



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

**April 18, 2024  
3:00 p.m.**

Meeting will be held in person at:  
***Workforce Assistance Center, Executive Conference Room, 2037 W. Cleveland Avenue, Madera, CA 93637***

or via Zoom at:  
***7112 North Fresno Street, #160, Fresno, CA 93720***

***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 October 19, 2023, Workforce Development Board (WDB) meeting minutes.
- 6.2 Consideration of approval of February 1, 2024, WDB Executive Committee meeting minutes.
- 6.3 Consideration of approval of April 3, 2024, WDB Executive Committee meeting minutes.
- 6.4 Consideration of approval of the February 15, 2024, Workforce Development Board (WDB) meeting minutes.
- 6.5 Consideration of approval of the re-appointment of Omair Javaid, World Financial Group, for an additional 3-year term: 5/11/24 to 5/11/27.

- 6.6 Ratification of approval of transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in order to maximize customer service and provide more flexibility of services in the areas of greatest need as allowed by Workforce Innovation and Opportunity (WIOA) Section 113(b)(4):
- EDD Subgrant AA311014 Year of Authorization (YOA) 2022 Transfer of Funds request in the amount of \$100,000
  - EDD Subgrant AA411014 YOA 2023 Transfer of Funds request in the amount of \$250,000

## **7.0 Action Items**

- 7.1 Consideration of approval of Beaudette Inc.'s One Stop Operator (OSO) report for the period of January 1, 2024, through March 31, 2024.
- 7.2 Consideration of approval of Emilio Hipolito's Director application to the WDB representing the Labor Sector for a 3-year term.
- 7.3 Consideration of approval of Chris Childers' Director application to the WDB Executive Committee representing a non-WDB member.
- 7.4 Consideration of approval of the Draft WDB Action Plan 2024-2026.

## **8.0 Information Items**

- 8.1 Success Stories
- 8.2 Madera County Workforce Investment Corporation (MCWIC) Update
- 8.3 Approval of Local Area Subsequent Designation and Local Board Recertification Program Year (PY) 2023-25
- 8.4 Approval of Biennial Local Plan Modification PY 2021-24
- 8.5 Update on Local Workforce Area Performance Goals/Scores
- 8.6 America's Job Center of California (AJCC) Recertification and Local Plan Procurement
- 8.7 California Workforce Association (CWA) WORKCON Conference
- 8.8 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

## **9.0 Written Communication**

- 9.1 Annual Review 85% Formula Grant Fiscal Year 2022-23 Final Monitoring Report

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

- 10.1 Board Members
- 10.2 Staff

## **11.0 Next Meeting**

June 20, 2024

## **12.0 Adjournment**



## MINUTES

**October 19, 2023**

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

- PRESENT:** Aaron Chambers (7.2), Brett Frazier, Chuck Riojas, Debi Bray, Deborah Martinez, Dr. Lucia F. Robles, Joe Perez, Ladislao (Lalo) Lopez, Laura Gutile, Mattie Mendez, Mike Fursman, Mike Lopez, Omair Javaid, Robert Poythress, Wendy Lomeli
- ABSENT:** Darren Rose, Donald Foster, Jorge DeNava, Lanie Suderman, Mark Choe, Michelle Brunetti, Nichole Mosqueda
- GUEST:** Amelia Meza
- STAFF:** Bertha Vega, Maiknue Vang, Nicki Martin

### **1.0 Call to Order**

*Meeting called to order at 3:00 p.m. by WDB 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 made by everyone in attendance.*

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

*Debi Bray moved to adopt the agenda, seconded by Mattie Mendez.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Chuck Riojas, Debi Bray, Deborah Martinez, Dr. Lucia F. Robles, Joe Perez, Ladislao (Lalo) Lopez, Laura Gutile, Mattie Mendez, Mike Fursman, Mike Lopez, Omair Javaid, Robert Poythress, Wendy Lomeli*

### **6.0 Consent Calendar**

**6.1 Consideration of approval of the August 17, 2023, Workforce Development Board (WDB) meeting minutes.**

**6.2 Consideration of approval of the re-appointment of Chuck Riojas, IBEW #100, to the WDB for an additional 3-year term: 12/6/23 to 12/6/26**

*Laura Gutile moved to approve the consent calendar, seconded by Omair Javaid.*

Vote: Approved – unanimous

Yes: Brett Frazier, Chuck Riojas, Debi Bray, Deborah Martinez, Dr. Lucia F. Robles, Joe Perez, Ladislao (Lalo) Lopez, Laura Gutile, Mattie Mendez, Mike Fursman, Mike Lopez, Omair Javaid, Robert Poythress, Wendy Lomeli

## 7.0 Action Items

### 7.1 Consideration of approval of Beaudette Inc.'s One Stop Operator (OSO) report for the period of July 1, 2023, through September 30, 2023.

*The OSO meets monthly with all of the mandated Workforce Partners. The quarterly report covers the meetings held in July, August and September. The purpose of the Partner meetings is to align the workforce system related to business services and to align programs and services for all Partners. Staff will be working with the OSO in the coming months on the WDB Continuous Improvement Plan. In preparation for the next WDB recertification assessment, the Continuous Improvement Plan must be implemented. It contains different strategies in areas that must be completed. The Plan will be part of the discussion during the Partner meetings. Dr. Robles noted that the Community College is referred to in the report as Madera Community College Center and requested that the College be referred to as Madera Community College on reports.*

*Mike Fursman moved to approve, seconded by Laura Gutile.*

Vote: Approved – unanimous

Yes: Brett Frazier, Chuck Riojas, Debi Bray, Deborah Martinez, Dr. Lucia F. Robles, Joe Perez, Ladislao (Lalo) Lopez, Laura Gutile, Mattie Mendez, Mike Fursman, Mike Lopez, Omair Javaid, Robert Poythress, Wendy Lomeli

### 7.2 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 contract designates the roles and responsibilities and the purpose for the administration of the WIOA funds in Madera County. This contract has been referred to as the CLEO since the Workforce Investment Act (WIA) which was in effect before WIOA. The contract was last revised in 2018 when Workforce transitioned from WIA to WIOA. Under WIOA the CLEO is actually referred to as the Chief Elected Official (CEO) but staff suggested that CLEO still be the reference used in order to avoid any confusion with other titles such as Chief Executive Officer. The contract was revised minimally and included distinctions in the roles of the CLEO, the WDB, and the Madera County Workforce Investment Corporation (MCWIC). The current CLEO contract makes reference to dates for when the local Workforce Board was designated by the Governor, when the local Workforce Board became certified and also when the MCWIC became approved as the Adult and Career Services provider. These types of acknowledgments are on 2 to 3 year cycles which meant revising the contract after any new deadlines were met. The contract was revised in a way that provided information on these time-sensitive certifications but did not include due dates in order to avoid resending the contract back for those revisions. The CLEO now includes the initial dates for these events under WIOA and includes language stating that the WDB will reapply as needed. The MCWIC financial reports were revised from being provided monthly to quarterly. Language was added that clarifies the roles of the WDB and the MCWIC in providing Youth Program services. Under WIOA, the WDB is able to operate the Youth Program. The MCWIC has been designated as the Youth Program services provider. Language for developing the budget for program activities for the local workforce area consistent with the Local Plan is now placed under the MCWIC in the CLEO. This language was previously under the WDB but was moved to MCWIC. There is no longer a requirement to procure workforce youth program services because WIOA allows the WDB to provide the services internally or identify a provider for youth services. The MCWIC is identified as the provider for youth services. Developing a budget for the youth services was also removed from the youth services section since all budget responsibilities fall under the MCWIC.*

*Mike Fursman moved to approve, seconded by Aaron Chambers.*

Vote: Approved – Unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Debi Bray, Deborah Martinez, Dr. Lucia F. Robles, Joe Perez, Ladislao (Lalo) Lopez, Laura Gutile, Mattie Mendez, Mike Fursman, Mike Lopez, Omair Javid, Robert Poythress, Wendy Lomeli

Abstain: Debi Bray, Mattie Mendez

**7.3 Discussion and consideration to schedule an Action Planning half-day session on 11/29, 11/30, or 12/13 with Bob Lanter, CWA, as a follow up to the Real Role of Workforce Boards Retreat.**

*The WDB made a commitment at the last Board meeting to move forward and bring Bob Lanter, CWA, for another half day of planning and work on a plan that would shape the work of the WDB for the next 24 months. Staff and the Board discussed the dates as listed and discovered that January 2024 might be a better time for the meeting. Staff also mentioned that Bob stated that some community members can also be invited to attend and provide input for the Plan. The Board would like to check Bob's schedule for the 2<sup>nd</sup> week or possibly the 3<sup>rd</sup> week of January. Staff will reach out to Bob for possible January 2024 meeting dates and provide the information to the Board for planning purposes.*

**8.0 Information Items**

**8.1 Success Stories**

*Information provided within the agenda packet.*

**8.2 Madera County Workforce Investment Corporation (MCWIC) Update**

*Information provided within the agenda packet.*

**8.3 Workforce Development Professionals Day – September 1, 2023**

*Information provided within the agenda packet.*

**8.4 Eligible Training Provider Compliance Monitoring PY 2022-23 Results**

*Information provided within the agenda packet.*

**8.5 Workforce Data Presentation**

*Information provided within the agenda packet. The Board of Supervisors appreciated the Data Impact report presentation. Staff provided data for the Board's convenience. Some of the data may be used for the Planning Session in January.*

**8.6 Valley Community SBDC Business Workshops**

*Information provided within the agenda packet.*

**8.7 Workforce Assistance Center Quarterly Resource Fairs**

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

**9.0 Written Communication**

*None.*

**10.0 Open Discussion/Reports/Information**

**10.1 Board Members**

- *Mike Fursman mentioned that staff did a nice job on the First Job Friday social media posts.*
- *Rob Poythress mentioned that Madara hosted the California Transportation Commission for their bi-monthly meeting. It was their first time having the meeting in Madera. The Commission approves all of the State's road projects. They were taken on a tour of downtown Madera's, the new Amtrak station site and also took them to Avenue 9 where it's supposed to be expanded to 4 lanes. The Avenue 9 is*

*important so that there are good routes to Valley Children's Hospital. The Commission was in town in time to see the traffic congestion on Highway 99.*

- *Laura Gutile stated that the Madera County Farm Bureau is having their annual dinner meeting on November 9<sup>th</sup> in Chowchilla. There will be a comedian present for entertainment. Tickets are available at \$35 each.*

#### **10.2 Staff**

*None.*

#### **11.0 Next Meeting**

*The next regularly scheduled meeting for the WDB is December 21, 2023 which is very close to the Xmas holiday. The Board preferred to pick an earlier date. Staff will survey the Board to check and see whether November 30<sup>th</sup> or December 14<sup>th</sup> would work better.*

*Next meeting to be determined.*

#### **12.0 Adjournment**

*Meeting adjourned at 4:08 p.m.*



# Executive Committee

## **SPECIAL MEETING**

### MINUTES

February 1, 2024  
10:30 a.m.

