



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

A G E N D A

**October 17, 2019
3:00 p.m.**

Meeting will be held at:

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

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

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

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

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

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

3.0 Public Comment

This time is made available for comment from the public on matters within the Board's jurisdiction but not appearing on the agenda. The Board will not take action on any items presented under public comment. The comment period will be limited to 15 minutes.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

6.1 Consideration of the ratification of the April 18, 2019 Workforce Development Board (WDB) of Madera County meeting minutes.

6.2 Consideration of the ratification of the July 25, 2019 Executive Committee meeting minutes.

6.3 Consideration of the approval of the August 15, 2019 Executive Committee meeting minutes.

6.4 Consideration of the ratification of the nomination and application of Santos Garcia, Labor Sector, to the WDB and authorization to forward his application to the Board of Supervisors for an appointment to the WDB for a 3 year term.

- 6.5 Consideration of the ratification of the re-appointment of Mike Fursman, UFCW 8, for an additional 3 year term – 8/23/19 to 8/23/22
- 6.6 Consideration of the ratification of the re-appointment of Michelle Brunetti, Valley Children’s Hospital, for an additional 3 year term – 8/23/19 to 8/23/22
- 6.7 Consideration of the ratification of the resignation of Claudia Habib, State Center Community College District, from the WDB.
- 6.8 Consideration of the ratification of the resignation of Bob Carlson, Community-member-at-large, from the WDB Executive Committee.
- 6.9 Consideration of the ratification of the revised application for subsequent local area designation and local board recertification for the 2019-21 program year.
- 6.10 Consideration of the ratification of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$200,000.
- 6.11 Consideration of the ratification of the application of Marie Harris, State Center Community College District, to the WDB and authorization to forward her application to the Madera County Board of Supervisor for a 3 year term.
- 6.12 Consideration of the ratification of the nomination of Linda Monreal, Madera Unified School district, to the WDB as the replacement for Jesse Carrasco.
- 6.13 Consideration of approval of the re-appointment of David Salter, Salter’s Distributing, for an additional 3 year term – 11/26/19 to 11/26/22.
- 6.14 Consideration of approval of the removal of Exchille Mendoza from the WDB due to non-participation on the WDB as she is no longer with SpringHill Suites.
- 6.15 Consideration of ratification of the One Stop Operator Quarterly Report for the period of April 1, 2019 through June 30, 2019.
- 6.16 Consideration of approval of the final program budget for the 2019-20 fiscal year.
- 6.17 Consideration of approval of the revised Veterans and Eligible Spouses Priority of Services policy.
- 6.18 Consideration of approval of a new training provider, Central Learning Adult School Site, which provides training programs to prepare students for the state Certified Nurse Assistant Competency Exam.

7.0 Action Items

- 7.1 Consideration of approval of the application of Mark Choe, The Pines Resort, to the WDB and authorization to forward his application to the Madera County Board of Supervisors for a 3 year term.
- 7.2 Consideration of approval of the application of Lanie Suderman, Visit Yosemite | Madera County, to the WDB and authorization to forward her application to the Madera County Board of Supervisors for a 3 year term.
- 7.3 Consideration of approval of the transfer of funds in the amount of \$284,912 from the Dislocated Worker funding stream to the Adult funding stream.
- 7.4 Consideration of approval of the Use and Confidentiality of Participant Personally Identifiable Information (PII) policy.
- 7.5 Consideration of approval of the One Stop Operator Quarterly Report for the period of July 1, 2019 through September 30, 2019.

8.0 Information Items

- 8.1 Program Impact Report
- 8.2 Labor Force Participation Rates
- 8.3 Discussion on Quality Jobs and Economic Self-Sufficiency
- 8.4 Hallmarks of Excellence Continuous Improvement Plan Update
- 8.5 Madera County Workforce Investment Corporation (MCWIC) Update

9.0 Written Communication

9.1 Annual Job Fair Best Practices

9.2 Madera County Compact

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

December 19, 2019

12.0 Adjournment



MINUTES

April 18, 2019

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

- PRESENT:** Debi Bray, Michelle Brunetti, Susan Crosno, Jorge DeNava, Brett Frazier, Bobby Kahn, Wendy Lomeli, Mike Lopez, Mattie Mendez, Nichole Mosqueda (3:16), Terry Nichols, Ivan Otamendi, Chuck Riojas, Wayne Rylant, David Salters, Les Taylor
- ABSENT:** Jesse Carrasco, Mike Fursman, Gabriel Gil, Laura Gutile, Claudia Habib, Deborah Martinez, Exchille M. Mendoza, Robert Poythress, Cindy Vail, Ruben Zarate
- GUEST:** Tsegay Arefaine
- OTHERS:** Sarahi Cuellar, Erick Flores, Nicki Martin, Tracie Scott-Contreras, Maiknue Vang

1.0 Call to Order

Meeting called to order by Chair Brett Frazier at 3:04 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Staff, guests and Board members introduced themselves.

5.0 Adoption of Board Agenda

Bobby Kahn moved to adopt the agenda, seconded by Debi Bray.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Susan Crosno, Jorge DeNava, Brett Frazier, Bobby Kahn, Wendy Lomeli, Mike Lopez, Mattie Mendez, Terry Nichols, Ivan Otamendi, Chuck Riojas, Wayne Rylant, David Salters, Les Taylor

6.0 Consent Calendar

- 6.1 Consideration of approval of the minutes for the February 21, 2019 Workforce Development Board (WDB) of Madera County meeting minutes.**
- 6.2 Consideration of approval of the re-appointment of Mike Lopez, Sheet Metal Workers Local 104, for an additional 3 year term – 6/7/19 to 6/7/22.**
- 6.3 Consideration of approval of the re-appointment of Cindy Vail, Vail Insurance Services, LLC, for an additional 3 year term – 8/23/19 to 8/23/22. .**

- 6.4 Consideration of approval of the re-appointment of Laura Gutile, Laura's Nuts, for an additional 3 year term – 6/7/19 to 6/7/22.
- 6.5 Consideration to accept the resignation of Les Taylor, California Employers Association, from the WDB.
- 6.6 Consideration to accept the resignation of Ruben Zarate, Laborers' International Union of North America #294, from the WDB.
- 6.7 Consideration of approval of the WDB's draft Memorandum of Understanding (MOU) with the America's Job Center of California (AJCC) partners as mandated by the Workforce Innovation and Opportunity Act (WIOA) and authorization for signature by the WDB Chair once finalized.
- 6.8 Consideration to accept the One Stop Operator Quarterly Report as submitted by ProPath, Inc.

Bobby Kahn moved to approve the consent calendar, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Susan Crosno, Jorge DeNava, Brett Frazier, Bobby Kahn, Wendy Lomeli, Mike Lopez, Mattie Mendez, Nichole Mosqueda, Terry Nichols, Ivan Otamendi, Chuck Riojas, Wayne Rylant, David Salters, Les Taylor

7.0 Action Items

- 7.1 Consideration of approval of the application for subsequent local area designation and local board recertification for the 2019-21 program year.

The State and Federal government requires that local areas and workforce boards be recertified. Madera is working with the Central Labor Council for a nomination of a labor sector representative to replace Ruben Zarate on the Board. Staff are actively recruiting additional private sector members in order to ensure that the WDB's composition is in compliance with all requirements.

Wayne Rylant moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Susan Crosno, Jorge DeNava, Brett Frazier, Bobby Kahn, Wendy Lomeli, Mike Lopez, Mattie Mendez, Nichole Mosqueda, Terry Nichols, Ivan Otamendi, Chuck Riojas, Wayne Rylant, David Salters, Les Taylor

- 7.2 Consideration of approval of the preliminary program budget for the 2019-20 fiscal year.

Staff anticipate that allocations will be flat funded. Staff assume that Madera will receive the ELL Phase 2 grant and the DEA grant funds and have included it in the budget. \$175,000 for the P2E grant are not included in the budget until figures are finalized. The budget is based on the same level of staffing and operations with funds set aside for carry over and mandated participant training expenditures. Staff are aware of a possible 10% sequestration at the end of the year. Debi Bray inquired as to staff looking for privatized grants. Staff continue to search for all manner of grants including private. Staff are also anticipating receiving SB1 grant funds. These funds require a pre-apprenticeship component and will be awarded regionally.

Bobby Kahn moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Susan Crosno, Jorge DeNava, Brett Frazier, Bobby Kahn, Wendy Lomeli, Mike Lopez, Mattie Mendez, Nichole Mosqueda, Terry Nichols, Ivan Otamendi, Chuck Riojas, Wayne Rylant, David Salters, Les Taylor

- 7.3 Consideration of approval of the Pathways to Services, Referral, and Enrollment policy.

Madera's local practice is different than the State's approach. Staff do not ask for right-to-work (RTW) documents for participants who want to access/be referred to educational services. Services can include assistance for individuals who are trying to process their legal status documents. Staff will ask for RTW documents at the point where participants are ready to receive services or be referred to work. All workforce areas are required to have this policy.

Mike Lopez moved to approve, seconded by Les Taylor.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Susan Crosno, Jorge DeNava, Brett Frazier, Bobby Kahn, Wendy Lomeli, Mike Lopez, Mattie Mendez, Nichole Mosqueda, Terry Nichols, Ivan Otamendi, Chuck Riojas, Wayne Rylant, David Salters, Les Taylor

7.4 Consideration of accepting the Hallmarks of Excellence progress report.

The progress report is required as part of the certification of the America's Job Center of California (AJCC). The Center has made significant progress. A customer satisfaction survey has been created and implemented. A Partner survey was also used. There have been a number of cross trainings done. The business services team is excited to be working together. The team consists of business services staff from Central Valley Opportunity Center, Department of Rehabilitation, MCWIC and EDD. The team is coming up with a unified message and branding for the Center. They have made major progress on a majority of their goals and there doesn't seem to be any issues with them getting them all accomplished. Center staff will continue to cross train in order to understand the variety of services provided by the Partners. A Dropbox account was set up so that Partners can have a central location to share documents. The Partner survey indicates that we need to build on Partner engagement.

Wayne Rylant moved to accept the report, seconded by Debi Bray.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Susan Crosno, Jorge DeNava, Brett Frazier, Bobby Kahn, Wendy Lomeli, Mike Lopez, Mattie Mendez, Nichole Mosqueda, Terry Nichols, Ivan Otamendi, Chuck Riojas, Wayne Rylant, David Salters, Les Taylor

7.5 WDB Chair Election

The WDB bylaws require that the Board hold elections for the Chair and Vice Chair every two years. Brett Frazier offered to continue as Chair if acceptable to the Board.

Mike Lopez nominated Brett Frazier for WDB Chair, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Susan Crosno, Jorge DeNava, Brett Frazier, Bobby Kahn, Wendy Lomeli, Mike Lopez, Mattie Mendez, Nichole Mosqueda, Terry Nichols, Ivan Otamendi, Chuck Riojas, Wayne Rylant, David Salters, Les Taylor

7.6 WDB Vice Chair Election

Les Taylor is resigning from the WDB and a new Vice Chair will need to be elected. At a future point, the Vice Chair may move into the Chair position if desired.

Debi Bray nominated Wayne Rylant for WDB Vice Chair, seconded by Mike Lopez.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Susan Crosno, Jorge DeNava, Brett Frazier, Bobby Kahn, Wendy Lomeli, Mike Lopez, Mattie Mendez, Nichole Mosqueda, Terry Nichols, Ivan Otamendi, Chuck Riojas, Wayne Rylant, David Salters, Les Taylor

8.0 Information Items

8.1 Success Stories

Jacqueline Valadez works for the Madera County Workforce Investment Corporation (MCWIC) and received services through the workforce program. Her success story was also featured on EDD's success stories website. Jacquie came to the United States and learned to speak English in 2 years. She took HiSET classes and passed

the HiSET exam in 6 months. She received MCWIC services through the young adult program and worked in the lobby of the Workforce Assistance Center under a PWEX contract. She was hired by MCWIC as a Workforce Technician I after her contract was completed and has been an outstanding member of the staff since. Sarahi Cuellar was a former MCWIC participant under the young adult program. She worked in the Workforce Assistance Center lobby through a PWEX and was hired as a temporary employee through Placement Pros. She has since been hired as a permanent MCWIC employee and has been an excellent addition to the organization.

8.2 WDB Workshop: WDB Director Affiliations and Outreach

Staff gathered the input the WDB has provided about how to get the WDB's message out into the community and how to support Board members helping to facilitate our message at gatherings they may be involved in. Staff created a list of community organizations and possible outreach opportunities as provided by the WDB and asked members to prioritize the categories so that staff can work on a plan. Staff provided a draft copy of options for a WDB Director business card with talking points on the back and a QR code for the Board website. The Directors provided input and selected a card design. Business cards will be printed and provided to the Board.

8.3 MCWIC Update

Information provided in the agenda packet.

8.4 Program Update

Information provided in the agenda packet.

8.5 Legislative Update

Staff provided information on upcoming State Assembly and Senate Bills. AB23 is of interest to our area. This bill will better facilitate communication between businesses, labor advocates and educational institutions. SB291 will establish the California Community College Financial Aid Program which will provide broader eligibility. SB593 will add the Workforce Development Boards to the list of agencies that have access to State unemployment insurance base wage information. AB186 will allow tax credit to employers in an amount equal to \$1 for each hour a registered apprentice works for them up to 10 registered apprentices. More information provided within the agenda packet.

8.6 WDB Member Recruitment

Staff requested that Board members refer any possible members to them so that they can contact for possible membership to the Board. Private Sector representatives are always necessary. It would be good to have a representative from the Ranchos or Eastern part of the county.

8.7 WDB Member Engagements Report Out

Wayne Rylant attended the CWA Day at the Capitol event along with Tracie, Maiknue and Mike Fursman. They met with State Legislators who are familiar or may represent our area. He noted that the legislators had a real passion for their work and constituents. They were able to see how things work and learn many things. Wayne has had the opportunity to sit in on Panel Interview with staff - Erick Flores. The panels are practice interviews for participants who are ready to be referred to jobs. Wayne also attended the State of the County luncheon.

8.8 Future WDB Member Engagement Opportunities

- CWA Meeting of the Minds: September 3-5, 2019
- California Economic Summit: November 7-8, 2019
- CWA WORKCON Conference in Orange County: May 15-17, 2019. CWA has experienced some issues with the hotel accommodations as the hotel is experiencing union labor issues and many State staff are unable to attend as a result.

9.0 Written Communication

9.1 Central Valley Opportunity Center's Spirit of Independence Banquet

Central Valley Opportunity Center offers scholarships in 3 counties – Madera, Merced and Stanislaus.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Debi Bray stated that the Madera Chamber has partnered with Workforce to co-host a sexual harassment training for employers and are planning to co-hosting additional workshops. She reminded members that Ivan Otamendi was also a youth program participant for Workforce and worked at the Chamber while he was a senior in high school.*
- *Mike Lopez stated that they have been very busy at the building trades. He asked that if members know anyone that wants to pick up a trade that they send them to the trades office to sign up. Participants must be 18 years old or older to qualify. A high school diploma is not required by all the trades.*

10.2 Staff

Tracie stated that the Job Fair was a great success. There were 60 employers. Several employers had immediate openings. Susan Crosno attended the job fair on behalf of Caglia and noted that there was a good turn-out. The Eastern Madera job fair is significantly smaller in scale. There were 23 employers for that event. Tracie and Maiknue Vang, Deputy Director, attended the NAWB conference in Washington DC. Maiknue presented at the CWA WORKCON conference.

11.0 Next Meeting

June 20, 2019

12.0 Adjournment

Meeting adjourned at 4:10 p.m.



Executive Committee

MINUTES

July 25, 2019

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

PRESENT: Brett Frazier, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

ABSENT: Bob Carlson, Wayne Rylant

GUEST:

OTHERS: Bertha Vega, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 4:30 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

None.

5.0 Adoption of Board Agenda

Rob Poythress moved to adopt the agenda, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of approval of the minutes for the April 18, 2019 Workforce Development Board (WDB) of Madera County meeting minutes.

6.2 Consideration of approval of the nomination and application of Santos Garcia, Labor Sector, to the WDB and authorization to forward his application to the Board of Supervisors for an appointment to the WDB for a 3 year term.

6.3 Consideration of approval of the re-appointment of Mike Fursman, UFCW 8, for an additional 3 year term – 8/23/19 to 8/23/22

6.4 Consideration of approval of the re-appointment of Michelle Brunetti, Valley Children's Hospital, for an additional 3 year term – 8/23/19 to 8/23/22

- 6.5 Consideration of approval of the resignation of Claudia Habib, State Center Community College District, from the WDB.**
- 6.6 Consideration of approval of the resignation of Bob Carlson, Community-member-at-large, from the WDB Executive Committee.**
- 6.7 Consideration of approval of the revised application for subsequent local area designation and local board recertification for the 2019-21 program year.**

Staff stated that they would send Bob Carlson a gift as a token of appreciation for all his years of service on the Workforce Boards he served on.

Nichole Mosqueda moved to approve the Consent Calendar, seconded by Rob Poythress.

Vote: Approved – Unanimous

Yes: Brett Frazier, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

7.0 Action Items

- 7.1 Consideration of approval of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$200,000.**

Workforce areas are allowed to transfer up to 100% of dislocated worker funds to adults. Staff are not seeing large numbers of dislocated workers coming to the Center for services. If necessary, dislocated workers can be provided services using adult funds. Staff pointed out a mathematical error on the Participant Plan. Line 3 should be 448 not 548. The correct total for line 5 for Registered Participants is 244.

Rob Poythress moved to approve, seconded by Robyn Smith.

Vote: Approved – Unanimous

Yes: Brett Frazier, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

8.0 Information Items

None.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Nichole Mosqueda: Camarena and Madera County Workforce Investment Corporation (MCWIC) are working on a short video for marketing. It will feature the successful partnership between Camarena and MCWIC.*
- *Brett Frazier: will be attending the Meeting of the Minds 2019 conference in Monterey in September.*

10.2 Staff

- *Maiknue Vang: will be presenting on the ARIA grant and services at the Meeting of the Minds conference in September.*
- *Tracie Scott-Contreras: MCWIC is starting a Friends and Family referral process. Business card sized referral tickets will be handed out to business and workforce customers so that they can hand out and refer people to Workforce. The cards will have the person's contact information and the cards will be eligible to be included in a raffle.*

11.0 Next Meeting

To be determined.

12.0 Adjournment

Meeting adjourned at 4:37 p.m.



EXECUTIVE COMMITTEE

MINUTES

August 15, 2019

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

PRESENT: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant
ABSENT: Pat Gordon, Robyn Smith
GUEST: Steven Gutierrez, Marie Harris, Linda Monreal, David Shinder
OTHERS: Sarahi Cuellar, Nicki Martin, Jessica Roche, Tracie Scott-Contreras, Maiknue Vang

1.0 Call to Order

A quorum of the Workforce Development Board (WDB) was not established, however a quorum of the Executive Committee was present. An Executive Committee meeting was convened at 3:08 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Staff introduced Linda Monreal. Jesse Carrasco was reassigned and will no longer be available to participate in the WDB. Linda Monreal will take Jesse's place on the WDB.

Rob Poythress moved to add agenda item 6.13 to nominate Linda Monreal to the WDB in Jesse's place, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Roundtable introductions were done by everyone in attendance.

