Corporation (MCWIC) Update

**Information:**

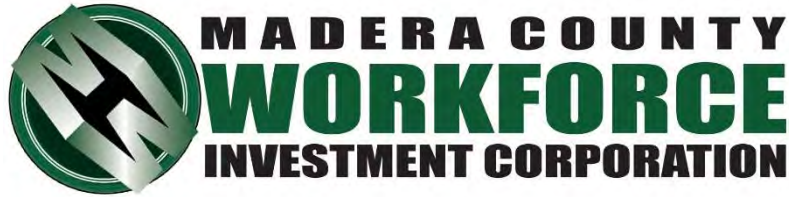
The MCWIC met on January 25, 2023. The agenda for this meeting, as well as the minutes for the September 23, 2023, October 26, 2023, and the December 7, 2023 meetings are provided for the Board's review.

MCWIC received a clean audit report with no findings or concerns for 2022-2023 from Price Paige & Company. The MCWIC board reviewed and approved submission to the Federal Audit Clearing house and a copy of the audit report will be submitted to the County of Madera as noted pass-through agency.

**Financing:**

Workforce Innovation and Opportunity Act





## AGENDA

January 25, 2024  
3:00 p.m.

Meeting will be held at:

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

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

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

### **1.0 Call to Order**

1.1 Pledge of Allegiance

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

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

### **3.0 Public Comment**

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

### **4.0 Introductions and Recognitions**

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

### **6.0 Consent Calendar**

6.1 Consideration of approval of the December 7, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

6.2 Consideration of approval of the resignation of Mike Farmer from the MCWIC Board.

### **7.0 Action Items**

7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending October 31, 2023.

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

- 7.3 Consideration of approval of the revised MCWIC Bylaws to include revisions to the Board of Director term limits and term limit processing procedures.
- 7.4 Consideration of approval of the 3-year term dates for MCWIC Board members:
  - Debi Bray: 3/2/21 – 3/2/24
  - Gabriel Mejia: 8/23/21 – 8/23/24
  - Mattie Mendez: 10/14/21 – 10/14/24
  - Ramona Davie: 10/24/22 – 10/24/25
  - Roger Leach: 11/15/22 – 11/15/25
  - Tim Riche: 8/24/22 – 8/24/25

**8.0 Information Items**

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

**9.0 Written Communication**

**10.0 Open Discussion/Reports/Information**

- 10.1 Board Members
- 10.2 Staff

**11.0 Next Meeting**

February 22, 2024

**12.0 Adjournment**



**SPECIAL MEETING**  
**MINUTES**

**December 7, 2023**

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

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

**1.0 Call to Order**

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

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

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

**5.0 Adoption of Board Agenda**

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

*Vote: Approved – unanimous*

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

**6.0 Consent Calendar**

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

*Mattie Mendez moved to approve, seconded by Tim Riche.*

*Vote: Approved – unanimous*

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

## 7.0 Action Items

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

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

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

*Vote: Approved – unanimous*

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

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

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

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

Mike Farmer moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

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

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

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

Vote: Approved – unanimous

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

## **8.0 Information Items**

### **8.1 Success Stories**

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

### **8.5 Unemployment Insurance (UI) Claims Information**

*Information provided within the agenda packet.*

## **9.0 Written Communication**

None.

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

### **10.1 Board Members**

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

### **10.2 Staff**

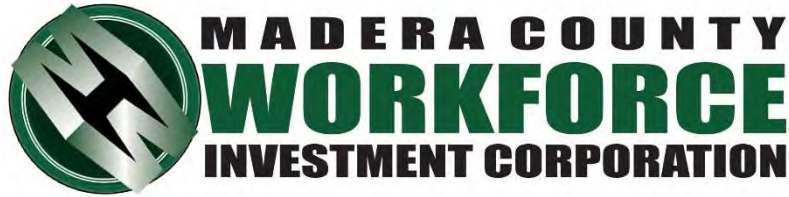
- *Maiknue stated that the Youth Program will be monitored the week of January 22<sup>nd</sup> for the 2022-23 fiscal year. She thanked the Board for their patience and support for the past 9 months. She has learned a lot.*

## **11.0 Next Meeting**

*January 25, 2024*

## **12.0 Adjournment**

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



MINUTES

**October 26, 2023**

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

- PRESENT:** Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia  
**ABSENT:** Debi Bray, Mattie Mendez, Tim Riche  
**GUEST:**  
**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**

*Yasmin Rodriguez was introduced. Yasmin is featured as the Success Story on the agenda.*

**5.0 Adoption of Board Agenda**

*Mike Farmer moved to adopt the agenda, seconded by Tim Rice.*

*Vote: Approved – unanimous*

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

**6.0 Consent Calendar**

**6.1 Consideration of approval of the September 28, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Roger Leach moved to approve, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

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

## 7.0 Action Items

### 7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending July 31, 2023.

*Jessice Roche, Controller, presented the reports. Everything is going well. There are no concerns with the reports. Roger Leach stated that he feels confident in the reports when he sees that staff sign off on the reports. The good work staff do is also reflected in the good audit results MCWIC gets.*

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

*Vote: Approved – unanimous*

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

### 7.2 Consideration of approval of the MCWIC year-to-date financial reports for period ending August 31, 2023.

*Everything is going well. Staff are working with new auditors. They provided a helpful second set of eyes on the reports. They will be providing some example dashboards being used by other non-profits for their financials.*

*Mike Farmer motioned to approve, seconded by time Riche.*

*Vote: Approved – unanimous*

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

### 7.3 Consideration of approval of budget adjustment requests for fiscal year (FY) 2023-2024 to include:

- **Budget Adjustment: Correction to Quest National Dislocated Worker Grant (NDWG): \$50,931 incorrectly listed as year-end carryover into July 2024. \$50,931 should have been assigned to the direct training budget specific to the grant.**
- **Budget Adjustment: Kaiser–Pathways to Careers Community Benefit Program in the amount of \$75,000 to continue project implemented in the previous fiscal year.**
- **Budget Adjustment: United Way net amount of \$10,000 new grant received. Funds to support staff and overhead costs in connection to the Community Economic Resilience Funds (CERF) planning process.**