Meeting convened virtually at:

**Workforce Assistance Center, 2037 W Cleveland Avenue, Madera, CA 93637**  
**200 West 4<sup>th</sup>, Madera, CA 93637**  
**1745 Lester Avenue, Clovis, CA 93619**  
**17149 Road 400, Madera, CA 93636**  
**4632 W Flint Way, Fresno, CA 93622**

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

**ABSENT:**

**GUEST:** Brandon Anderson, Bob Lanter, Matthew Hayes

**STAFF:** Bertha Vega, Jessica Roche, Maiknue Vang, Marisol Rivera, Nicki Martin

#### **1.0 Call to Order**

*Meeting call to order at 10:37 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**

*Bob Lanter, Executive Director – California Workforce Association, was introduced along with Matthew Hayes. Brett introduced Pat Gordon. Pat serves on the Executive Committee as the immediate past Chair.*

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

*Robert Poythress moved to adopt the agenda, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Omair Javaid, Pat Gordan, Nichole Mosqueda, Robert Poythress*

## **6.0 Action Planning Workshop**

### **6.1 Board discussion and direction to plot strategic initiatives identified during the WDB's Action Planning Workshop on January 11, 2024, over the next 18 to 24 months.**

*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 this work with Bob and his team to build an Action Plan for Madera. Bob returned in January to facilitate a discussion for the board around local priorities to identify strategic initiatives that would begin to develop an action plan. During this action planning workshop, the Executive Committee worked with Bob on plotting the strategic initiatives out over the next 18-24 months with the intent that these tasks would become a regular item of discussion at Board meetings. The Executive Committee will come together again before the April WDB meeting to continue to work on and refine the Plan before it is taken to the WDB for consideration and approval.*

## **7.0 Next Meeting**

*To be determined.*

## **8.0 Adjournment**

*Meeting adjourned at 12:10 p.m.*



## Madera WDB Action Plan 2024-2026

|                                     |  | Launch – Q1  | Q2   | Q3  | Q4   | Q5   | Q6               | Q7 | Q8   | Victory   |
|-------------------------------------|--|--|--|---|--|--|------------------|----|--|---|
| <b>Leadership Engagement</b>        |  | Review bylaws; Look at Board composition<br><br>Work with other WDBs to review their WDB composition | Who else is missing from Board composition<br><br>Decide to add Board members, advisory committees, or engage through meetings | Creating agendas aligned with strategic priorities<br><br>Leadership development & engagement, opportunities; secure budget   |  |  |                  |    |  | Understand where WDB can help; Orgs/CLEOs coming to the WDB regarding workforce/economic development issues |
| <b>Training (Industry-specific)</b> |  | Healthcare Sector Partnerships<br>Explore New Hospital Group<br>Contact                              | Coordinating job fair for hospital staffing  |   | Possible Re-open of MCH  |  |                  |    |  | Fully Staffed Acute Hospital Cooperative Training Program   |
| <b>Work Ethics</b>                  |  |  |  |   |  |  |                  |    |  |   |
| <b>Marketing/Brand</b>              |  | Identify key individual committee members  | Review current marketing strategies, processes, materials  | Revamp Marketing – Based on discoveries in Q2, determine strategies for materials; community forum to inquire ‘how we can help’; convening partners to develop outreach |  | Elevate narrative within community – determine tools to use to elevate, implement marketing to community; receive feedback and implement/adjust as needed; create tools to track outcomes from marketing |                  |    | Report outcomes from marketing; outcomes would include customer (employer and individuals) successes | Share successes to MC of marketing outcomes   |
| <b>Policy</b>                       |  | Identify key partners/stakeholders/businesses  | Continue with Q1   | Compile list or inventory of the countywide CTE, ROP programs with academic partners – Schedule meetings/discussions on how they align                                  | Understanding the future of CTE - to include Academic partners and service providers | Look at internal inventory and how it aligns with other programs – take into account participants interest.  | Continue with Q5 |    |  |   |



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

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

**MINUTES**

**April 3, 2024**  
**2:30 p.m.**

Meeting convened via teleconference at:

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

***200 W 4<sup>th</sup> Street, Madera, Suite 4006, Madera, CA 93637***

***4632 W. Flint Way, Fresno, CA 93722***

***730 N I Street, Suite 202, Madera, CA 93637***

***17149 Road 400, Madera, CA 93636***

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

**ABSENT:** Pat Gordan

**GUEST:**

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

**1.0 Call to Order**

*Meeting called to order at 2:32 p.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**

*Brett Frazier commended staff for the Workforce Development Board's (WDB) Small Business Development Center (SBDC) Partner of the Year award. The WDB received their award at the Annual National SBDC Day Luncheon.*

**5.0 Adoption of Board Agenda**

*Rob Poythress moved to adopt the agenda, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

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

## **6.0 Action Items**

**6.1 Consideration of approval of transfer of funds from the Dislocated Worker (DW) funding stream to the Adult funding stream in order to maximize customer service and provide more flexibility of services in the areas of greatest need as allowed by Workforce Innovation and Opportunity (WIOA) Section 113(b)(4):**

- **EDD Subgrant AA311014 Year of Authorization (YOA) 2022 Transfer of Funds request in the amount of \$100,000**
- **EDD Subgrant AA411014 YOA 2023 Transfer of Funds request in the amount of \$250,000**

*Dislocated workers are not coming to the Center for services in the same number as adult customers are. Staff requested approval to transfer funds from the DW funding stream to the Adult funding stream which will allow staff more flexibility to provide services where they are needed most.*

## **7.0 Next Meeting**

*To be determined*

## **8.0 Adjournment**

*Rob Poythress moved to adjourn the meeting at 2:37 p.m., seconded by Nichole Mosqueda.*



## MINUTES

**February 15, 2024**

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

- PRESENT:** Aaron Chambers, Debi Bray, Deborah Martinez (7.2), Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress
- ABSENT:** Brett Frazier, Chuck Riojas, Darren Rose, Mark Choe, Mattie Mendez, Mike Fursman, Mike Lopez, Nichole Mosqueda, Wendy Lomeli
- GUEST:** Amelia Meza
- STAFF:** Bertha Vega, Jessica Roche, Maiknue Vang, Nicki Martin

### **1.0 Call to Order**

*Meeting called to order at 3:01 p.m. by Vice Chair Omair Javaid.*

#### **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 everyone in attendance.*

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

*Debi Bray moved to adopt the agenda, seconded by Laura Gutile.*

*Vote: Approved -unanimous*

*Yes: Aaron Chambers, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

### **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.**

*Laura Gutile moved to approve the Consent Calendar, seconded by Aaron Chambers. Marie Harris abstained.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

*Abstained: Marie Harris*

**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.**

*Gary Beaudette presented the OSO report for the period of 10/1/23 to 12/31/23. The OSO operator facilitates the monthly Partner Meetings and provides quarterly reports on the work the Partners have been doing. The partner meetings were held virtually with the December 2023, meeting being held in-person. Highlights of the work done with Partners at the meeting include problem-solving training, cross-training video development and customer-centered design for service delivery. Work for the WDB Continuous Improvement Plan is worked into the Partner Meetings. The Workforce Assistance Center customer survey was reviewed and revised and is being rolled out in order to get input from customers. 10 to 15 minutes of Partner meetings are dedicated to training and sharing methods to help staff deliver services to individuals who may have additional barriers to employment such as disabilities. Data is collected from among partners on outcomes for participants who may have completed a program, obtained a high school diploma or participants who obtained jobs as well as other participant data.*

*Laura Gutile moved to approve, seconded by Rob Poythress.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

**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.**

*The only change to the policy can be found on page 3 which adds exception language that includes referrals to employers who have been informed and are willing to waive a high school diploma or GED including work-based learning referrals. These referrals can be made on a case-by-case basis or for specific grants or special projects – with the approval of the Executive Director. This was brought to the Board because it helps provide more services and greater access to the workforce system. The previous policy only allowed that individuals with a high school diploma or GED could be referred to employment or training. In working with Bob Lanter and reviewing policies and the local workforce area data, a good percentage of the local population is basic-skills deficient – 16.8%. 74% of individuals who are enrolled into Workforce Innovation and Opportunity Act (WIOA) services, are also basic skills deficient. The policy as it was written previously without the requested change, created more barriers for individuals trying to access workforce services. Local businesses were surveyed, and the majority preferred to keep a high school diploma or GED requirement in place.*

*Debi Bray moved to approve, seconded by Marie Harris.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Deborah Martinez, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

**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.**

*In 2015, the Workforce Board decided to expend 100% of the youth funds on out-of-school youth (OSY). WIOA only requires that 75% be spent on OSY. WIOA allows 25% of youth funds to be spent on in-school youth (ISY). At that time, the Board approved the revision to the policy to reflect the 100% OSY spending. Staff discovered that the policy was not brought back to the Board with the changes and are asking the WDB to consider whether to discard the 100% OSY revision so that some services can be provided to ISY who may represent a unique demographic or population such as justice-involved individuals. ISY are individuals who are enrolled in a Kindergarten to 12<sup>th</sup> grade system. OSY are individuals who may have dropped out of the school and could be attending an adult school or an alternative school. ISY would be individuals 16 years-old to 24 years of age. OSY are individuals who are 18 years-old or older. There can be an overlap in the ages for both categories. The revision adds local language that states that the WDB will prioritize funds on OSY however, funds will be reserved that can be spent on ISY with unique demographics such as justice impacted, homeless, foster youth and/or persons with a disability or other barriers deemed appropriate by the Executive Director.*

*Larua Gutile moved to approve, seconded by Aaron Chamber.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Deborah Martinez, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

**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.**

*There is a draft policy at the State that is looking to allow incentives for all program participants which would include Adult and Dislocated Worker participants as well as youth. Staff would like to add additional incentives to the current policy: completion of work experience, completion of vocational training, completion of on-the-job training, employed 2<sup>nd</sup> quarter after exit and employed 4<sup>th</sup> quarter after exit. These categories are aligned with the Board's performance outcomes/goals. The additional incentives could also help spend down the youth allocations. Participants would be able to earn one or more incentives with a maximum of up to \$550 if they complete all the incentives available. There is language added that states that the incentives may be reduced due to budget.*

*Laura Gutile moved to approve, seconded by Omair Javaid.*

*Vote: Approved – unanimous*

*Yes: Aaron Chambers, Debi Bray, Deborah Martinez, Donald Foster, Joe Perez, Jorge DeNava, Ladislao (Lalo) Lopez, Lanie Suderman, Laura Gutile, Marrie Harris, Michelle Brunetti, Omair Javaid, Robert Poythress*

**8.0 Information Items**

**8.1 Success Stories**

*Information provided within the agenda packet.*

**8.2 Madera County Workforce Investment Corporation (MCWIC) Update**

*Information provided within the agenda packet.*

**8.3 WIOA Formula and Special Projects Quarterly Program Overview**

*Information provided within the agenda packet.*

**8.4 Program Impact Report**

*Information provided within the agenda packet. The report provided information for the period covering 7/1/23 to 9/30/23.*

**8.5 Executive Committee Action Planning Workshop**

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet.*

**8.7 Form 700 due April 1, 2024**

*Information provided within the agenda packet. Nicki will end out the Forms for completion and submittal.*

**9.0 Written Communication**

*None.*

**10.0 Open Discussion/Reports/Information**

**10.1 Board Members**

*None.*

**10.2 Staff**

*The Madera WDB is being recognized by the Valley Small Business Development Center (SBDC) as the SBDC Partner of the Year at the National SBDC Day Luncheon on 3/20/24. Madera was chosen from among 4 counties. There will also be awards for Business of the Year and Stakeholder of the Year.*

**11.0 Next Meeting**

*April 18, 2024*

**12.0 Adjournment**

*Meeting adjourned at 4:09 p.m.*

**Transfer of Funds Request**

1. Local Area Madera County  
 2. Subgrant Number AA311014 3. Request Date 3/13/2024  
 4. Program Year 2022 5. Transfer Request No 01

6. Direction of Transfer (Check One):

|                                    |   |
|------------------------------------|---|
| Adult to Dislocated Worker         | Dislocated Worker to Adult                    |
| <input type="checkbox"/> 201 → 299 | <input type="checkbox"/> 501 → 499            |
| <input type="checkbox"/> 202 → 200 | <input checked="" type="checkbox"/> 502 → 500 |

7. Amount of Transfer \$100,000

8. Contact Person Jessica Roche

9. Contact Person’s Telephone Number 559-662-4590

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer \_\_\_\_\_

Date of Local Board meeting to approve transfer \_\_\_\_\_

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature \_\_\_\_\_  
 Name Maiknue Vang  
 Title Executive Director  
 Date \_\_\_\_\_

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board’s reasoning to request a transfer of funds.

Due to the recovery of the pandemic and reduced unemployment numbers, we have minimal eligible dislocated workers coming in for assistance. In regards to the Adult eligible clients, we are seeing a slight increase, but the participants coming in are in need of more intensive assistance prior to training.



