



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

A G E N D A

RESCHEDULED

December 5, 2017
9:00 a.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; 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/?page_id=736. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

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

3.0 Public Comment

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

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – September 28, 2017.

7.0 Action Items

7.1 Consideration of the approval of the MCWIC Board Director Job Description.

7.2 Consideration of approval of the MCWIC Board of Directors Agreement.

- 7.3 Consideration of approval of the Organizational Assessment tool, process and letter to employees.
- 7.4 Consideration of approval of the revised MCWIC bylaws to include term limits, board attendance criteria, board qualifications, board composition, Executive Director evaluation process and Board Authority.
- 7.5 Consideration of approval of the MCWIC Executive Director evaluation process.
- 7.6 Consideration of approval of the MCWIC Executive Director goals for the period of January 1, 2018 through June 30, 2019.
- 7.7 Consideration of approval of the revised Contract with Chief Local Elected Official/Madera County Board of Supervisors to align with the Workforce Innovation and Opportunity Act and the Final Rule.

8.0 Information Items

- 8.1 MCWIC Year-to-Date Financial Reports Update
- 8.2 Grants/Projects Update
- 8.3 Workforce Development Board (WDB) of Madera County Update

9.0 Written Communication

10.0 Open Discussion/Reports/Information

- 10.1 Committee Members
- 10.2 Staff

11.0 Next Meeting

December 28, 2017

12.0 Adjournment



MINUTES

September 28, 2017

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

PRESENT: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez

ABSENT: Bob Carlson, Robyn Smith

GUEST:

OTHERS: Elaine Craig, Tracie Scott-Contreras, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order by MCWIC Chair Dei Bray at 2:08 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

Roger Leach moved to adopt the agenda, seconded by Mattie Mendez.

Vote: Approve - unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez.

6.0 Consent Calendar

6.1 Consideration of the approval of the Madera County Workforce Investment Corporation (MCWIC) August 24, 2017 meeting minutes.

Lindsay Callahan moved to approve, seconded by Victor Gonzalez.

Vote: Approved - unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez.

7.0 Action Items

7.1 Consideration of the approval of the resolution for the City of Madera Community Development Block Grant (CDBG) Public Service Proposal 2017-2018 to be used to provide GED/HiSET

preparation for Madera residents.

MCWIC's CDBG proposal was approved by the City. The \$7,945 award will be used to supplement the HiSET preparation class. Once approved, the City requires that a Board approved, signed resolution be returned.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approve - unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez.

7.2 Consideration of the approval of the final 2017-2018 operating year budget.

Year-end close out has been completed and the 2017-18 operating budget was presented. Salaries are presented by grant. The budget reflects direct charges applied to each grant. Operational costs are tied to percentage of time for staffing applied to grants. 2 allocation methods were used that reflect by square footage and occupancy method. PG&E payments are calculated based on square footage so that every partner pay the appropriate amount. To date, the Employment Development Department (EDD) has not moved in to the Center. MCWIC is absorbing and will continue to absorb the cost of their portion of the square footage until they sign a lease and move forward with moving in. Staff are hoping to receive a signed lease within the week. Staff will bring information on EDD's financial contribution towards their lease/square footage to the Board.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approve - unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez.

7.3 Consideration of approval of the MCWIC year to date financial reports for the period ending August 31, 2017.

The information up to 6/30/17 is preliminary until the audit is finalized. Program activity documents are required by and submitted to the State. The MCWIC Board prefers the general ledger format. The board recommended that the Financials be presented to the Board quarterly.

Mattie Mendez moved to approve, seconded by Victor Gonzalez.

Vote: Approve - unanimous

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez.

8.0 Information Items

8.1 Grants/Projects Update

Information provided within agenda packet. Staff have received 2 requests to partner on some grants within the last couple of days.

8.2 WDB Strategic Implementation Facilitated Session – 10/18/17, 1:00 p.m. to 5:00 p.m.

The MCWIC Board are invited to participate in a strategic implementation session on 10/18/17. The session will focus on strategic goal implementation around the local plan.

