



Executive Committee

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

February 2, 2017
2:30 p.m.

Meeting will be held at:

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

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

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/wib/public-meetings/executive-committee-2/>. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director.

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 and only one speaker per subject matter.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

7.0 Action Items

7.1 Consideration of approval for the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$95,000.

7.2 Consideration of approval of the Workforce Development Board of Madera County's application to be America's Job Center of California Adult and Dislocated Worker Career Services Provider.

8.0 Information Items

9.0 Written Communication

10.0 Open Discussion/Reports/Information

11.0 Next Meeting

March 23, 2017

12.0 Adjournment

TRANSFER REQUEST

1. Local Area Name Madera County Workforce Investment Corp (MAD Transfer Request No. 01)
2. Subgrant Number K698368
3. Program Year 2015
4. 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
5. Amount of Transfer \$95,000
6. Reason for Transfer (Include effects on local services and proposed changes to the local plan.)

Higher number of Adult participants vs. Dislocated Worker

7. Date of local board meeting to discuss transfer February 2, 2017
8. Print name of Local Area Administrator/Designee Elaine M. Craig
9. "I certify this transfer request was approved at the local board meeting date of _____"
10. Signature of Local Area Administrator/Designee _____
11. Contact Person Jessica R. Roche, Fiscal Manager
12. Telephone Number 559-662-4590
13. Date of Request January 23, 2017

TRANSFER REQUEST BUDGET PLAN

	Local Area:	MAD
	Date:	1/23/2017

TITLE IB BUDGET PLAN SUMMARY (Adult and Dislocated Worker Funds)
WIA 118; 20 CFR 661.350(a)(13)

Subgrant # <u>K698368</u>	Grant Code	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> 201 → 299</td> <td style="width: 50%;"><input type="checkbox"/> 501 → 499</td> </tr> <tr> <td><input type="checkbox"/> 202 → 200</td> <td><input checked="" type="checkbox"/> 502 → 500</td> </tr> </table>	<input type="checkbox"/> 201 → 299	<input type="checkbox"/> 501 → 499	<input type="checkbox"/> 202 → 200	<input checked="" type="checkbox"/> 502 → 500	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						
Year of Appropriation <u>2015</u>							

FUNDING IDENTIFICATION	ADULT	DISLOCATED
1. Formula Allocation	564,747	499,983
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	0	0
4. Current Amount to be Transferred	95,000	(95,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 thru 4)	659,747	404,983

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6A through 6E)	593,772	364,485
A. Core Self Services		
B. Core Registered Services	168,965	98,620
C. Intensive Services	306,919	151,895
D. Training Services	98,962	98,620
E. Other	18,926	15,350
7. Administration	65,975	40,498
8. TOTAL (Lines 6 plus 7)	659,747	404,983

QUARTERLY TOTAL EXPENDITURE PLAN (Cumulative)		
9. September 2015	0	0
10. December 2015	65,963	41,300
11. March 2016	90,178	82,600
12. June 2016	265,221	159,454
13. September 2016	443,642	257,958
14. December 2016	563,553	358,404
15. March 2017	659,747	404,983
16. June 2017	659,747	404,983

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10.00%	10.00%

Jessica Roche, Fiscal Manager	559-662-4590	1/23/2017
Contact Person, Title	Telephone Number	Date Prepared

Comments:

Transfer of Funds Request Participant Plan

Local Area: MaderaPrepared Date 1/23/2017

Enter the number of individuals in each category.

TOTALS FOR PY 2016	ADULT	DW
1. Registered Participants Carried in from PY 2015	176	65
2. New Registered Participants for PY 2016	180	45
3. Total Registered Participants for PY 2016 (Line 1 plus 2)	356	110
4. Exiters for PY 2016	175	60
5. Registered Participants Carried Out to PY 2017 (Line 3 minus 4)	181	50

PROGRAM SERVICES		
6. Career Services	631	190
a. Basic Career Services (WIA Core Services)	356	110
b. Individualized Career Services (WIA Intensive Services)	275	80
7. Training Services	125	35

EXIT STATUS		
8. Entered Employment	105	41
9. Training-Related	75	35
10. Entered Military Service	0	0
11. Entered Apprenticeship Program	5	4
12. Exited for Exclusionary Reasons	65	15

Tracie Scott-Contreras, Manager(559) 662-4587**Contact Person, Title****Telephone Number****Comments:**



**Request for Approval to be
America's Job Center of Californiasm
Adult and Dislocated Worker Career
Services Provider**

**Local Workforce Development Board
Workforce Development Board of Madera
County**

Local Workforce Development Area

Madera

The Workforce Innovation and Opportunity Act (WIOA) allows Local Workforce Development Boards (Local Boards) to be an Adult and Dislocated Worker Career Services Provider with the agreement of the Chief Elected Official (CEO) and the Governor.