5.0 Adoption of Board Agenda

Wayne Rylant moved to adopt the agenda, seconded by Rob Poythress

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

6.0 Consent Calendar

- 6.1 Consideration of the ratification of the minutes for the April 18, 2019 Workforce Development Board (WDB) of Madera County meeting minutes.**
- 6.2 Consideration of approval of the minutes for the July 25, 2019 Executive Committee meeting minutes.**
- 6.3 Consideration of the ratification of the nomination and application of Santos Garcia, Labor Sector, to the WDB and authorization to forward his application to the Board of Supervisors for an appointment to the WDB for a 3 year term.**
- 6.4 Consideration of the ratification of the re-appointment of Mike Fursman, UFCW 8, for an additional 3 year term – 8/23/19 to 8/23/22**
- 6.5 Consideration of the ratification of the re-appointment of Michelle Brunetti, Valley Children’s Hospital, for an additional 3 year term – 8/23/19 to 8/23/22**
- 6.6 Consideration of the ratification of the resignation of Claudia Habib, State Center Community College District, from the WDB.**
- 6.7 Consideration of the ratification of the resignation of Bob Carlson, Community-member-at-large, from the WDB Executive Committee.**
- 6.8 Consideration of the ratification of the revised application for subsequent local area designation and local board recertification for the 2019-21 program year.**
- 6.9 Consideration of the ratification of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$200,000.**
- 6.10 Consideration of approval of the application of Marie Harris, State Center Community College District, to the WDB and authorization to forward her application to the Madera County Board of Supervisor for a 3 year term.**
- 6.11 Consideration of approval of the AB1111 Grant Document and Grant Submission.**
- 6.12 Consideration of approval of the One Stop Operator Quarterly Report for the period of April 1, 2019 through June 30, 2019.**
- 6.13 Consideration of approval of the nomination of Linda Monreal to the WDB as the replacement for Jesse Carrasco.**

Nichole Mosqueda moved to approve the Consent Calendar, seconded by Rob Poythress.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Robert Poythress, Wayne Rylant

7.0 Action Items

None.

8.0 Information Items

8.1 WDB Strategic Planning Workshop – David Shinder, Facilitator

David Shinder facilitated a workshop on opportunities and priorities for strengthening workforce development in Madera County. David also facilitated convenings for various workforce areas for the work that was done around the local and regional workforce plans including Madera. Many boards are taking time under the current legislation to establish priorities and are also establishing targets both on the demand and on the supply side. On the demand side, boards are identifying priority sectors. In Madera, labor market analysis were done to identify local sectors. On the supply side, boards must identify which population they want to prioritize. The Federal law mandates that boards and partners be collaborative. The work that the boards do is vital for the success of the local and regional economies because boards are charged with developing partnerships and implementing programs that make the workforce better prepared for employment. WIOA states that boards have the ability to make and approve contracts. The US Department of Labor has recently published some guidance that is very useful to boards – A Call to Action for Workforce Development Boards. The publication is provided within the agenda packet. The publication notes that as members of Workforce Boards, members are strategists, a conveners, managers and optimizers. One of the requirements boards have is seeking public

input when developing workforce plans – Madera is very good at getting the community involved and providing input. As a convener, the board can help develop non-traditional partnerships within the community. The Board is poised well to understand the business needs of the community and increasing the pool of available workers. Currently the local labor force participation rate is under 60% which causes a shortage of workers for businesses. The board must consider focusing on a population of workers who in the past may have been overlooked by businesses such as the formerly incarcerated or persons with disabilities due to the current very low unemployment rate. David lead a conversation with the WDB on identifying and developing the Board's priorities in order to develop a workforce with in-demand skills. David highlighted the 4 P's: People, Progress, Prosperity and Programs. David asked the Board to consider the 4 P's as a starting point for their input but welcomed input for any area the board felt would be important to include. The Board identified a list of 10 priorities/areas that they would like to look more closely at and gather information on.

- 1. Who is not participating in the labor force?*
- 2. How do we move under-skilled, under-employed people up the career ladder?*
- 3. (Need) to talk "careers" early and often within the K-12 system*
- 4. Better communication of career technical education (CTE) pathways to businesses*
- 5. How do we better prepare internal candidates to help them move up (incumbent worker training)?*
- 6. Better marketing of workforce services*
- 7. Use data more effectively*
- 8. Focus on "economic engines"/identify priority sectors*
- 9. Focus on second chance individuals (25 to 49 year-olds)*
- 10. Better career planning and information (apprenticeships; trades; AA degrees)*

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

Wayne Rylant shared information on a food drive that Pacific Ethanol is participating in that will benefit the Madera County Food Bank during the month of September.

10.2 Staff

Name badges and WDB director business cards were developed and provided to members. A one page informational flyer is also being developed.

11.0 Next Meeting

October 17, 2019

12.0 Adjournment

Meeting adjourned at 4:51 p.m.



**DEVELOPMENT
BOARD OF MADERA COUNTY**

Director Application

NAME: Santos Garcia	TITLE: Community Organizer
EMPLOYER: Fresno Madera Tulare Kings County Central Labor Council	
ADDRESS:	
PHONE:	FAX:
EMAIL:	ALTERNATE EMAIL:

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. Madera City Council	5 months
2. San Joaquin River Conservancy	4 months
3. Association of Mexican American Educators	2 years
4. Central Valley Partnership	3 years
5. National Association of Letter Carriers UNITE W 44	32 years 70644 5/15/19

REFERENCES: Madera Mayor Andy McBellin	PHONE:
MUSD ED McIntyre	
MCBS MAX Rodriguez	
PMKCLC Ceo Dillon Saucy	
WDB Chuck Riojas	

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

I believe that my experience AS A Federal employee (USPS) FOR 31 years, would be a benefit to the WD.

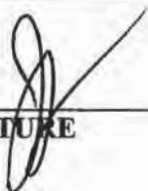
**DO YOU HAVE ANY RELEVANT EXPERIENCE WITH WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, EDUCATION, OR TRAINING PROGRAMS? YES NO
IF YES, PLEASE EXPLAIN:**

My duties included providing orientation to new employees, instructing them on the employer's expectations, Rules & Regulations. Following their employment I was the "on the job instructor" Keeping a job is AS important AS getting a job.

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

I will become an Advocate for the WORK FORCE Development Board of MADERA on the Madera City Council.

SIGNATURE



DATE

5/15/19

America's **JobCenter**
of CaliforniaSM

Bob Carlson
Madera, CA 93638
6/22/2019

Tracie Scott-Contreras
Executive Director
Madera County Workforce Investment Corporation
2037 W. Cleveland Ave.
Madera, CA 93637

Dear Tracie:

It is with regret that I tender my resignation from the MCWIC Board and WDB Executive Committee effective immediately.

I am grateful for having had the opportunity to serve on these groups most recently and under the general Workforce Development organization for these past, nearly 20 years. My retirement travels have not availed me to be the engaged Director that these organizations deserve.

You have a great team working with you and I wish you continued success in all that you do.

Sincerely,

Bob Carlson
Director

Existing Local Area

**Application for Subsequent Local Area Designation
and
Local Board Recertification
Program Year 2019-21**

Local Workforce Development Area

Madera County

Existing Local Area
Application for Subsequent Local Area Designation
and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for PY 2019-21 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the application 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 application.

Workforce Development Board of Madera County

Name of Local Area

2037 W Cleveland Avenue

Mailing Address

Madera, CA 93637

City, State

ZIP

June 12, 2019

Date of Submission

Tracie Scott-Contreras

Contact Person

559-662-4587

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages o, attach a roster of the current Local Board which identifies each member’s respective membership category.

BUSINESS – A majority of the members **must** be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after his/her name.

Name	Title	Entity	Appointment Date	Term End Date
Debi Bray	President/CEO	Madera Chamber of Commerce	11/20/18	11/20/21
Michelle Brunetti	Director, HR	Valley Children’s Hospital	8/23/16	8/23/19
Brett Frazier, CHAIR	Owner Chair	Papa Murphy’s Board of Supervisors	1/22/15	Indefinite
Gabriel Gil	PG&E ESS Supervisor	PG&E	7/22/17	7/22/20
Laura Gutile	Owner	Laura’s Nuts	6/7/16	6/7/19
Mattie Mendez	Vice Chair	Madera County Workforce Investment Corporation	11/20/18	11/20/21
Exchille M. Mendoza	Sales Manager	SpringHill Suites	10/10/17	10/10/20
Nichole Mosqueda	Director of Programs & Development	Camarena Health	10/21/17	10/21/20
Ivan Otamendi	Marketing	Exclusive Wireless	5/15/18	5/12/21
Robert Poythress	Manager	Teco Hardware	4/6/19	4/6/2022
Wayne Rylant	Human Resources Manager	Pacific Ethanol Inc.	6/19/18	6/19/21
David Salter	President	Salter’s Distributing, Inc.	11/26/16	11/26/19
Cindy Vail	Owner/Broker	Vail Insurance Services, LLC.	8/23/16	8/23/19

LABOR – Not less than 20 percent of the members must be representatives of workforce within the Local Area who

must include (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and

may include (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

Name	Title	Entity	Appointment Date	Term End Date
1. Mike Fursman	Director, Meat Division	UFCW 8	8/23/16	8/23/19
2. Mike Lopez	Area Business Representative	Sheet Metal Workers Local 104	6/16/16	6/16/19
3. Chuck Riojas	Business Agent	IBEW #100	12/6/17	12/6/20
4. Santos Garcia	Community Organizer	Fresno-Madera-Tulare-Kings Central Labor Council	*TBD	*TBD
5. Mattie Mendez	Executive Director	Community Action Partnership of Madera County	11/20/18	11/20/21
6. Jorge DeNava	Executive Director	Central Valley Opportunity Center	4/4/17	4/4/20

Education – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who

must include (i) a representative of eligible providers administering Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and

may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1. Jesse Carrasco	Chief Academic Officer	Madera Unified School District	6/19/18	6/19/21
2. Claudia Habib	Vice President	Madera & Oakhurst Community College Center	1/24/17	1/24/20

Economic and Community Development – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who

must include (i) a representative of economic and community development entities; (ii) a representative from the State employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and

may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the chief elected official in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1. Bobby Kahn	Executive Director	Madera County EDC	7/30/18	7/30/21
2. Wendy Lomeli	Employment Program Manager III	EDD	6/6/17	6/6/20
3. Deborah Martinez	Director	Madera County Department of Social Services	8/8/17	8/8/20
4. Terry Nichols	Rehabilitation Supervisor	Department of Rehabilitation	9/17/18	9/17/20
5. Brett Frazier	Chairman of the Board	Madera County Board of Supervisors	1/22/15	Indefinite

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PYs 16-17 or 17-18:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence** – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIOA regulations, and state guidance.

Highlights of these responsibilities include the following:

- Timely reporting of WIOA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Engaged in Regional Planning

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The Local area participated in and contributed to regional planning through:

- **Participation in regional meetings of the Local Area Directors for the purposes of developing the strategy and approach to be used in regional plan development (CCWC meetings on 6/29, 8/10, 9/14, 11/2, and 12/11, 2018 and 1/25 and 31, 2019).**
- **Participation and coordination of local and regional forums to ensure appropriate community engagement in the regional planning process, including hosting one regional forum focused on Workforce – Reentry Partnerships (11/8/2018) and attendance at regional meetings and forums regarding Regional Self-Assessment (10/25/2018), Regional Strategies Reflecting Business Community Priorities (11/6/2018), and Workforce-Reentry Services (11/7/2018).**
- **Providing support and input in developing the narrative portion of the regional plan.**
- **Meeting all regionally established deadlines for gathering data, community input, and submission of necessary documentation for the development of the regional plan.**
- **Ensuring Local Workforce Development Board and Board of Supervisors approvals on the regional plan within required timeframes.**
- **Submission of all necessary approvals and other documents to the regional lead in advance of the deadline for submission.**

The Local Area participated in and contributed to the negotiation of regional performance measures by:

- **Participating in a regional call to review the draft directive regarding performance negotiations on 9/14/2018.**
- **Researching and submitting proposed local performance goals for PY 18 and PY 19 to the regional lead in advance of the negotiation call with State Board staff.**
- **Participating in the regional call with State Board staff for negotiation of performance measures on 9/21/2018.**
- **Participating in follow-up discussions to establish a proposed Measurable Skill Gain performance goal for the region.**

Local Area Assurances

Through PY 19-21, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Quarterly and Monthly Financial Reporting Requirements* (WSD16-13) (November 28, 2016).
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive *WIOA Closeout Requirements* (WSD16-05) (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of State Assembly Bill 1149 (Chapter 324, Statutes of 2017), to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).

- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. The Local Board will select the America’s Job Center of CaliforniaSM (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
 - E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
 - F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
 - G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
 - H. The Local Area will participate in regional performance negotiations.
 - I. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
 - J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of the WIOA Final Rules, (March 1, 2017).*

Application Signature Page

Instructions – The local CEO and Local Board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and Local Board chair request subsequent designation of the existing Local Area and subsequent certification of the existing Local Board. They certify that the Local Area has performed successfully, sustained fiscal integrity during PYs 2016-2017 or 2017-2018, and engaged in the regional planning process as described in Section 106 (c)(1). Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair



Signature

Brett Frazier

Name

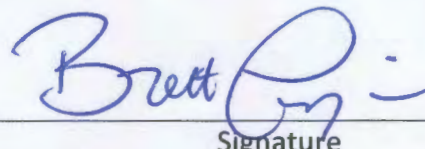
Chair

Title

April 18, 2019

Date

Local Chief Elected Official



Signature

Brett Frazier

Name

CHAIR

Title

5/7/19

Date

Transfer of Funds Request

1. Local Area Madera County Workforce Investment Corp (MAD)
 2. Subgrant Number K9110024 3. Request Date 05/30/19
 4. Program Year 2018 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 \$200,000
 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 Tracie Scott-Contreras
 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.

With the reduction of unemployed, there are a higher number of Adult participants being served vs. Dislocated Worker participants.

Transfer of Funds Request Participant Plan

Local Area: MADPrepared Date 6/28/2019

Enter the number of individuals in each category.

1. Registered Participants Carried in from PY 2017	195	25
2. New Registered Participants for PY 2018	253	28
3. Total Registered Participants for PY 2018 (Line 1 plus 2)	548	53
4. Exiters for PY 2018	204	16
5. Registered Participants Carried Out to PY 2018 (Line 3 minus 4)	344	37

6. Career Services		
a. Basic Career Services (WIA Core Services)	605	61
b. Individualized Career Services (WIA Intensive Services)	603	61
7. Training Services	169	31

8. Entered Employment	124	11
9. Training-Related	112	10
10. Entered Military Service	0	0
11. Entered Apprenticeship Program	2	0
12. Exited for Exclusionary Reasons	17	1

Maiknue Vang, Deputy Director

559-662-4503

Contact Person, Title**Telephone Number****Comments:**

Transfer of Funds Request Budget Plan

Local Area MAD Date Prepared 5/30/2019

Subgrant Number K9110024 Grant Code 201 → 299 501 → 499
 Year of Appropriation 2018 202 → 200 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	750,328	597,926
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	0	0
4. Current Amount to be Transferred	200,000	(200,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	950,328	397,926

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	855,295	358,133
a. Career Services (WIA Core Services / Intensive Services)	650,229	273,548
b. Training Services	190,066	79,585
c. Other	15,000	5,000
7. Administration	95,033	39,793
8. TOTAL (Lines 6 plus 7)	950,328	397,926

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2018	0	0
10. December 2018	0	0
11. March 2019	49,039	0
12. June 2019	239,104	79,585
13. September 2019	429,169	159,170
14. December 2019	619,234	238,755
15. March 2020	950,328	397,926
16. June 2019	950,328	397,926

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

Jessica Roche, Controller

Contact Person, Title

559-662-4590

Telephone Number

Comments



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Director Application

NAME: Marie Harris	TITLE Interim Vice President, Learning and Student Success
EMPLOYER: State Center Community College District/Madera Community College	
ADDRESS: 30277 Ave 12, Madera, CA 93638	
PHONE: (559) 675-4800	FAX:
EMAIL:	ALTERNATE EMAIL:

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. East Fresno Kiwanis	2.5 years
2. Central California Latina Network	4 years
3. African American Cultural & Historical Museum Member	10 years
4. _____	_____
5. _____	_____

REFERENCES:	PHONE:
Angel Reyna	_____
David Clark	_____
Terance Frazier	_____
Marcy Davidson	_____
Juan Bedolla	_____

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

As the new Interim Vice President of Learning and Student Success for Madera Community College, I would like to invest in the community. I am passionate about bridging education and community. Serving on the board will allow me the chance to give back in a different capacity. Serving on the Board will allow me to build a strong network between MCC and the community. Serving on the Board will give me the opportunity to learn about pivotal community issues.

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

I have been in education for over 10 years. I have a passion for motivating and inspiring students to succeed. This work is done by offering premier programs at the community college level that allow our students to be contributing members of the community. I have overseen programs such as Nursing, Healthcare Interpreter-Spanish, Dental Assisting, Child Development and AG based CTE programs.

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

SIGNATURE



DATE

7-29-19

America's **JobCenter**
of CaliforniaSM



Director Application

NAME: Linda Monreal	TITLE Area Assistant Superintendent
EMPLOYER: Madera Unified School District	
ADDRESS: 1902 Howard Rd Madera,CA 93637	
PHONE: (559) 675-4500	FAX:
EMAIL:	ALTERNATE EMAIL:

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. NAACP - Branch1084	2 Years
2. Clergy of the Anglican Dioceses of San Joaquin	14 Years
3. _____	_____
4. _____	_____
5. _____	_____

REFERENCES:	PHONE:
Jesse Carrasco - Area Assistant Superintendent	_____
Todd Lile - MUSD Superintendent	_____
Sheryl Sisil - MUSD Assisstant Superintendent	_____
Sandon Schwartz - MUSD Deputy Superintendent	_____
Kent Albertson - MUSD Chief HR Offiicer	_____

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

Part of my role as an Area Assistant Superintendent is to support the Madera Unified Adult School. The MUSD Adult School works directly with Work Force so it is important to have representation and a liaison on the Work Force Board.

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

This is my 29th year working in Education. I have worked as a Teacher, Reading Specialist, Academic Coach, FCSOS Coordinator, Educational Consultant, Vice Principal, Principal and currently as an Area Assistant Superintendent.

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

I welcome the opportunity to become a liaison between the Work Force Board and Madera Unified as we work to provide the residents of Madera with the skills and job training needed for the success of the businesses here in Madera.

Pamela Monreal

SIGNATURE

September 6, 2019

DATE

America's **JobCenter**
of CaliforniaSM

ProPath, Inc
Workforce Management Consultants

Daniel X. Patterson
ProPath, Inc.
17891 Cartwright Road, Suite 100
Irvine, CA 92614

July 26, 2019

Workforce Development Board of Madera County
Attn: Brett Frazier, Chair
2037 W. Cleveland Avenue
Madera, CA 93637

One-Stop Operator Quarterly Report

Dear Chair Frazier,

Please find attached the One-Stop Operator Report for the period of April 1, 2019, through June 30, 2019. The partnership continues to make improvements in the areas identified in the Hallmark of Excellence Evaluation Report. Although we have made progress, there is still work to do. We will be monitoring these improvements to validate if they are actually changing partner behavior in the areas of alignment and integration. Our goal over the next 90-days is to close out several improvement areas, and re-engage the partner leadership to develop concrete action steps to achieve deeper coordination, a shared vision/goals and a shared responsibility for program outcomes.

If you have any questions please contact me at daniel@propathinc.com.

Daniel X. Patterson, OneStop Consultant
ProPath, Inc.

cc: Tracie Scott-Contreras, Executive Director
Madera County Workforce Investment Corporation

David Baquerizo, ProPath, Inc.

Attachment

**OneStop Operator Quarterly Report
April 1, 2019 through June 30, 2019**

Two partnership meetings are held each month. The first includes those programs that offer employment and training services to eligible clients. The second, includes representatives from those programs that conduct outreach and provide services to the business community. ProPath, Inc., (OneStop Operator) plans and facilitates these meetings.

The following is a summary of actions by the local partnership on the elements included in the Phase I Memorandum of Understanding (MOU) and/or Hallmark of Excellence Continuous Improvement Plan (Plan).

Customer Satisfaction Survey

The initial survey results were reviewed by the partnership. The use of the surveys on the public computers in the resource room has increased the numbers of responses received and staff are encouraging the clients to participate in the survey. However, all agreed that this feedback could be expanded if partners sent the survey to their clients, as not all Center clients use the Resource Room. A copy of the survey link has been shared with all partners. The additional feedback should provide increased insight into the use of tools such as the Center’s webpage, social media, Center accessibility, types of services offered and desired and identify opportunities for continued improvement. These results will be reviewed on a quarterly basis and responded to as warranted.