8.3 MCWIC Board Governance Discussion

Board governance was precipitated by the discussion that took place previously around the Executive Director evaluation process. Lindsay volunteered to meet and discuss board governance with the Elaine in order to develop and implement a process and procedures. Lindsay Callahan, Mattie Mendez, and Victor Gonzalez provided examples of documents for climate surveys and board governance. Staff will build an organization climate survey based on the information provided. Staff will plan on presenting the survey to staff along with a message from the MCWIC Board. Elaine has reviewed some self-appraisal and board job description and board member agreement documents that

could work well. Staff will look at the documents and will revise to suit the MCWIC board and staff needs. Board orientations, limit to term limits, office job descriptions, Board member job descriptions and attendance were discussed and will be considered for implementation. Providing a "Fiscal 101" workshop for board members could be provided in future. Developing and providing a fund development plan will come to the Board for their input and approval. Decisions made on items such as Executive Director evaluation, term limits, minimal attendance requirements or board composition would involve revising the Bylaws. Staff will research information on teleconferencing for Board meetings and how it affects the quorum. Staff will consider whether a closed session agenda item should be a standing item on the agenda. Staff will also research proxy voting. Staff will revise job description documents and provide to the Board and gather input for a final document. Debi Bray pointed out a section of the bylaws (4.02) that indicated that the Board would have the authority to appoint or remove officers or staff. She recommended that staff review the bylaws and ensure that they clearly indicate that the authority for officer and staff appointments belong to staff – not the Board.

8.4 Executive Director Goals Update

It was suggested by the Board that the goals encompass an 18 month time period – July 1, 2017 to June 30, 2019. Elaine provided a rough draft of the Executive Director goals and asked for input from the Board. Debi Bray suggested that the fund development plan goal be written in a way that involves working alongside the MCWIC Board so that it can be accomplished as a team effort. Many of the goals provided are centered around the work that is done with the Workforce Development Board (WDB) and WIOA mandates. Lindsay Callahan suggested creating a goal to facilitate the relationship between the 2 Boards. At this time, the minutes for each board is included within the Board agenda's so that the each see what business is being done by the other. Lindsay suggested that both the WDB and MCWIC boards should be included in the Executive Director evaluation process since so much of the Director's goals involve WDB processes and mandates. The Board suggested that they could be allowed the discretion to invite a member of the WDB to participate or provide input on the Executive Director evaluation. Elaine will revise the rough draft and bring them back to the Board.

8.5 Workforce Development Board (WDB) Update

Information provided within the agenda packet.

9.0 Written Communication

Staff presented a framed sign to Victor Gonzalez for Wells Fargo as a thank you for their grant award to MCWIC. The grant funds are used for an open entry HiSET class.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

The fall job fair is scheduled to take place on October 26, 2017 at the Pan Am center from 9:00 a.m. to 12:00 p.m. There are 30 employers currently scheduled to participate in the Job Fair.

11.0 Next Meeting

October 26, 2017

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 4:38 p.m., seconded by Victor Gonzalez.



Board Member Job Description

Summary/Objective

The Madera County Workforce Investment Corporation Board (MCWIC) and its individual members are entrusted by the community with the mission of MCWIC: they are the fiduciary and governing leadership who steer the organization in advancement of the mission. The Board adopts sound, ethical, and legal governance and financial management policies and ensures that MCWIC has adequate resources to advance its mission. The Board member co-owns the organization's mission, business, and strategy. S/he ensures accountability of the Executive Director (ED, self, and other Board members while ensuring the mission is adequately resourced and that necessary infrastructure is in place. This individual leads MCWIC for the benefit of the community.

Board Member Responsibilities

Each individual Board member will support the work of MCWIC and provide mission-focused leadership and strategic governance. Day-to-day operations are led by the ED. The Board and ED work in partnership and involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Mission, Impact and Business Strategy

Determine, articulate, and steward the organization's mission, vision, and credo values, which the community has entrusted the Board with.

- Develop and/or become familiar with the Mission and Vision statements, the business model, and the goals.
- Set the tone and culture of the organization by leading by example.
- Monitor and strengthen community impact programs and services.
- Commit to make MCWIC one of the top three non-profit organizations that you support financially and/or programmatically.
- Bring the "outside in" as a representative of the community for MCWIC.
- Act as an ambassador for the organization in the community.