### Transfer of Funds Request Budget Plan

|                       |                                |
|-----------------------|--------------------------------|
| Local Area <u>MAD</u> | Date Prepared <u>3/13/2024</u> |
|-----------------------|--------------------------------|

Subgrant Number AA311014  
Year of Appropriation 2022

|                   |  |   |
|-------------------|--|---|
|                   | <b>Adult to DW</b>   | <b>DW to Adult</b>  |
| <b>Grant Code</b> | <input type="checkbox"/> 201 → 299<br><input type="checkbox"/> 202 → 200 | <input type="checkbox"/> 501 → 499<br><input checked="" type="checkbox"/> 502 → 500 |

| FUNDING IDENTIFICATION                              | ADULT            | DW             |
|---|------------------|----------------|
| 1. Formula Allocation                               | 827,911          | 603,688        |
| 2. Prior Adjustments - Plus or Minus                | 0                | 2,713          |
| 3. Previous Amounts Transferred                     | 180,000          | (180,000)      |
| 4. Current Amount to be Transferred                 | 100,000          | (100,000)      |
| <b>5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)</b> | <b>1,107,911</b> | <b>326,401</b> |

| TOTAL ALLOCATION COST CATEGORY PLAN                         | ADULT            | DW             |
|---|------------------|----------------|
| 6. Program Services (Lines 6a through 6c)                   | <b>997,120</b>   | <b>293,761</b> |
| a. Career Services (WIA Core Services / Intensive Services) | 585,538          | 192,481        |
| b. Training Services  | 221,582          | 65,280         |
| c. Other  | 190,000          | 36,000         |
| 7. Administration   | 110,791          | 32,640         |
| <b>8. TOTAL (Lines 6 plus 7)</b>                            | <b>1,107,911</b> | <b>326,401</b> |

| QUARTERLY TOTAL EXPENDITURE PLAN (cumulative) | ADULT     | DW      |
|---|-----------|---------|
| 9. September 2022                             | 0         | 12,344  |
| 10. December 2022                             | 13,478    | 14,609  |
| 11. March 2023                                | 219,869   | 16,354  |
| 12. June 2023                                 | 442,549   | 71,354  |
| 13. September 2023                            | 638,668   | 97,255  |
| 14. December 2023                             | 839,011   | 155,632 |
| 15. March 2024                                | 1,107,911 | 326,401 |
| 16. June 2024                                 | 1,107,911 | 326,401 |
|   |           |         |
|   |           |         |
|   |           |         |
|   |           |         |

| COST COMPLIANCE PLAN (maximum 10%)                    | ADULT         | DW            |
|---|---------------|---------------|
| 21. % for Administration Expenditures (Line 7/Line 5) | <b>10.00%</b> | <b>10.00%</b> |

|                              |                         |
|------------------------------|-------------------------|
| Jessica Roche, Controller    | 559-662-4590            |
| <b>Contact Person, Title</b> | <b>Telephone Number</b> |

**Comments**

## Transfer of Funds Request Participant Plan

|  |  |
|--|--|
| <b>Local Area:</b> <u>MAD</u> <i>AA31104</i> | <b>Prepared Date</b> <u>03.13.2024</u> |
|--|--|

Enter the number of individuals in each category.

| TOTALS FOR PY 20__   | ADULT      | DW        |
|--|------------|-----------|
| 1. Registered Participants Carried in from PY 2021                 | 161        | 14        |
| 2. New Registered Participants for PY 2022                         | 161        | 26        |
| 3. Total Registered Participants for PY 2022 (Line 1 plus 2)       | <b>322</b> | <b>40</b> |
| 4. Exiters for PY 2022   | 170        | 11        |
| 5. Registered Participants Carried Out to PY 2023 (Line 3 minus 4) | <b>152</b> | <b>29</b> |

| PROGRAM SERVICES (based on line 3 count)                   |            |           |
|--|------------|-----------|
| 6. Career Services   | <b>644</b> | <b>80</b> |
| a. Basic Career Services (WIA Core Services)               | 322        | 40        |
| b. Individualized Career Services (WIA Intensive Services) | 322        | 40        |
| 7. Training Services                                       | 115        | 20        |

| EXIT STATUS (based on line 4 count) |    |   |
|-------------------------------------|----|---|
| 8. Entered Employment               | 73 | 3 |
| 9. Training-Related                 | 41 | 3 |
| 10. Entered Military Service        | 0  | 0 |
| 11. Entered Apprenticeship Program  | 0  | 0 |
| 12. Exited for Exclusionary Reasons | 14 | 2 |

|                              |                         |
|------------------------------|-------------------------|
| Jessica Roche, Controller    | 559-662-4590            |
| <b>Contact Person, Title</b> | <b>Telephone Number</b> |

**Comments:**

The participants coming into the AJCC are needing more intensive services. There has been an increase in Adult eligible clients, but DW clients still remains slow. DW are more focused on only receiving basic career services and not training. Transferring funds will help service the Adult eligible participants.

**Transfer of Funds Request**

1. Local Area Madera County

2. Subgrant Number AA411014 3. Request Date 3/13/2024

4. Program Year 2023 5. Transfer Request No 01

6. Direction of Transfer (Check One):

Adult to Dislocated Worker

Dislocated Worker to Adult

201 → 299

501 → 499

202 → 200

502 → 500

7. Amount of Transfer \$250,000

8. Contact Person Jessica Roche

9. Contact Person's Telephone Number 559-662-4590

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer \_\_\_\_\_

Date of Local Board meeting to approve transfer \_\_\_\_\_

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature \_\_\_\_\_

Name Maiknue Vang

Title Executive Director

Date \_\_\_\_\_

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.

Madera County is still experiencing a slow recovery from the pandemic and the low unemployment rate is reflected in the reduced Dislocated Worker eligible participants. In regards to the Adult eligible clients, we are seeing an increase, and the participants coming in are in need of more intensive assistance prior to training, but are also wanting training.

### Transfer of Funds Request Budget Plan

|                              |                                       |
|------------------------------|---------------------------------------|
| <b>Local Area</b> <u>MAD</u> | <b>Date Prepared</b> <u>3/13/2024</u> |
|------------------------------|---------------------------------------|

**Subgrant Number** AA411014  
**Year of Appropriation** 2023

|                   |                                    |   |
|-------------------|------------------------------------|---|
| <b>Grant Code</b> | <b>Adult to DW</b>                 | <b>DW to Adult</b>                            |
|                   | <input type="checkbox"/> 201 → 299 | <input type="checkbox"/> 501 → 499            |
|                   | <input type="checkbox"/> 202 → 200 | <input checked="" type="checkbox"/> 502 → 500 |

| FUNDING IDENTIFICATION                              | ADULT            | DW             |
|---|------------------|----------------|
| 1. Formula Allocation                               | 773,535          | 524,321        |
| 2. Prior Adjustments - Plus or Minus                | 0                | 0              |
| 3. Previous Amounts Transferred                     | 0                | 0              |
| 4. Current Amount to be Transferred                 | 250,000          | (250,000)      |
| <b>5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)</b> | <b>1,023,535</b> | <b>274,321</b> |

| TOTAL ALLOCATION COST CATEGORY PLAN                         | ADULT            | DW             |
|---|------------------|----------------|
| 6. Program Services (Lines 6a through 6c)                   | <b>921,182</b>   | <b>246,889</b> |
| a. Career Services (WIA Core Services / Intensive Services) | 511,768          | 161,850        |
| b. Training Services  | 255,884          | 54,864         |
| c. Other  | 153,530          | 30,175         |
| 7. Administration   | 102,354          | 27,432         |
| <b>8. TOTAL (Lines 6 plus 7)</b>                            | <b>1,023,535</b> | <b>274,321</b> |

| QUARTERLY TOTAL EXPENDITURE PLAN (cumulative) | ADULT     | DW      |
|---|-----------|---------|
| 9. September 2023                             | 0         | 0       |
| 10. December 2023                             | 0         | 0       |
| 11. March 2024                                | 245,360   | 35,248  |
| 12. June 2024                                 | 568,040   | 90,248  |
| 13. September 2024                            | 710,050   | 125,632 |
| 14. December 2024                             | 887,563   | 165,632 |
| 15. March 2025                                | 1,023,535 | 274,321 |
| 16. June 2025                                 | 1,023,535 | 274,321 |
|   |           |         |
|   |           |         |
|   |           |         |

| COST COMPLIANCE PLAN (maximum 10%)                    | ADULT         | DW            |
|---|---------------|---------------|
| 21. % for Administration Expenditures (Line 7/Line 5) | <b>10.00%</b> | <b>10.00%</b> |

|                                  |                         |
|----------------------------------|-------------------------|
| <u>Jessica Roche, Controller</u> | <u>559-662-4590</u>     |
| <b>Contact Person, Title</b>     | <b>Telephone Number</b> |

**Comments**

It has taken longer than expected to connect with Adult eligible individuals from the pandemic, but they are finally coming in for full basic and training services. DW eligible individuals still remain low due to low unemployment. Expenditures above do not include obligations for clients.

## Transfer of Funds Request Participant Plan

|                                 |                                 |
|---------------------------------|---------------------------------|
| Local Area: <u>MAD AA411014</u> | Prepared Date <u>03.13.2024</u> |
|---------------------------------|---------------------------------|

Enter the number of individuals in each category.

| TOTALS FOR PY 20__   | ADULT      | DW        |
|--|------------|-----------|
| 1. Registered Participants Carried in from PY 2021                 | 153        | 29        |
| 2. New Registered Participants for PY 2022                         | 181        | 25        |
| 3. Total Registered Participants for PY 2022 (Line 1 plus 2)       | <b>334</b> | <b>54</b> |
| 4. Exiters for PY 2022   | 148        | 24        |
| 5. Registered Participants Carried Out to PY 2023 (Line 3 minus 4) | <b>186</b> | <b>30</b> |

| PROGRAM SERVICES (based on line 3 count)                   |            |           |
|--|------------|-----------|
| 6. Career Services   | <b>944</b> | <b>83</b> |
| a. Basic Career Services (WIA Core Services)               | 472        | 49        |
| b. Individualized Career Services (WIA Intensive Services) | 472        | 34        |
| 7. Training Services                                       | 156        | 13        |

| EXIT STATUS (based on line 4 count) |    |    |
|-------------------------------------|----|----|
| 8. Entered Employment               | 74 | 24 |
| 9. Training-Related                 | 45 | 10 |
| 10. Entered Military Service        | 0  | 0  |
| 11. Entered Apprenticeship Program  | 0  | 0  |
| 12. Exited for Exclusionary Reasons | 8  | 2  |

|                              |                         |
|------------------------------|-------------------------|
| Jessica Roche, Controller    | 559-662-4590            |
| <b>Contact Person, Title</b> | <b>Telephone Number</b> |

**Comments:**

The participants coming into the AJCC are needing more intensive services. There has been an increase in Adult eligible clients, but DW clients still remains low. The DW are more focused on receiving basic career services and job placement. Much of the training costs being spent for DW are for skills upgrading and do not have high costs. Transferring funds will help service the Adult eligible participants. Much of the training for Adult are longer length of training time and higher costs.

## Madera County AJCC Q3 Continuous Improvement Report FY 2023-24

Prepared by Gary Beaudette, One Stop Operator

### Introduction

In the third quarter of fiscal year 2023-24, the Madera County Workforce Assistance Center (MCWAC) concentrated its efforts on the strategic implementation of the Continuous Improvement Plan (CIP) goals. This quarter was pivotal in advancing our commitment to enhancing workforce services and support systems in alignment with both federal Workforce Innovation and Opportunity Act (WIOA) standards and state directives. Our targeted actions this quarter were directed at refining service delivery methods, increasing partner collaboration, and intensifying customer feedback mechanisms to ensure high-quality service across our operations. Each initiative undertaken was a step towards achieving the specific continuous improvement goals set out in our CIP, aiming to boost overall service effectiveness and elevate client satisfaction across the board.

### Key Highlights of the Quarter

- **Cross-Training Day Implementation:** Addressing CI Indicator 2.b, we conducted a Cross-Training Day on February 8th and 12th, facilitating a comprehensive exchange of roles and responsibilities among partners. This initiative has been pivotal in reinforcing partner collaboration and ensuring clarity in service delivery roles post-pandemic.
- **Center Based Service Delivery Training:** In response to the ongoing need for customer-centered service approaches, a specific training session on "Center Based Service Delivery" was held. This training emphasized the Customer-Centered Design (CCD) methodologies, encouraging partners to adopt practices that focus on the client's perspective and needs.
- **Enhanced Customer Feedback Systems:** In alignment with CI Indicator 1.b, we revamped our customer feedback mechanisms. We developed a new survey enhanced with QR codes to ease accessibility, setting a target to collect at least 10 completed surveys monthly. This initiative aims to gather substantial customer insights to refine our virtual service offerings. We have been struggling to reach our goal, but will continue to improve.
- **Training on Serving Individuals with Barriers:** We have significantly progressed on CI Indicator 6.a by instituting monthly training sessions aimed at enhancing the competency of our staff and partners in serving clients with various employment barriers. These sessions have covered:
  - **Justice-Impacted Clients** on January 10, 2024.
  - **English Language Learners** on February 14, 2024.
  - **Individuals with Disabilities** on March 13, 2024.