Community Outreach through Social Media

In an effort to increase community awareness of the services available, partners will share client success stories which will be posted to the Center’s webpage and social media platform. This will provide a single location where all client successes can be accessed by the general public. The intent is to communicate the success of clients from a variety of backgrounds, share the breadth and type of assistance available from partners, and types of services received and outcomes achieved (e.g. educational achievement, pathways to higher education, the variety of pathways to employment, technical and soft skills gained that led to employment, etc.).

Program Integration

Partners participated in a session to identify opportunities where increased coordination and integration can be achieved. One example is greater participation and leveraging of workshops currently offered by partners. A survey was completed listing the variety and schedule of workshops that are available to clients in the Center. These will be included in the CalJOBS calendar and available for partners to refer clients to. For example, a workshop, entitled “Success in the First 90-days” or “Resume Bootcamp” can benefit any client whose goal is employment. This effort will enable a case manager to be informed about the workshops available and schedule

OneStop Operator Report Continued, Page 2

that client to attend. Additional efforts will include the development of a public calendar to provide an additional resource for clients who may want to participate in additional services. A comprehensive list of community-based organizations is being developed and will also be placed on the Center's webpage for easy access for the general public.

The partners discussed the various definitions each program has for determining work-readiness. The conclusion being that a quality referral from a single partner reflected well on the entire partnership, and the inverse is also true. We reviewed feedback from the Workforce Board members on the topic of work-readiness skills, which reflected a greater importance on the development of soft skills versus technical competencies. To ensure the programs offered by partners are responsive to this input, the workshop curriculum will be evaluated and updated as necessary. For example, one area highlighted was the ability to work within a group setting/team environment. We want to ensure opportunities are provided through the workshops for clients to develop this necessary skill set. Partners were asked to share their particular expertise and share in this effort. This will be a longer-term effort.

In tandem with this, the partners will work to develop an employability certificate. This will include curriculum and soft skills development, valued by the business community, and upon completion of these courses the client will earn this certificate. Our intent is to communicate to the business community the clients' readiness for successful employment. This is a longer-term project and will require close coordination with business representatives through venues such as the soon to be established Employer Advisory Council or the Madera County COMPACT – a business and education partnership.

Partners were asked to consider participating as panelists for the mock Interviews offered to clients. Their joining will enable their agency to refer clients to gain this meaningful experience and receive timely feedback, and if warranted, be referred to additional services. This effort also helps ensure clients referred by Center partners to employment opportunities are prepared for success. We thank the members of the Board and partners who are currently participating in this effort.

Business Committee

This group continues to work together to integrate common efforts to more effectively serve the business community. The partnership agreed to brand and market itself as the Workforce Business Division. We continue to work to develop common outreach materials, webpage content

OneStop Operator Report

Continued, Page 3

and conduct joint business visits. We will be inviting the local Economic Development entity to join us to further increase coordination in supporting local business success.

Going Forward

The partnership will spend time during the first quarter (July 2019 through September 2019) to close-out items in the Continuous Improvement Plan and jointly develop plans to move forward together to achieve some of the vision and goals outlined in Madera County's WIOA Strategic Plan.

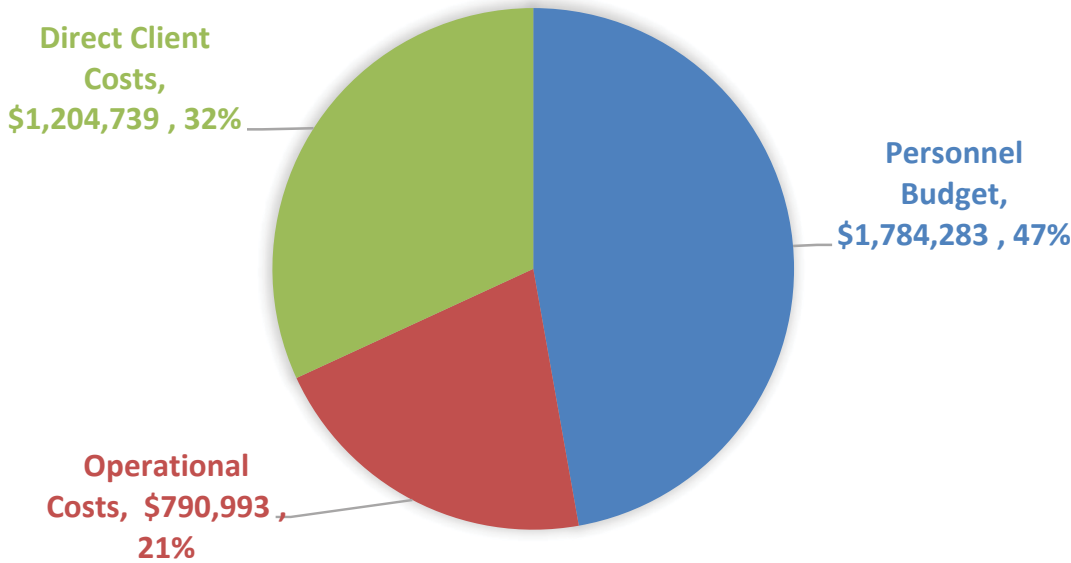


Budget FY 2019-2020

Revenue Source	Total	5910-Adult	5930-DW	5920-Youth	5932-Rapid Response	5933-RR Layoff Aversion	5973-MCDC - In Custody (Proposed)	5972-MCDC - Probation (Proposed)	WAF 6.0 ARIA	9906-DSS Job Fair	9914-Skills Trng Project	P2E IDS	P2E SSEL	P2E Planning	Frn CPP ExO term 11/19	9909-WF Veteran	9910-WF- Single Female Parent	9912-WF GED-HiSet	Corp - Unrestricted	9911-AJCC 519	9911-AJCC 512	9911-AJCC 517	9911-AJCC 521	9911-AJCC 522	9911-AJCC 523
REVENUES																									
Prior Year Restrictions	\$ -																								
WIOA 18-19 Carry-In	\$ 1,367,794	\$ 221,624	\$ 541,718	\$ 592,679					\$ 11,773																
Outstanding Obligations carrying into FY 2019-2020	\$ -																								
Local Contracts	\$ 25,432													\$ 12,932	\$ 12,500										
Foundation Grants	\$ 30,342															\$ 3,007	\$ 525	\$ 26,810							
Grants/Contracts																									
WIOA Allocations PY 19-20 WSN18-32 4/24/19	\$ 2,306,921	\$ 805,437	\$ 564,468	\$ 808,437	\$ 102,662	\$ 25,917																			
WIOA Allocations May 22,19 Revisions (rec 7/19/19)	\$ (73,308)	\$ (53,209)	\$ 34,944	\$ (55,043)																					
State Contracts	\$ -																								
Local Contracts	\$ 369,223						\$ 56,627	\$ 34,762		\$ 22,898	\$ 98,398	\$ 56,249	\$ 100,289												
Transfer DW to Adult K9110024 YOA 2018 8/1/19	\$ -	\$ 200,000	\$ (200,000)																						
Transfer DW to Adult AA011014 YOA 2019	\$ -	\$ 455,000	\$ (455,000)																						
Other revenue																									
Subleases	\$ 272,995																								
Unrestricted	\$ 10,000																		\$ 10,000						
19-20 WIOA Formula Reserve 20%	\$ (432,015)	\$ (241,446)	\$ (28,882)	\$ (161,687)																					
Total Revenue by Program/Function	\$ 3,877,383	\$ 1,387,407	\$ 457,247	\$ 1,184,385	\$ 102,662	\$ 25,917	\$ 56,627	\$ 34,762	\$ 11,773	\$ 22,898	\$ 98,398	\$ 56,249	\$ 100,289	\$ 12,932	\$ 12,500	\$ 3,007	\$ 525	\$ 26,810	\$ 10,000	\$ 109,395	\$ 5,785	\$ 5,052	\$ 65,664	\$ 78,777	\$ 8,322
EXPENSES																									
Personnel:																									
Salaries/Wages	\$ 1,428,089	\$ 490,820	\$ 155,614	\$ 488,861	\$ 63,286	\$ 14,858	\$ 37,128	\$ 23,231	\$ 7,719	\$ 9,719	\$ 18,132	\$ 37,385	\$ 41,015	\$ 8,376	\$ 7,724	\$ -	\$ -	\$ -	\$ -	\$ 15,571	\$ 643	\$ 581	\$ 6,444	\$ -	\$ 980
Benefits	\$ 356,195	\$ 122,421	\$ 38,813	\$ 121,932	\$ 15,785	\$ 3,706	\$ 9,260	\$ 5,794	\$ 1,925	\$ 2,424	\$ 4,523	\$ 9,325	\$ 10,230	\$ 2,089	\$ 1,926	\$ -	\$ -	\$ -	\$ -	\$ 3,884	\$ 160	\$ 145	\$ 1,607	\$ -	\$ 245
Total Personnel	\$ 1,784,283	\$ 613,241	\$ 194,427	\$ 610,793	\$ 79,071	\$ 18,564	\$ 46,389	\$ 29,026	\$ 9,644	\$ 12,143	\$ 22,655	\$ 46,710	\$ 51,244	\$ 10,465	\$ 9,650	\$ -	\$ -	\$ -	\$ -	\$ 19,455	\$ 804	\$ 726	\$ 8,052	\$ -	\$ 1,225
Other Than Personnel Service (OTPS):																									
Direct Expenses																									
Total Direct Expenses (OTPS)	\$ 1,527,346	\$ 529,703	\$ 213,056	\$ 400,542	\$ 2,862	\$ -	\$ 1,445	\$ 847	\$ 246	\$ 8,760	\$ 71,317	\$ 1,001	\$ 38,786	\$ 1,012	\$ 1,176	\$ -	\$ -	\$ 26,810	\$ 1,500	\$ 89,940	\$ 4,981	\$ 4,196	\$ 43,293	\$ 78,777	\$ 7,097
Allocated Expenses																									
Total Allocated Expenses (OTPS)	\$ 468,386	\$ 220,392	\$ 42,943	\$ 142,922	\$ 14,226	\$ 3,991	\$ 8,793	\$ 4,889	\$ 1,883	\$ 1,994	\$ 4,427	\$ 8,538	\$ 10,259	\$ 1,455	\$ 1,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leveraged by other grants																									
Total Expenses by Program/Function	\$ 3,780,015	\$ 1,363,336	\$ 450,426	\$ 1,154,258	\$ 96,158	\$ 22,555	\$ 56,627	\$ 34,762	\$ 11,773	\$ 22,898	\$ 98,398	\$ 56,249	\$ 100,289	\$ 12,932	\$ 12,500	\$ -	\$ -	\$ 26,810	\$ 1,500	\$ 109,395	\$ 5,785	\$ 4,922	\$ 51,345	\$ 78,777	\$ 8,322
Revenues Less Expenses	\$ 97,368	\$ 24,071	\$ 6,821	\$ 30,128	\$ 6,504	\$ 3,362	\$ 0	\$ 0	\$ 0	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ (0)	\$ (0)	\$ 3,007	\$ 525	\$ (0)	\$ 8,500	\$ (0)	\$ 0	\$ 130	\$ 14,319	\$ 0	\$ 0
Available Funds	\$ 70,887			\$ 61,020	\$ 9,866	\$ 0	\$ 0	\$ 0	\$ 0	restricted	restricted	\$ 0	\$ (0)	\$ (0)	restricted	restricted	restricted	restricted	restricted	restricted	restricted	restricted	restricted	restricted	restricted

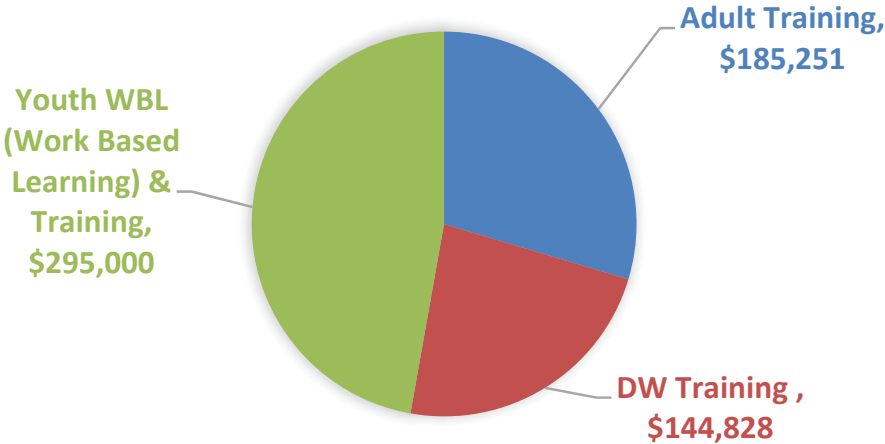
Final Budget Notes:
 Final Carry-in determined and adjusted: increased \$419,587 - combination 20% allowable carry-forward and unused training funds added back into budget (\$419,587 + \$948,207 = \$1,367,794)
 Final Allocations - initial estimate over \$19,732
 Local Contracts - initial estimate over \$19,519
 Salaries/wages increase \$50,845 (1 added position to program for eligibility)
 Direct Expenses increased \$302,804
 Training funds increased based on carry-in from prior year \$146,647
 Training Obligations (PO's) determined and funds set aside \$388,483
 Total Allocated Expenses reviewed and reduced by \$50,085
 AB1149 (Formerly SB734) Training funds direct funds budgeted is 30% due to uncertainty of leverage funds to meet the allowable 10%

MCWIC PROGRAM BUDGET FY 19-20



WIOA PROGRAM

AB1149 ADULT/DW BUDGET 36% OF ALLOCATIONS
YOUTH WBL 30% OF ALLOCATIONS





PRIORITY OF SERVICE FOR VETERANS AND ELIGIBLE SPOUSES

EDD Issuance Date: 9/11/19
WDB Review Date: 10/17/19

EXECUTIVE SUMMARY:

This document establishes the Workforce Development Board of Madera County's policy and procedures regarding the priority of service requirement for veterans and their eligible spouses for U.S. Department of Labor (DOL) funded programs and services. This policy applies to all recipients and subrecipients of Workforce Innovation and Opportunity Act (WIOA) Title I funds in Madera County.

This policy finalizes the guidance provided in Workforce Services Draft Directive WSDD-191, issued by the State for comment on November 30, 2018, and supersedes previous guidance issued in WSD 08-10, dated June 29, 2009.

Effective Date:

This policy is retroactively effective on the date of issuance of Directive WSD19-04 by EDD, upon approval by the Workforce Development Board.

References:

- WIOA (Public Law 113-128) Sections 3(5), 3(36), and 3(50), and 134
- *Veterans Benefits, Health Care, and Information Technology Act of 2006* (Public Law 109-461)
- *Jobs for Veterans Act (JVA) of 2002* (Public Law 107-288)
- Title 38 *United States Code* (U.S.C.) Sections 101(2), 4213, and 4215(a), and Chapters 11, 13, 15, 30-31, 33, and 35-36.
- Title 20 *Code of Federal Regulations* (CFR) Part 1010: "Priority of Service for Covered Persons"
- Title 20 CFR Sections 680.600, 680.650, and 683.230
- Training and Employment Guidance Letter (TEGL) 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Services, as amended by Title III of WIOA, and for implementation of the WIOA Final Rules* (March 1, 2017)
- TEGL 26-13, Subject: *Impact of the U.S. Supreme Court's Decision in United States v. Windsor on Eligibility and Services Provided Under Workforce Grants Administered by the Employment and Training Administration* (June, 18, 2014)
- TEGL 10-09, Subject: *Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or part by DOL*

(November 10, 2009)

- Workforce Services Directive [WSD15-14 \(PDF\)](#), Subject: *WIOA Adult Program Priority of Service* (January 22, 2016)

State-Imposed Requirements:

This policy contains no state-imposed requirements.

Background:

On November 7, 2002, President Bush signed the JVA into law to revise and improve employment, training, and job placement services furnished to veterans. Section 2(a) of the Act mandates priority of service for veterans and eligible spouses “who otherwise meet the eligibility requirements for participation” in DOL programs.

The JVA, and the priority of service it requires, acknowledges the sacrifices of the men and women who have served in the U.S. Armed Forces. Priority of service honors veterans and eligible spouses as our “heroes at home” and provides clear entry points into high-growth, high-wage civilian jobs, and easily accessible post-secondary education and training to support their advancement along career pathways. Veterans and eligible spouses possess unique attributes and contribute greatly in the workplace. They are an important source of highly skilled and experienced talent and play an important role in regional workforce development strategies.

Policy and Procedures:

Definitions

The definitions listed below are for the purposes of implementing priority of service only. The definitions of “veteran” and “eligible spouse” applicable to the priority of service requirement are different from, and broader than, than the definitions of “veteran” and “other eligible persons” applicable to services provided by the Disabled Veterans’ Outreach Program Specialist and Local Veterans’ Employment Representative staff.

Covered Person – a veteran or eligible spouse.

Eligible Spouse – the spouse (including the same-sex spouse) of any of the following:

- a. Any veteran who died of a service-connected disability.
- b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action.
 - ii. Captured in the line of duty by a hostile force.
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power.
- c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the U.S. Department of Veterans Affairs (VA).
- d. Any veteran who died while a disability, as indicated in category c. of this definition, was in existence.

A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g., if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level), or upon divorce from the veteran or service member.

Note: A surviving spouse who is a widow or widower AND remarries on or after December 16, 2003, AND on or after attaining age 57, is entitled to continue to receive Dependency and Indemnity Compensation.

Non-covered Person – any individual who neither meets the definition of veteran nor the definition of eligible spouse.

Point of Entry – the point at which a veteran or eligible spouse expresses an interest in receiving employment, training, and placement services. It may be in-person or online, and can include physical locations such as reception areas, resource areas, and self-service kiosks in an America's Job Center of CaliforniaSM (AJCC), as well as websites such as CalJOBSSM, and other virtual service delivery resources.

Priority of Service – with respect to any qualified job training program, a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of the law. Such priority includes giving access to such services to a covered person before a non-covered person or, if resources are limited, giving access to such services to a covered person instead on a non-covered person.

Program Operator – a recipient or subrecipient of DOL funds for a qualified job training program.

Qualified Job Training Program – any program or service for workforce preparation, development, or delivery that is directly funded, in whole or in part by the DOL.

Recipient – an entity that is awarded federal financial assistance, in whole or in part, directly from the DOL or through a subaward for any qualified job training program.

Subrecipient – an entity that is awarded federal financial assistance through a subaward funded by the DOL for any qualified job training program.

Veteran – a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes. Active service does not include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.

Priority of Service

Program operators are required to provide priority of service to veterans and eligible spouses for all WIOA funded activities, including technology-assisted activities.

Priority of service means that veterans and eligible spouses are entitled to take precedence over non-covered persons in obtaining employment, training, and placement services. More specifically, a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person.

In implementing priority of service, program operators must ensure veterans and eligible spouses receive basic career services and individualized career services before other non-covered individuals. Additionally, they must ensure veterans and eligible spouses receive first priority on waiting lists for training slots and are enrolled in training prior to non-covered persons. However, once a non-covered participant is enrolled in a workshop or training class, priority of service is not intended to allow a veteran or eligible spouse to bump the non-covered participant from that class or service.

Program operators must ensure that priority of service is applied by all subrecipients of DOL funds. Pertinent language should be included in contracts, subgrants, solicitations for proposals, memorandums of understanding, and other service provision agreements.

Applying Priority of Service

The application of priority of service varies depending on the eligibility requirements of the particular program. There are four basic categories of DOL-funded programs: universal access programs, programs that require participants to meet specified eligibility criteria, programs with statutory priorities, and programs with discretionary priorities. The following describes how priority of service applies to these basic types of programs.

Universal Access Programs

For workforce programs that operate or deliver services to the public as a whole without targeting specific groups (e.g., WIOA basic career services), veterans and eligible spouses receive priority of service over all other program participants.

Programs with Eligibility Criteria

Eligibility criteria identify basic conditions that each participant in a specific program is required to meet. For example, for the WIOA Adult, Dislocated Worker, and Youth programs, every participant is required to meet program eligibility requirements (e.g., age, selective service registration, etc.). A veteran or eligible spouse must first meet all of the eligibility criteria in order to be considered eligible for participation in the program. Once determined eligible for participation, the veteran or eligible spouse receives priority for participation in the program and receipt of services.