*Staff need to correct the Quest NDWG grant \$50,931 incorrectly listed in the year-end as a carry-over to July, 2024, however, the funds need to be expended by August 2024. This amount will go towards the operating budget which means an increase to expenditure and revenue. The Kaiser project and the United Way project funds were awarded and were added to the budget. Every stakeholder or CBO that participates in the United Way CERF project gets \$10,000 or \$25,000 depending on what group they sit on. Madera received \$10,000. These CERF funds are to be used for staff time for working on the project.*

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

*Vote: Approved – unanimous*

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

### 7.4 Consideration of approval of the revised contract between the Chief Local Elected Official (CLEO), the WDB and the Madera County Workforce Investment Corporation for the administration of the Workforce Innovation and Opportunity Act (WIOA). Revisions to the CLEO align the roles and responsibilities of each entity under WIOA and current practices.

*The CLEO agreement designates who administers the WIOA funds in Madera County. The Workforce Development Board (WDB) approved the CLEO at their meeting on October 19, 2024. The CLEO requires the signature of both the WDB and the MCWIC Chairs. There are different roles and*



responsibilities within the CLEO. The agreement is between the County Board of Supervisors Chairman, the WDB and the MCWIC. There are sections that speak to the roles and responsibilities for each organization. The CLEO was last revised in 2018 when the WIOA went into effect. As staff reviewed policies, the 2018 agreement was found to be outdated. Staff have revised the agreement and included information on the local WDB recertification and designation and information of being the provider of Adult and Youth careers services. The revisions reflect the initial dates for these items and language that reflects that the WDB would reapply for recertification/designation and providing careers services as mandated by the State – rather than including the current time frame that could become outdated and so would require further revisions to the CLEO agreement. Staff ensured that agreement reflected the current roles and responsibilities of each entity. Any budget language was moved from the WDB section to the MCWIC section of the agreement. The WDB takes care of the program side and MCWIC handles the operations/budget. The financial reports language was revised so that the reports can be presented to the MCWIC quarterly rather than monthly. Previously, because MCAWIC was a new entity, MCWIC was considered high-risk, and the financials were provided monthly. Staff reviewed and revised the agreement, but it will also go through County Counsel for further review.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

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

#### **7.5 Consideration and approval of revised Employee Handbook to include updates to the Sick Leave and Bereavement Leave policies, Retirement Plan Benefits, and the addition of a Lactation Policy.**

The revisions to the handbook were provided to Sierra HR for review. The revisions were provided within the agenda packet. Additional revisions will be made in January 2024 to meet State mandates. Staff will work with Sierra HR to do a more comprehensive audit of the handbook in order to ensure that any new revisions required for 2024 are included. The handbook will also be sent to the attorneys to be vetted. The handbook will then come to the MCWIC in August or September along with the budget.

Tim Riche moved to approve as presented, seconded by Mike Farmer.

Vote: Approved – unanimous

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

### **8.0 Information Items**

#### **8.1 Success Stories**

Yasmin Rodriguez was introduced to the Board. Yasmin was hired as a Workforce Technician I. She was previously working at the Lobby desk as a paid work experience (PWEX) as a Young Adult participant. Yasmin stated that she previously worked as a Hostess at Chukchansi Casino before being laid off. She was struggling to find a job and was surprised by the services offered by the Workforce. She spoke with MCWIC staff and was made to feel very comfortable. She went through the necessary workshops and started working and learning. She loves being a part of something that helps the community.

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

Information provided within the agenda packet.

#### **8.3 Workforce Development Apprenticeship Professional (WDAP) Program**

Information provided within the agenda packet. 2 staff are participating in this program. The program is being provided by the California Workforce Association (CWA) in partnership with several other entities. It is very extensive. This program is virtual. Different topics will be taught by experts in the workforce industry and the training will provide an industry recognized credential upon completion.

**8.4 Beaudette Inc.'s One Stop Operator (OSO) report for the period of July 1, 2023, through September 30, 2023.**

*Information provided within the agenda packet.*

**8.5 Workforce Assistance Center Quarterly Resource Fairs**

*Information provided within the agenda packet. The first workshop took place on 10/25/23 and was very well attended. There are 2 more follow up workshops.*

**8.6 Valley Community SBDC Business Workshops**

*Information provided within the agenda packet.*

**8.7 Workforce Data Presentation**

*Information provided within the agenda packet.*

**8.8 Unemployment Insurance (UI) Claims Information**

*Information provided within the agenda packet.*

**9.0 Written Communication**

*Staff shared an email that the Business Services team received from Equipment Share. Equipment Share wanted to thank Workforce staff for the excellent job they provided. They are a brand new business looking to expand into Madera County. Equipment Share had reached out the Supervisor Macaulay about how to connect to resources within Madera County. Supervisor Macaulay referred him to Madera Workforce.*

**10.0 Open Discussion/Reports/Information**

**10.1 Board Members**

- *Debie Bray: Tim Riche was Master of Ceremony for the Linkage Foundations ceremony honoring different people from within education. He spoke very well about the Mitchell sisters and other recipients.*

**10.2 Staff**

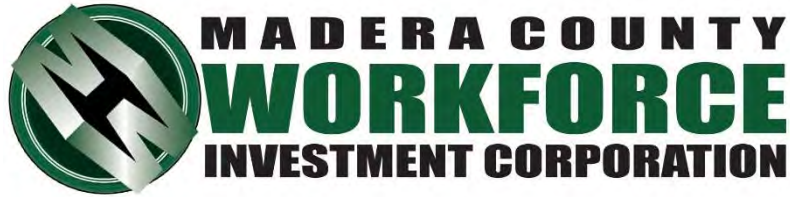
- *Maiknue Vang: There will be a Business Resource Fair in January. This will bring lots of traffic into the Center. Staff are working on ideas for signage to attract people's attention to the Center.*