Governance and Fiscal Oversight

Sound governance and effective fiscal oversight maintain the community's trust.

- Maintain the fiscal integrity of the organization and ensure compliance with legal, regulatory reporting, and operating requirements (including Duty of Care, Duty of Loyalty, and Duty of Obedience)
- Ensure that safeguards and procedures are in place to protect assets and minimize financial risk.
- Agree and adhere to the Code of Conduct and Conflict of Interest policies.
- Annually review and approve the budget and other key policies including compensation policies for the ED and review the bylaws at least every-other year.
- Oversee implementation of necessary financial changes based on the audit, and monitor compliance.

Resource Development

Assist with revenue growth and fundraising goals and accompanying metrics and strategy, the Board – and each individual member – must be champions and engaged in resourcing the strategy and building the appropriate infrastructure to fund the mission and strategy.

- Help set MCWIC and Board fundraising goals and metrics of success.
- Make calls and introductions on behalf of MCWIC, opening their own networks for key financial asks and other supports.
- Partner with the ED and staff to remove obstacles and barriers to fundraising success.
- Advocate for MCWIC.
- Thank donors in-person, in writing, and/or by phone.
- Contribute in other ways to drive revenue growth including providing expertise, knowledge of the community and social, intellectual, and reputational capital.
- Hold each other accountable for resource generation success.

ED Performance and Accountability

The ED leads the day-to-day activities of the organization; the Board monitors the EDs performance.

- Responsible for hiring and firing of the ED.
- Review and approve ED's compensation via committee.
- Responsible for evaluating ED's performance, tied to MCWIC's strategic goals, organizational performance metrics, culture and results on a regular basis (minimum annually).
- Ensure proper ED Succession Plan is in place (including for planned and unplanned departures).
- Support the ED and serve as his/her partner and trusted advisor.

Board Self-Leadership, Performance and Renewal

The Board must ensure its own continuity of leadership for the organization and community and provide for its ongoing development.

- Establish and assess Board performance as a whole and for individual members on an ongoing basis.
- Establish succession plans for the Board to always have quality leadership and in the future.
- Recruit new Board members with ED that have the competencies, passion, influence, and relationships needed to advance MCWIC's mission and strategy.
- Serve on committees and/or task forces and take on special assignments (including as Chair as appropriate).
- Ensure the appropriate Board and Committee infrastructure is in place.
- Ensure MCWIC's commitment to a diverse board and staff that reflects the community.

Competencies

The MCWIC Board member is expected to demonstrate the following competencies in their service to:

- **Strategic Thinker:** The MCWIC Board provides thought-leadership and expertise in developing a path to achieve the strategic goals of the organization.

- **Connects Leaders to Leaders:** The MCWIC Board values talent as a key to success and attracts and develops key leaders and partnerships.
- **Advocate for Community:** The MCWIC Board is adept at public advocacy on behalf of community needs and solutions in holistic workforce services, education, and skills development leading to personal financial stability.
- **Future Focused:** The MCWIC Board is committed to long-term sustainability of support for MCWIC's mission.
- **Steward of Brand and Trust:** The MCWIC Board understands the powerful significance of our brand, and instills trust in MCWIC by working with energy and integrity to strengthen and protect the organizations reputation for ethical leadership and community service.

Additional Responsibilities for Chair and Vice Chair of the Board:

- Carry out all policies established by the Board of Directors, and to advise on the formation of those policies.
- Attend meetings of the Board of Directors and its committees and Chair such meetings in compliance with Roberts Rules of Order and the Brown Act.
- Prepare plans for the achievement of the Corporation's long-range objectives and goals as adopted by the Board of Directors.
- Promote effective and economical working relationships with other organizations.
- Represent the Corporation to the public.
- See that the Corporation is in compliance with applicable laws and regulations and to assure review of and prompt action on reports and recommendations of authorized regulatory and inspecting agencies.
- Oversee, together with the Board of Directors, the performance of the Executive Director.
- Perform any other duty that may be necessary in the best interest of the Corporation.