Programs with Statutory Priorities

In addition to the eligibility criteria that all participants are required to meet, some programs have priorities that target certain populations and establish a rank order for enrolling or serving participants (e.g., the WIOA priority for Adult funds to serve recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient). While veterans' priority is

required under federal law and cannot be waived, it is not intended to displace existing eligibility requirements and statutory priorities. Therefore, in these instances, veterans and eligible spouses must first meet both the program's eligibility and statutory priority criteria to receive priority for participation in the program and receipt of services. Program operators must determine the status of each individual veteran or eligible spouse and apply priority of service in the following order:

1. Veterans and eligible spouses who meet the program's statutory priority requirement (e.g., veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient).
2. Non-covered persons who meet the program's statutory priority requirement (e.g., non-covered persons who are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient).
3. Veterans and eligible spouses who do not meet the program's statutory priority requirement.
4. Priority populations established by the Governor and/or Local Workforce Development Board.
5. Non-covered persons outside the program's statutory priority requirement.

Programs with Discretionary Priorities

Programs with discretionary priorities may make an effort to provide a certain level of service to a particular group. However, the law does not mandate that the target group be served before other eligible individuals. With respect to priority of service, the only feature that distinguishes discretionary targeting programs from universal access programs is the additional application of the discretionary targeting criterion to non-covered persons. Therefore, program operators must apply priority of service in the order below:

1. Veterans and eligible spouses.
2. Non-covered persons within the discretionary targeting group.
3. Non-covered persons outside the discretionary targeting group.

Income Eligibility Requirements

When determining eligibility for programs that have a statutory requirement to serve low-income individuals, many types of military service-related income are exempt. Specifically, the following pay, financial allowances, and financial benefits must be disregarded for veterans, transitioning service members, or any other individuals for whom these amounts would normally be applied in making an eligibility determination.

- Military pay or allowances paid while on active duty.
- Military pay or allowances paid by the VA for vocational rehabilitation, disability payments, or related VA-funded programs (including the VA work study allowance), and including any financial benefits received under the following chapters of Title 38 U.S.C.:
 - Chapter 11 - Compensation for service-connected disability or death.
 - Chapter 13 - Dependency and indemnity compensation for service-connected deaths.
 - Chapter 30 - All-volunteer force educational assistance program.

- Chapter 31 - Training and rehabilitation for veterans with service-connected disabilities.
 - Chapter 33 – Post-9/11 educational assistance.
 - Chapter 35 - Survivors' and dependents' educational assistance.
 - Chapter 36 - Administration of educational benefits.
- Any benefits received under Title 10 U.S.C. Chapter 106 - Educational assistance for members of the selected reserve.

In contrast, the following types of military-related income are included in low-income calculations:

- Pension payments authorized by Title 10 U.S.C., such as those received by military retirees, whether or not their retirement was based on disability.
- Pension benefits paid under Title 38 U.S.C. Chapter 15 – Pensions for low-income, wartime veterans who are disabled for reasons not connected or related to their military service.

It is also important to note that VA benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements. Therefore, veterans or eligible spouses who are eligible for the GI Bill or other forms of VA-funded education or training are not required to coordinate their entitlement to those benefits with their eligibility for WIOA-funded training, as stipulated under 20 CFR Section 680.230. Specifically, program operators may not require veterans or eligible spouses to exhaust their entitlement to VA-funded training prior to enrolling them in WIOA-funded training.

Identifying Veterans and Eligible Spouses

Program operators must put processes into place to ensure that veteran and eligible spouses are identified at the point of entry and given an opportunity to take full advantage of priority of service. The point of entry includes physical locations such as AJCCs, as well as websites such as CalJOBSSM, and other virtual service delivery resources. These processes should ensure that veterans and eligible spouses are aware of their entitlement to priority of service, the full array of employment, training, and placement services available under priority of service, any applicable eligibility requirements for those programs and services, and in cases of online points of entry, how to access assistance via the nearest America’s Job Center of CaliforniaSM.

Documenting Eligibility for Priority of Service

It is not necessary for staff to verify the status of a veteran or eligible spouse until the individual undergoes eligibility determination and is enrolled in a WIOA individualized career service or training service. Until the point at which the participant receives an individualized career service or training service, an individual who states they meet the veterans’ priority eligibility criteria must be accorded veterans’ priority of service on the basis of self-attestation.

In those instances in which eligibility determination and enrollment in a WIOA individualized career service occur at the point of entry, a covered person must be enrolled, provided immediate priority,

and permitted to follow-up subsequently with any required verification of his or her status as a covered person.

Local Policy and Procedures

Program Operators will implement priority of service for veterans and eligible spouses within existing service delivery strategies. Local processes and procedures ensure that veterans and eligible spouses are identified at the point of entry and given an opportunity to take full advantage of priority of service. The processes and procedures ensure that veterans and eligible spouses are aware of their entitlement to priority of service, the full array of employment, training, and placement services available under priority of service, and any applicable eligibility requirements for those programs and/or services. Additionally, program operators will ensure that written copies of local priority of service policies are maintained at all service delivery points and, to the extent practicable, posted in a way that makes it possible for members of the general public to easily access them.

ACTION:

Please bring this policy to the attention of all relevant parties.

INQUIRIES:

Questions regarding this policy should be directed to the Executive Director or designee at (559) 662-4500.

Provider: Central Learning Adult School Site
 Program: Nurse Assistant

AGENDA ITEM 6.18

This program is eligible for financial assistance under the Workforce Innovation & Opportunity Act (WIOA)

Learn more about the program scholarship information.

Program Summary

Description: A training program to prepare students for the state Certified Nurse Assistant Competency Exam
 Credential Attained: An industry-recognized certificate or certification, A license recognized by the State involved or the Federal Government, Employment
 Grievance Procedure:
 Refund Policy:

Program / Service Locations

Location	Address	City State Zip
Central Learning Adult School Site - Primary	2698 N Brawley Ave	Fresno, CA - 93722

Program Length

Duration: 183 Hours
 Class Frequency: Daily
 Class Time: 132 Hours
 Other Time, including lab: 126 Hours
 Total Time: 258 Hours
 Classes Offered: Day

Program Costs

Approved Costs

Tuition: \$170.00
 Other Costs, including tools, books, etc: \$590.00
 Total Program Costs: \$760.00

Most Recent Costs

Tuition: \$170.00
 Other Costs, including tools, books, etc: \$590.00
 Total Program Costs: \$760.00

The display of costs does not constitute a guarantee that the amounts will be fully paid by the WIOA program.

Class / Faculty Size

Minimum Class Size: 12
 Maximum Class Size: 30
 Number of Instructors: 2

Curriculum

Show Curriculum

Additional

Qualifications of Instructors: Not Available

Program Prerequisites: must have a 9th grade reading and math level, pass physical and background checks, current on immunizations.

Equipment Used in Program: standard healthcare worker medical equipment.

Target Occupations: Nurse Assistant
Nursing Assistants

Skills

Show Skills

Program / Service Performance

Select a Performance Year to view the associated performance data.

Performance Year: 2015 ▼

WIOA Performance Summary

Population	Completion Rate	Credential Rate	Employment Rate Q2 After Exit	Employment Rate Q4 After Exit	Employment Rate (Available for Work) Q2 After Exit	Employment Rate (Available for Work) Q4 After Exit	Employment Rate Related Occupation	Median Earnings
WIOA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0
Overall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0



Director Nomination

To: Workforce Development Board of Madera County

From: The Madera District Chamber of Commerce

The Madera District Chamber of Commerce proudly submits the name of Mark Choe, to the Madera County Board of Supervisors for nomination to the Workforce Development Board of Madera County.

A handwritten signature in cursive script that reads 'Glibi Bray'.

Signature

President/CEO

Title

October 17, 2019

Date



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Director Application

NAME: Mark Choe	TITLE GM
EMPLOYER: The Pines Resort	
ADDRESS:	
PHONE:	FAX:
EMAIL:	ALTERNATE EMAIL:

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. Bass Lake Chamber	5 years
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

REFERENCES:	PHONE:
Tom Wheeler	_____
Brett Fazier	_____
Connie Beauregard	_____
Bob Macualay	_____
Yuli Gotsev	_____

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

My family's business, The Pines Resort is one of the top employers in the county with over 210 employees during the summer. Being that we are one of the largest hospitality businesses in a county that derives much of it's revenue from tourism leads me to believe that I can offer some insight and value to the Madera County workforce.

Brett Fazier had originally suggested I join the board and after speaking with Tracie I think that I would be a good fit for the position. Hopefully I can help in mission of helping businesses and workers in Madera County.

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

I've started, owned and operated 5 businesses in all different sectors over the last 21 years. Currently I conduct training with managers and staff on a regular basis. I am also involved with our very talented and skilled HR managers to create system for onboarding and training staff.

I have created new positions and systems as the business has grown such as an event coordinator, activity host and more.

I myself am a perennial student. I have a quarterly workshop I attend every quarter in Toronto. I also attend many seminars and conferences so that I am always learning new ways of doing things better.

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

I also volunteer as a kickboxing instructor at Kihon Martial Arts in Oakhurst for the past 5 years.



SIGNATURE

9/21/2019

DATE

America's **JobCenter**
of California™



Director Nomination

To: Workforce Development Board of Madera County

From: The Madera District Chamber of Commerce

The Madera District Chamber of Commerce proudly submits the name of **Lanie Suderman**, to the Madera County Board of Supervisors for nomination to the Workforce Development Board of Madera County.

A handwritten signature in cursive script, appearing to read 'Glibi Bray', is written over a horizontal line.

Signature

President/CEO

Title

October 17, 2019

Date



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Director Application

NAME: Lanie Suderman	TITLE: Director of Operations
EMPLOYER: Visit Yosemite Madera County	
ADDRESS:	
PHONE:	FAX:
EMAIL:	ALTERNATE EMAIL:

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. Rotary Club of Oakhurst Sierra	6 years
2. Eastern Madera County Chamber Alliance	4 years
3. CAL Travel	5 years
4. Eastern Madera County Emergency Taskforce	5 years
5. Gold Country Visitors Authority	2 years

REFERENCES:	PHONE:
Supervisor Tom Wheeler	
Bobby Kahn	
Rhonda Salisbury	
Theresa Wilson	
Michelle Miller	

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

Tourism and Workforce Development go hand in hand. The tourism industry suffers for lack of qualified employees. I'd like to better understand the issues and advocate for our partners.

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

Many years of management positions provided me first hand experience of the challenges Eastern Madera County tourism partners face when it comes to attracting and maintaining qualified employees.

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

I want to be a part of the discussion our region faces, along with California, on the housing crisis.



SIGNATURE

10-9-19

DATE

America's **JobCenter**
of CaliforniaSM

Transfer of Funds Request

1. Local Area Madera County

2. Subgrant Number K9110024 3. Request Date 10/1/2019

4. Program Year 2018 5. Transfer Request No 02

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 \$284,912.00

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 10/17/2019

Date of Local Board meeting to approve transfer 10/17/2019

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 Tracie Scott-Contreras

Title Executive Director

Date 10/17/19

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.

Continue to see a reduction of dislocated eligible customers, and increase in Adult eligible customers along with an increase in need for training for Adult customers.

Transfer of Funds Request Budget Plan

Local Area MADDate Prepared 10/1/2019
 Subgrant Number K9110024
 Year of Appropriation 2018

Grant Code	Adult to DW	DW to Adult
	<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	752,228	599,412
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	200,000	(200,000)
4. Current Amount to be Transferred	284,912	(284,912)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	1,237,140	114,500

TOTAL ALLOCATION COST CATEGORY PLAN	ADULT	DW
6. Program Services (Lines 6a through 6c)	1,113,426	103,050
a. Career Services (WIA Core Services / Intensive Services)	822,173	86,192.88
b. Training Services	250,000	15,574.12
c. Other	41,253	1,283.00
7. Administration	123,714	11,450.00
8. TOTAL (Lines 6 plus 7)	1,237,140	114,500

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)	ADULT	DW
9. September 2018	0	0
10. December 2018	0	0
11. March 2019	49,039	0
12. June 2019	530,603	57,694.00
13. September 2019	898,843	114,500
14. December 2019	1,237,140	114,500
15. March 2020	1,237,140	114,500
16. June 2020	1,237,140	114,500

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

Jessica Roche, Controller

559-662-4590

Contact Person, Title

Telephone Number

Comments

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Transfer of Funds Request Participant Plan

Local Area: MADPrepared Date 10/1/2019

Enter the number of individuals in each category.

TOTALS FOR PY 20	ADULT	DW
1. Registered Participants Carried in from PY 2017	196	25
2. New Registered Participants for PY 2018	347	31
3. Total Registered Participants for PY 2018 (Line 1 plus 2)	543	56
4. Exiters for PY 2018	269	28
5. Registered Participants Carried Out to PY 2019 (Line 3 minus 4)	274	28

PROGRAM SERVICES		
6. Career Services	1,070	112
a. Basic Career Services (WIA Core Services)	536	56
b. Individualized Career Services (WIA Intensive Services)	534	56
7. Training Services	157	25

EXIT STATUS		
8. Entered Employment	50	10
9. Training-Related	10	3
10. Entered Military Service	0	0
11. Entered Apprenticeship Program	1	0
12. Exited for Exclusionary Reasons	15	0

Maiknue Vang, Deputy Director

Contact Person, Title

559-662-4503

Telephone Number

Comments:

Although the DW enrollment numbers did not drop very much, the number in training combined with the fact the training was expedited low cost, the staff time along with expensed training is considerably lower than estimated. However, there has been an increase in the Adult eligible individuals, of whom are harder to serve than in prior years and enrollment is longer than usual.



USE AND CONFIDENTIALITY OF PARTICIPANT PERSONALLY IDENTIFIABLE INFORMATION (PII)

EDD Revision Date: N/A
WDB Review Date: 10/17/19

EXECUTIVE SUMMARY

PURPOSE:

This document establishes the Workforce Development Board of Madera County's policy on the use and confidentiality of Participant Personally Identifiable Information (PII)

REFERENCES:

Law

- Workforce Innovation and Opportunity Act of 2014 (WIOA)
- Privacy Act of 1974, Section 7
- California SB168, Title 1.81.1 – Confidentiality of Social Security Numbers
- California AB763 – Privacy: Social Security Numbers
- Federal Information Security Management Act (FISMA)

Federal Guidance

- Training and Employment Guidance Letter (TEGL) 05-08 – Policy for collection and Use of Workforce System Participants' Social Security Numbers
- TEGL 39-11 – Guidance on the Handling and Protection of Personally Identifiable Information (PII)
- OMB Memorandum M-07-16 – Safeguarding Against and Responding to the Breach of Personally Identifiable Information
- NIST SP 800-122 – Guide to Protecting the Confidentiality of PII

ATTACHMENTS:

- Attachment A: Staff/Representative Confidentiality Agreement
- Attachment B: Participant Confidentiality Rights
- Attachment C: Definitions of Key Terms

POLICY:

Employees, contractors, consultants, and volunteers of the WDB (herein "staff and representatives") may be exposed to participant information that is confidential and/or

privileged and proprietary in nature. As part of grant activities, staff and representatives may have access to large quantities of personally identifiable information (PII) relating to individual program participants. This information could be found in participant files and data sets, performance reports, program evaluations, grant and contract files, and other sources.

The WDB expects all staff and representatives to respect the privacy of clients and to maintain their personal and financial information as confidential. Access to any PII must be restricted to only those staff and representatives who need it in their official capacity to perform duties pertaining to the scope of work in the grant or contract agreement. No information may be released without appropriate authorization.

Customer Awareness

Individuals must be informed in writing how their information will be used and that their information will be protected and that their personal and confidential information:

- May be shared among federal and state agencies, partner staff and contractors;
- Is used only for delivering services and that further disclosure of their confidential information is prohibited; and that
- PII will be used for grant and eligibility purposes only.

Every individual receiving WIOA or other WDB services must read, sign and date a Release of Information to share their information with partner agencies. Individuals must be informed that they can request that their information not be shared among partner agencies and that this does not affect their eligibility for services.

Staff and representatives should engage in practical ways to reduce potential security breaches and protect sensitive information and PII by:

- Reducing the volume of collected and retained information to the minimum necessary;
- Limiting access to only those individuals who must have such access; and
- Using encryption, strong authentication procedures, and other security controls to make information unusable by unauthorized individuals.

Protecting Information

PII and confidentiality require special precautions to protect them from unauthorized use, access, disclosure, modification, and destruction. Confidentiality means that data, reports, and other outputs are safeguarded against unauthorized access. Staff will exercise extreme care and caution when working with confidential information to ensure the privacy of the applicant or customer.

Physical Data Protection Requirements

All sensitive or PII data obtained should be stored in an area that is always physically safe from access by unauthorized persons. Staff and representatives must not leave personal and confidential information left open and unattended.

When a staff or representative's desk is unattended, it is the staff or representative's

responsibility to ensure that personal and confidential information, including PII, is secured in closed containers such as locked drawers or offices when not in use. This means that all documents containing personal and confidential information must not be left on desks, fax machines, printers, or photocopiers unattended. Desktops and computers will be kept clear of papers and/or files containing confidential information that are not being used. Desktops and computers will be kept clear of confidential information during non-business hours.

Any papers containing PII and/or confidential information are to remain in the office. All discarded paper containing confidential information shall be placed in a locked shredder bin or shredded.

Any participant files stored for performance or archiving purposes must be clearly marked as containing personal and confidential information. Staff and representatives should retain participant PII only for the period required for assessment or performance purposes. Thereafter, all data must be destroyed by a qualified company to minimize risk of breach.

Electronic Data Protection Requirements

To safeguard WDB's electronically stored data, each user will receive a designated and authorized log-on(s) and password(s) that restrict users to the applications or functions commensurate with their assigned responsibilities, supporting an appropriate segregation of duties. This is such that unauthorized persons cannot reasonably retrieve the information by means of a computer.

The WDB expects all staff to secure mobile equipment, such as laptop computers and other devices that may have PII stored on them. Devices should be password protected and safeguarded when not in use. Accessing and storing data containing PII on personally owned equipment at off-site locations, such as the employee's home, and on non-managed IT services, such as Google or Yahoo, is prohibited.

Transmission of Confidential Information

Staff and representatives should avoid communicating sensitive information or PII about an applicant or participant to partner agencies or other staff via email. If it is necessary, staff and representatives must ensure that the intended recipient is the only individual that has access to the information and that the recipient understands they must also protect the information. Staff and representatives must only communicate sensitive information or PII through WDB emails and not through third party or personal email addresses.

PII and other sensitive data transmitted via email or stored on mobile data storage (such as thumb drives) must be encrypted. Staff and representatives must not e-mail unencrypted sensitive PII to any entity, including the Department of Labor, WDB staff, or contractors. Staff and representatives should discourage participants from emailing personal and confidential information to their case managers.

Any information posted to social media sites is considered public record and is subject to public disclosure. No sensitive information or PII should be posted to social media sites.

Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information.

Social Security Numbers

Social security numbers are protected as high-risk information. When requesting a participant's social security number, staff and representatives should explain how the social security number will be used and how the participant's privacy will be ensured.

Staff must request a participant's social security number when offering the following services:

- Staff-assisted service related to eligibility determination, job search activity, and employment;
- All training and educational services; and
- Self-services through CalJOBS.

However, an individual is not required to provide their social security number to receive WIOA services, and services cannot be denied to an individual due to their refusal to disclose their social security number.

Whenever possible, staff and representatives should use unique identifiers for participant tracking instead of social security numbers. While social security numbers may be needed for initial eligibility or performance purposes, a unique identifier should be linked to each individual record and used thereafter. This includes such records as training or contract documents. If social security numbers are to be used for specific tracking purposes, they must be stored or used in such a way that it is not attributable to the individual. For example, a training document should not include the participant name and social security number, rather the participant name and a truncated social security number.