**11.0 Next Meeting**

*December 7, 2023*

**12.0 Adjournment**

*Roger Leach moved to adjourn the meeting at 4:16 p.m., seconded by Tim Riche.*



## MINUTES

**September 28, 2023**

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

**PRESENT:** Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia  
**ABSENT:** Debi Bray, Mattie Mendez, Tim Riche  
**GUEST:**  
**STAFF:** Nicki Martin, Jessica Roche, Maiknue Vang

### **1.0 Call to Order**

*Meeting called to order at 3:04 p.m. by Vice Chair Gabriel Mejia.*

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

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

*None.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*None.*

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

*Roger Leach moved to adopt the agenda, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the August 24, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Ramona Davie moved to approve, seconded by Roger Leach.*

*Vote: Approved – unanimous*

*Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia*

## **7.0 Action Items**

### **7.1 Consideration of approval of Mike Farmer's revised MCWIC Board Member application to include Jay Chapel.**

*Staff and the MCWIC Board were happy to know that Pastor Farmer is able to stay on the MCWIC Board. He will now represent Jay Chapel.*

*Roger Leach moved to approve, seconded by Ramona Davie.*

*Vote: Approved – unanimous*

*Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia*

### **7.2 MCWIC Chair Election**

*Debi Bray, current MCWIC Chair, is absent but she let staff know that she was available to continue to act as the MCWIC Chair but would be happy to step down if anyone else was interested in becoming the Chair.*

*Roger Leach nominated Debi Bray for MCWIC Chair, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia*

### **7.3 MCWIC Vice Chair Election**

*Mike Farmer nominated Gabriel Mejia for MCWIC Vice Chair, seconded by Roger Leach.*

*Vote: Approved – unanimous*

*Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia*

## **8.0 Information Items**

### **8.1 Success Stories**

*There were no success stories shared with the Board as the person who was scheduled to present had an emergency and was not able to attend the meeting.*

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

*Information provided within the agenda packet.*

### **8.3 Funds Utilization Status Report Ending June 30, 2023, for Program Year (PY) 2021-22 and 2022-23**

*Information provided within the agenda packet.*

### **8.4 Re-classification of Executive Assistant – Confidential Position from Administrative Exempt to Non-Exempt Status**

### **8.5 Revised Exempt and Non-Exempt Salary Schedules**

### **8.6 Attorney Memo Regarding Agency Responsibility for Personnel Related Decisions**

*Information provided within the agenda packet. Agenda items 8.4, 8.5, and 8.6 were discussed as a group. Since being appointed as the Executive Director, Maiknue has been reviewing policies and processes, including staffing and salary schedules. After further review of the job classification of the Executive Assistant, staff question whether the position meets the qualifications for an exempt position. An exempt Executive Assistant would have the authority to make decisions and act on behalf of the Executive Director. MCWIC's Executive Assistant position does not exercise that type of*

authority. Staff consulted with Sierra HR and the attorney and were advised that the position would not meet the threshold to be classified as exempt. It was recommended that the position be moved back to the non-exempt salary schedule. The reclassification does not affect the salary for the position. In speaking to the Attorney about personnel items and the Board agenda, the attorney provided the memo for the support and clarification to the Executive Director. The memo serves as a review of the responsibilities and roles of the MCWIC board. It also serves as a guide to how budgets, employee agenda items, and the employee handbook should be brought to the MCWIC Board. Personnel items will come to the Board as information items. The budget, salary schedules and employee handbook will come before the Board annually at the start of the program year. Personnel items that could have a financial impact can be discussed within the budget action items e.g. a new position funded through a new grant. Staffing and employees fall under the direction of the Executive Director. The Executive Director reports directly to the MCWIC Board. Should the Executive Director become incapacitated, the Board can assign another employee to the role.

#### **8.7 Workforce Development Professionals Day – September 1, 2023**

Information provided within the agenda packet. It was a fun day. Debi Bray, MCWIC, and Omair Javaid, WDB, came by and spoke to staff and joined them for lunch. Staff reviewed the program year's data and goals. Staff talked about marketing and possibly placing signage along highway 99.

#### **8.8 Unemployment Insurance (UI) Claims Information**

Information provided within the agenda packet. Madera's current unemployment is approximately 7%. It is now at pre-pandemic levels. UI numbers are based on the number of people participating in the labor force – it does not include all Madera County residents. For this reason, the UI numbers don't accurately represent the true number of unemployed people within the County. People ages 16-19 have the lowest labor force participation rate followed by 30-34 year olds.

#### **9.0 Written Communication**

None.

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

##### **10.1 Board Members**

None.

##### **10.2 Staff**

Maiknue reported that Madera Workforce was awarded another round of Kaiser Grant funds. These funds can be used for non-WIOA services and/or participants. Non-WIOA participants may not have right-to-work documents or have their selective services documents in place.

#### **11.0 Next Meeting**

October 26, 2023

#### **12.0 Adjournment**

Roger Leach moved to adjourn at 3:56 p.m., seconded by Mike Farmer.



### Agenda Item 8.3

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Jessica Roche, Controller  
**Date:** February 15, 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 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 (20% minimum per AB1149 = \$286,862.40)	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>							
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 6/30/2025	
Adult	\$ 773,535.00	\$ 696,181.50	\$ -	\$ -	0%	\$ 773,535.00	
Youth	\$ 777,473.00	\$ 699,725.70	\$ -	\$ -	0%	\$ 777,473.00	
Dislocated Worker	\$ 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>							
Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	80% Required Obligation Amount by End of 1st PY	Total Program Obligations Reported	Percentage of Total "Program" Obligations to 80% Requirement	Additional Obligations Needed by June 30, 2024	
Adult	\$ 773,535.00	\$ 696,181.50	\$ 556,945.20	\$ -	0%	\$ 556,945.20	
Youth	\$ 777,473.00	\$ 699,725.70	\$ 559,780.56	\$ -	0%	\$ 559,780.56	
Dislocated Worker	\$ 524,321.00	\$ 471,888.90	\$ 377,511.12	\$ -	0%	\$ 377,511.12	
<b>OSY Youth Expenditure Status, by June 30, 2025</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	\$ 777,473.00	\$ -	\$ -	\$ 349,862.85	\$ -	0%	
<b>OSY Work Experience Expenditure Status, by June 30, 2025</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	\$ 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 fund 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.