Vice Chair:

- If the Chair is absent or disabled, the Vice Chair shall perform all the duties of the Chair.

Commitment

Term of service is three years. Board members may serve two consecutive terms.



**Madera County Workforce Investment Corporation
Board of Directors Agreement**

We aspire to have the highest performing board in the non-profit sector and have the board play an instrumental role in helping the Madera County Workforce Investment Corporation, and thus the local workforce development system in Madera County, to succeed. We strive to maintain a strong and cohesive Board that works well together to provide strong leadership and governance to Madera County Workforce Investment Corporation. As such, we agree we are a “working” board and expect high levels of dedication and commitment from each other.

Madera County Workforce Investment Corporation Mission

To empower and develop a highly-skilled workforce by providing specialized support and resources to our customers, partners, and employers, ensuring economic prosperity for Madera County.

Commitment to the Mission: Board Members must be vigilant in their commitment to the agency’s mission, pushing each other and the agency to achieve greater and expanding impact consistent with the demands of our mission at Madera County Workforce Investment Corporation.

Ambassadors to the External Community: Board Members will seek to raise awareness of Madera County Workforce Investment Corporation’s mission and programming and to regularly engage community members with the Corporation.

Board Meeting Attendance: Board members must regularly attend Board of Directors meetings. Board meetings are held the fourth Thursday of the month. Excessive absences, without prior notice may cause the Board to declare a Board seat vacant (MCWIC Bylaws Section 4.06 (b)).

Ad-Hoc Work Group Meeting Attendance and Participation: Board Members are expected to serve on ad-hoc workgroups as needed. Board Members are expected to actively participate on the work group, follow through on assigned tasks and communicate proactively with the Chair or the Executive Director if any issues or concerns arise.

Fund Development Plan: It is expected that Board Members will support the Corporation’s fund development plan which may include fundraisers, donations and/or grant applications and campaigns.

Event Attendance: As ambassadors for the organization, we hope that Board Members will attend Madera County Workforce Investment Corporation events which support our mission of empowering and developing a highly-skilled workforce for Madera County.

Board/Staff Relations: Board and staff presume trust, high respect and mutual commitment to the goals of organization in all communications. Board Members and staff agree to work together to develop mutually agreed upon goals and work plans for the projects they are assigned. Board Members will strive to maintain a clear sense of their governance and oversight of the organization and allow staff to run the organization.

I will strive to achieve the expectations and objectives described above.

Signature

Date

Board Member Printed Name

December 5, 2017

To MCWIC Staff:

The Corporate Board would like to take this opportunity to thank you for your hard work and efforts on behalf of the organization and the community over the last five years. It is hard to believe that it has, in fact, been five years since MCWIC was established and began operating as a stand-alone organization. Each of you have contributed to the enormous success that has been experienced over that time.

The Board has been working on Board Governance matters that have included a Board Member Job Description, a Board Member Agreement upon appointment to the Board, By-Law revisions to align with the work, as well as the roles and responsibilities, of the Board which also includes term limits and composition of the Board. A fund development plan is also being developed to assist in a more strategic and deliberate approach to the infusion of funds through grants, donations and fund raising under the umbrella of the non-profit 501c3.

With all of that said, the Board feels it is also an excellent point in time to gauge the organization's environment and health related to its employees. An organizational assessment tool has been developed and each of you will be provided with a link to the survey in an email as well as a date to complete it. We ask that you complete it honestly so that we may determine areas that can possibly be improved or corrected. The survey will be anonymous. Survey Monkey will aggregate the scores and comments and the results will be provided to both the Board and MCWIC management. The results will be thoroughly reviewed and if there are areas for improvement or areas of concern, a plan and strategies will be developed. We will also celebrate the positive areas and comments.

Again, thank you for all you have done and we look forward to our continued work on behalf of MCWIC.

Sincerely,

Debi Bray, Chair

Mattie Mendez, Vice Chair

Lindsay Callahan, Board Member

Bob Carlson, Board Member

Victor Gonzalez, Board Member

Roger Leach, Board Member

Robyn Smith, Board Member



Climate Survey

* 1. On a scale of 1 to 10, how happy are you at work?