The forthcoming sessions will focus on **LGBTQ** (April 10, 2024) and **Mental Wellness** (May 8, 2024), continuing our commitment to addressing the needs of diverse client groups.

## Meetings and Collaborations

Throughout the quarter, our emphasis on regular partner meetings and the integration of continuous improvement discussions have fostered a transparent and collaborative environment. Each meeting focused on reviewing ongoing actions and setting concrete steps for future initiatives, ensuring all partners are aligned with the center's strategic goals.

### January Meeting: January 17, 2024

- **Virtual Meeting via Zoom:** Initiated Q3 with a strong start by reviewing the achievements of 2023 and setting the stage for upcoming initiatives.
- **Customer Feedback Surveys:** Discussed the importance of achieving the target of 10 completed surveys per month, reflecting our commitment to enhancing service quality through direct customer insights.
- **Partner Cross-Training Day:** Initial plans were discussed for a Cross-Training Day to be held on January 30, aiming to bolster inter-agency understanding and effective service referrals among partners.

### February Meeting: February 14, 2024

- **In-person at Madera County Workforce Assistance Center:** Focused on the outcomes of the Cross-Training Day, highlighting the enhanced partner collaboration and shared understanding of services.
- **Special Presentation on English Language Learners:** Featured strategies to support ELLs, enhancing our service offerings to this key demographic.
- **Customer Feedback and Surveys:** Continued emphasis on innovative strategies to increase survey completion, ensuring robust feedback for service improvement.

### March Meeting: March 13, 2024

- **In-person at Madera Workforce Development:** Concentrated on refining data-driven strategies to improve service delivery, in alignment with our Continuous Improvement Plan.
- **Training on Disabilities:** A special focus was placed on enhancing support for individuals with disabilities, with contributions from the Department of Rehab.
- **Customer Centered Design Check-In:** Reviewed the integration of CCD across partner services, discussing new strategies and challenges faced during implementation.

## Continuous Improvement Efforts

The third quarter was a pivotal period for the Madera County Workforce Assistance Center (MCWAC), marked by dedicated efforts to enhance service delivery and client satisfaction through our Continuous Improvement Plan (CIP). Each action taken was aligned with specific Continuous Improvement (CI) indicators, as outlined below:

### **CI Indicator 1.b: Enhanced Customer Feedback on Virtual Services**

- **Actions Taken:** We developed and deployed a new survey system, complete with QR codes, designed to gather more intensive feedback from users of our virtual services. This initiative aimed to involve all partners and ensure comprehensive data collection.
- **Purpose and Impact:** The goal was to achieve 10 completed surveys per month to gather actionable insights that directly inform enhancements in service quality and user satisfaction, enabling targeted improvements in service delivery.

### **CI Indicator 2.b: Re-assessment of Partner Roles for On-site Service Delivery**

- **Actions Taken:** We hosted a Cross-Training Day on February 8th and 12th, which brought together all partners at both the Madera County Workforce Assistance Center and online via Zoom. This event was critical for reassessing and confirming the roles and responsibilities of co-located partners as we transition back to on-site operations.
- **Purpose and Impact:** These sessions were designed to enhance inter-agency understanding and collaboration, ensuring that all partners are well-versed in each other's services for effective referrals and integrated client support.

### **CI Indicator 3.a: Training on Customer-Centered Service Delivery**

- **Actions Taken:** We conducted a comprehensive training session on "Center Based Service Delivery" (CCD), a methodology that prioritizes customer needs throughout the service design and delivery process. This training encouraged all partners to adopt CCD approaches.
- **Purpose and Impact:** The aim was to foster a service culture centered around the needs and experiences of customers, thereby improving satisfaction and service efficiency.

### **CI Indicator 3.b: Optimization of Mock Interview Panels**

- **Actions Taken:** To reduce duplication and enhance efficiency, we streamlined our approach to conducting mock interviews. We invited partners to collaborate and assist in these sessions, held every Thursday from 8:30 AM to 12:00 PM.
- **Purpose and Impact:** These collaborative sessions provide practical interview experience to clients, enhancing job readiness and confidence while optimizing resource use among partners.

### **CI Indicator 6.a: Training for Serving Individuals with Barriers to Employment**

- **Actions Taken:** Throughout Q3, we held monthly training sessions focused on serving individuals with various barriers to employment. These included sessions for justice-impacted clients, English language learners, and individuals with disabilities.
- **Purpose and Impact:** The training aimed to disseminate best practices and address challenges in serving diverse client populations. By sharing expertise among partners, we enhance the effectiveness of our services and ensure that all individuals have equitable access to employment opportunities.



## **Challenges and Opportunities**

This quarter also highlighted specific challenges, particularly in the adaptation of all partners to the enhanced feedback and data collection systems. Although data collection has been a longstanding challenge, we are now capturing relevant and actionable data through the "Impact Reports" produced by the Madera County Workforce Development Board (WDB). These reports are proving crucial in evaluating the effectiveness of our services and the impact on our client base.

However, these challenges have catalyzed innovative solutions. One significant development has been the creation of a unified digital platform for data reporting and feedback analysis. This platform is expected to streamline operations further, enhancing our ability to measure and report on the success of our initiatives accurately and in real-time. This move towards more integrated data management is a crucial step in our continuous improvement efforts, ensuring that we not only meet but exceed our strategic goals in workforce development.

## **Conclusion**

As we conclude the third quarter of fiscal year 2023-24, the Madera County Workforce Assistance Center (MCWAC) has made significant strides in realizing the objectives of our Continuous Improvement Plan (CIP). Our focused efforts this quarter have not only addressed key operational challenges but have also set the stage for sustained enhancements in service delivery and client engagement.

The implementation of our continuous improvement goals has been instrumental in refining our strategies and operations, particularly in the realms of partner collaboration, customer feedback, and specialized training initiatives. These actions have demonstrated our capacity to adapt and innovate, ensuring that our services are both effective and responsive to the needs of our diverse client base.

Our commitment to enhancing data collection and feedback mechanisms has been met with challenges, particularly in the integration of new systems across all partner operations. However, the introduction of the unified digital platform for data reporting and feedback analysis marks a pivotal advancement, promising to transform our approach to monitoring and evaluation. The data captured in the "Impact Reports" by the Madera County Workforce Development Board (WDB) has been invaluable, providing us with the insights needed to fine-tune our services and strategies effectively.



# CENTRAL LABOR COUNCIL

FRESNO · MADERA · TULARE · KINGS

## AFL-CIO

March 14, 2024

Maiknue Vang  
Executive Director  
Madera Workforce Development Board

RE: Nomination of Labor Representative

Mrs. Vang,

At our Executive Board meeting on March 13, the Council voted to nominate Emilio Hipolito, a Field Representative of the Northern California Regional Carpenters Council to the Madera WDB. He can be reached at 559-██████████ and ██████████

We understand that the process of confirmation can often take multiple months.

Please keep me and Emilio informed of this process should anything be delayed, or if our appointee fails to complete any steps necessary to move the process forward.

I would also appreciate an open dialogue regarding poor attendance by any of the existing Labor representatives on the Madera WIB.

Respectfully,

Dillon Savory  
Executive Director  
Fresno-Madera-Tulare-Kings  
Central Labor Council, AFL-CIO  
559-269-0165



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

## Director Application

|  |   |
|--|---|
| <b>NAME:</b><br>Emilio Hipolito                          | <b>TITLE</b><br>Carpenters Field Representative |
| <b>EMPLOYER:</b><br>Northern California Carpenters Union |   |
| <b>ADDRESS:</b><br>[REDACTED]                            |   |
| <b>PHONE:</b><br>[REDACTED]                              | <b>FAX:</b>                                     |
| <b>EMAIL:</b><br>[REDACTED]                              | <b>ALTERNATE EMAIL:</b>                         |

| <b>ORGANIZATIONS YOU BELONG TO:</b>     | <b>HOW LONG?</b> |
|---|------------------|
| 1. Northern California Carpenters Union | 21 yrs           |
| 2. _____                                | _____            |
| 3. _____                                | _____            |
| 4. _____                                | _____            |
| 5. _____                                | _____            |

| <b>REFERENCES:</b> | <b>PHONE:</b> |
|--------------------|---------------|
| David Rivas        | [REDACTED]    |
| Dillon Savory      | [REDACTED]    |
| Daniel Nuncio      | [REDACTED]    |
| _____              | _____         |
| _____              | _____         |

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

It will be an honor to serve my community.

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

I'm a product of the affords of the Madera workforce development, I attended training in Ahwannee thru a cooperation with the union, workforce development and the state.

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

Been a resident of Madera, since 1990.



SIGNATURE

3-28-2024

DATE

America's **Job**Center  
of California<sup>SM</sup>



## Director Application

|  |  |
|--|--|
| <b>NAME:</b><br>Chris Childers                         | <b>TITLE</b><br>Chief Probation Officer, Madera County |
| <b>EMPLOYER:</b><br>Madera County Probation Department |  |
| <b>ADDRESS:</b><br>[REDACTED]                          |  |
| <b>PHONE:</b><br>[REDACTED]                            | <b>FAX:</b>  |
| <b>EMAIL:</b><br>[REDACTED]                            | <b>ALTERNATE EMAIL:</b><br>[REDACTED]                  |

| <b>ORGANIZATIONS YOU BELONG TO:</b>                                  | <b>HOW LONG?</b> |
|--|------------------|
| 1. Board of Directors Big Brothers Big Sisters of Central California | 6 Years          |
| 2. "Big" Big Brother Big Sisters of Central California               | 10 Years         |
| 3. California Chief Probation Officers Association                   | 4 Years          |
| 4. Board of Directors Central Valley Opportunity Center              | 2 Years          |
| 5. Madera Rotary Service Club  | 3 Years          |

| <b>REFERENCES:</b>            | <b>PHONE:</b>    |
|-------------------------------|------------------|
| Rick Dupree - Friend          | (559) [REDACTED] |
| Daryl Samaniego - Friend      | (559) [REDACTED] |
| Nick Salinas - Friend         | (559) [REDACTED] |
| Sally Moreno - Friend         | (559) [REDACTED] |
| Ismael Adame - Brother in-law | (559) [REDACTED] |

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

I am deeply committed to helping individuals transform their lives. I believe that serving on the Workforce Development Board Executive Committee of Madera County presents an invaluable opportunity to further contribute to the betterment of our community. I am driven by the belief that meaningful employment is foundational to rehabilitation and reintegration, and I am eager to collaborate with fellow committee members to foster initiatives that empower individuals with the skills, resources, and support needed to thrive in the workforce. By leveraging my expertise in probation and my passion for helping people, I am confident that I can make a significant and positive impact on the lives of those we serve, ultimately strengthening our community as a whole.

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

I have extensive experience working/collaborating with various local agencies, including workforce development. Building partnerships with these agencies is crucial in supporting probationers' successful reintegration into the workforce, reducing recidivism, and promoting community safety. I have collaborated often with WDB to provide resources, training, and employment opportunities for both youths and adults under probation supervision. I am committed to fostering strong relationships with WDB to enhance our probation services.

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

My passion for working with people improve their lives extends beyond just the confines of the justice system.