Social Security numbers may not be listed on anything mailed to a client or to another agency unless required by law, or the document is a form or application. Social Security numbers may not be left on a voice mail message.

Medical and Disability Records

Medical and disability records are additionally protected as confidential information. To ensure the information is protected, any medical or disability records must be kept separately from working participant files and kept in a secured physical and/or electronic location. Only the portion of the participant's information that reveals the presence of a disability or other data elements should be included in the participant's file to minimize staff and representative access to medical files.

Once collected, access to the medical file should be limited and only accessed:

- With the approval of program management and only when necessary for WIOA service delivery;
- By first aid and safety personnel in the event of an emergency; or

- By local, state, or federal monitors.

Participant medical and confidential information will remain in the secured location until file is shredded.

Security Breaches

Any staff or representative who becomes aware of any actual or attempted PII security breach resulting from the inadvertent or intentional leak of release of confidential information, including PII, shall immediately inform their direct supervisor. PII security incidents include, but are not limited to, any event (intentional or unintentional) that causes the loss, damage, or destruction, or unauthorized access, use, modification, or disclosure of information assets. The system or device affected by a PII security incident shall be immediately removed from operation. It shall remain removed from operation until correction and mitigation measures are applied.

Supervisors should assess the likely risk of harm caused by the breach and then assess the level of breach. Supervisors should bear in mind that notification when there is little or no risk of harm might create unnecessary concern and confusion.

Four factors should be considered to assess the likely risk of harm:

- Nature of the Data Elements Breached
- Number of Individuals Affected
- Likelihood the Information is Accessible and Usable
- Likelihood the Breach May Lead to Harm

WDB will inform the California Employment Development Department of breaches believed to cause harm. Breaches subject to notification requirements include both electronic systems as well as paper documents.

Individuals assessing the likely risk of harm due to a security breach should exercise the objectivity principle, which requires individuals to show the highest professional objectivity level in collecting, assessing, and communicating information about the breach examined. Further, assessors are expected to perform a balanced assessment of every relevant situation and they must not be influenced by their own or other people's interest while forming judgments.

Staff Compliance

All employees must sign an acknowledgement that they have read the policy, understand the confidential nature of participant data and the potential sanctions for improper disclosure, and agree to abide by all other requirements and terms contained therein.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy. Any failure to comply with confidentiality requirements identified in this policy may result in termination or suspension of contract or employment, or the imposition of special conditions or restrictions to protect the privacy of participants or the integrity of PII data. Misuse or noncompliance with PII data safeguards could lead to civil and criminal

sanctions per federal and state laws.

Staff and representatives are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Disclaimer

This policy is based on WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act; Final Rule released by the U.S. Department of Labor, and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

INQUIRIES:

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



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

STAFF/REPRESENTATIVE CONFIDENTIALITY AGREEMENT

I, _____ [print name] certify that I have read and understand the Workforce Development Board of Madera County's (WDB) policy on **USE AND CONFIDENTIALITY OF PARTICIPANTS' PERSONALLY IDENTIFIABLE INFORMATION (PII)**. I understand that I may have access to customer and employer confidential records as part of my employment, contracting, or volunteer work with the WDB. Confidential information provided to our agency by any participant or by any federal, state, or county entity is protected by law, regulation, and policy.

I understand that it is my responsibility as part of the workforce development system in Madera County to protect the confidentiality of all Workforce Innovation and Opportunity Act (WIOA) applicants and participants, as well as customers utilizing the Workforce Assistance Center, an affiliate of the America's Job Centers of California (AJCC) system. I understand that in the workforce system's collection, usage, storage and transmission of customer information, the tenets of confidentiality are to be strictly enforced.

I understand that I have the responsibility to know whether information is protected. If I have any questions regarding whether particular information is confidential, I understand it is my responsibility to check with my supervisor.

I understand that unauthorized access, use modification, or disclosure of confidential information is a crime under state and federal laws, including but not limited to California Information Privacy Act §1798.53-§1798.57, CA Penal Code §502, §2111 of the Unemployment Insurance Code, and §10850 of the Welfare and Institutions Code. I understand that violation of this policy could result in:

- Disciplinary action
- Criminal action (including incarceration)
- Termination of employment
- Civil action

By signing below, I agree to follow and be bound by the terms and conditions regarding confidentiality of personal information contained therein. WDB staff or their designee have answered any questions I may have had regarding this policy.

Signature: _____

Name (Please Print): _____

Date: _____



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

PARTICIPANT CONFIDENTIALITY RIGHTS

Your privacy is one of our primary concerns. The Madera County Workforce Investment Corporation (MCWIC) makes every effort to provide you with a safe and private environment. The information below explains what information we gather and how we use it. It applies to all MCWIC uses of information and is intended to protect the confidentiality of all customer information.

Access to Data

Program staff must collect data in order to document eligibility and provide services per federal regulation under the Workforce Innovation and Opportunity Act (WIOA). MCWIC and subcontractors will make every effort to collect and store data in a secure manner. Access to any personal customer information is restricted to only those staff and representatives who need it in their official capacity to perform duties pertaining to service delivery.

For auditing and monitoring purposes, individuals' personal and confidential information may be shared among federal and state agencies, partner staff and contractors under the MCWIC umbrella. Access is for the purpose of determining compliance with, and ensuring enforcement of the provisions of WIOA. (Initial: _____)

Use of Release of Data

We may ask you to provide personal information when you:

- Use the CalJOBS website;
- Request services, support or information to validate eligibility;
- Share WDB content through social media;
- Subscribe to newsletters, or other materials; or
- Contact us for information on services available.

Information we may request includes your email address, name, address, telephone number, proof of U.S. residence, proof of age, selective service verification, and other data elements depending on program eligibility criteria. Data will only be used for the purposes of verifying eligibility, delivering services, and verifying performance measures. Upon request, data can be released to the subject of the information.

You may decide whether or not to provide your social security number. If you do not wish to provide this number, you can still receive services. The authority for the solicitation of social security numbers is from the California Unemployment Insurance Code, Section 15026. If you choose to provide your number, these are the ways it may be used by the WDB or the State of Studies and evaluation of training and employment programs in which you may participate:

- Getting information for future program and budget planning;
- Checking for possible participation by you in another state or federal programs;
- Studying long-term effects on all participants in this program;
- Finding ways to make this program more effective; or
- Sharing information with other employment and training programs. (Initial: _____)

How We Protect Your Data

To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards, secured files, and secured buildings. All sensitive individual data is stored in an area that is physically safe from access by unauthorized persons at all times and data transmitted electronically is encrypted.

Medical and disability records are additionally protected as confidential information. Any medical or disability records are kept separately in a secured physical and/or electronic location. Social security numbers are also protected as high-risk information. Whenever possible, staff and representatives will use unique identifiers to track individual data rather than personally identifiable information. (Initial: ____)

Disclosing Personal Information

The WDB may share your Personal Information with California Employment Development Department and U.S. Department of Labor monitors for the purpose of assessing programmatic and fiscal compliance. In addition, we may disclose your personal information when legally required or to protect our rights. Any other use of individual data will require written consent from the customer or customer’s parent/legal guardian. (Initial: _____)

Notification of Privacy Changes

The MCWIC privacy rights are outlined in the Use and Confidentiality of Participants’ Personally Identifiable Information (PII) policy which can be found on the MCWIC’s website at: <http://www.maderaworkforce.org/policy-documents/>. MCWIC reserves the right to make changes to this policy at any time. When changes are made they will be posted and available immediately with a revised effective date. We encourage you to periodically review the privacy policy. (Initial: ____)

Acknowledgement of Receipt

By signing below, I acknowledge that I have explained this agreement to the WDB-Affiliated customer.

Staff Printed Name: _____

Staff Signature: _____ Date: _____

By signing below, I acknowledge that I have read and understand this agreement. WDB staff have explained this agreement and answered any questions I may have had.

Individual Printed Name: _____

Individual Signature: _____ Date: _____

Definitions of Key Terms

Personally Identifiable Information (PII) as defined by OMB Memorandum M-07-16 is any information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal information that is linked or linkable to a specific individual.

There are two types of PII as defined by the U.S. Department of Labor in TEGL 39- 11 that are based on the "risk of harm" that could result from the release of the PII:

- **Protected PII** – is any information that if disclosed could result in harm to the individual whose name or identify is linked to that information. Examples include, but are not limited to, social security numbers, credit card numbers, bank account numbers, personal telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometrics identifiers, medical history, financial information, and computer passwords.
- **Non-Sensitive PII** – is information that if disclosed, by itself, could not reasonably be expected to result in personal harm as it is not linked or closely associated with any protected or unprotected PII. Examples include first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender, or race.

A combination of non-sensitive PII could potentially be categorized as protected PII. As example, a name and business e-mail address will not result in a high degree of harm to an individual. A name linked to a social security number and date of birth could result in identity theft.

A **Security Breach** as defined by TEGL 39-11 is used to include the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic.

Sensitive Information as defined by TEGL 39-11 is any unclassified information whose loss, misuse or unauthorized access to or modification of could adversely affect the interest of the conduct of Federal programs, or the privacy to which individuals are entitled under the Privacy Act.

ProPath, Inc
Workforce Management Consultants

Daniel X. Patterson
ProPath, Inc.
17891 Cartwright Road, Suite 100
Irvine, CA 92614

October 4, 2019

Workforce Development Board of Madera County
Attn: Brett Frazier, Chair
2037 W. Cleveland Avenue
Madera, CA 93637

One-Stop Operator Quarterly Report

Dear Chair Frazier,

Please find attached the One-Stop Operator Report for the period of July 1, 2019, through September 30, 2019. The partnership continues to make improvements in the areas identified in the Hallmark of Excellence Evaluation Report. The monthly partner and business committee meetings are forum for open and honest discussion and problem solving. I wanted to recognize their participation and on-going support and engagement.

If you have any questions please contact me at daniel@propathinc.com.



Daniel X. Patterson, OneStop Consultant
ProPath, Inc.

cc: Tracie Scott-Contreras, Executive Director
Madera County Workforce Investment Corporation

David Baquerizo, ProPath, Inc.

Attachment

**OneStop Operator Quarterly Report
July 1, 2019 through September 30, 2019**

Two partnership meetings are held each month. The first includes those programs that offer employment and training services to eligible clients. The second, includes representatives from those programs that conduct outreach and provide services to the business community. ProPath, Inc., (OneStop Operator) plans and facilitates these meetings.

The following is a summary of actions by the local partnership on the elements included in the Phase I Memorandum of Understanding (MOU) and/or Hallmark of Excellence Continuous Improvement Plan (Plan).

Integration and Alignment of Programs

The partnership has several initiatives under this category. The first involves coordinating and supporting mock interviews for clients and participants of Center programs. Several partners, as well as members of the local board, have volunteered their time and staff to support these mock interview panels. Their participation allows their agency to send their clients to have this experience and receive timely and critical experience and be referred to additional services in the Center. This consolidation should eliminate the duplication of effort by individual agencies.

The second initiative is the use of the Center logo as a source of connectivity between partner websites. For example, the Center home page has a comprehensive list of partners and a direct link to their websites. Partners have been asked to include this same information, or a copy of the Center logo to ensure the public is informed of the partnership that exists in the County between these agencies and the breadth of services that are available to them through the network. A number of partners have completed this work.

The third is a review of agency websites to ensure they meet accessibility standards and provide equal access to all members of the public. Additionally, they were asked to review the types of information and virtual access to programs offered by their agencies. Again, a number of partners have completed this work.

The fourth initiative completed during this period was to compile a list of the various workshops, and their schedules that are offered in the Center. This list has been placed in the CalJOBS system and is available to all partners to schedule their clients for these workshops.

The final initiative under this category is the development of a comprehensive listing of community-based organizations that provide a variety of supports for families and individuals in Madera County. This resource directory has been shared with partners to provide additional resources to their clients to ensure access to and awareness of these community services.

**OneStop Quarterly Report
Continued**

Other Efforts

The Employment Development Department continues to work towards establishing an Employer Advisory Council in Madera County. The Council is a forum for and supported by members of the business community and provides professional education and assistance to its members. Additional information will be provided as they begin outreach to members of the business community to establish leadership of the Council and plan for its first convening.

Customer Satisfaction Survey

The initial survey results were reviewed by the partnership. The use of the surveys on the public computers in the resource room has increased the numbers of responses received and staff are encouraging the clients to participate in the survey. The feedback received is favorable and supportive of staff efforts. All agreed this feedback could be expanded if partners sent the survey to their clients, as not all Center clients use the Resource Room. A copy of the survey link has been shared with all partners. The additional feedback should provide increased insight into the use of tools such as the Center's webpage, social media, Center accessibility, types of services offered and desired and identify opportunities for continued improvement. These results will be reviewed on a quarterly basis and responded to as warranted.

Community Outreach through Social Media

In an effort to increase community awareness of the services available, partners will share client success stories which will be posted to the Center's webpage and social media platform. This will provide a single location where all client successes can be accessed by the general public. The intent is to communicate the success of clients from a variety of backgrounds, share the breadth and type of assistance available from partners, and types of services received and outcomes achieved (e.g. educational achievement, pathways to higher education, the variety of pathways to employment, technical and soft skills gained that led to employment, etc.).

Business Committee

This group continues to work together to integrate common efforts to more effectively serve the business community. The partnership agreed to brand and market itself as the Workforce Business Division. We are in the final stages of developing common outreach materials and webpage content that provides a single message to the business community. It will also help us promote the partnership to business and access to all partners and services through a single web portal. The Committee received presentations from the Madera County Economic Development Commission, Small Business Development Center, and the California Manufacturing and Technology Consulting. These efforts will help program staff leverage the expertise and business

OneStop Operator Report Continued

services available through these partners and help provide a seamless outreach and message to the business community.

Going Forward

Work Employability Certificate

The partners desire to develop a Work Employability Certificate. With the various definitions used by each program has for work-readiness, it is important that we are all working towards the same goal. The conclusion being that a quality referral from a single partner reflected well on the entire partnership, and the inverse is also true. We reviewed feedback from the Workforce Board members on the topic of work-readiness skills, which reflected a greater importance on the development of soft skills versus technical competencies. To ensure the programs offered by Center partners are responsive to this input, workshop curriculum will be evaluated and updated/added to as necessary. Coordination with the Chambers, Madera County COMPACT, and other forums will be used to ensure the earning of the Certificate by clients is valued by the business community at large.

Partner Supplemental Survey

The partnership approved the use of a survey tool designed to obtain feedback from partner staff and leadership that interact with the Center partnership. The questions deal with customer flow, staffing, responsiveness to referrals, access and facility, equity in services, quality of training services, and awareness of programs and services available. The feedback will be used to identify areas for training and enhanced information sharing among partners and their staff.

Incident Reporting and Coordination

A conversation among partners in the Center will be used to develop a communications policy to ensure all partners are advised of any event that involves security or first responders. This will also ensure the clients' access to services are not unduly affected without due process and input from partners.

Thank you to the partner leadership and staff for their continued support and engagement in this work.

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Agenda Item 8.1

Consent Action Information

To: Workforce Development Board of Madera County
From: Tracie Scott-Contreras, Executive Director
Date: October 17, 2019
Subject: Program Impact Report

Information:

Staff is presenting a new report format to the Board for input and consideration; the Annual Program Impact Report for July 1, 2018 through June 30, 2019 is attached for the Board's review. We have developed the report in an infographic format, which can be posted either as a static PDF document, or as a more interactive on-line document. If there are additional or different data points the Board would like to see, staff will edit the report as we are able. This format will be provided following the end of each quarter, with the annual version provided at the end of each program year.

We continue to work through the contracting process for the Prison to Employment Direct and Support Services/Earn and Learn Grant but have not yet received notification from the regional lead that the State contracts have been signed. Implementation is likely to be delayed until November.

In response to the State Board's Request for Applications for the Breaking Barriers to Employment Act (AB1111), staff submitted an application as the lead with CVOC and the Educational Leadership Foundation to serve immigrants, migrant/seasonal farmworkers, unemployed & underemployed individuals, and English language learners in the project amount of \$429,539, with \$166,488 for MCWIC. We also partnered on another AB1111 regional application with the Fresno Regional Workforce Development Board, Reading and Beyond, and Fresno Economic Opportunity Commission to serve disadvantaged populations in the project amount of \$661,124, with \$105,000 for MCWIC. These funds are designed to create partnerships with local community-based organizations to assist targeted populations to successfully access the broader range of available workforce system services. **The State Board has not yet announced the awardees from this grant competition; awards announcements are anticipated this month.**

• **CCP/AB109:**

Grant award: \$56,627 In-Custody
\$34,762 Post-Release

Grant term: 7/1/2019 - 6/30/2020

Scope: Provide a 4-week workshop for In-Custody Pre-Release customers at Department of Corrections and facilitate periodic job fairs inside the facility. Additionally, provide a 3-hour group Orientation and CalJOBS system registration workshop to Post-Release individuals four times a month at the Center as well as coordinate monthly resource fairs with Probation at the Center.

of Participants to be Served: Open

of Participants Enrolled: 20 referred in-custody, 4 enrolled
19 referred post release, 0 enrolled

- **Department of Social Services (DSS) – Expanded Co-Enrollment and Occupational Skills Training Pilot:**

Grant award: \$98,398

Grant term: 7/1/2019 – 6/30/2020

Scope: An assigned Career Specialist to meet one on one with CalWORKs participants enrolled in the Welfare to Work's Career Club activity to determine their interest in concurrent participation in WIOA Title I services. Funding will also sponsor vocational training programs in occupations in demand in the local area that will result in a certificate or credential.

of CalWORKS participants referred from Career Club for WIOA Services: 5

of CalWORKS participants enrolled in WIOA Services: 0

of CalWORKS participants referred for Vocational Training: 5

of CalWORKS participants enrolled in Vocational Training: 0

- **Department of Social Services (DSS) – Job Fair**

Grant award: \$22,898 Annually

Grant term: 7/1/2017 – 6/30/2020

Scope: Coordinate an annual Job Fair each spring.

of Participants to be Served: Approximately 1,500 per event

of Job Seekers (April 4, 2019): 400

of Employers (April 4, 2019): 60

of Job Seekers who obtained employment within 90 days: 63

- **Disability Employment Initiative (DEI) -Technical Assistance:**

Grant award: \$7,000

Grant term: 10/1/2016 – 4/1/2020

Scope: Provide technical assistance to new grantees of the DEI project. Travel and attend quarterly meetings provided by State EDD. We have requested additional resources from the State to enable our team to continue to participate in TA activities.

- **Prison to Employment (P2E) Planning:**

Grant award: \$19,000

Grant lead: Worknet Merced County

Grant term: 10/1/18 – 3/31/20

Scope: Funding for planning and coordination of P2E activities.

- **Slingshot 2.0 – Construction Pre-Apprenticeship Pipeline for Ex-Offenders**

Grant award: \$12,500

Grant lead: Fresno Regional Workforce Development Board

Grant term: 4/1/19 – 11/30/19

Scope: Provide recruitment, screening, referrals, assessments, and case management, of ex-offenders into a multi-craft, pre-apprenticeship training from the building and construction trades. Upon completion of training, assist participants with applying to appropriate Union Apprenticeship Programs, connect participants to transitional jobs, or find other gainful employment.

of Participants to be Served: 5

of Participants to Enrolled: 1

- **Ticket-to-Work:**

Scope: Provide employment and training support to SSI/SSDI beneficiaries.

Ticket Payments Received 5/2019 - 09/2019: \$28,175
of Tickets Assigned: 20

Comprehensive Literacy Activities Supporting Success (CLASS)

Grant award: \$36,563

Grant lead: Office of Community and Economic Development, CSU, Fresno

Grant term: 3/1/2018 – 8/31/2019 – **Grant Closed**

Scope: Offers digital and financial literacy programs via OCED/CSUF Parent University; financial capability orientations offered by MCWIC staff and individual financial coaching provided by OCED staff members. Services are combined with ESL, ABE, and HiSET Preparation or other literacy activities.