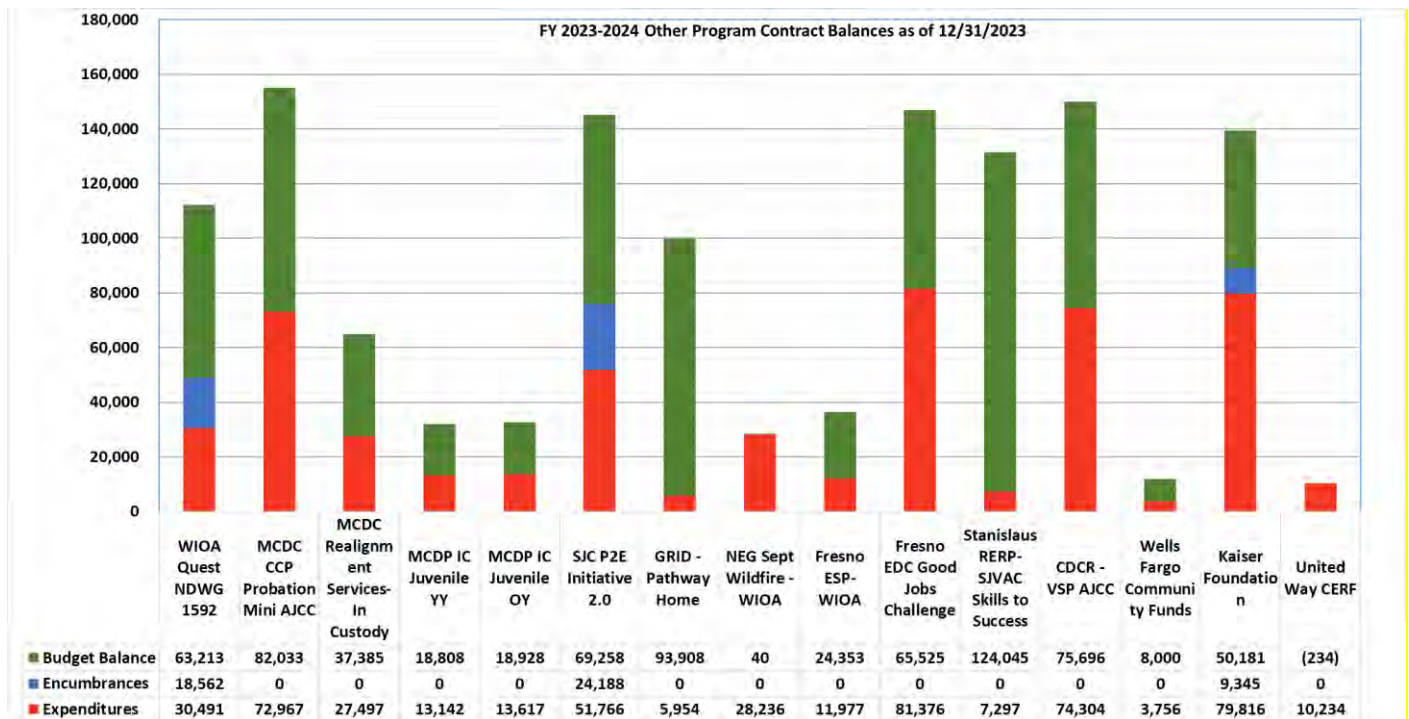
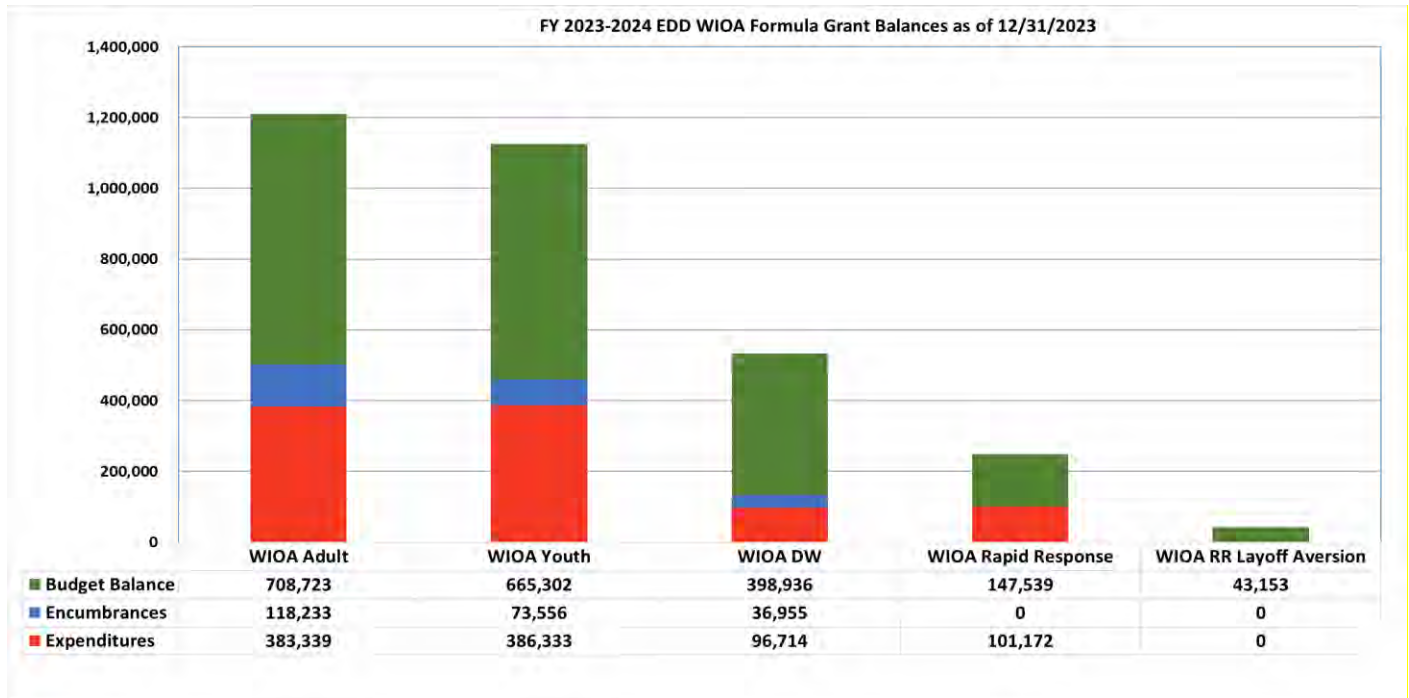
The following chart represents all current active grants and contracts during this fiscal year:

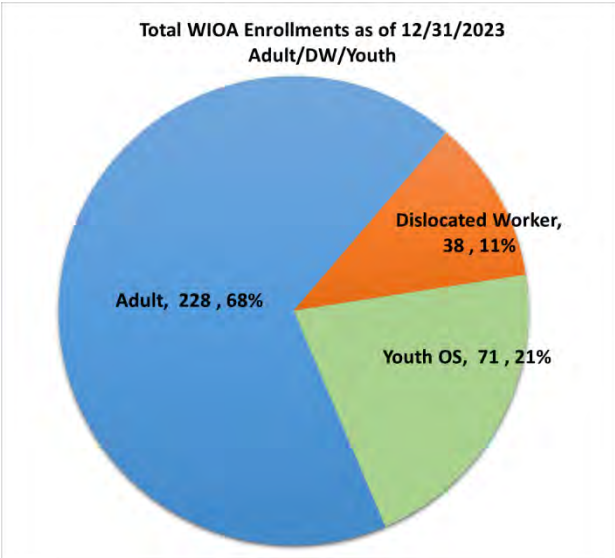
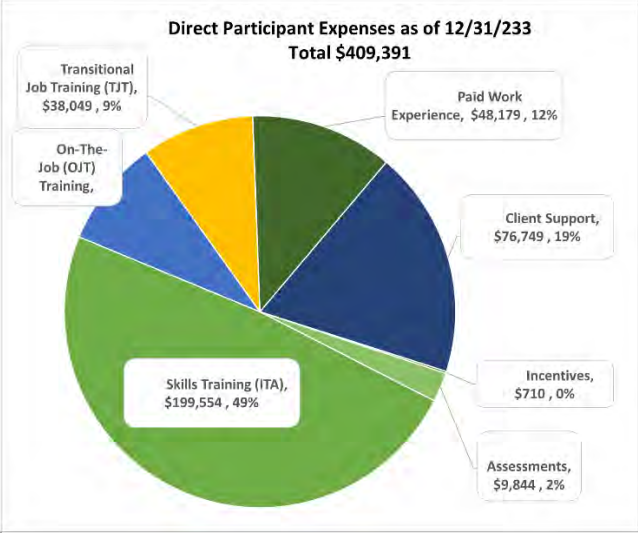
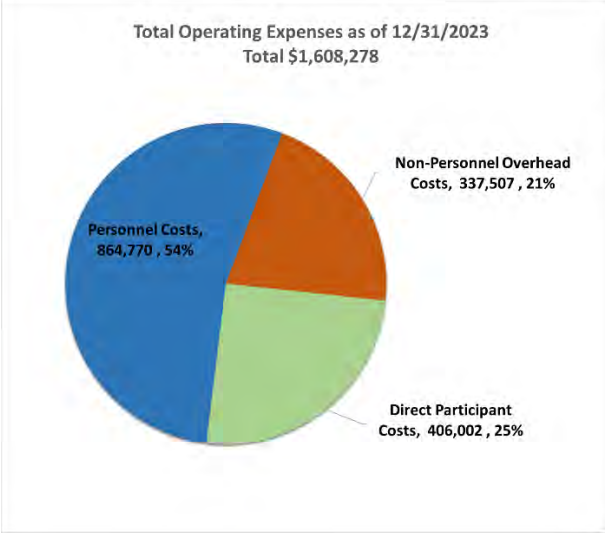
<b><u>GRANTS and CONTRACT</u></b>	<b><u>Allotment/Award Amount</u></b>	<b><u>Term</u></b>	<b><u>Count Served as of 12.31.23</u></b>
<b>WIOA Formula Adult</b>  SCOPE: Provide employment, training, and supportive services assistance for eligible low-income adult participants.	\$ 773,535.00	7/1/2023-6/30/2025	228 Enrolled
<b>WIOA Formula Dislocated Worker (DW)</b>  SCOPE: Provide employment, training, and supportive service assistance for individuals who have been laid off due to a company downsize or closure.	\$ 524,321.00	7/1/2023-6/30/2025	38 Enrolled
<b>WIOA Formula Youth</b>  SCOPE: Provide out-of-school youth between the ages of 18-24 with employment, training, and supportive service assistance.	\$ 777,473.00	4/1/2023-6/30/2025	71 Enrolled
<b>WIOA Formula Rapid Response &amp; Layoff Aversion</b>  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.	\$ 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>

<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.		