0 5 10 [Slider bar with a circle at 0 and a button at 10]

* 2. Would you refer someone to work here?

- Yes
 No

* 3. Do you have a clear understanding of your career path?

- Yes
 No

* 4. Hypothetically, if you were to quit tomorrow, what would your reason be?

[Empty text box for answer]

* 5. Do you feel valued at work?

- Yes
 No

* 6. How frequently do you receive recognition from your Supervisor?

- Often
 Not often
 Never

* 7. Do you believe you'll be able to reach your full potential here?

- Yes
 No

* 8. If you were given the chance, would you reapply to your current job?

Yes

No

* 9. Do you foresee yourself working here one year from now?

Yes

No

* 10. Do you feel like the management team here is transparent?

Yes

No

* 11. What three words would you use to describe our culture?

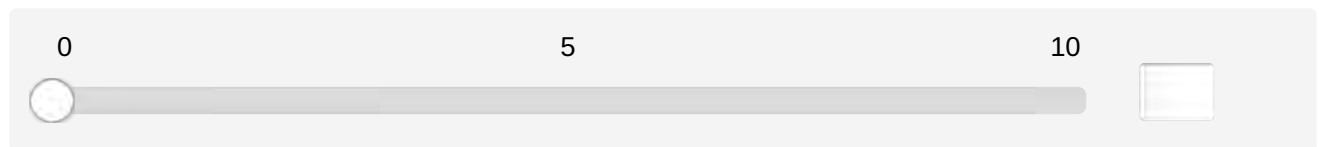
Word 1

Word 2

Word 3

* 12. On a scale of 1 to 10, how comfortable do you feel giving feedback to your supervisor?

0 5 10



* 13. Do you feel like coworkers give each other respect here?

Yes

No

* 14. Do you believe we live authentically by our organizational values?

Yes

No

* 15. Does the management team contribute to a positive work culture?

Yes

No

* 16. Do you have fun at work?

Yes

No

* 17. The Fiscal Department has been responsive to my questions.

Strongly Agree

Agree

Somewhat Agree

Somewhat Disagree

Disagree

Strongly Disagree

* 18. The Fiscal Department has provided me with accurate information within a reasonable time.

Strongly Agree

Agree

Somewhat Agree

Somewhat Disagree

Disagree

Strongly Disagree

* 19. The Accounting Financial Policies and Procedures Manual is a useful tool to find necessary information related to the Fiscal Department.

Extremely Satisfied

Agree

Somewhat Agree

Somewhat Disagree

Disagree

Strongly Disagree

* 20. I know where to access the Accounting Financial Policies & procedures Manual.

Strongly Agree

Agree

Somewhat Agree

Somewhat Disagree

Disagree

Strongly Disagree

* 21. My Pay check is accurate and on time.

Strongly Agree

Agree

Somewhat Agree

Somewhat Disagree

Disagree

Strongly Disagree

* 22. The Fiscal Department staff are knowledgeable and have the expertise I need to assist me.

Strongly Agree

Agree

Somewhat Agree

Somewhat Disagree

Disagree

Strongly Disagree

* 23. Management effectively communicates information about benefits and compensation.

Strongly Agree

Agree

Somewhat Agree

Somewhat Disagree

Disagree

Strongly Disagree

* 24. Management effectively communicates information about job openings.