1. Big Brother mentor to a "Little" Brother Riley since 2014
2. Madera Rotarian serving others since 2021
3. CVOC BOD helping people and changing lives
4. BOD Big Brothers and Big Sisters supporting youth who lack resources

**Chris Childers**

Digitally signed by Chris Childers  
Date: 2024.03.15 09:40:36 -07'00'

SIGNATURE

DATE



**Madera WDB Action Plan 2024-2026**

|   | <b>Launch – Q1<br/>(Jul-Sep 24)</b>  | <b>Q2</b>  | <b>Q3<br/>(Jan-Mar 25)</b>   | <b>Q4</b>  | <b>Q5<br/>(Jul-Sep 25)</b>  | <b>Q6</b>  | <b>Q7<br/>(Jan-Mar 26)</b>   | <b>Q8</b>  | <b>Victory<br/>(July-Sep 26)</b>   |
|---|--|--|--|--|---|--|--|--|--|
| <p><b>Leadership Engagement</b><br/><i>Re-evaluate the WDB so that the right leaders of today are investing in the leaders of tomorrow.</i></p> | <p>Learn our own board – who is currently here, who are they representing?</p> <p>Look at Madera Board composition= Are they an administrator, have hiring authority and term limits</p> <p>Work with other WDBs to review their WDB composition-</p> <p>What are the priority sector areas for jobs, growth, and training – State, Regional, Local. How is funding focused around sectors?</p> <p>Identify budget to facilitate leadership development.</p> | <p>Who else is missing from Board composition- what is the purpose of adding additional board members?</p> <p>Review bylaws.</p> <p>Decide to add Board members, advisory committees, or engage through meetings</p> | <p>Creating agendas aligned with strategic priorities.</p> <p>Assign board members to attend regional/state meetings- Include Marketing work below</p> | <p>Develop Speakers PPT for Board members to use and assign- Include marketing below.</p>                        | <p>Assign board members to attend regional/state meetings- Possible meet and greets with Elected Officials Include Marketing work below.</p> <p>Board Development Ad-Hoc, Exec or Committee adopted</p> | <p>Assign board members to attend regional/state meetings Include Marketing work below</p> | <p>Assign board members to attend regional/state meetings – Possible meet and greets with Elected Officials Include Marketing work below</p> | <p>Assign board members to attend regional/state meetings Include Marketing work below</p> | <p>Understand where WDB can help; Orgs/CLEOs coming to the WDB regarding workforce/economic development issues</p> |
| <p><b>Training (Industry-specific):</b><br/><i>Develop responsive training to meet industry demand.</i></p>                                     | <p>Sector Partnership – Launched</p> <ol style="list-style-type: none"> <li>Healthcare</li> <li>Transportation</li> <li>Manufacturing</li> </ol> <p>Explore New Hospital Group<br/>Contact – Invite to Healthcare Sector Partnership</p>   | <p>Industry Sector Round Table/Think Tank to identify short-term/long term needs.</p> <p>Coordinating job fair for hospital staffing</p>   | <p>From the priority sector research Q1 and the “Think Tanks” – ID occupational shortages, pain points, and strategies to employ.</p>                  | <p>Introduce and Launch WBL Initiative</p>   | <p>From the priority sector research Q1 and the “Think Tanks” – ID occupational shortages, pain points, and strategies to employ.</p>   |  |  |  | <p>Increased job creation, industry expansion, career pathway development in key sectors.</p>                      |
| <p><b>Work Ethics:</b><br/><i>Increase community focus on cultural adaptability and work ethics.</i></p>  | <p>Reinstitute Madera work ethics</p>  | <p>Convene w/ MUSD focus groups of employers to understand the graduate profile, advise work ethics, and metrics of Madera Promise</p>   | <p>Assess students’ interest in current and emerging labor markets to connect with and understand industries.</p>                                      | <p>Develop work-based learning opportunities aligned with MUSD for students who are achieving Madera Promise</p> | <p>Developing common messaging/ marketing of Madera Promise</p>   | <p>Connect the WDB essential skills training to align with Madera Promise (Adult Ed)</p>   |  |  | <p>Graduate community profile created (Madera Promise)</p>   |

## Madera WDB Action Plan 2024-2026

|   | Launch – Q1<br>(Jul-Sep 24)   | Q2  | Q3<br>(Jan-Mar 25)   | Q4   | Q5<br>(Jul-Sep 25)  | Q6               | Q7<br>(Jan-Mar 26) | Q8  | Victory<br>(July-Sep 26)  |
|---|---|---|--|--|---|------------------|--------------------|---|---|
| <b>Marketing/Brand</b><br><i>Implement a marketing plan that highlights the benefits of Madera County and incorporate success stories and community voices.</i>   | Identify key individual staff and board members with marketing talent and skills to leverage.<br><br>Explore funding opportunities to staff position or PR firm | Review and analyze current marketing strategies, processes, materials – based on desired outcomes.<br><br>ID target audience and what you are trying to achieve/call to action.   | Revamp Marketing – Based on discoveries in Q2, determine strategies for materials; Develop consistent messaging- Logo redesign<br><br>Conduct client assessment to better understand how they get their information/platform.<br><br>convening partners to develop outreach. |  | Elevate narrative of Madera County being the place to live AND work AND raise a family. – determine tools to use to elevate. Do we tie this to jobs and training?? Campaign – we support you. “We Believe”<br><br>Ensure tools are created to track outcomes from marketing/ROI. Analyze efforts and adjust as necessary. |                  |                    | Report outcomes from marketing; outcomes would include customer (employer and individuals ) successes | Increase in customer awareness, partnerships, opportunities, and value through marketing campaign                           |
| <b>Policy:</b><br><i>Create a unified &amp; aligned vision for Madera County communities that supports inclusive policies and demonstrates our connectedness.</i> |   | Review current WIOA mandated and local board approved policies for “inclusiveness” and access across all County communities.<br><br>Meet with other rural local WDBs to discuss services to ALL communities and how it gets done. | Explore having an ELL serving on Madera Board?<br><br>Work with PR firm to ensure policies are meeting the needs of rural communities – HCD  | To understand the future of CTE - Convene partnership groups to include academic partners and service providers so that alignment exists with WDB and industry. Compile list or inventory of the countywide CTE, ROP programs with academic partners – Schedule meetings/discussions on how they align with workforce board. | Look at inventory and how it aligns with workforce programs to support, enhance, and meet college and career ready students. Dual enrollment for example.   | Continue with Q5 |                    |   | Inclusive policies are developed and maintained that provides inclusiveness and accessible to all Madera County Communities |





**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**Agenda Item 8.1**

**Consent**

**Action**

**Information**

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

**From: Maiknue Vang, Executive Director**

**Date: April 18, 2024**

**Subject: Success Stories**

**Information:**

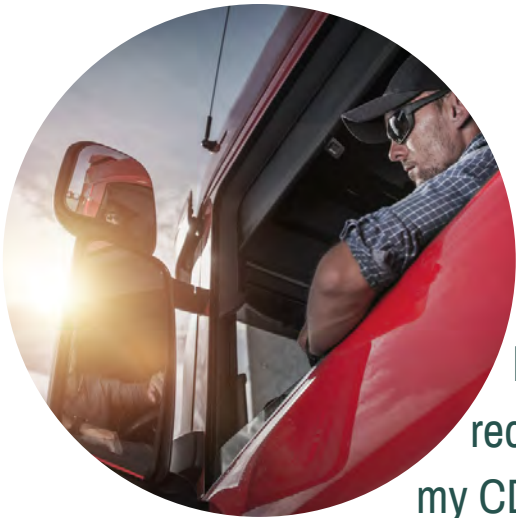
Program participants and employers share about their experience working with the workforce system and how their participation and partnership has contributed to positive results.

**Financing:**

Workforce Innovation and Opportunity Act

# SUCCESS STORY

**M. Suarez**



I was recently paroled from prison and knew I wanted to do something different. I opted to get my commercial driver license. I had heard a lot of good things about Workforce and was recommended to go and inquire about assistance to get my CDL. From the first day I walked into the office they were all very helpful. I would say that my experience with the Workforce was a very good one overall and would also recommend them to someone else. Without Workforce and my case worker, it would have been a lot harder to get to the position that I am in now.

Thanks to Workforce and my dedication to get ahead in life I am now employed in a big underground construction company, where I move heavy equipment around to different jobsites and get to operate them. I am moving up in the company. I initially started with a wage of \$24 per hour and I am now making \$27 per hour. I am very grateful to Workforce and Andrea Galindo my case worker for all the help.



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**Agenda Item 8.2**

Consent

Action

Information

**To: Workforce Development Board of Madera County**  
**From: Maiknue Vang, Executive Director**  
**Date: April 18, 2024**  
**Subject: Madera County Workforce Investment Corporation (MCWIC) Update**

**Information:**

The MCWIC met last on March 21, 2024. The agenda for the March meeting and the minutes for the February 22, 2024, and the January 25, 2024, meetings are provided for the Board's review. The MCWIC will meet again on April 25, 2024.

**Financing:**

Workforce Innovation and Opportunity Act



**SPECIAL MEETING**  
**A G E N D A**

**March 21, 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 February 22, 2024, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

**7.0 Action Items**

- 7.1 Review of Form 990 2022 tax returns by the MCWIC Board of Directors in preparation for submittal to the IRS.
- 7.2 Consideration of approval of Section 125 Premium Only Plan (POP) effective January 1, 2024, to allow employees to pay for dependent benefit coverage on a pre-tax basis.
- 7.3 Consideration of approval of the revised MCWIC Bylaws to include a minimum Board meeting schedule of up to 4 times a year.

## **8.0 Information Items**

8.1 Success Stories

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

8.3 Unemployment Insurance (UI) Claims Information

## **9.0 Written Communication**

9.1 Annual Review 85% Formula Grant Fiscal Year 2022-23 Final Monitoring Report

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

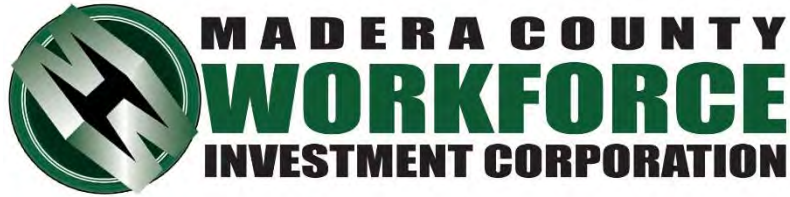
10.1 Board Members

10.2 Staff

## **11.0 Next Meeting**

April 25, 2024

## **12.0 Adjournment**



## MINUTES

**February 22, 2024**

***Convened at:***

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

**PRESENT:** Debi Bray, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche  
**ABSENT:** Ramona Davie  
**GUEST:** Jarad Schoettler, Rose Deleon  
**STAFF:** Nicki Martin, Jessica Roche, Maiknue Vang, Bertha Vega

**1.0 Call to Order**

*Meeting called to order at 3:00 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**

*Jarad Schoettler was introduced. He will be providing information on commercial building insurance. Rose Deleon was recognized by the Board. Rose is retiring and moving away from the area after 24 years of service. She is one month shy of completing 25 years of service. She was instrumental in training front staff and helped develop many processes and forms currently in use. She started as an office assistant at the front desk in 1999.*

**5.0 Adoption of Board Agenda**

*Mattie Mendez moved to adopt the agenda, seconded by Tim Riche.*

*Approved – Unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Tim Riche*

**6.0 Consent Calendar**

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

*Mattie Mendez moved to approve the Consent Calendar, seconded by Tim Riche*

*Approved – Unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Tim Riche*

## **7.0 Action Items**

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

*Staff were contacted about the building insurance on the same day it expired by Creekside. Jessica Roche, Controller, has been working with Creekside and Jarad Schoettler on insurance information and quotes. The current lease states that Creekside will obtain the building insurance and MCWIC will reimburse the cost to Creekside. Creekside notified MCWIC that the bids they were receiving were substantially higher than the current rate and they asked if MCWIC was willing to search for and obtain the building insurance themselves in the hope that they would be able to get a more reasonable price. Jessica has been working with Jarad, HUB International, for quotes. They are working together to obtain a policy through Hartford. If MCWIC gets a policy, it would be less money out of the budget. Because of the late notice for the insurance expiration, Creekside had to bind/buy a policy and is obligated to have a policy in place for a minimum of 3 months. Because of this, MCWIC may potentially have 3 months of very high insurance premiums. If the Board will allow it, staff can search for and obtain a lower cost insurance. Working with Jarad, staff anticipate finding a policy that may be \$10,000 to \$15,000 less than the \$52,531 rate Creekside obtained. The need for new building insurance came about after Creekside moved ownership of the building. The lease language would also need to be changed from MCWIC reimbursing Creekside for the cost to MCWIC obtaining the insurance. Staff will consult with legal counsel to make sure the appropriate language is used on the document. Madera Unified School District is aware of the situation and is agreeable with MCWIC obtaining a more reasonable rate. A possible drawback to MCWIC obtaining the insurance would be that if there was a loss to the building, that would affect the loss/claim history. The issue would be covered by the policy, but the loss would show up on MCWIC's claim history. It was recommended that the building insurance policy language be amended to include language that requires a 60- or 90-day notice for insurance expiration/renewal so that staff have as much advance notice as possible. If the policy stays with Creekside, staff will make sure that revised language to address insurance expiration be included. Currently, MCWIC has a business owner policy which includes liability and business personal property. Building insurance can be added to that policy.*