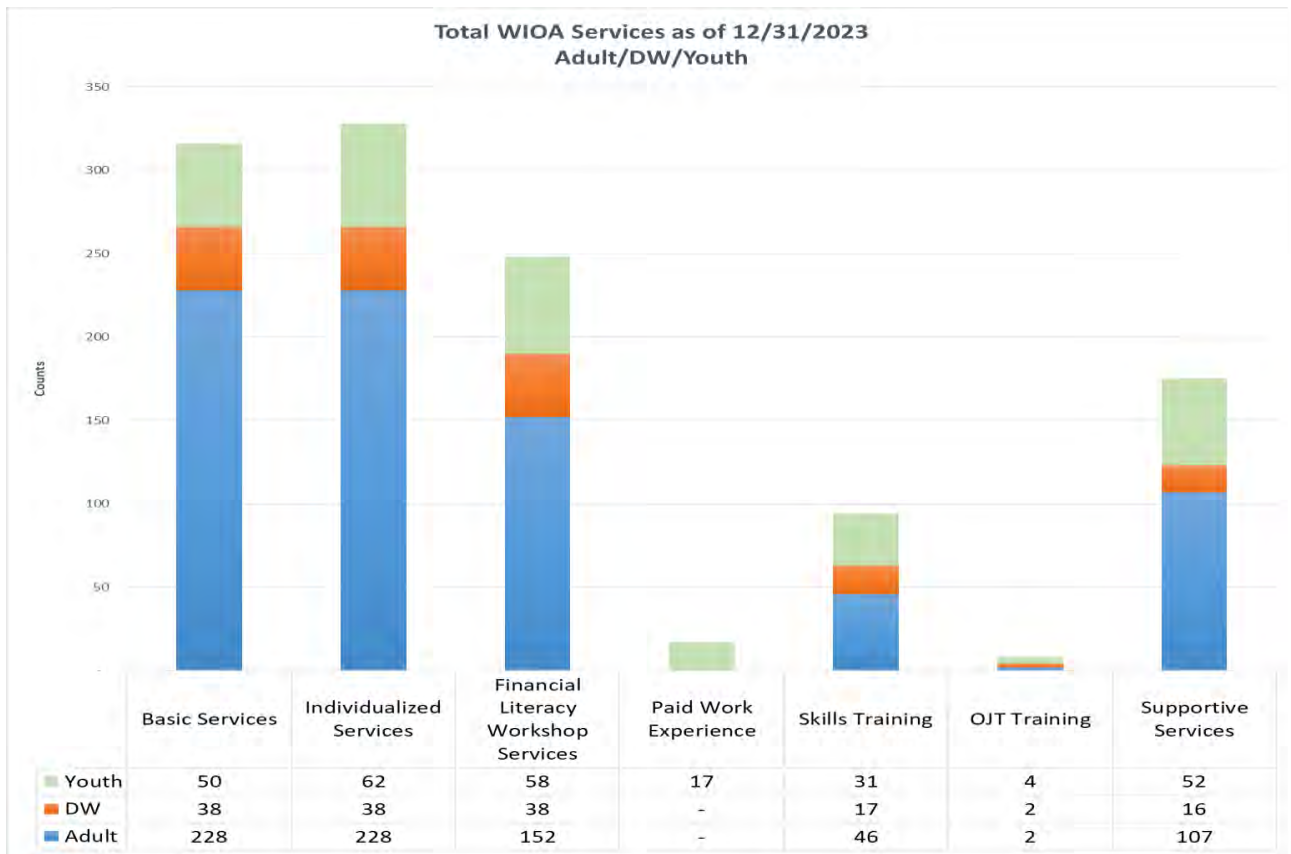
<b>GRANTS and CONTRACT</b>	<b><u>Allotment/Award Amount</u></b>	<b><u>Term</u></b>	<b><u>Count Served as of 12.31.23</u></b>
<b>Madera County AB109 CCP In-Custody</b>	\$ 64,882.00	7/1/2023-6/30/2024	15 Referred/14 Completed
SCOPE:	Provide a maximum of 8, 4-week transitions workshops for In-Custody Pre-Release 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
SCOPE:	<p><i>Note: Amount above only reflects ticket holders who have entered milestone payments. Payments from SS tend to be 2-3 Qrts behind.</i></p> Provide employment and training support to SS/SSDI 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>



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**Agenda Item 8.4**

Consent

Action

Information

**To: Workforce Development Board of Madera County**

**From: Maiknue Vang**

**Date: February 15, 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 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