Other Partners: Mission Economic Development Agency, San Francisco, CA

Participants to be Served: 200

of Participants Enrolled: 193

• **Wells Fargo Grant:**

Grant award: \$20,000

Grant term: 6/2018 until expended

Scope: Support an open entry/open exit HiSET Class in partnership with the Department of Social Services and the Madera Adult School.

of Participants to be Served: Open

of Participants Enrolled: **176**

Financing:

Workforce Innovation and Opportunity Act



FY 2018/2019

PROGRAM IMPACT REPORT

July 1, 2018 - June 30, 2019

**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

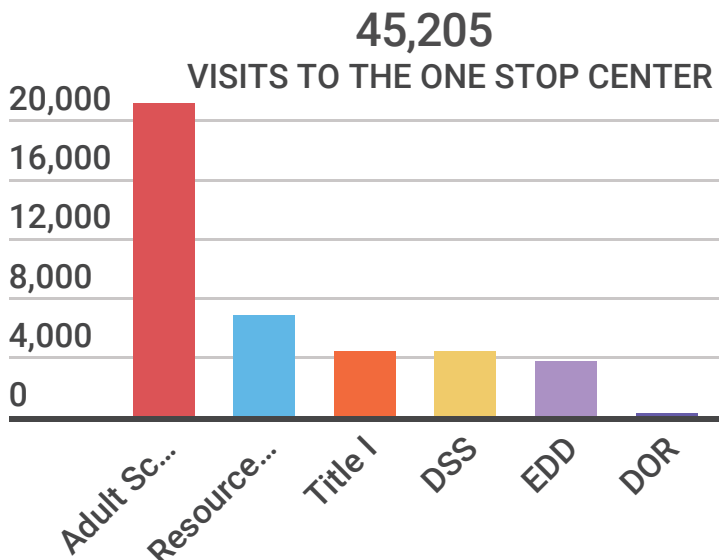
The Madera County Workforce Assistance Center is a partnership of community agencies specializing in meeting a variety of education, skill development, and employment needs.

19,711

Services Provided to individuals



256
Job Readiness
Workshop Attendees



Job Seeker Demographics

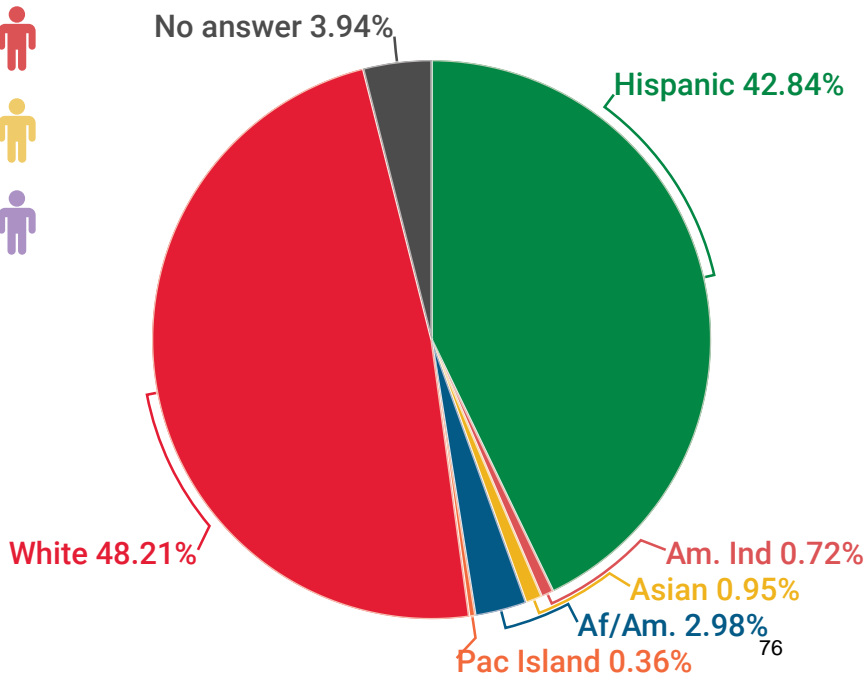
The Workforce Development Board of Madera County serves a diverse job seeker base. Numbers below represents individuals enrolled in WIOA Adult, Dislocated Worker and Youth programs.

AGE



- 16-21 (20.40%)
- 22-32 (40.35%)
- 33-44 (21.27%)
- 45-54 (11.62%)
- 55+ (6.35%)

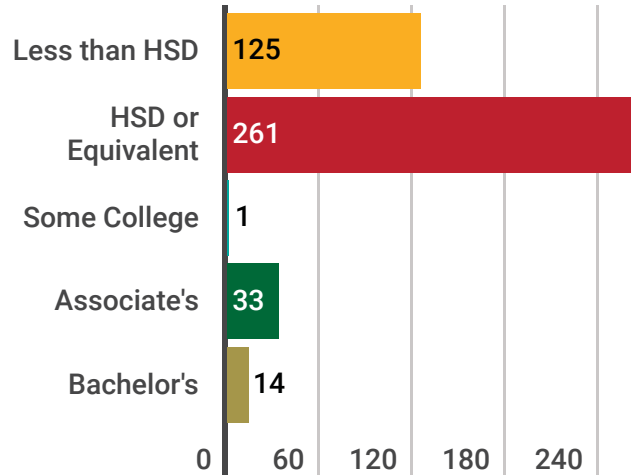
RACE/ ETHNICITY





- Chowchilla (53)
- Friant (1)
- Madera (388)
- Eastern Madera (12)

EDUCATIONAL ATTAINMENT



JOB SEEKER IMPACTS

ENROLLMENTS



456

Enrolled in WIOA

Employed - 2nd Quarter After Exit

86.6% ADULT

79.9% DISLOCATED WORKER

53.3% YOUTH

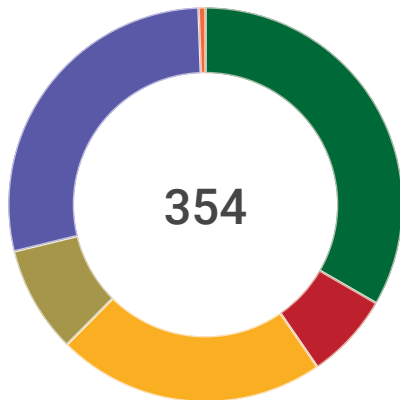


203

Training Services

ADULT/DW Supportive Services

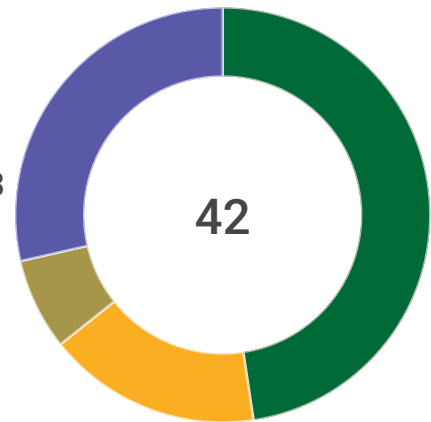
Total Cost
\$44,049.77



- Transportation 118
- Medical 25
- Other 78
- Educational Testing 100
- Tools/Clothing 31
- Academic Materials 2

YOUTH Supportive Services

Total Cost
\$13,472.13



- Transportation 20
- Other 7
- Tools/Clothing 3
- Educational Testing 12

OUTCOMES



Average Wage at Exit

DW: \$12.65

Youth: \$12.59

Adult: \$14.27



5,967

Median Earning
for 4th Quarter after exit



83

Industry Recognized/
Post Secondary Certificate

INVESTMENTS

\$4,611

Average Cost Per
Job Seeker Served

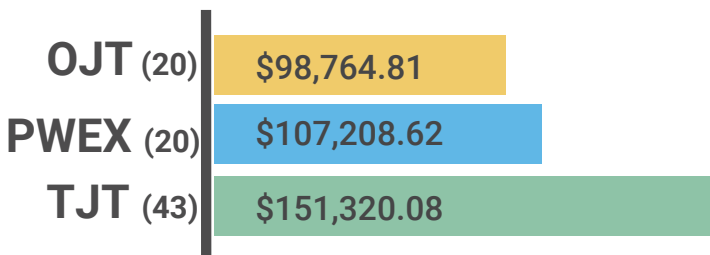


\$3,000

Average Cost
Per Training



Business Services



569

Internal Job Orders
Created

912

Services Provided
to Businesses

415 Businesses
Served

3 Job Fairs

79 Employers

616 Job Seeker Attendees



29

Business Outreach
Campaigns



Agenda Item 8.2

Consent Action Information

To: Workforce Development Board of Madera County
From: Tracie Scott-Contreras, Executive Director
Date: October 17, 2019
Subject: Labor Force Participation Rates

Information:

At a previous meeting, the Workforce Development Board members and staff discussed the fact that we are experiencing a comparatively low labor force participation rate here in Madera County, along with lower than average unemployment rates. The Board was interested in the demographic make-up of the individuals not currently participating in the labor force, to enable targeted outreach in an attempt to engage more individuals in services leading to labor force participation.

Demographic information from Census data regarding the characteristics of the population in Madera County not currently participating in the labor force are attached for review, discussion, and potential direction regarding outreach efforts.

Financing:

Workforce Innovation and Opportunity Act

Subject	Madera County, California				
	Total	Labor Force Participation Rate	Not in Labor Force	Employment/ Population Ratio	Unemployment rate
	Estimate	Estimate	Estimate	Estimate	Estimate
Population 16 years and over	119,715	54.0%	46.0%	49.3%	8.6%
AGE					
16 to 19 years	9,283	23.8%	76.2%	15.6%	34.4%
20 to 24 years	11,015	74.7%	25.3%	60.0%	19.7%
25 to 29 years	11,665	70.4%	29.6%	66.3%	5.8%
30 to 34 years	10,865	67.7%	32.3%	60.9%	10.1%
35 to 44 years	20,099	64.3%	35.7%	61.4%	4.4%
45 to 54 years	18,130	68.7%	31.3%	64.8%	5.7%
55 to 59 years	8,402	62.1%	37.9%	60.8%	2.1%
60 to 64 years	9,043	51.2%	48.8%	47.6%	6.9%
65 to 74 years	13,639	23.2%	76.8%	21.3%	8.4%
75 years and over	7,574	3.1%	96.9%	3.1%	0.0%
RACE AND HISPANIC OR LATINO ORIGIN					
White alone	81,497	53.9%	46.1%	50.1%	7.0%
Black or African American alone	N	N		N	N
American Indian and Alaska Native alone	N	N		N	N
Asian alone	N	N		N	N
Native Hawaiian and Other Pacific Islander	N	N		N	N
Some other race alone	25,920	54.8%	45.2%	46.8%	14.7%
Two or more races	N	N		N	N
Hispanic or Latino origin (of any race)	62,982	57.3%	42.7%	51.3%	10.5%
White alone, not Hispanic or Latino	45,902	49.6%	50.4%	46.1%	7.1%
Population 20 to 64 years	89,219	66.2%	33.8%	61.1%	7.7%
SEX					
Male	41,882	76.9%	23.1%	70.8%	7.9%
Female	47,337	56.7%	43.3%	52.4%	7.5%
With own children under 18 years	18,024	59.1%	40.9%	56.7%	4.0%
With own children under 6 years only	3,822	72.5%	27.5%	70.7%	2.5%
With own children under 6 years and 6 to 17 years	5,323	52.5%	47.5%	50.4%	4.0%
With own children under 6 to 17 years	8,879	57.3%	42.7%	54.5%	4.9%

S2301: EMPLOYMENT STATUS

Subject	Madera County, California				
	Total	Labor Force Participation Rate	Not in Labor Force	Employment/ Population Ratio	Unemployment rate
	Estimate	Estimate	Estimate	Estimate	Estimate
POVERTY STATUS IN THE PAST 12					
Below poverty level	17,530	48.6%	51.4%	38.0%	21.8%
At or above the poverty level	64,536	78.3%	21.7%	74.1%	5.3%
DISABILITY STATUS					
With any disability	9,327	46.0%	54.0%	41.3%	10.2%
EDUCATIONAL ATTAINMENT					
Population 25 to 64 years	78,204	65.0%	35.0%	61.2%	5.8%
Less than high school graduate	23,001	53.2%	46.8%	47.8%	10.2%
High school graduate (includes	19,074	68.8%	31.2%	66.3%	3.6%
Some college or associate's degree	24,337	67.0%	33.0%	64.8%	3.3%
Bachelor's degree or higher	11,792	77.4%	22.6%	71.6%	7.5%

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Employment and unemployment estimates may vary from the official labor force data released by the Bureau of Labor Statistics because of differences in survey design and data collection. For guidance on differences in employment and unemployment estimates from different sources go to Labor Force Guidance.

The "Employed" and "Unemployment rate" columns refer to the civilian population. For more information, see the ACS Subject Definitions.

While the 2017 American Community Survey (ACS) data generally reflect the July 2015 Office of Management and Budget (OMB) delineations of metropolitan and micropolitan statistical areas, in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB delineations due to differences in the effective dates of the geographic entities.

Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Explanation of Symbols:

1. An '**' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '***' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



Agenda Item 8.3

Consent Action Information

To: Workforce Development Board of Madera County
From: Tracie Scott-Contreras, Executive Director
Date: October 17, 2019
Subject: Discussion on Quality Jobs and Economic Self-Sufficiency

Information:

The State Workforce Board and several initiatives being developed within the Newsome administration place significant emphasis on the principles of economic self-sufficiency and job quality. Staff would like input from the Board on criteria that might be included in a local definition of a quality job, including consideration of data from the Family Needs Calculator developed by the Insight Center for Community Economic Development. The Family Needs Calculator helps to determine the earnings needs of a family, based on family size and composition, in order to support economic self-sufficiency.

A blog post by a member of the Newsome administration's new Future of Work Commission is attached and includes some of the criteria that might be considered as factors which support the determination of whether a particular employment opportunity could be considered a quality job. Those factors include:

- A wage that supports a decent standard of living
- A safe workplace
- A benefits package, including health insurance, paid time off, and a retirement savings plan
- Access to training and professional development
- Potential for upward mobility and wealth-building
- Dignity, respect, and agency

Financing:

Workforce Innovation and Opportunity Act

Blog, Carla's Insights

The Future of Work Commission – A Bird's Eye View

THE LATEST > ARTICLE

The adage, “As California goes, so goes the nation” typically inspires Californians. But today, while we have a lot to be proud of, California also has some unwelcome distinctions – including the highest number of people experiencing homelessness and incarceration, and an income gap that in many parts of the State puts us among the highest in the nation. Clearly the economy is not working for everyone. That’s why Governor Newsom formed the “Future of Work Commission.”

[I am honored to be one of the 18 Commissioners](#), made up of leaders from technology, labor, business, education, venture capital, and other sectors that will provide recommendations to Governor Newsom by mid-year 2020. Meetings are open to the public, and the Commission is led by an all-star team of top Administration officials who emphasized that there is nothing inevitable about the future of our economy, and that together, we have the chance to shape it.

While the topic generally brings to mind the ‘robot job apocalypse’, the Governor and his team challenged us to focus on something more inspirational and aspirational: framing a new social compact for work and recommending how to make the future of work more equitable and inclusive, while leveraging the Golden State’s proud history of productivity and innovation.

Understanding emerging trends in automation, technology, outsourcing, and globalization, and their impact on racial, economic, geographic and gender inequities will help inform this work.

I plan to share my top takeaways after each of our monthly meetings; hoping to inform our growing social enterprise community and allies and **provoke your questions and recommendations**. I will do all I can to insert these imperatives into the conversation:

1. To make our economy more **inclusive** of the individuals employment social enterprise serves;
2. To **pay working people enough to afford the basics** – foremost stable, secure housing; and
3. Policies and practices that provide **resources and incentives to grow the social enterprise field** and encourage more employers to take the ‘**high road**’ by providing better compensation, benefits, training, and working conditions to all employees, including those at the frontlines.

At every meeting we are privileged to interact with panels of employers, top economists, academics and writers, and people working in the social sector. And most energizing of all, there are panels of working people from various sectors – janitorial and warehousing at the first session – who spoke about impressive organizing efforts to reduce sexual harassment, and offered comparisons of what it’s like to work in a business that provides ‘high road’ jobs – focused on providing strong compensation packages, training, and recognition to the frontline workforce: contrasted with the anxiety and lack of

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opportunity when working at a relatively 'low road' employer not particularly concerned with day to day issues confronted by frontline workers.

Top take-aways from the panels/discussion: Meeting #1

1. While **skill building** (e.g. job training, education, et. al.) **is essential** for individuals to **contribute** their full range of **talent**, and **improve their incomes**, **it will not solve inequity or reduce poverty by closing the huge and growing gap** between a small percentage of working people at the top of the income scale, and everyone else, nor fundamentally shift gender or racial inequities. To close the gap requires an **all-out effort to raise wages** across the board for front-line jobs and low-income workers.

- Today, **35% of California workers earn \$15/hour or less** (half of Latinx workers; 35% of African Americans; 25% of whites) across many industries; 21% of them have an AA or BA, and 29% have some college.
- Between 1978 and 2018, **worker productivity rose by 259%; but worker compensation rose by 11.6%.**
- Comparative data definitively shows that the **race and gender wage gap cannot be explained by differences in skills or education.**
- **Decisions by employers and policymakers on wages/working conditions matter** and have the greatest impact on the most vulnerable/disadvantaged workers and those impacted by racial inequity.
- **The median wage rose 1% annually pre-1973 but 0.2% annually since 1973. If it had risen at 1%, it would be at \$26/hour.** This while a much higher percentage of the workforce now has college degrees than pre-1973.
- A Commissioner asked that we **stop speaking about 'low skill' work**, and instead name it as **'low wage' work** which **requires significant skill** to do well (from hospitality to recycling to child care).

2. The growing wage gap and deterioration of the quality of work at lower wage levels have been caused primarily by the **'fissuring' of work** which includes outsourcing, temporary work, independent contracting; and the decrease in union membership.

- In California, unionized workers earn 13% more and are 37% more likely to have employer-paid health coverage; but union membership has dropped from 26% of all workers in 1983 to 16% today.

3. **Inequality itself obstructs economic growth** and has other negative impacts

- It obstructs the supply of people and ideas into the economy
- It limits opportunity for those not already at the top
- It distorts demand through its impact on consumption and investment
- Low wage jobs and lack of economic well-being are often at the root of domestic and workplace assaults and violence against women

Solutions section. I'll end each of these blogs with a few of the solutions that are bubbling up – again urging you to send in your comments and ideas which I'll include in future blogs, as relevant:

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- **High road jobs.** The Federal Home Loan Bank, among others, have defined criteria* for 'quality jobs' – let's provide procurement incentives and low-cost capital to employers/companies to create more. From my perspective, let's make sure 'quality' employers provide job opportunities to the people served by social enterprise and that investments are made in social enterprise growth; and we must view job quality through an equity lens to get to the right solutions
- **Enforce standards.** Accountability/enforcement to meet current wage and other labor standards
- **Invest in worker training.** Encourage and incentivize employers to see labor as an 'asset' worthy of investment and to share responsibility for training with other employers in their sector (GE, as an example, paid people 95% of wage during training).
- **Job Growth.** Fighting climate change and ameliorating the disasters it is driving are job growth opportunities

* Based upon research and experts that participated in the FHLBank San Francisco's 5 Roundtable discussions, the following are key components of what a quality job provides:

1. A living wage that supports a decent standard of living.
2. A safe workplace.
3. A benefits package, including health insurance, paid time off (i.e. sick time and paid vacation time), and a retirement savings plan.
4. Access to training and professional development.
5. Potential for upward mobility and wealth-building, so the employee can save to buy a home, send children to college, and retire with security.
6. Dignity, respect, and agency.

Please reach out to me with your ideas and questions. Please also keep in mind that although this is a CA-focused commission, because of the size of California's economy and our leadership role in progressive policies, the ramifications of this work have the potential to influence the national conversation.