*Roger Leach moved to have staff search for building insurance to find the most cost-effective plan, seconded by Tim Riche.*

*Approved – Unanimous*

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

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

*Staff presented the year-to-date reports ending December 31<sup>st</sup>. We are midway through the program year. Training expenditures are coming in slightly lower in terms of direct-client costs. Staff are continuing to work hard to get participants into trainings. There is still a decent amount of funds for participant trainings. Participant numbers are higher than last year. The high balance of training funds is also due to the high carry-in from last program year. The Workforce Development Board also revised some policies that removed additional barriers that may have prevented participants from obtaining training through Workforce. Once the building insurance is finalized, a budget adjustment will be brought back to the Board for consideration.*

*Gabriel Mejia moved to approve, seconded by Mattie Mendez.*

*Approved – Unanimous*

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Tim Riche

**7.3 Discussion and consideration of revising the MCWIC Board meeting schedule to align with revised Chief Local Elected Official (CLEO) agreement approved by the BOS on February 6, 2024.**

*The revised CLEO was approved by the Board of Supervisors at their meeting on February 6, 2024. The revisions included changing approval of the financial reports from being approved on a monthly basis to being approved quarterly. Now that the CLEO only requires quarterly financial reports, does the Board want to continue to meet monthly or would they consider meeting every other month or on a quarterly basis? As an example, because the financials are no longer required every month, if the Board was to meet in March, there would be no financials to approve. The current bylaws do not specify how often the Board is supposed to meet. The Workforce Development Board (WDB) currently meets every other month. It was suggested that meeting quarterly was too far out and that the bylaws should be revised to include language that states that the Board will meet a minimum of 4 times a year which would allow for a change to bi-monthly should the Board decide on it. It was also suggested that the Board could finish out the program year meeting monthly and start a new meeting schedule the next program year.*

*Tim Riche moved to table item 7.3, seconded by Gabriel Mejia.*

*Approved – Unanimous*

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Tim Riche

**8.0 Information Items**

**8.1 Success Stories**

*Information provided within the agenda packet. Mattie Mendez noted that this success story reflected a success for 3 entities: the participant, MCWIC and Probation.*

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

*Information provided within the agenda packet.*

**8.3 Beaudette Inc.'s One Stop Operator (OSO) report for the period of October 1, 2023, through December 31, 2023.**

*Information provided within the agenda packet.*

**8.4 WIOA Formula and Special Projects Quarterly Program Overview**

*Information provided within the agenda packet.*

**8.5 Program Impact Report**

*Information provided within the agenda packet. The Program Impact Report reflects information from 7/1/23 to 12/31/23. The previous report provided information for the entire 2022-2023 program year. This information will also be provided to the Board of Supervisors. Workforce has already provided more services at the half-way mark for the current year than the entire previous program year – especially around the trainings provided. Enrollments and new participant counts have also increased from last year.*

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

*Information provided within the agenda packet.*

**8.7 Form 700 due April 1, 2024**

*Information provided within the agenda packet.*



## **9.0 Written Communication**

*None.*

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

### **10.1 Board Members**

- *Mattie Mendez: VITA services is offering free tax preparation at the Community Action Partnership of Madera County (CAPMC) on Saturdays from 9:00 a.m. to 1:00 p.m. These services are free to adults with an income of less than \$73,000 per year.*

### **10.2 Staff**

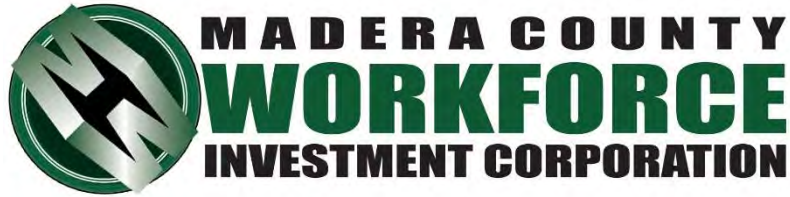
- *Maiknue Vang: The Small Business Development Center (SBDC) will be recognizing the Workforce Development Board of Madera County as their Partner of the Year at their annual luncheon on March 20, 2024.*

## **11.0 Next Meeting**

*March 21, 2024*

## **12.0 Adjournment**

*Tim Riche moved to adjourn at 4:28 p.m., seconded by Mattie Mendez.*



## MINUTES

**January 25, 2024**

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

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

### **1.0 Call to Order**

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

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

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

*None.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

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

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

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

*Vote: Approved – unanimous*

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

### **6.0 Consent Calendar**

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

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

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

*Vote: Approved – unanimous*

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

## 7.0 Action Items

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

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

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

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

*Vote: Approved – unanimous*

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

**7.3 Consideration of approval of the revised MCWIC Bylaws to include revisions to the Board of Director term limits and term limit processing procedures.**

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

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

*Vote: Approved – unanimous*

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

**7.4 Consideration of approval of the 3-year term dates for MCWIC Board members:**

**Debi Bray: 3/2/21 – 3/2/24**

**Gabriel Mejia: 8/23/21 – 8/23/24**

**Mattie Mendez: 10/14/21 – 10/14/24**

**Ramona Davie: 10/24/22 – 10/24/25**

**Roger Leach: 11/15/22 – 11/15/25**

**Tim Riche: 8/24/22 – 8/24/25**

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

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

*Vote: Approved – unanimous*

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

## **8.0 Information Items**

### **8.1 Success Stories**

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

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

*Information provided within the agenda packet.*

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

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

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

*Information provided within the agenda packet.*

## **9.0 Written Communication**

*None.*

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

### **10.1 Board Members**

*None.*

### **10.2 Staff**

*None.*

## **11.0 Next Meeting**

*February 22, 2024*

## **12.0 Adjournment**

*Roger Leach moved to adjourn the meeting at 4:17 p.m., seconded by Ramona Davie.*



### Agenda Item 8.3

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang, Executive Director  
**Date:** April 18, 2024  
**Subject:** Approval of Local Area Subsequent Designation and Local Board Recertification Program Year (PY) 2023-25

**Information:**

The local area designation and board recertification is an administrative requirement by the State that is done every 2 years. The application includes information on WDB composition, performance standards, fiscal integrity, and engagement on local and regional planning. Madera’s application was approved by the WDB and the Board of Supervisors and was submitted to the State in May 2023.

Staff are pleased to report that Madera’s PY 23-25 application for Local Area Subsequent Designation and Local Board Recertification has been approved through June 30, 2025.

**Financing:**

Workforce Innovation and Opportunity Act



Angelo Farooq, Chair

Gavin Newsom, Governor

November 3, 2023

Madera County Workforce Development Board  
2037 W. Cleveland Avenue  
Madera, CA 93637  
Attention: Maiknue Vang

Subject: Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25

Dear Director Vang,

The California Workforce Development Board (CWDB) has received and carefully assessed your Local Area Subsequent Designation and Local Board Recertification PY 23-25 application, in accordance with the criteria established in Workforce Services Directive [WSD22-14](#). We are pleased to inform you that you have received approval through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,

A handwritten signature in black ink, appearing to read 'Curtis Notsinneh'.

Curtis Notsinneh, Acting Executive Director  
California Workforce Development Board

Cc: Gustavo Alatorre, Regional Advisor



## Agenda Item 8.4

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang, Executive Director  
**Date:** April 18, 2024  
**Subject:** Approval of Biennial Local Plan Modification PY 2021-24

**Information:**

Madera’s Biennial Local Plan modification for Program Year (PY) 2021 – 2024, submitted to the State on March 31, 2023, has been reviewed and approved by the California Workforce Development Board (CWDB) for compliance with the Regional and Local Plan requirements outlined in [Workforce Services Directive WSD22-05](#). Approval will be through June 30, 2025.

**Financing:**

Workforce Innovation and Opportunity Act

**From:** CWDB Policy Unit <[PolicyUnit@cwdb.ca.gov](mailto:PolicyUnit@cwdb.ca.gov)>  
**Sent:** Tuesday, March 19, 2024 3:24 PM  
**To:** Maiknue Vang <[MVang@maderaworkforce.org](mailto:MVang@maderaworkforce.org)>  
**Cc:** Alatorre, Gustavo@EDD <[Gustavo.Alatorre@edd.ca.gov](mailto:Gustavo.Alatorre@edd.ca.gov)>  
**Subject:** Local Plan Two-Year Modification Approval

Good afternoon,

The two-year modification to the Local Plan that you have submitted for Program Year (PY) 2021 - 2024 has been reviewed and evaluated for compliance with the Regional and Local Plan requirements outlined in [Workforce Services Directive WSD22-05](#).

On behalf of the California Workforce Development Board (CWDB), your Local Plan has been approved. We want to thank you for your efforts to meet the goals outlined in the California Unified Strategic Workforce Development Plan by facilitating a planning process that ensures greater coordination and collaboration with our strategic partners.

Thank you and please contact us if you have any questions.

Best,



800 Capitol Mall, Ste. 1022  
Sacramento, CA 95814  
[www.cwdb.ca.gov](http://www.cwdb.ca.gov)

**Yessica Mox** (she/her)  
*Policy Analyst*  
*Policy, Research, and Legislation Branch*  
Cell: 916-764-5186

**CWDB Vision:** A California economy defined by equity, quality jobs, and climate resiliency.

**CONFIDENTIALITY NOTICE:** This communication, its contents and attachments may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use, or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.





**Agenda Item 8.5**

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang, Executive Director  
**Date:** April 18, 2024  
**Subject:** Update on Local Workforce Area Performance Goals/Scores

**Information:**

In accordance with WIOA section 116(b), the State is required to evaluate local performance outcomes at the end of each Program Year (PY). This evaluation process has been completed for PY 2022 and Madera’s scores for all performance indicators in the Adult, DW, and Youth programs are provided below. To perform successfully, a Local Area must meet a Performance Score of 50% or higher, which we have exceeded on all performance indicators. Per WSD20-02, the Measurable Skill Gains (MSG) performance indicator is not being considered in performance success for PY 2022. However, it is included in the table below to provide Local Areas with context for the future when the MSG indicator will be reviewed for performance.

| Performance Scores                            | Adult  | Dislocated Worker | Youth  |
|---|--------|-------------------|--------|
| Employment 2 <sup>nd</sup> Quarter After Exit | 101.6% | 96.5%             | 106.8% |
| Employment 4 <sup>th</sup> Quarter After Exit | 102.2% | 109.7%            | 120.3% |
| Median Earnings                               | 145.4% | 130.1%            | 141.7% |
| Credential Attainment                         | 99.7%  | 169.2%            | 93.7%  |
| Measurable Skill Gains                        | 142.8% | 163.8%            | 135.7% |

All Local Area Performance Scores are published on EDD’s website.

**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:** April 18, 2024  
**Subject:** America’s Job Center of California (AJCC) Recertification and Local Plan Procurement

**Information:**

The Workforce Development Board of Madera County (WDB) released a Request for Quote (RFQ) on March 14, 2024, seeking quotes from individuals or entities to assist in completing the AJCC Comprehensive Certification in Madera County as outlined in EDD Directive WSD 23-05 Comprehensive, Affiliate, and Specialized Certification, and the Madera County Local Plan as outlined in WSD upon guidance from the State EDD. Request for Quote (RFQ) will be held in compliance with 2 CFR Part 200 Procurement Standards outlined in sections 200.317-200.327. Quotes must be received no later than 4:30 pm on April 26, 2024. Late quotes will not be considered.

AJCC Comprehensive Certification will take effect January 1, 2025. Current Local Plan PY 21-24 will term June 30, 2025.

**Financing:**

Workforce Innovation and Opportunity Act



# DIRECTIVE

Date: January 26, 2024 Number: WSD23-05



## COMPREHENSIVE, AFFILIATE, AND SPECIALIZED AJCC CERTIFICATION

### EXECUTIVE SUMMARY

This policy provides guidance and establishes the procedures regarding certification of comprehensive, affiliate, and specialized America's Job Center of California<sup>SM</sup> (AJCC) locations. This policy applies to all Local Workforce Development Boards (Local Board) and is effective immediately.