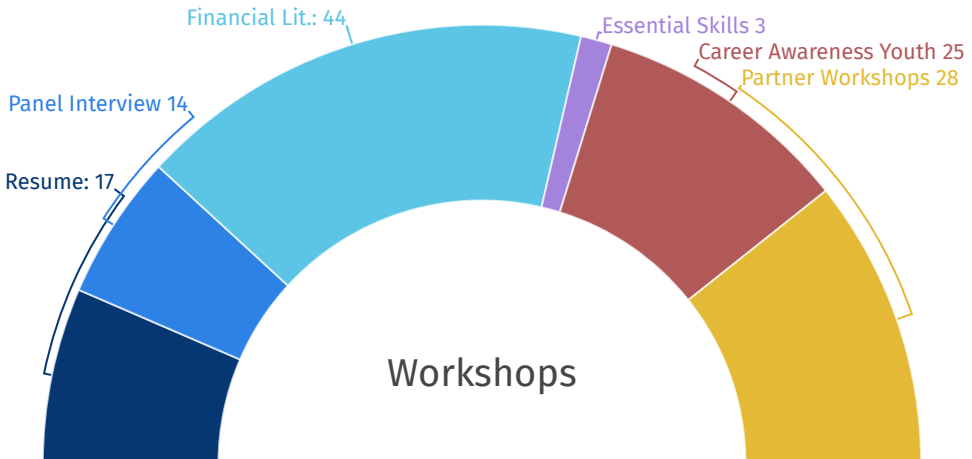
### TOTAL SERVICES PROVIDED

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

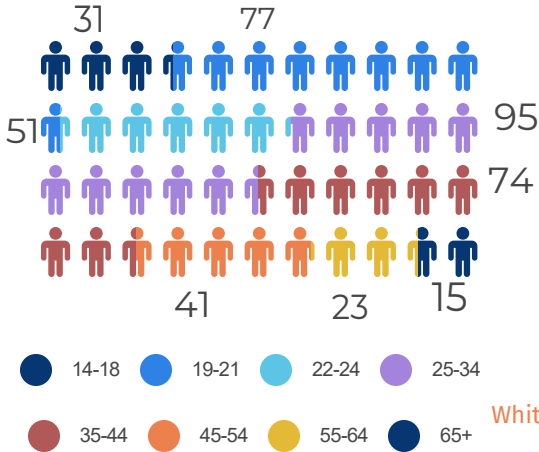


\*numbers reflect in-person sessions

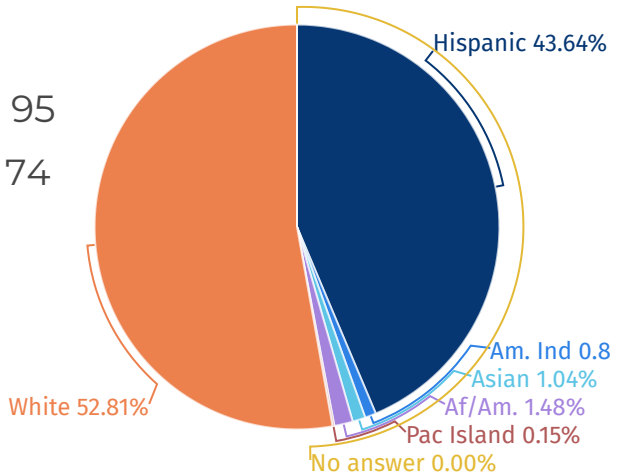
# Job Seeker Demographics

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



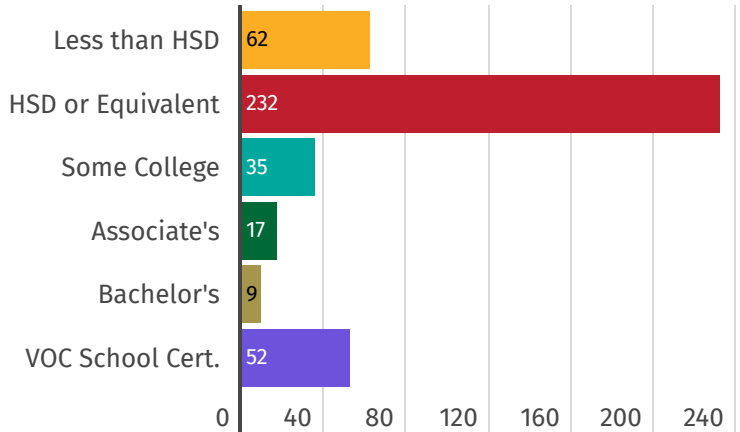
2% Veterans

## GENDER

## EDUCATIONAL ATTAINMENT

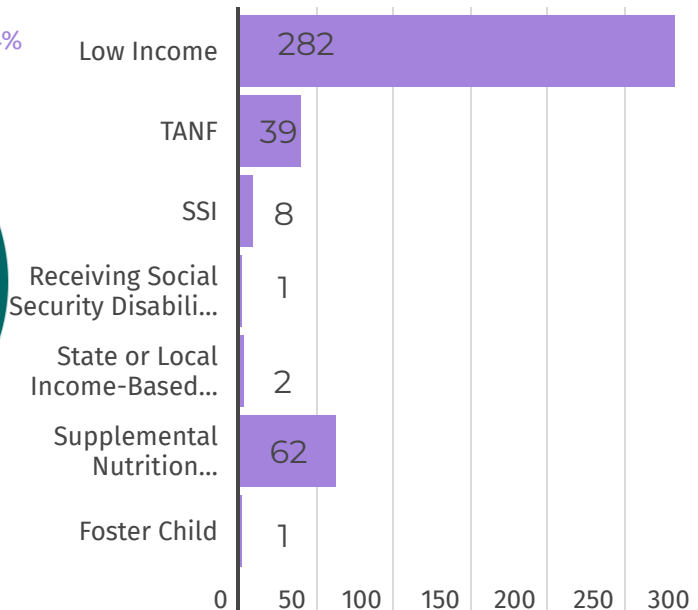
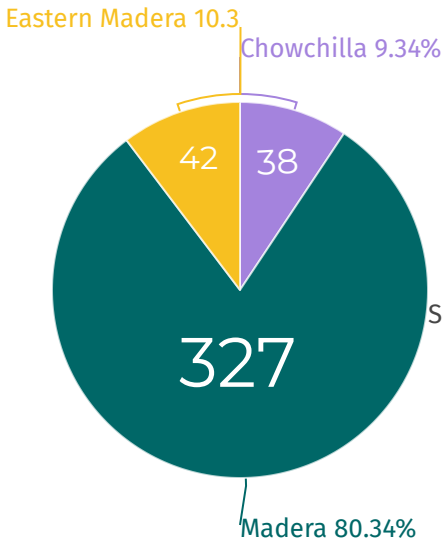


Did not self-identify 1



## 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**

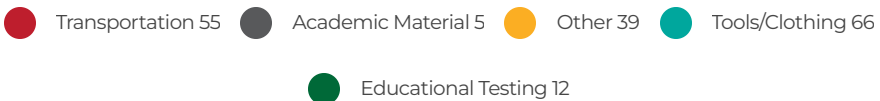
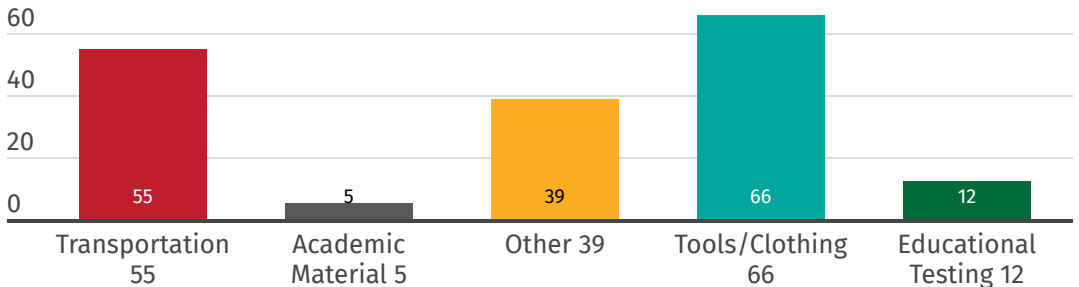