This application will serve as the Local Board's or administrative entity's request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (State Board) by March 1, 2017 through one of the following methods:

Mail: California Workforce Development Board
P.O. Box 826880
Sacramento, CA 94280-0001

Overnight Mail/
Hand Deliver: California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

If the State Board determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

**Workforce Development Board of Madera
County**

Name of Local Board

2037 W. Cleveland Ave.

Mailing Address

Madera, CA 93637

City, State Zip

Elaine Craig

Contact Person

559-662-4589

Contact Person's Phone Number

Date of Submission

Request for Approval to be Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an AJCC must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area?

The Chief Local Elected Official has designated the Madera County Workforce Investment Corporation (MCWIC) as the local grant recipient for federal, state and local funds as well as the designated America's Job Center of California (AJCC) Operator for Madera County under the oversight of the Workforce Development Board of Madera County (WDB). The Corporation is a non-profit 501(c)(3) entity and is the administrative and fiscal agent for the designated local workforce development area. This operational model has been in place since January 1, 2013. Prior to this date and for over 35 years, the Madera County Superintendent of Schools (MCSOS) was the designated administrative and fiscal agent of the workforce development system under the Comprehensive Employment Training Act, the Job Training Partnership Act and the Workforce Investment Act. The staff to the WDB and to the AJCC were employees of the MCSOS in the Workforce Development Office, a division of MCSOS until the transition and are now employees of the Corporation. Thus, staff have extensive experience in the workforce development system and serving populations with barriers to employment. Approval to provide adult and dislocated worker career services would ensure a seamless transition to WIOA for all Madera County residents.

The public workforce development system has also been consistently reduced in Federal formula allocations over the last 10 years, and locally have experienced an approximate 65% reduction in funds. Although it seemed promising with the incremental increase in funding outlined in WIOA, the system has still not seen an increase. Instead, the system has received a decrease and then an additional 2% rescission this current program year.

These reductions have caused layoffs of workforce staff, required priority of services and residency requirements, and limited training dollars and supportive services. Approval to provide adult and dislocated career services would allow us to continue to utilize MCWIC's significant non-WIOA resources to sustain staffing and maintain a robust menu of services in assisting participants' access to training, skills upgrade, job search, employment, and a myriad of other service and resource needs typically provided by the One Stop.

2. How would participants be better served by the Local Board or administrative entity acting in this role rather than undergoing a competitive process?

MCWIC, under the oversight of the WDB, has been the sole provider of adult and dislocated worker career services for over 35 years with reputable performance outcomes. As a small, rural community with limited funding, leveraging and braiding funds with various funding sources has been a necessity to support the AJCC. MCWIC has been successful in receiving grants and funding from several local initiatives and grants that are used to benefit the AJCC and its customers. The WDB has successfully received and implemented the Disability Program Navigator, Disability Employment Initiative, and the current Disability Employment Accelerator projects, which have connected individuals with disabilities to employment and training opportunities. The AJCC is also an Employment Network (EN) through the Social Security Administration's Ticket to Work program, which ensures that individuals receiving SSI or Social Security Disability benefits have access to the services and information needed to successfully transition back into the workforce as well as long-term services and supports to individuals who are referred after placement in employment by the Department of Rehabilitation through a local Partnership Plus agreement. As social security beneficiaries return to work and earn living wages, the EN receives unrestricted revenue from Social Security Administration that may be used to further support the AJCC and its customers with resources that may not be available under WIOA. Other local grants include the Department of Corrections and Rehabilitation where staff have provided pre-release transitional job readiness workshops in two local prison institutions. The WDB also receives AB 109 Community Corrections Plan funds from the County of Madera to provide in custody pre-release transitional job readiness and assessments in the local Department of Corrections facility as well as post release Orientation of Services. In addition to these funded projects, the WDB has received funds from Department of Social Services to provide Workkeys assessments for DSS recipients and an annual job fair for Madera County residents, City of Madera Community Development Block Grant to provide training and supportive services to low income individuals residing in Madera, Wells Fargo Veteran and VEAP grants to support outreach to veterans and getting vets connected with the AJCC, Wells Fargo Single Female Parent

funds to provide outreach, services, and a resource guide to this population, and Additional Assistance Dislocated Worker funds to support Chukchansi Gold Resort & Casino after the employer underwent a massive layoff impacting over 1000 employees. As the current provider, MCWIC also has many long standing partnerships with community agencies and other AJCC partners that have enabled us to identify available resources and effectively connect customers with other available programs and services. Approval to continue providing these services facilitates use of all of MCWIC's varied resources & funding streams, while minimizing any potential gaps in services as the result of a transition period or learning curve for new staff from a new provider.

3. Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services.

Under WIA and previous programs, MCWIC provided group orientations, self-services activities under Core A and B, Job Readiness Workshops, Training and Supportive Services, Pre-Apprenticeships, Job Placement, Job Referrals, Assessments, Career Counseling, and Business Services for Employers. Since our transition to WIOA, a customer-centered service delivery model developed by MCWIC has been used to identify individuals eligible for workforce services and includes an initial interview and identification of barriers, eligibility determination, and comprehensive assessments. This customer centered model minimizes the length of time it takes to get individuals through the upfront process. Additionally, we have eliminated group orientations and provide customers immediate access to a menu of options when they walk through the AJCC doors. When a customer comes in to the AJCC, he/she is provided information or directed immediately to the service or resource being requested. Options might include: 1) provided forms such as UI application, state disability, etc., 2) referred to outside or partner agencies, 3) referred to the resource room for self service activities, or 4) referred to the Specialist of the Day if interested in job placement assistance or training.

The Specialist of the Day is available Monday through Thursdays from 8:15am to 4pm. When a job seeker meets with the Specialist of the Day, an Initial Questionnaire is used to assess and refer the job seeker to the appropriate services based on the job seeker's needs. The job seeker may be referred to a partner/outside agency, the resource room if not interested in one on one services, or scheduled for an eligibility appointment. If an individual is interested in eligibility, the Specialist reviews the list of required documents for eligibility and may schedule the eligibility appointment for the same day, next day, or days out using the CalJOBS calendar of events. All individuals scheduled for eligibility must be registered in CalJOBS. Job seekers that do not have a HS diploma or GED may be

referred to the Madera and/or Fresno Adult Schools for classes. Upon eligibility determination and approval, the job seeker is assigned to a Career Specialist. A TABE assessment is administered to identify basic skills deficiency. Depending on the needs of the job seeker, he/she may be referred to a menu of activities that include Workkeys assessment, skills training, job placement, job readiness, direct placement, or a panel interview.

4. Provide the Local Area's performance outcomes and cost per participant for each of the last three Program Years (PY 2013-14, 2014-15, 2015-16) and describe how these outcomes compare to other Local Areas in the state.

PY 13/14:

Adult Cost Per Participant: \$1,581.52

Dislocated Worker Cost Per Participant: \$1,678.41

Entered Employment Rate

(Adult)

Negotiated – 55.00%

Actual – 54.30%

(Dislocated Worker)

Negotiated – 64.50%

Actual – 73.00%

Retention Rate

(Adult)

Negotiated – 72.00%

Actual – 74.40%

(Dislocated Worker)

Negotiated 82.10%

Actual – 76.50%

Average Earnings

(Adult)

Negotiated - \$11,500

Actual - \$12,019

(Dislocated Worker)

Negotiated - \$12,500

Actual - \$14,248

PY 14/15:

Adult Cost Per Participant: \$3,177.88

Dislocated Worker Cost Per Participant: \$2,460.44

Entered Employment Rate

(Adult)

Negotiated – 51.50%

Retention Rate

(Adult)

Negotiated – 76.50%

Actual – 61.60%
(Dislocated Worker)
Negotiated – 69.00%
Actual – 73.00%

Actual – 75.70%
(Dislocated Worker)
Negotiated – 83.50%
Actual – 81.10%

Average Earnings
(Adult)
Negotiated - \$11,650
Actual - \$13,181
(Dislocated Worker)
Negotiated - \$13,100
Actual – 15,682

PY 15/16:

Adult Cost Per Participant: \$1,913.63
Dislocated Worker Cost Per Participant: \$1,862.10

Entered Employment Rate
(Adult)
Negotiated – 51.50%
Actual – 66.70%
(Dislocated Worker)
Negotiated – 69.00%
Actual – 73.30%

Retention Rate
(Adult)
Negotiated - 76.50%
Actual – 83.40%
(Dislocated Worker)
Negotiated – 83.50%
Actual – 87.40%

Average Earnings
(Adult)
Negotiated - \$11,650
Actual - \$12,556
(Dislocated Worker)
Negotiated - \$13,100
Actual - \$19,953

Madera County’s performance is comparable to the surrounding areas of the San Joaquin Valley, considering that we are a much smaller rural area. We have always met or exceeded our performance standards.

5. Provide evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the

effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services. Attach supporting documentation.

6. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting.

DRAFT

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

Instructions: The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

**Local Workforce Development Board
Chair**

Local Chief Elected Official

Signature

Signature

Name

Name

Title

Title

Date

Date