Strongly Agree

Agree

Somewhat Agree

Somewhat Disagree

Disagree

Strongly Disagree

* 25. The Employee Handbook is a useful tool to find necessary information.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 26. I have the appropriate information to do my job well.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 27. I know what is expected of me at work.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 28. The mission of the organization makes me feel my job is important.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 29. I have the materials and equipment I need to do my work efficiently.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 30. My workload is reasonable.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 31. At work, my opinions seem to count.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 32. At work, I have the opportunity to do what I do best every day.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 33. I know how my work relates to the organization's strategic plan.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 34. My supervisor treats me with respect.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 35. My supervisor keeps me well informed about management decisions.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 36. My supervisor provides me with constructive suggestions to improve my job performance.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 37. In the past six months, my supervisor spoke with me about my performance.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 38. My supervisor inspires me to do my best work.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 39. My supervisor supports my need to balance work and other life issues.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 40. I am proud to be a member of my team.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 41. I have a good friend at work.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 42. The people I work with cooperate to get the job done.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 43. Someone at work seems to care about me as a person.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 44. My co-workers are committed to doing quality work.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 45. My team looks for ways to do things better.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 46. In the past year, I have had the opportunity to learn and grow.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 47. I am given a real opportunity to improve my skills in my organization.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 48. The organization supports employee development and training.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 49. In my most recent performance appraisal, I understand what I had to do to be rated at different performance levels (example: Superior, Exceeds Expectations, Average, Improvement Needed, Performance Improvement Plan Required).

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 50. Employees are protected from health and safety hazards on the job.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 51. Physical conditions (for example, noise levels, temperature, lighting, cleanliness in the workplace) allow employees to perform their jobs well.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 52. I understand the process for reporting workplace injuries.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 53. Considering everything, how satisfied are you with your job?

Extremely Satisfied	Very Satisfied	Satisfied	Somewhat Unsatisfied	Unsatisfied	Very Unsatisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 54. Considering everything, how satisfied are you with your pay?

Extremely Satisfied	Very Satisfied	Satisfied	Somewhat Unsatisfied	Unsatisfied	Very Unsatisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 55. Considering everything, how satisfied are you with your benefits package?

Extremely Satisfied	Very Satisfied	Satisfied	Somewhat Unsatisfied	Unsatisfied	Very Unsatisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 56. Considering everything, how satisfied are you with your opportunity to transfer/promote within the organization?

Extremely Satisfied	Very Satisfied	Satisfied	Somewhat Satisfied	unsatisfied	Very Unsatisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 57. How satisfied are you with the information you receive from your direct supervisor on what's going on in the organization?

Extremely Satisfied	Very Satisfied	Satisfied	Somewhat Satisfied	Unsatisfied	Very Unsatisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 58. How satisfied are you with your involvement in decisions that affect your work?

Extremely Satisfied	Very Satisfied	Satisfied	Somewhat Satisfied	Unsatisfied	Very Unsatisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 59. How satisfied are you with the training you receive for your present job?

Extremely Satisfied	Very Satisfied	Satisfied	Somewhat Satisfied	Unsatisfied	Very Unsatisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 60. How satisfied are you with the clarity of policies and procedures related to your position?

Extremely Satisfied	Very Satisfied	Satisfied	Somewhat Satisfied	Unsatisfied	Very Unsatisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 61. The technology I use on the job is reliable.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 62. Information Technology personnel is available to support my technology needs and solve problems quickly.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 63. What is your supervisory status?

I do not supervise any employees	I supervise 1 - 5 employees	48-66I supervise 6 or more employees
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 64. How long have you been with the MCWIC?

2 years or less	3-5 years	6-10 years	11-15 years	16+ years
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 65. How long have you been in your current position?

2 years or less	3-5 years	6-10 years	11-15 years	16+ years
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 66. Do you have any suggestions, comments or input you would like to share regarding your work with MCWIC?

RESTATED BYLAWS
OF
MADERA COUNTY WORKFORCE INVESTMENT CORPORATION,
a California Nonprofit Public Benefit Corporation

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**RESTATED BYLAWS
OF
MADERA COUNTY WORKFORCE INVESTMENT CORPORATION,
a California Nonprofit Public Benefit Corporation**

**ARTICLE I
ORGANIZATION**

1.01 Name. The name of this Corporation is Madera County Workforce Investment Corporation.

1.02 General Purposes and Limitations. This corporation is a California nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Law (herein, the "Code"). The general purposes of this Corporation are:

(a) To have and exercise all rights and powers, other than those specifically designated in WIOA regulations as responsibilities of the Workforce Development Board, conferred through Titles I through V of the Workforce Innovation and Opportunity Act ("WIOA") which provide guidance for statewide and local workforce investment systems that prepare youth and adults for entry into the labor force and develop self-sufficiency;

(b) To do all other things allowed by a non-profit corporation and utilize funds from all other sources other than government to effectively educate, train, and place individuals with the necessary resources and skills to fulfill employer needs; and

(c) To have and exercise all rights and powers conferred on nonprofit public benefit corporations under the Nonprofit Public Benefit Corporation Law of California as such law is now in effect or may at any time hereafter be amended, provided, however, notwithstanding any of the foregoing statements, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the above-stated purposes of this Corporation.