October 1, 2019

By: [Carla Javits](#)



SHARE



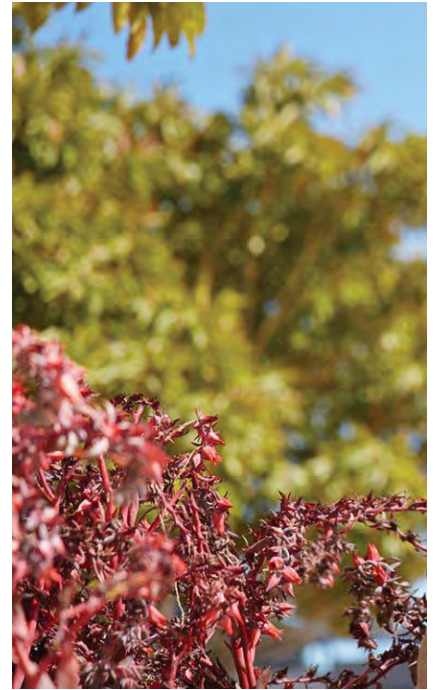
Pepperoni and Plane Parts

September 5, 2019



Carla Javits Appointed to California's Future of Work Commission

August 30, 2019



Putting a Plan Behind Promises – How Business Roundtable Can Deliver on Their Commitments

August 22, 2019

© 2019 REDF

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Agenda Item 8.4

Consent

Action

Information

To: Workforce Development Board of Madera County
From: Tracie Scott-Contreras, Executive Director
Date: October 17, 2019
Subject: Hallmarks of Excellence Continuous Improvement Plan Update

Information:

Progress is continuing on the continuous improvement goals established through the Hallmarks of Excellence process that was initially started in 2017. The most recent progress update is attached for the Board's review.

Financing:

Workforce Innovation and Opportunity Act

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
1	Develop training and professional development plan and set training schedule for program year 18-19.	ProPath, Inc.	July 2018	Questionnaire to partners to develop training outline; research on funding underway.			Instruction provided in the areas of Customer Service, Career Development Theory and Application, Strategic Program Management (Performance and LMI), and Access for All (System Integration)	EDD LMID presentation on Madera County priority sectors, and employment projections. Still trying to schedule to monthly meetings		
2	Develop and implement America's Job Center of California Customer Satisfaction Survey.	MCWIC; WAC Partners	July 2018	Completed; implementing now		Results have been insufficient to support program changes. New effort undertaken to increase results and feedback.	Developed new survey and method. Will deploy 4th Qtr (April -Jun 2019) and reassess results and	Installed in Resource Room Computers April 10, 2019		

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
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							respond accordingly			
3	Based on collected data, develop and implement service improvements.	ProPath, Inc., WAC Partners	September 2018	Surveying started Aug 1, 2018.	Data will be included for review and recommendations beginning Oct 2018. Partner workgroup formed to be more strategic about obtaining customer surveys. First meeting to be held Nov 14 th .	Data insufficient to implement any changes to service strategies.	Will review results of new survey method in July 2019 and respond accordingly.			
4	Add Data Review and service improvement plans as a standing item and provide monthly updates.	ProPath, Inc.	September 2018	Template for compiling data being developed.	Template complete; will be on partner agenda beginning		Will reassess data received (Apr – Jun 2019) in July 2019		Reviewed report. No concerns that require intervention at the	

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
					October 2018.			meeting. Will allow time for client response. Report out at next quarterly board meeting		partnership level. Lots of positive feedback on front desk staff.
5	Request information from partners on how the accessibility of virtual services was tested and confirmed.	ProPath, Inc.	September 2018	Partners beginning inventory to be complete November 9				ProPath will follow up with individual agencies to close out this item.		Several partners have responded. Still some outstanding
6	Develop process regarding partner feedback and satisfaction.	ProPath, Inc.	September 2018	Project activities will begin in July.	Partners to meet to develop internal survey form. November 9, 2018.			Developed new survey tool for partners and sent out for response. Report out at next board meeting		Results included in 3 rd Quarter report. Improvement needed in partner agency participation. Individual calls to be made by ProPath. Participation by partners has improved.

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
7	America's Job Center of California system promoting brochure	MCWIC	December 2018	Completed and in use	XXXXXXXX	XXXXXXX		The brochure will be re-evaluated and updated as part of the effort to deepen integration of partnership	No changes deemed necessary at this time.	
8	Discuss with partners how to improve knowledge of all staff about the regional economy; identify and schedule training or implement any other appropriate strategies.	ProPath, Inc., Business Services Committee	December 2018		Request to Regional Coordinator to identify funding and schedule training on range of topics.		Training initially scheduled in March 2019 by EDD/LMID. Delayed to May 2019.	EDD to present at partner meeting on May 8 th . Staff encouraged to attend.	Still trying to schedule LMI Consultant.	
9	Assess currently available virtual services for business and job seekers.	WAC Partners, ProPath, Inc.	January 2019	Partners beginning inventory. To be complete by November 9.				ProPath to contact individual agencies and finalize evaluations and close item out.	Most agencies have responded. Still awaiting final confirmation	

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
10	Discuss tracking and follow up on referrals without undue staff burden.	WAC Partners, ProPath, Inc.	March 2019		Staff level workgroup formed. First meeting held September 24.		Agreement among partners to continue to operate using current referral forms and methods. Current system is working.		Have adopted the use of Community Pro – funded by the adult ed. Partners. Working effectively.	
11	Discuss opportunities to enhance alignment and integration of services and functions; develop a plan.	WAC Partners, ProPath, Inc.	June 2019	Initial work with specific partners currently underway	Ongoing work.			Further discussion in this quarter to identify opportunities.	Opportunities identified. Workshops ; mock interview panels, soft skills training	
12	Discuss options for additional virtual services, and develop a plan.	WAC Partners, ProPath, Inc.	June 2019		Partners beginning inventory. To be complete			ProPath to contact individual partner	Ongoing effort by individual partners.	

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
					November 9. Will assess need at that time and develop plan.			agencies for response.	See item #5 and 9.	
13	Identify and schedule Customer Service and Human Centered Design training. Partner with other areas and use Regional Training funds, if possible.	ProPath, Inc., LWDB Staff	June 2019	ProPath researching funding.	Request sent to Regional Coordinator to identify funding and develop regional training strategy -- common item among local boards		ProPath contacted vendor. Need to identify design needs and source of funding.		Presentatio n on HCD scheduled for October 2019 meeting	
14	Partners develop training regarding functions and eligibility for their programs. Schedule and deliver training.	WAC Partners, ProPath, Inc.	June 2019	See Goal #1	Planning	Training provided by partners. Will be a recurring annual effort.	Established online document sharing resource to share program information and			

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
							accessible to staff.			
15	Discuss co-enrollments/co-case management; how to improve.	WAC Partners, ProPath, Inc.	June 2019	Participating in State work group around strategic co-enrollment.	Continued participation in State Work group; ProPath leading discussions at Partner meetings.	Staff level workgroup has met. Recommendation being developed for executive staff consideration.	See item #10 above. Efforts among staff and programs is ongoing and effective. Additional decisions about deepening integration will be held in April-May 2019 and plan developed.		See item #10	
16	Discuss with partners how to ensure staff have strong baseline understanding of needs of business in priority sectors; develop a plan to implement strategies.	ProPath, Inc., Business Services Committee	June 2019		Using business data tools to target businesses that are expanding in Ag, Business		Agreement of common tool to track business engagement efforts across partnership.		Working to schedule LMI Consultant. Working closely with partners on	

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
					Services Sector.		Employer visits. Staff with EDD working to establish employer advisory council. Single brand for business services		information sharing. Including feedback from Local Board. Working on establishing employer advisory council	
17	Discuss with partners the development of strategies to meet needs of priority sectors; develop plan to implement strategies.	ProPath, Inc., Business Services Committee	June 2019			In progress	Committee meets monthly and is working on developing plan and common strategies, based on data.			
18	Discuss key system functions (outreach, recruitment, assessment, service planning, training and job placement) and what benefits from further integration. Develop	WAC Partners, OSO	September 2019		Center brochure updated; multiple partners assisting with		Additional work here in the Apr – Jun 2019 time period to identify	Identified several items during April partner meeting. Plan		

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
	plan to implement recommendations.				initial interviews and workshops.		additional opportunities and develop plan	will be developed.		
19	Discuss how to ensure all partner staff understand the career pathways for priority sectors; develop and implement a plan.	WAC Partners, OSO	September 2019		Training Request sent to Regional Coordinator to identify funding and develop training strategy.		Assessing available curriculum. Will schedule training in healthcare sector career pathways during April-Jun 2019			
20	ID and schedule training for: <ul style="list-style-type: none"> • CalJOBS • Customer Services • Sector Strategies • Career Pathways • Identifying quality jobs 	See goal #1.	December 2019		Training request send to Regional Coordinator to identify funding and develop training strategy.		Will be assessing opportunities from within the partnership and schedule training. See item #1 for additional			

AJCC Continuous Improvement Plan

#	Goal	Responsible Parties	Due Date	Qtr End June 2018	Qtr End September 2018	Qtr End December 2018	Qtr End March 2019	Qtr End June 2019	Qtr End September 2019	Qtr End December 2019
							information. Ongoing			



AGENDA

September 26, 2019
3:00 p.m.

Meeting will be held at:

***Workforce Assistance Center
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 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 August 22, 2019 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

7.0 Action Items

7.1 Consideration of approval of revisions to the MCWIC Employee Handbook to include removal of reference to CFRA, and the addition of language around parental leave, life insurance benefits, heat illness prevention, cell phone use and the location of required employee postings.

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

8.2 MCWIC Year-to-Date Financial Reports Update for the period ending July 31, 2019

8.3 Program Update

8.4 MCWIC Program Year 2018-19 Fiscal and Procurement Monitor Final Report

8.5 Motor Vehicle Network Advertising at DMV

8.6 MCWIC Mission, Vision, Credo Review

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

October 24, 2019

12.0 Adjournment



MINUTES

August 22, 2019

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

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

ABSENT: Gabriel Mejia, Lindsay Callahan, Robyn Smith,

GUEST:

OTHERS: Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

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

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Roger Leach introduced Tim Riche as a prospective MCWIC Board member. Roger and Tim have had a long standing friendship for 25 years. Roundtable introductions were made by everyone in attendance.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the July 25, 2019 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Mike Farmer moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Consideration of approval of the application of Tim Riche, Madera Unified School District, to the MCWIC Board.

Tracie met and spoke with Tim last week and believes that he will be a great addition to the MCWIC Board. He has a great connection to Madera Unified School District programs and businesses in the community. He also works with the non-profit Linkage Foundation. Tim is also active on the ADA Committee for the City of Madera.

Roger moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.2 Consideration of approval of the unaudited fiscal year-end MCWIC financial statements for the period ending June 30, 2019.

The unaudited financial statements were presented. MCWIC did well this past year. Auditors will be on site next week. Once the audit is complete, the final audited document will be brought back to the Board for approval. Auditors look at Federal compliance with WIOA all the way down to participant files and fiscal information. The auditing team is comprised on new people this year. MCWIC has a good long-standing relationship with the auditing firm. A procurement for auditing services will be done this year for next year's audit. Roger Leach asked for information on the overage previously reported for TJT and OJT. Tracie stated that the previous report had to do with the contract with the Foundation for California Community Colleges. They operate as the employer of record for participants on TJT and OJT. We budget a certain amount for taxes and on-boarding. It was discovered that the overage was due to a change to their worker's compensation insurance rate so the amount of payroll taxes had exceeded the 15% that was budgeted. Staff have now created a new worksheet that will allow them to check the worker's compensation rates line by line and by position in order to avoid this issue in the future. This issue was solved internally and was not as a result of the audit. MCWIC obligated a significant amount of funds for participant trainings. Staffing and carry-over are good. At any time, the auditors can speak to the Board if they so desire. Tracie reported that there was an increase to Young Adult funding for 2019-20. Mattie Mendez requested information on "other income" as stated under the incumbance budget. Other income represents income that was carried over from the previous year. Total revenue for 2018-19 is 4.4. Staff does not foresee much change for the upcoming year. The allocations for the upcoming year went up slightly in certain areas. There was an increase to the Young Adult allocation up to \$808,000. The State put out a rescission after the Federal government passed it down to the States. This resulted in a small reduction of approximately \$50,000 to the budget. The positive percentages indicate a remaining balance. Any balance remaining will be carried over into the next fiscal year. Tracie noted that Federal WIOA grants have a 2 year grant life and would need to be expended within that time frame before the possibility of the funds being returned to the State. The 2017-18 allocations for Adult, Dislocated Worker and Young Adult were recently closed out as fully expended.

Roger moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

7.3 Consideration of approval of the final 2019-2020 fiscal year budget.

Each column on the budget represents individual funding sources. They represent Federal allocations or local, competitive grants or State grants to serve certain populations. MCWIC also has contracts with the county Department of Correction and Probation and contracts with Madera County Department of Social Services to provide a job fair and a new pilot program to provide vocational training to their participants. The various grants and funding sources on the budget were described and discussed. Employment Network funds are also included. The Workforce Assistance Center is an Employment Network and funds generated from the Ticket to Work program total approximately \$100,000 to date. Columns representing the allocated costs for the Center lease were reviewed. MCWIC holds the lease for the Center excluding the side of the building that houses the Madera Adult School. EDD, DSS, CVOC,

State Center Community College and the Department of Rehabilitation are partners and contribute towards the lease. The MCWIC has fiduciary oversight of the organization. The Workforce Development Board of Madera County has oversight of the policies and programs. They are the policy body that drives the programs that the MCWIC funds. Formula allocations are directly allocated monies. The final allocations have been entered into the budget. The 80% expenditure requirement was waived by the state last year so areas were allowed to carry over more than 20%. The DSS TJT contract was removed as DSS cancelled the contract due to budgeting issues. There was no reduction to staffing. DSS's occupancy was reduced due to their moving into the new building once its completed. One supervisor and 4 to 5 staff will remain in the Center. Staff have talked to 2 partners who may be interested in the space that will become available. The Prison2Employment (P2E) grant is included in the budget. Staff are waiting to receive the final, signed contract. Staff anticipates a September 1 start date for the grant. The State is allocating funds for the grant regionally. Some level of work will be done at the corrections sites as well as Valley State Prison. Staff have reached out to the women's prison. Re-entry Resource Fairs are scheduled in the Center once a month to provide information and resources. AB1145 is a state requirement that mandates that the workforce system spend a minimum of 25% of Adult and Dislocated Worker funding on trainings, 5% of which can be leveraged from other resources such as financial aide or the employer percentage paid on OJTs. MCWIC is on track with the required percentages. Approximately 36% of funds have been allocated for youth work-based learning. The minimum requirement is 20%. Sarahi has been moved into the Program Technician position and will focus on doing follow-up services. The Administrative Assistant position is vacant. Staff mileage was increased based on prior staff activity. The balance of the Workforce Accelerator Fund ARIA grant and the P2E grants were carried in. MCWIC is not a zero balance budget. Balances on the budget represent unobligated funds. At this time, there is just over \$200,000 in corporate reserve. The corporate reserve will show up on the audit reports. The amount at the bottom of the budget document is what's left over after all the income and expenses that are not budgeted.

Roger Leach moved to accept, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.2 Program Update

Information provided within the agenda packet.

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

September 26, 2019

12.0 Adjournment

Meeting adjourned at 3:48 p.m. after agenda item 7.3 due to loss of the quorum.



MINUTES

July 25, 2019

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

PRESENT: Debi Bray, Gabriel Mejia, Lindsay Callahan (3:16), Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

ABSENT:

GUEST: Kylee Henderson

OTHERS: Bertha Vega, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

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

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Kylee Henderson, DerManoel Insurance Group – HUB International, introduced herself. She will provide information on life insurance for staff. Board members and staff introduced themselves.

5.0 Adoption of Board Agenda

Mike Farmer moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes for June 27, 2019.

Roger Leach moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

6.2 Consideration of approval to revise the title of the signatory authority to reflect the update title of Controller, replacing the previous title of Fiscal Manager.

Previously, the Fiscal Manager position was designated signatory authority. The Fiscal Manager position has been reclassified as the Controller. Staff request approval to update the signatory authority to match the new title. Currently, Tracie and Maiknue have signatory authority for State documents and contracts. Jessica has authority for fiscal related documents for state reporting, Tracie Maiknue, Jessica and the MCWIC Chair have authority for banking.

Gabriel Mejia moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.0 Action Items

7.1 Review and approval of a new selection of a life insurance plan for MCWIC.

The Board previously wanted to review the life insurance plan offered to staff. Currently, MCWIC offers a \$10,000 flat life insurance which includes accidental/dismemberment. Kylee Henderson was present to review the possible plans. Kyle reviewed \$20,000 and \$50,000 options that also include accidental death/dismemberment. Both options provide the same coverage as the current plan but offer a higher monetary limit. \$20,000 is the average; \$50,000 is on the higher end of coverage. Both policies are portable and can be taken by the employee if/when they leave MCWIC. Kylee stated that \$50,000 is a bit higher than usual for non-profit organizations. Some members of the Board stated that their organizations offered \$50,000 plans. All the various carriers are easy to use and work with. Gabriel Mejia stated that he has previously worked with Lincoln and they were very helpful. He stated that they had used UNUM for a disability claim and they were very helpful with the claim. Kylee stated that the vendors listed are all relatively easy to work with but that the insurance broker would work with the vendors on the board's behalf. Typical policies reduce the payout for employees once they reach the age of 65 and there may be further reduction at age 70. Mattie Mendez stated that she preferred UNUM since they don't reduce the benefits until the age of 70 instead of 65 as the others do. The chosen plan would cover all MCWIC employees. At this time, approximately half of the MCWIC staff have been here 15 years or longer. There is a handful of employees who have been with MCWIC for approximately 5 years or less. All the carriers offer a 2 year rate guarantee. It is possible to offer an increased benefit structure based on staff longevity if desired. The UNUM \$20,000 plan would cost an additional \$209.03 a year more for employees. The UNUM \$50,000 plan would cost an additional \$1815.83 per year. Adding Accidental Death/Dismemberment to the \$50,000 plan would cost an additional \$184.75 to the plan which would equal a total increase of \$2,000.58 per year for all employees. Tracie stated that there shouldn't be an issue with the budget to accommodate the increase. Any plan chosen by the Board would be effective as soon as possible. The Board's insurance broker would help with the transition/process for changing the plan. It is possible that if a \$20,000 plan is selected, individual employees can opt to select a higher premium plan while MCWIC can still qualify for a group plan under \$20,000. Plan premiums are taken out of employee pay checks. Discussion held as to offering a \$50,000. This amount could be beneficial in recruiting employees as well. Many organizations that the Board members work with have a \$50,000 plan for their employees, however, those organizations are much larger than MCWIC. Individual employees have the option to buy-up their plan. The insurance broker would help with this. The current plan's renewal is January 1st but a new plan can be put into place immediately if desired.

Mattie Mendez moved to approve the quote from UNUM for a flat rate \$50,000 plan with a reduction in benefits at the age of 70 as the life insurance plan for MCWIC, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.2 Consideration of approval of changing the scheduled time for regular meetings of the MCWIC Board from 2:00 p.m. to 3:00 p.m.

Changing the meeting time to 3:00 p.m. seems to work with everyone's schedule better than a 2:00 p.m. start time. Board members preferred a later start for MCWIC meetings.

Lindsay Callahan moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.3 Consideration of approval of the MCWIC Executive Director goals for the period of July 1, 2019 to June 30, 2020.

Tracie Scott-Contreras, Executive Director, provided her goals and objectives based on the Board's recommendations. Tracie reviewed her goals for Community Awareness of the MCWIC/AJCC Services, Staff Development, MCWIC and WDB Board Development and Professional Development and the objectives and tasks associated with each goal. Many times, staff development trainings are available through the State and are specific to the work being done currently. Staff are and will continue to be sent to trainings as the budget allows. Tracie is working on her presence within the community on behalf of MCWIC. Lindsay Callahan thanked Tracie for making changes to her goals as per the Board's input. Debi Bray noted that some staff development will help bring organizations in to work with MCWIC as staff participation in community events increases. Tracie is participating in the Healthy Families workgroup. She learned a lot about how what MCWIC does impacts the community. Working with workgroups such as Healthy Families applies to her goal for professional development. Tracie was at a Housing meeting earlier in the day and realized that the Housing Authority refers their customers to Workforce but Workforce has no way of tracking the referrals since a paper form is not used. Tracie spoke to them about the MCWAC referral form and how it can be used with Housing customers. The Community College has a presence in the Center for customers – 3 day a week counselor who works with English Language Learner students, an enrollment advisor weekly as well as a job developer. The Community College also conducts classes through the Adult School. Staff are also able to meet with customers in Oakhurst via a space made available to staff at the Oakhurst Community College location. Tracie recently met with the new San Joaquin Valley College (SJVC) Director. Currently, SJVC is not on the State list of approved trainings. SJVC offers courses in the medical and business field. Staff will work with SJVC to get their programs onto the State list so that customers can be referred to them for services. The Executive Director will provide a mid-year update on the goals in January.