This policy contains all state-imposed requirements.

This Directive finalizes Workforce Services Draft Directive *AJCC Comprehensive and Affiliate/Specialized Certification* (WSDD-250), issued for comment on August 15, 2023. The Workforce Development Community submitted seven comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 4.

This policy supersedes Workforce Services Directive *AJCC Comprehensive and Affiliate/Specialized Certification* (WSD20-08), dated March 1, 2021. Retain this Directive until further notice.

### REFERENCES

- *Workforce Innovation and Opportunity Act* (WIOA) (Public Law 113-128) Sections 121(g) and 188
- *Americans with Disability Act Amendments Act of 2008* (ADA) (Public Law 110-325)
- Title 20 CFR Part 679: Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act, Section 679.370(q)
- Title 29 CFR Part 38: Implementation of the Nondiscrimination and Equal Opportunity Provisions of the WIOA
- Title 34 CFR WIOA, Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions (WIOA Joint Final Rule)
- Training and Employment Guidance Letter (TEGL) 16-16, *One-Stop Operations Guidance for the American Job Center Network* (January 18, 2017)

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

- TEGL 04-15, *Vision for the One-Stop Delivery System Under the WIOA* (August 13, 2015)
- *California's Unified Strategic Workforce Development Plan* (State Plan) 2020-2023
- [Workforce Services Directive WSD22-13](#), *Selection of AJCC Operators and Career Services Providers* (May 1, 2023)
- WSD18-12, *WIOA Memorandums of Understanding* (April 30, 2019)
- Workforce Services Information Notice WSIN12-43, *New One-Stop Branding – America's Job Center of California Network* (March 15, 2013)

## BACKGROUND

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The WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective AJCCs that align a wide variety of publicly or privately funded education, employment, and training programs. To assist in these efforts, the California Workforce Development Board (CWDB) developed objective criteria and procedures for Local Boards to use when certifying the AJCCs within their Local Workforce Development Areas (Local Area). These policies and procedures are based on the prior certification process, which utilized an AJCC Certification Workgroup comprised of state-level partners and Local Board representatives and ensures that AJCCs deliver a better experience and continuously improve services for job seekers, workers, and employers.

The WIOA Joint Final Rule Section 678.800 outlines three key requirements for AJCC certification:

- Effectiveness of the AJCC.
- Physical and programmatic accessibility for individuals with disabilities.
- Continuous improvement.

California's certification process is centered on these key requirements and sets a statewide standard of service delivery that ensures all customers consistently receive high-quality service.

The initial certification process was previously designed with two separate Directives: one for comprehensive AJCCs outlined in *Certification Process for Comprehensive AJCC* (WSD16-20), and the other for affiliate/specialized AJCCs outlined in *Certification Process for Affiliate and Specialized AJCCs* (WSD18-11), which were combined and superseded by WSD20-08.

The comprehensive, affiliate and specialized AJCC certification matrixes are due by **November 1, 2024**.

## POLICY AND PROCEDURES

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In accordance with WIOA Section 121(g), Local Boards must select an evaluation panel to perform an independent and objective evaluation of the AJCCs in their Local Areas once every three years using criteria and procedures established by the CWDB. The Local Board can add

additional certification criteria tailored to the needs of their Local Area, but they may not remove or replace any of the federal or state criteria.

The certification process for comprehensive, affiliate, and specialized AJCCs will be conducted during Program Year (PY) 2024-25 and take effect January 1, 2025.

### **Baseline AJCC Certification Process**

The baseline AJCC certification process ensures that every comprehensive, specialized, and affiliate AJCC complies with key WIOA statutory and regulatory requirements. It is important to note that this is an individualized process; it will not be used to compare or rank one AJCC or Local Board against another AJCC or Local Board.

#### Comprehensive AJCC Baseline Certification

The following requirements must be met to certify an AJCC as comprehensive (Attachment 1):

1. Each Local Board and partner within the comprehensive AJCC have a signed and implemented Memorandum of Understanding (MOU) with the Local Board meeting the requirements in the *WIOA Memorandums of Understanding* directive (WSD18-12).
2. The AJCC has implemented the board-defined roles and responsibilities of the AJCC Operator and Title I Adult and Dislocated Worker Career Services Provider as indicated in the *Selection of AJCC Operators and Career Services Providers* directive (WSD22-13).
3. The AJCC complies with equal opportunity for individuals with disabilities in accordance with the ADA, WIOA Section 188, Title 29 CFR Part 38, WIOA Joint Final Rule Section 678.800, and all other applicable federal and state guidance.
4. The AJCC meets all regulatory requirements to be considered a comprehensive AJCC as identified in the WIOA Joint Final Rule Section 678.305.

#### Affiliate and Specialized AJCC Baseline Certification

The following requirements must be met to certify an AJCC as an affiliate or specialized (Attachment 2):

1. Each Local Board and partner within an affiliate or specialized AJCC have a signed and implemented MOU with the Local Board meeting the requirements in the *WIOA Memorandums of Understanding* directive (WSD18-12).
2. The AJCC complies with equal opportunity for individuals with disabilities in accordance with the ADA, WIOA Section 188, Title 29 CFR Part 38, WIOA Joint Final Rule Section 678.800, and all other applicable federal and state guidance.
3. Meets all regulatory requirements to be considered an affiliate or specialized AJCC as identified in the WIOA Joint Final Rule Sections 678.300(d)(3), 678.310, and 678.320.

### **AJCC Certification Indicator Assessment**

To highlight areas where AJCCs can continuously improve their service delivery, the AJCC Certification Workgroup identified seven AJCC Certification Indicators to measure continuous improvement for all AJCCs. These seven indicators will continue to be utilized to establish consistency throughout the Local Areas.

The AJCC Certification Indicators are as follows:

1. The AJCC ensures universal access, emphasizing individuals with barriers to employment.
2. The AJCC actively supports the One-Stop system through effective partnerships.
3. The AJCC provides integrated, customer-centered services.
4. The AJCC is an on-ramp for skill development and attaining industry-recognized credentials that meet the needs of targeted regional sectors and career pathways.
5. The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business services strategy focusing on quality jobs.
6. The AJCC has high-quality, well-informed, and cross-trained staff.
7. The AJCC achieves business results through data-driven continuous improvement.

The AJCC Certification Indicator Assessment (Attachment 3) describes each certification indicator along with examples of criteria. The assessment requires a complete rationale for each certification indicator provided.

The Local Board may establish additional criteria or set higher standards for continuous improvement than those listed above.

The Local Boards must submit a completed AJCC Certification Indicator Assessment to their Regional Advisor by **November 1, 2024**.

#### **AJCC Continuous Improvement Plan**

Once the AJCC Certification Indicator Assessment is completed, the Local Board must use the recommendations and evaluations from the assessment to create a Continuous Improvement Plan for the AJCC.

Since Local Boards oversee the AJCC system within the Local Workforce Development Area, the AJCC Continuous Improvement Plan should be developed locally in coordination with the Local Board AJCC Operator and in alignment with the agreed upon goals and objectives within the established Regional and Local Plans and MOUs to drive continuous improvement for the AJCC system. The continuous improvement plan does not need to be submitted with the Baseline Criteria Matrix and the AJCC Certification Indicator Assessment.

Since the goal is for Local Boards to work with each of their comprehensive, affiliate, and specialized AJCCs to continually improve and progress within each AJCC Certification Indicator, all Local Boards must attest to developing the Continuous Improvement Plan with target dates with the AJCC. The Continuous Improvement Plan must be completed by **December 31, 2024**.

Local Boards are encouraged to note the changes that have taken place in the form of virtual services due to COVID-19. Additionally, Local Boards may use the Continuous Improvement Plan to highlight key procedural changes that have occurred as a result of the pandemic and how those changes have been beneficial to the AJCC's continuous improvement.

### **Local Board Certification Process**

The Local Boards may choose to use staff, the AJCC Operator (unless it's the Local Board), a subcommittee, or a neutral third-party to conduct the open, independent evaluation of each comprehensive, affiliate, and specialized AJCC. Based on those evaluations, the individual(s) or entity that conducts the independent review can provide recommendations to the Local Board regarding the certification status and continuous improvement strategies. However, the Local Board must officially decide and submit the AJCC Baseline Criteria Matrix and accompanying AJCC Certification Indicator Assessment for each of the comprehensive, specialized, and affiliate AJCCs in the Local Area.

To avoid potential conflicts of interest, the entity that conducts the evaluations cannot be an AJCC program partner or a Title I Adult and Dislocated Worker Career Services Provider. If a Local Board contracts with a provider to serve as both the AJCC Operator and the Title I Adult and Dislocated Worker Career Services provider, that entity is also not allowed to conduct the evaluation.

However, if a Local Board has been approved by the Governor to also act as the Title I Adult and Dislocated Worker Career Services Provider, Local Board staff may conduct the evaluation so long as there are clear and robust firewalls in place that separate the Local Board staff who work in the AJCCs from the Local Board staff who would be conducting the evaluations of those AJCCs. In this case, the CWDB may request additional information and documentation from the Local Board to verify that the firewalls are substantive enough to remove potential conflicts or biases.

The Local Board must also retain adequate supporting documentation of their certification determination for each AJCC. This includes, but is not limited to, ADA compliance monitoring reports, MOUs, procedure manuals, questionnaires, surveys, interview notes from customers, partners, or staff, and performance information used during the certification process.

Certification documentation may be requested by the Department of Labor, the CWDB, or the EDD to substantiate a certification decision.

Although not required, AJCC staff may want to conduct an initial self-assessment prior to the Local Board's evaluation. A self-assessment is a helpful tool that can assist the AJCC in addressing potential compliance issues or areas of improvement prior to the Local Board's certification decision. A self-assessment is not an independent and objective evaluation. It cannot be used in lieu of the Local Board's (or official designee's) evaluation.

### **CWDB Certification Process**

As required by the WIOA Joint Final Rule Section 678.800, when the Governor approves a Local Board to serve as the AJCC Operator, the CWDB must certify the AJCC(s) where the Local Board is the AJCC's Operator. Prior to the CWDB's certification process, the Local Board must conduct an initial self-assessment for certification for all comprehensive, affiliate, and specialized AJCCs using the Baseline Criteria Matrix and complete an AJCC Certification Indicator Assessment.

The Local Board must submit the Baseline Criteria Matrix and the AJCC Certification Indicator Assessment by **November 1, 2024**, to their Regional Advisor. The CWDB will review certification packets for the certification status of each comprehensive, affiliate, and specialized AJCC by **December 15, 2024**.

### **Submissions**

Local Boards must electronically submit their Baseline Criteria Matrix and AJCC Certification Indicator Assessment via email to their Regional Advisor.

The Local Board Director must sign the Baseline Criteria Matrix and AJCC Certification Indicator Assessment to attest to the Local Board's approval of each comprehensive and affiliate/specialized AJCC's certification level and agreement to develop a Continuous Improvement Plan with target dates with the AJCCs.

## **ACTION**

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Bring this Directive to the attention of all relevant parties.

## **INQUIRIES**

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If you have any questions, contact your assigned [Regional Advisor](#).

/s/ JAVIER ROMERO, Deputy Director  
Workforce Services Branch

### Attachments:

1. [Comprehensive AJCC Certification Baseline Matrix \(DOCX\)](#)
2. [Affiliate and Specialized AJCC Certification Baseline Matrix \(DOCX\)](#)
3. [AJCC Certification Indicator Assessment \(DOCX\)](#)
4. [Summary of Comments \(DOCX\)](#)



**Workforce Development Board of Madera County  
Madera County Workforce Investment Corporation**

**Uniform Guidance Request for Quote  
For  
AJCC Comprehensive Certification  
And  
Madera County Local Plan**

**Inquiries and Quotes should be directed to:**

**Jessica Roche, Controller  
PO Box 1205, Madera, CA 93639  
[mworkforce@maderaworkforce.org](mailto:mworkforce@maderaworkforce.org)**

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# General Information

## A. Purpose

The Workforce Development Board of Madera County (WDB) seeks quotes from individuals or entities to assist in completing the AJCC Comprehensive Certification as outlined in WSD32-05 for the comprehensive AJCC in Madera County and the Madera County Local Plan as outlined in WSD (will provide directive upon release by the State EDD).