Entered Employment  
At Exit **53**



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**

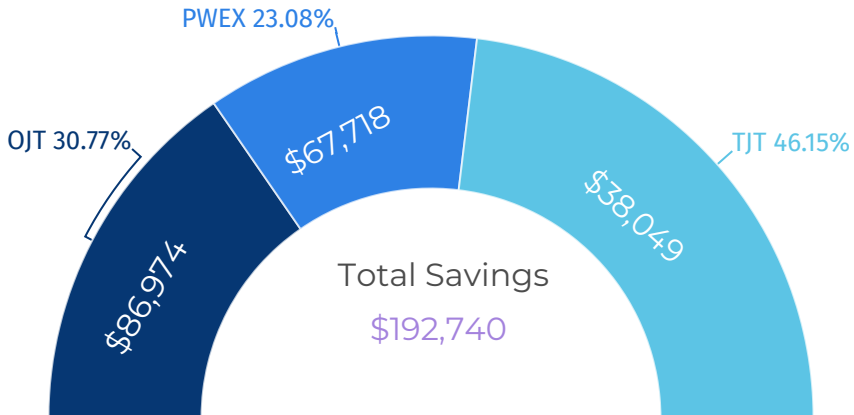


**\$364,429**

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)



## Agenda Item 8.5

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang  
**Date:** February 15, 2024  
**Subject:** Executive Committee Action Planning Workshop

**Information:**

The WDB Executive Committee met with Bob Lanter, CWA, on February 1, 2024, to plot the strategic initiatives identified during the WDB's Action Planning Workshop on January 11, 2024, over the next 18 to 24 months. Members will continue this work with Bob on March 15, 2024, and hope to have a draft to bring to the full board for review and approval.

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.6

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang, Executive Director  
**Date:** February 15, 2024  
**Subject:** Unemployment Insurance (UI) Claim Information

**Information:**

The most recent data on UI Claims for the period of December 9, 2023, through February 3, 2024, for Madera County is being provided for the WDB's review.

**Financing:**

Workforce Innovation and Opportunity Act



## California Unemployment Industry & Demographics Data Dashboard

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

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

### Weekly Initial Claims by County

County	December 2023				January 2024				February 2024
	(Week Ending)				(Week Ending)				(Week Ending)
	9	16	23	30	6	13	20	27	3
Madera	329	275	334	239	333	329	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.



## Agenda Item 8.7

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang, Executive Director  
**Date:** February 15, 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  
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     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)*

- State  Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
- Multi-County \_\_\_\_\_  County of \_\_\_\_\_
- City of \_\_\_\_\_  Other \_\_\_\_\_

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

- Annual:** The period covered is January 1, 2023, through December 31, 2023.
- Leaving Office:** Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
*(Check one circle.)*
- Assuming Office:** Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
-or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_\_, through December 31, 2023.
- The period covered is January 1, 2023, through the date of leaving office.
- Candidate:** Date of Election \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_
- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_\_, through the date of leaving office.

**4. Schedule Summary (required)**

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

**Schedules attached**

- Schedule A-1 - *Investments* – schedule attached
- Schedule A-2 - *Investments* – schedule attached
- Schedule B - *Real Property* – schedule attached
- Schedule C - *Income, Loans, & Business Positions* – schedule attached
- Schedule D - *Income – Gifts* – schedule attached
- Schedule E - *Income – Gifts – Travel Payments* – 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	Your Position
N/A	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:  
 \$2,000 - \$10,000  
 \$10,001 - \$100,000  
 \$100,001 - \$1,000,000  
 Over \$1,000,000

\_\_\_\_\_/\_\_\_\_\_/23 ACQUIRED \_\_\_\_\_/\_\_\_\_\_/23 DISPOSED

NATURE OF INTEREST  
 Ownership/Deed of Trust  Easement  
 Leasehold \_\_\_\_\_  \_\_\_\_\_  
Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED  
 \$0 - \$499  \$500 - \$1,000  \$1,001 - \$10,000  
 \$10,001 - \$100,000  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:  
 \$2,000 - \$10,000  
 \$10,001 - \$100,000  
 \$100,001 - \$1,000,000  
 Over \$1,000,000

\_\_\_\_\_/\_\_\_\_\_/23 ACQUIRED \_\_\_\_\_/\_\_\_\_\_/23 DISPOSED

NATURE OF INTEREST  
 Ownership/Deed of Trust  Easement  
 Leasehold \_\_\_\_\_  \_\_\_\_\_  
Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED  
 \$0 - \$499  \$500 - \$1,000  \$1,001 - \$10,000  
 \$10,001 - \$100,000  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  
 \$500 - \$1,000  \$1,001 - \$10,000  
 \$10,001 - \$100,000  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  
 \$500 - \$1,000  \$1,001 - \$10,000  
 \$10,001 - \$100,000  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 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ACQUIRED _____ / ____ / <b>XX</b> DISPOSED _____ / ____ / <b>XX</b>
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Leasehold <input type="checkbox"/> Easement <input type="checkbox"/> Other Yes, remaining _____	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <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 <b>8</b> % <input type="checkbox"/> None	TERM (Months/Years) <b>15</b> Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
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.

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

Name \_\_\_\_\_

- 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.

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*