Mattie Mendez moved to approve the Executive Director's goals for the period of July 1, 2019 to June 30, 2020, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan (3:16), Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

The WDB has not met recently. The WDB Executive Committee is scheduled to meet later this afternoon. The WDB will meet again on August 15, 2019 for a meeting to include a strategic planning workshop to be facilitated by David Shinder. Claudia Habib has resigned from the WDB. Marie Harris will replace her on the Board.

8.2 Program Update

Information provided within the agenda packet. Workforce is in the contracting process for the Prison2Employment (P2E) grant. Workforce will receive \$156,000 which is about a quarter of the original amount staff hoped to receive. The AB1111 RFA has been released. Staff is having initial conversations with Central Valley Opportunity Center and Educational Leadership Foundation. AB1111's focus will be

on ELL, immigrants, low income population, underemployed and unemployed populations. CVOC offers ESL instruction and an accelerated HiSET class. These classes can be brought to the Pomona Ranch location. Educational Leadership offers parenting classes and vocational English classes. Funds can be used to offer Know Your Rights workshops and workshops to help with immigration paperwork. Staff are always looking for additional services that can be provided.

8.3 Conversion to Hourly Pay Process Update

Staff have successfully converted to the new hourly pay process effective July 1, 2019. A manual system for tracking funding sources is also in place at this time.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Lindsay Callahan is working with the Central Valley Community Foundation Drive Initiative. Ashley Swearingen has joined the Foundation and set a \$1 billion goal to raise funds for Fresno and the entire valley to improve living conditions and shared prosperity. Ashley works closely with the Governor of California for many things related to California. He has asked for her input for the needs of the Central Valley. Ashley has worked on putting together a 10 year strategic plan – the Drive initiative. The Irvine Foundation is providing funding for the initiative. Lindsay had an occasion to speak with Ashley and provide input as to the importance of including the areas surrounding Fresno such as Madera in future plans and the initiative. The 3 areas of focus will be Economic Development, Neighborhood Development and Human Capital. Lindsay would like to get input from the Board or Board members individually before the November Economic Summit in order to make sure that Madera has a presence within the talks and information provided at the Summit while the Governor is in attendance. It would be good if Madera was able to get on to the agenda for the Summit.*
- *Debi Bray and the Board thanked Lindsay for her work through United Way. United Way is one of a few organizations that represents multiple counties.*
- *Mattie Mendez wants to be able to attend the Summit and clearly demonstrate that she is attending as part of the Workforce Board. Staff will create a badge of some type that can be worn by members of the Board.*

10.2 Staff

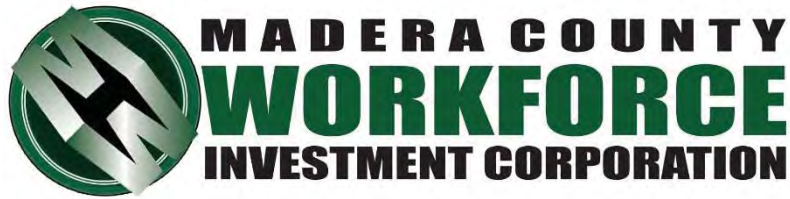
- *Tracie Scott-Contreras and staff worked on a referral system for customers and community members after word-of-mouth was identified as the most used method people identified with when learning about the Center and Workforce services. Referral cards were created and will be handed out to customers and other community members to hand out. The cards will be gathered at the point that a customer comes in to meet with staff and will be included in future raffles or incentives.*

11.0 Next Meeting

August 22, 2019 at 3:00 p.m.

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 3:55 p.m., seconded by Robyn Smith.



MINUTES

June 27, 2019

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

PRESENT: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

ABSENT: Bob Carlson, Gabriel Mejia

GUEST:

OTHERS: Bertha Vega, Gail Lopez, Jessica Roche, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:01 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Robyn Smith moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) May 23, 2019 meeting minutes.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

6.2 Consideration of approval of the resignation of Bob Carlson from the MCWIC.

The Board accepted Bob Carlson's resignation with regrets.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.0 Action Items

7.1 Consideration of approval of the reclassification of the Workforce Assistant position to Workforce Technician I.

Upon review, the Workforce Technician I and the Workforce Assistant job descriptions were very similar. The Workforce Assistant position is paid at a lower rate. Staff requested that the current Workforce Assistant be reclassified to a Workforce Technician I as she is doing the same work. The Workforce Assistant may be hired as a temporary position in the future.

Mike Farmer moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.2 Consideration of approval of the revised Program Technician Job description.

The Program Technician is an existing position and job description. This position usually works with special projects. This position will work with tracking follow ups. Follow up is usually done a year after a participant exits the program. Staff want to hire this position in order to help relieve staff of follow up duties, provide additional support for assessments and work on special projects. This position is not on the original budget but will be included in the final budget. Staff would like to hire in July. There are adequate funds for this position in the budget.

Mattie Mendez moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.3 Consideration of the approval of the revised non-exempt salary schedule to include changes to the Administrative Support Assistant, Workforce Technician I and Workforce Technician II salaries.

As discussed in previous meetings, staff researched salary schedules for the surrounding areas for a comparison to current staff position for MCWIC. Staff found that the front line staff salaries were below the average for similar positions in similar workforce areas. Staff recommend that the salaries for the Administrative Support Assistant and the Workforce Technician I and II be revised to be more in line with the surrounding areas. The Administrative Support Assistant and the Workforce Technician I salary range will be updated to \$14 to \$17 an hour. The Workforce Technician II will be updated to \$16 to \$19 an hour. Staff reported that all other MCWIC positions are in line or slightly above other areas salaries.

Lindsay Callahan moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

7.4 Consideration of approval of the MCWIC Executive Director goals for the period of July 1, 2019 to June 30, 2020.

Tracie Scott-Contreras, Executive Director, presented an update on the goals she provided to the MCWIC at the time of her appointment. Tracie also presented her goals for the 2019-20 program year. The Executive Director will provide a mid-year review and will have an evaluation in July, 2020. Madera Workforce has a strategic plan in place as part of the regional workforce plan. The regional plans are State driven and include new partnerships with CalFresh, Department of Rehabilitation and

Local Child Support Agencies. The MOU has been submitted to the State. A strategic planning workshop is scheduled for the Workforce Development Board around Plan goals and objectives. The One Stop Operator contract has been successfully renewed for an additional 2 years. Staff are working closing out the fiscal year and on the continuous improvement plan. Staff are also working on procuring trainings for participants. Madera successfully submitted the local workforce area and board recertification to the State. Full approval of the local plan should be finalized in July. The Workforce Development Board will discuss local plan goals and the board role in driving their goals forward. Tracie inquired as to whether the MCWIC would like to be included in the WDB's strategic plan process or develop their own. Mattie Mendez stated that a MCWIC plan would focus on staff development and maintaining good finances and the outcome would be customer service. The plan would be specific for our community. Tracie stated that there would need to be a meeting to discuss and set up a plan specific to MCWIC. A facilitator could be used for a session. Mattie suggested using Balance Scorecard as a resource. Lindsay Callahan stated that the goals provided may be tasks rather than goals. Items listed fall under State requirements. Tracie would like to include succession planning in the goals. A continuous improvement plan within the organization apart from the AJCC, leadership training and staff coaching were suggested and could be part of a staff development goal. Tracie stated that a couple of the MCWIC managers have completed or are in the process of completing a CWA executive Bootcamp. Strength Finder is something that staff have previously done while under Madera County Office of Education but can be done again. Debi Bray stated that a Business Center has been mentioned in the past and could be used as a long term goal. It was suggested that the Executive Director goals action item be tabled so that they can be revised to include the Board's input and suggestions.

Robyn Smith moved to table, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Lindsay Callahan, Mattie Mendez, Mike Farmer, Robyn Smith, Roger Leach

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

The WDB has not met. Their next meeting is scheduled to take place on August 15, 2019.

8.2 MCWIC Year-to-Date Financial Reports Update for the period ending May 31, 2019.

Staff reported that everything is on track.

8.3 Program Update

Information provided within agenda packet. Madera was not awarded the DEA or ELL grants. Madera submitted a letter of intent to apply for AB1111 funds. AB1111 will target migrant seasonal farm workers, ELL participants, unemployed and under employed.

8.4 MCWAC Customer Survey Update

A survey was created and a link was shared with all Center partners. A shortcut to the survey is on every Resource Room computer for customers. Anyone taking the survey has an opportunity to leave their contact information if they want someone to contact them. The survey indicates that most people hear about the Center by word-of-mouth. The Madera Fair has a non-profit day. Staff will research non-profit day to see if Center services materials can be used at an unmanned booth during the fair. Staff will also work on creating a referral process.

8.5 MCWIC Board Member Recruitment

Tracie stated that she had followed up with a possible member from Noble Credit Union but was informed that they could not participate at this time. Rhonda Salsbury sits on the Yosemite Business Bureau and could be a potential member. It was suggested that a member from the Hope House could be a good fit – someone who works with the homeless. A member from the educational sector would be desirable. Tracie will reach out to Madera Unified and ask whether Tim Riche may be available to sit on the Board. Checking on organizations who work with veterans or persons with disabilities would be desirable as well.

8.6 Conversion to Hourly Pay Process Update

The current OnePoint system being used for payroll will be converted to be used as an hourly time management system and will be used by staff as of July 1, 2019. All staff have been notified of the change. As of this point in time, \$7,700 was overpaid in salaries compared to actual time worked due to the previous salary based system. Staff will meet on June 28, 2019 to go over the new system.

8.7 2019-20 MCWIC Meeting Calendar

Information provided in agenda packet. The holiday meeting schedule will be discussed closer to those meeting dates.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Roger Leach stated that he and his wife recently celebrated their 50th wedding anniversary. Their church gave them a surprise celebration and his son arranged a weekend in Carmel.*
- *Mike Farmer stated that they had 35 new instructor for the Parent Project. This project targets parents with out-of-control kids and provides classes on parenting skills.*
- *Debi Bray stated that Madera Chamber's sister Chamber had paid them a visit. The manufacturing tour of Nemat was well attended. She is looking forward to the next one.*

10.2 Staff

- *Tracie stated that she enjoyed attending the Mission Vision meeting for the stand alone Madera Community College campus. She met the new President. Claudia Habib resigned and took a job as the new President at Porterville College. Tracie stated that the MCWIC was previously scheduled to meet at 2:00 p.m. because Executive Committee was scheduled at 3:00 p.m. MCWIC can be moved to 3:00 p.m. if that time works best for everyone.*

11.0 Next Meeting

July 25, 2019 – 3:00 p.m.

12.0 Adjournment

Lindsay moved to adjourn the meeting at 3:16 p.m., seconded by Mike Farmer.

EXPANDING OUTREACH AND BUILDING CONNECTIONS WITH D&B + ECONOVUE

Campaign Mailing Lists for Job Fairs and Community Events

The Business Services team of the Workforce Development Board of Madera County brought a new approach to this year's annual spring job fair. Jorge Espinosa, Lead Business Services Specialist, and Erick Flores, Business Specialist, determined to expand the roster of regularly attending companies with a postcard outreach campaign. Their goal was to identify, invite and engage with growing businesses in key industries that were not currently working with the Board.

Annual Job Fair
 Workforce Development Board
 of Madera County

To build their mailing list, they turned to the WDB's tried and true data resource, EconoVue with D&B data and followed these simple steps:

SEARCH: The team used the ProspectVue app in EconoVue.

FILTER: They applied filters to narrow the search results to include only growing, healthy companies within Madera's priority industry sectors.

Filter One: All businesses in the Manufacturing industry.

Filter Two: Companies with 10-500 employees.

Filter Three: Employers with a Low or Medium Financial Stress score.

SAVE: Importing the resulting list gave the team access to contact names, addresses and phone numbers.

REPEAT: They replicated this process for several strategic industry sectors, such as Healthcare and Hospitality.

After completing their data search, Jorge and Erick had compiled a mailing list of 500 businesses to invite for participation in the job fair. Their direct mail campaign included postcards containing the event details and registration information.

The results:

- Within the first week, the team received 6 responses – 2 new clients and 4 returning clients.
- After one month, they received 30+ responses.
- In the end, 60 employers participated in the job fair – over half of these businesses were new clients.

The April event proved to be a success for the employers who found a new partner in the WDB and for the job seekers who gained access to wider array of employment opportunities.

Utilizing the available D&B data in EconoVue helped the WDB team to expand their reach into new areas within the business community. As they continue to build their client base through creative outreach and careful employer engagement, the team in Madera is poised to further build their reputation as a workforce leader.

Visit the **EconoVue Help Center** to build a mailing list for your next event: [Create a Targeted Outreach List](#).





MADERA COUNTY COMPACT

AGENDA ITEM 9.2

The Compact promotes business partnerships with schools to improve the achievement levels and skills of students and prepare young people for the increasing demands of society and the workplace.

DATES TO REMEMBER

2019- 2020

All meetings will be held from 9:00 -10:30 a.m. at Madera County SOS Conference Center

August 27, 2019

Luncheon

11:30 a.m.-1:00 p.m.

Madera County SOS Conference Center

September 11, 2019

December 11, 2019

February 5, 2020

March 31, 2020

Compact Mixer 5 - 6:30 pm

April 29, 2020

August 25, 2020

Luncheon

11:30 a.m.-1:00 p.m.

Madera County SOS Conference Center

FEATURED PROJECTS

- CRYSTAL TOWER AWARDS LUNCHEON
- NATIONAL MANUFACTURING DAY
- HEALTH CAREERS START HERE
- MIDDLE SCHOOL AG SUMMER CAMP
- MIDDLE SCHOOL HEALTH CAREER DAY

GET INVOLVED!

We invite you to make a difference in the future of the Madera County workforce. Please contact us at (559) 662-3875 for more information and to let us know of your interest.



CONTACT

Kathy Woods
 Director, Curriculum & Instruction
 Educational Services
 kwoods@mcsos.org (559) 662-3876

"Innovative Careers Build Successful Communities"

CURRENT PROJECTS

- 6th Annual **National Manufacturing Day**, with involvement from Madera County manufacturers was held at Madera Community College Center.
- 6th Annual **Health Careers Start Here** conference for high school students. This opportunity was made possible for students through a partnership between Camerena Health and the Madera County Compact.
- 3rd Annual **Ag Summer Camp** for middle schools. The Madera County Compact, in partnership with Madera County agricultural businesses and Madera Community College, created opportunities for students to learn about careers in the field of Agriculture.
- 2nd Annual **Health Career Day**, Madera County Compact in partnership with California Health Sciences University provided a health camp for middle school students.

GET INVOLVED!

We invite you to make a difference in the future of the Madera County workforce. The impact that you make now contributes to the success of our communities tomorrow. Please contact us at (559) 662-3876 for more information and to let us know of your interest.

DATES TO REMEMBER

2019-2020

September 11, 2019

Compact Meeting

December 11, 2019

Compact Meeting

February 5, 2020

Compact Meeting

March 31, 2020

Compact Mixer 5-6:30 p.m.

April 29, 2020

Compact Meeting

August 25, 2020

Business & Education Shareholders'

Luncheon

11:30 a.m.-1:00 p.m.



CONTACT

Kathy Woods, Dir. Curriculum & Instruction
Educational Services

1105 S. Madera Avenue
Madera, CA 93637

kwoods@mcsos.org
(559) 662-3876



MADERA COUNTY COMPACT

*“Innovative Careers
Build Successful
Communities”*

Cecilia A. Massetti, Ed.D.
Madera County



COMPACT MISSION

The Madera County Compact is a coalition of business leaders, community leaders and education leaders working collaboratively to support efforts to improve the quality of life in Madera County. The Compact promotes business partnerships with schools to improve the achievement levels and skills of students and prepare young people for the increasing demands of society and the workplace.

*"INNOVATIVE CAREERS BUILD
SUCCESSFUL COMMUNITIES"*

COMPACT HISTORY

The Madera County Compact was founded in 2001 as a business and education alliance to work collectively on mutually relevant goals and outcomes. Since that time the Compact has evolved into a P-16 partnership, focusing their efforts on preparing students for college and career, highlighting pathways into STEM related careers.

Updated 10/7/2019

SHOWCASE

2019 Student Career Events



BUSINESS & EDUCATION

SHAREHOLDERS' LUNCHEON



Each year school administrators are encouraged to nominate businesses in Madera County that have a strong partnership with schools. Recipients are presented with the Crystal Tower Award at the annual compact luncheon in August. The Compact recognizes those businesses that are making a difference in the lives of students and enabling educators to provide students with the best possible resources for career exploration in Madera County.

COMPACT MEMBERS

- Agriland Farming
- Blue Dolphin Design & Engineering, Inc.
- California Health Sciences University
- California State University, Fresno
- Camarena Health Center
- Citizens Business Bank
- City of Madera
- College of the Sequoias
- County of Madera
- Deerpoint Group, Inc.
- Educational Employees Credit Union
- Evapco West
- First 5 Madera County
- Golden Valley Unified School District
- IMAGO
- Latinas Unidas
- Madera Community College Center
- Madera Community Hospital
- Madera County Superintendent of Schools
- Madera County Workforce Investment Corp.
- Madera Unified School District
- Oakhurst Community College Center
- NABP Nucleus Ag & Bio Products
- Pacific Ethanol
- Ponderosa Phone Company
- Reedley College
- Sherman Thomas STEM Academy
- Specialty Crop Company
- State Center Community College District
- Wells Fargo
- University of California Merced
- Valley Children's Healthcare



Kevin Herman, Chair
kherman@speccrop.com

- Agriland Farming
- Blue Dolphin Design & Engineering, Inc.
- California Health Sciences University
- California State University, Fresno
- Camarena Health
- Citizens Business Bank
- City of Madera
- College of the Sequoias
- County of Madera
- Crop Watch
- Deerpoint Group, Inc.
- EECU
- Evapco West
- First 5 Madera County
- Golden Valley Unified School District
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- Madera Community College Center
- Madera Community Hospital
- Madera County Superintendent of Schools
- Workforce Development Board of Madera County
- Madera Unified School District
- Oakhurst Community College Center
- NABP Nucleus Ag & Bio Products
- Pacific Ethanol
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- Reedley College
- Sherman Thomas STEM Academy
- Specialty Crop Company
- State Center Community College District
- Turner Construction Co.
- Wells Fargo
- University of California Merced
- Valley Children's Healthcare

Madera County COMPACT

Madera Co Superintendent of Schools

1105 S Madera Avenue, Madera, CA 93637

Membership Application Form

	First	Last
NAME	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ORGANIZATION	<input style="width: 100%;" type="text"/>	
EMAIL	<input style="width: 100%;" type="text"/>	
PHONE	<input style="width: 100%;" type="text"/>	
CELL	<input style="width: 100%;" type="text"/>	
ADDRESS	Street	
	<input style="width: 100%;" type="text"/>	
	City	State Zip
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

- MEMBERSHIP**
- Educational (public agency) (\$200/year)
 - Business (private) (\$100/year)

How did you hear about the Madera County Compact?

If you have an assistant you want to be on our contact list please include contact information below.

• PLEASE MAKE CHECKS PAYABLE TO MADERA COUNTY SCHOOLS FOUNDATION WITH MADERA COUNTY COMPACT IN THE MEMO LINE.

Questions/Comments

1105 S. Madera
Madera, CA 93637
559-662-3875