



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**EXECUTIVE COMMITTEE**

**A G E N D A**

**July 25, 2019  
4:30 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. Each speaker will be limited to 3 minutes.

**4.0 Introductions and Recognitions**

**5.0 Adoption of Board Agenda**

**6.0 Consent Calendar**

- 6.1 Consideration of approval of the 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.

**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.

**8.0 Information Items**

**9.0 Written Communication**

**10.0 Open Discussion/Reports/Information**

10.1 Board Members

10.2 Staff

**11.0 Next Meeting**

To be determined.

**12.0 Adjournment**



## MINUTES

**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.*



# CENTRAL LABOR COUNCIL

## FRESNO • MADERA • TULARE • KINGS COUNTIES

### AFL-CIO

Serving Fresno, Madera, Tulare, and Kings Counties



Tracie Scott-Contreras  
Executive Director  
Workforce Development Board of Madera County

RE: Nomination of Labor Representative

Mrs. Scott-Contreras,

Thank you for the communications from your staff earlier this month about the Labor vacancy on the Workforce Development Board of Madera County. We intend to keep those positions filled with active participants that bring value to your board and promote the work that unions and union members perform in our region.

At our April Executive Board meeting, the Fresno-Madera-Tulare-Kings, Central Labor Council, AFL-CIO voted to appoint Santos Garcia to the Workforce Development Board of Madera County. He can be reached at 559-

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

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

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

Respectfully,

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





**DEVELOPMENT  
BOARD OF MADERA COUNTY**

**Director Application**

<b>NAME:</b> Santos Garcia	<b>TITLE:</b> Community Organizer
<b>EMPLOYER:</b> Fresno Madera Tulare Kings County Central Labor Council	
<b>ADDRESS:</b> 3485 W. SHAW AVE. #102 FRESNO, CA 93711	
<b>PHONE:</b>	<b>FAX:</b>
<b>EMAIL:</b>	<b>ALTERNATE EMAIL:</b> SGARCIA@CityofMadera.org

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 UNITED WAY	32 years today 5/15/19

REFERENCES:	PHONE:
Madera Mayor Andy Medellin	
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 WORKFORCE Development Board of MADERA on the Madera City Council.

SIGNATURE



DATE

5/15/19

America's **JobCenter**  
of California<sup>SM</sup>

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 California<sup>SM</sup> (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 CalJOBS<sup>SM</sup> 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

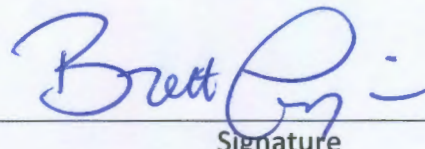
Chair

\_\_\_\_\_  
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

201 → 299

501 → 499

202 → 200

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: <u>MAD</u>	Prepared Date <u>6/28/2019</u>
------------------------	--------------------------------

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)	<b>548</b>	<b>53</b>
4. Exiters for PY 2018	204	16
5. Registered Participants Carried Out to PY 2018 (Line 3 minus 4)	<b>344</b>	<b>37</b>

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

<b>Local Area</b> <u>MAD</u>	<b>Date Prepared</b> <u>5/30/2019</u>
------------------------------	---------------------------------------

<b>Subgrant Number</b> <u>K9110024</u>	<b>Grant Code</b>	<b>Adult to DW</b>	<b>DW to Adult</b>
<b>Year of Appropriation</b> <u>2018</u>		<input type="checkbox"/> 201 → 299 <input type="checkbox"/> 202 → 200	<input type="checkbox"/> 501 → 499 <input checked="" type="checkbox"/> 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)	<b>855,295</b>	<b>358,133</b>
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)	<b>10.00%</b>	<b>10.00%</b>

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

**Comments**