Request for Quote (RFQ) will be held in compliance with 2 CFR Part 200 Procurement Standards outlined in sections 200.317-200.327.

## B. Instructions on Quote Submission

1. Closing Submission Date: Quotes must be received no later than 4:30 pm on April 26, 2024. Late quotes will not be considered.
2. Inquiries: Questions concerning this RFQ should be directed via email to Jessica Roche at [mworkforce@maderaworkforce.org](mailto:mworkforce@maderaworkforce.org) and submitted by close of business 5:00 p.m. on March 29, 2024. Subject line must reflect 'RFQ AJCC Certification & Local Plan.' All questions and answers will be posted and responded back by email within two (2) business days and also posted on the Madera County Workforce Investment Corporation (MCWIC's) website at <http://www.maderaworkforce.org/public-notices/>. It is the responsibility of the Offeror to check the website for any updated information posted, including questions and answers.
3. Conditions of Quote: All costs incurred in the preparation of a quote responding to this RFQ will be the responsibility of the Offeror and will not be reimbursed by MCWIC.
4. Quote Submissions:

Completed quotes may be submitted as follows:

**EMAIL:** [mworkforce@maderaworkforce.org](mailto:mworkforce@maderaworkforce.org) Subject: RFQ AJCC Certification & Local Plan

All quotes submitted must be submitted by the closing date and time noted in RFQ and is the responsibility of the Offeror to ensure that the quote is received by MCWIC by the date and time specified. **Late quotes will not be considered.**

5. Right to Reject: MCWIC reserves the right to reject any and all quotes received in response to this RFQ. A contract for the accepted quote will be based on the factors described in this RFQ.
6. Small and /or Minority-Owned Businesses: Efforts will be made by MCWIC to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

7. Notification of Award:

- a. It is expected that a decision about selection of the successful Contractor will be made within 6 weeks of the closing date for the receipt of quotes.
- b. Upon conclusion of final negotiations with the successful Contractor, all Offerors submitting quotes in response to this RFQ will be informed by email of the name of the successful Contractor.

**C. Contract Term**

At the discretion of MCWIC, this contract may be extended to cover the following two (2) periods of AJCC Certification renewal periods. The cost for the additional periods will be agreed on by MCWIC and the Offeror.

**D. Services Requested to be Performed**

**Comprehensive AJCC Certification**

The Comprehensive AJCC Certification should follow the guidance provided by the California Workforce Development Board in EDD Directive *WSD 23-05 Comprehensive, Affiliate, and Specialized Certification*.

The WIOA Joint Final Rule outlines three key requirements for AJCC certification: 1) effectiveness of the AJCC, 2) physical and programmatic accessibility for individuals with disabilities, and 3) continuous improvement. California's certification process is centered on these key requirements and sets a statewide standard of service delivery that ensures all customers consistently receive a high-quality level of service.

**AJCC Certification Indicator Assessment** - The seven AJCC Certification Indicators are as follows:

1. The AJCC ensures universal access, emphasizing individuals with barriers to employment.
2. The AJCC actively supports the One-Stop system through effective partnerships.
3. The AJCC provides integrated, customer-centered services.
4. The AJCC is an on-ramp for skill development and attaining industry-recognized credentials that meet the needs of targeted regional sectors and career pathways.
5. The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business services strategy focusing on quality jobs.

6. The AJCC has high-quality, well-informed, and cross-trained staff.
7. The AJCC achieves business results through data-driven continuous improvement.

**AJCC Continuous Improvement Plan** - Once the AJCC Certification Indicator Assessment is completed, the Evaluator must use the recommendations and evaluations from the assessment to create a continuous improvement plan for each of the comprehensive and affiliate AJCCs.

Since the goal is for Local Boards to work with each of their comprehensive and affiliate/specialized AJCCs to improve and progress within each AJCC Certification, all Local Boards must continually attest to developing the Continuous Improvement Plan with target dates with the AJCC.

**WDB and AJCC Partner Input** - The evaluation process should include an onsite evaluation of the AJCC as well as convenings of AJCC staff and partners to gather input.

**Supporting Documentation** – All supporting documentation utilized by the Evaluator must be provided to the WDB. This may include, but is not limited to, ADA compliance monitoring reports, MOUs, procedure manuals, questionnaires, surveys, interview notes from customers, partners, or staff, and performance information used during the certification process.

**Timeline** -The certification process for comprehensive and affiliate/specialized AJCCs will be conducted during Program Year 2024-2025 and take effect January 1, 2025.

- **Indicator Assessment**
  - **July 1, 2024 through September 30, 2024** The Local Boards must submit a completed AJCC Certification Indicator Assessment to their Regional Advisor by November 1, 2024
  - **December 15, 2024** Certification Indicator Assessment reviewed and approved by CWDB
- **Continuous Improvement Plan - October 1, 2024 to November 31, 2024**, then approved by WDB.
  - Approved by WDB **December 19, 2024**
  - Continuous Improvement Plan must be COMPLETED and in effect by **December 31, 2024**

## **WIOA Local Plan**

As outlined under WIOA Section 106, the Local Plan demonstrates operational alignment with the strategic objectives of the respective Regional Plan, drives coordination with local partners, and highlights key service delivery strategies. In this regard, service delivery is typically integrated at the local level, where resources are braided, and support is provided to participants through multiple workforce system partners. The Local Plans should address partnerships established under the previous Local and Regional Planning and Modification processes. This includes WIOA core and required program partners, as well as state strategic

partnerships. Local Boards are also encouraged to address any additional partnership efforts taking place at the local level, if applicable.

### **WIOA Core and Required Partner Coordination**

The ultimate vision is for core and required programs to operate as a unified system, strategically assessing and responding to the needs of workers and employers and aligning them with service strategies. This section of the Local Plan should address coordination with the following WIOA core and required program partners identified under WIOA Section 121. This section of the Local Plan should address AJCC partners coordination of services and resources, co-enrollment, access to services, workforce and education, and compliance with WIOA Section 188.

### **Strategic Partner Coordination**

This section of the Local Plan should address ongoing coordination efforts with the partnerships established in Regional and Local Plans.

### **WIOA Title I Coordination**

This section of the Local Plan should describe strategies for staff preparation, training, and ongoing professional development to effectively respond to participant needs. It should also address the services, activities, and administrative requirements established for Local Boards under WIOA Title I. Strategies for staff should include training and/or professional development, rapid response activities, assessment of WIOA priority of services, assessment of WIOA youth program requirements, and assessment of the AJCC operator and/or the Career Services Provider are being fulfilled.

### **Stakeholder and Community Engagement**

The development of comprehensive Plans entails building broad and inclusive partnerships with regional and local entities in a variety of sectors. It includes engaging with employers and labor organizations, as well as WIOA core, required, and strategic program partners.

Using the Stakeholder and Community Engagement Summary Template, RPUs and Local Boards should provide a detailed description of how meaningful stakeholder involvement and community engagement were achieved when developing the Regional and Local Plans. This summary should be included as an attachment to both the Regional and Local Plans. A list of potential Regional and Local Planning Partners is included as a tool to assist with identifying stakeholders for the planning process.

#### *Public Meetings and Public Comment*

Local Boards must provide a 30-day opportunity for public comment prior to submission of the Regional and Local Plans. Any comments that express disagreement with the Regional or Local Plans must be included in the final submission.

### **Regional and Local Plan Format and Submission Dates**

RPUs and Local Boards must follow the format outlined in the EDD WSD directive. Local Plan must be WDB approved no later than February 28, 2025. The Local Plan must be approved by the Madera County CLEO in March 2025. The submission of the Local Plan to the State must be submitted by USB flash drive to the CWDB no later than March 31, 2025.

Local Plan information above is based on prior plan year directive released by EDD. Upon release of the new State EDD Directive for the Local Plan, the directive will be reviewed

between MCWIC and Offeror and any changes determined at that time to scope and/or costs will be negotiated.

#### **E. Quote Requirements**

1. A brief description of experience/related expertise, the name, address, telephone, email of the individual submitting the quote, and type of organization.
2. Outline of the work plan, including a timeline, and cost determined per, should be based on the accomplishment of each of the following tasks:
  - a. AJCC Certification Indicator Assessment
  - b. Continuous Improvement Plan
3. Any cost for travel, if needed, should be itemized separately as a NTE amount:
  - a. Auto
  - b. Air Travel
  - c. Hotel



## Agenda Item 8.7

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang, Executive Director  
**Date:** April 18, 2024  
**Subject:** California Workforce Association (CWA) WORKCON Conference

**Information:**

The California Workforce Association (CWA) Spring workforce practitioners conference, WORKCON, is a two-and-a-half-day event that will feature keynote speakers, over 100 workshop presenters, networking opportunities, and thought-provoking panels designed to inspire, enlighten, and deepen participant's understanding of workforce trends and strategies. This year's conference theme is "Bridging the Gap" and will be held in Palm Springs from May 28-31. Workforce and Probation leadership will present on Madera County's One Stop Rehabilitative Justice Center and highlight local partnerships, strategies, and best practices to effectively serve justice impacted individuals.

**Financing:**

Workforce Innovation and Opportunity Act





## Agenda Item 8.8

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Maiknue Vang, Executive Director  
**Date:** April 18, 2024  
**Subject:** Unemployment Insurance (UI) Claim Information

**Information:**

The most recent data on UI Claims for the period of February 10, 2024, through April 6, 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 | <b>County Claims</b> | County Demographics | County Industry | Statewide Demographics | Statewide Industry |
|-----------------|----------------------|---------------------|-----------------|------------------------|--------------------|

#### Weekly Initial Claims by County

| County | March<br>2024<br>(Week Ending) |     |     |     | April<br>2024<br>(Week<br>Ending) |
|--------|--------------------------------|-----|-----|-----|-----------------------------------|
|        | 9                              | 16  | 23  | 30  | 6                                 |
|        | Madera                         | 277 | 239 | 239 | 213                               |

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.



February 27, 2024

Maiknue Vang  
Executive Director  
Madera County Workforce Investment Corporation  
2037 West Cleveland Avenue  
Madera, CA 93637

Dear Maiknue Vang:

ANNUAL REVIEW  
85% FORMULA GRANT  
FISCAL YEAR 2022-23 FINAL MONITORING REPORT

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO), Workforce Innovation and Opportunity Act (WIOA), on-site monitoring review of Madera County Workforce Investment Corporation's (MCWIC) fiscal and program systems for Program Year (PY) 2022-23.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by the MCWIC with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant, specific to financial management activities for PY 2022-23. The MCWIC was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of July 1, 2022 through June 30, 2023.

For the review, we focused on the WIOA Youth program, policies and procedures, financial reporting, expenditures, cost allocation, indirect cost rate, cash management, internal controls, payroll, procurement, oversight of your subrecipients, eligibility, case management and supportive services. Additionally, we reviewed the America's Job Center of California<sup>SM</sup>, Memorandum of Understanding and Infrastructure Funding Agreement and how the shared costs were tracked and applied.

The on-site review was conducted by Dan Richards from January 22, 2024 through January 26, 2024. The exit conference for this review was held on January 30, 2024.

We collected the information for this report through interviews with the MCWIC representatives; and by reviewing applicable policies, procedures, a sample of PY 2022-23 expenditures, and your response to the Annual Review Questionnaire.

### **FISCAL REVIEW RESULTS**

We conclude that we did not identify any areas of the MCWIC not meeting WIOA requirements concerning financial management.

### **PROCUREMENT REVIEW RESULTS**

We conclude that we did not identify any areas of the MCWIC not meeting WIOA requirements concerning procurement.

### **PROGRAM REVIEW RESULTS**

We conclude that we did not identify any areas of the MCWIC not meeting WIOA requirements concerning program management.

### **SUMMARY**

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is MCWIC's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain MCWIC's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that

Maiknue Vang  
February 27, 2024  
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was conducted, please contact Dan Richards, Compliance Monitoring Analyst, at Dan.Richards@edd.ca.gov or Melissa McDaniel, Compliance Monitoring Manager, at Melissa.McDaniel@edd.ca.gov.

Sincerely,

*Cindy Harrington*

CINDY HARRINGTON, Office Chief  
Compliance Review Office

cc: Jessica Roche, MCWIC  
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