1.03 Specific Purposes. The specific purposes of this Corporation are to operate in accordance with and under the provisions of Titles I through V of the WIOA and the applicable regulations as set forth in the Code of Federal Regulations (CFR), Chapter 20, Parts 603, 675, and 679-688, as such law and regulations are now in effect or may be amended from time to time, in order to:

(a) Act as the administrative and fiscal entity for the Workforce Development Board and to assist the Workforce Development Board in the implementation of the WIOA in Madera County, California, in a manner that is responsive to the needs of the private sector.

Deleted: CFR Title 20 , Chapter V, Employment and Training Administration, Department of Labor, Part 652 and Parts 660 through 671

Deleted: <#>Improve the functioning of the nation's labor markets by bringing together employers who are seeking workers and individuals who are seeking employment;¶
Attract greater employer participation in all aspects of local employment and training activities; and¶

Deleted: <#>an

(b) Act as the provider of Career Services for WIOA Adult and Dislocated Worker programs through June 30, 2019, as approved by the State, the County of Madera, and the Workforce Development Board of Madera County.

1.04 Dedication of Assets. The property of this Corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Upon the dissolution or winding up of this Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Code, and which is qualified for exemption from taxation under Section 23701d of the California Revenue and Taxation Code.

1.05 Nonpartisan Activities. The Corporation shall be nonpartisan. No substantial part of the activities of this Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. The Corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes and objectives described herein.

ARTICLE II OFFICES

2.01 Principal Office. The principal office for the transaction of the activities and affairs of the Corporation (“principal executive office”) is located at 2037 West Cleveland Avenue, Madera, California, 93637. The Board of Directors may change the principal executive office from one location to another. Any change of this location shall be noted by the Secretary on these Bylaws opposite this Section, or this Section may be amended to state the new location.

Deleted: 441 East Yosemite Avenue, Madera, California 93638

2.02 Other Offices. The Board of Directors may at any time establish branch or subordinate offices at any place or places, within or without the State of California, where the Corporation is qualified to conduct its activities.

ARTICLE III MEMBERSHIP

3.01 Members. This Corporation shall have no members within the meaning of Section 5056 of the California Corporations Code. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the Board of Directors. All rights which would otherwise vest in the members shall vest in the Board of Directors.

3.02 Affiliated Persons. This Corporation may refer to contributors, advisors, or other persons or entities associated with it as “members” even though those contributors, advisors, or other persons or entities are not members, and no reference shall constitute anyone a

member, within the meaning of Section 5056 of the California Corporations Code. The Corporation may confer by amendment of its Articles of Incorporation or of these Bylaws some or all of the rights of a member, as set forth in the California Nonprofit Corporation Law, upon any person or persons who do not have the right to vote for the election of directors or on a disposition of substantially all of the assets of the Corporation or on a merger or on a dissolution or on changes to the Corporation's Articles of Incorporation or Bylaws, but no such person shall be a member within the meaning of Section 5056 of the California Corporations Code.

ARTICLE IV BOARD OF DIRECTORS

4.01 General Powers. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations in the Articles of Incorporation or these Bylaws, the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised by, or under the direction of, the Board of Directors

4.02 Specific Powers. Without prejudice to these general powers and subject to the same limitations, the Board of Directors, in addition to any other powers enumerated in these Bylaws, shall have the power to:

- (a) ;
- (b) Change the principal executive office in the State of California from one location to another; cause the Corporation to conduct its activities within or without the State of California; and designate any place within or without the State of California for holding any meeting of Directors;
- (c) Adopt and use a corporate seal and to alter the form of such seal from time to time, as in their judgment they may deem best, provided such seal shall at all times comply with the provisions of law;
- (d) Approve an annual operating budget and capital expenditure budget, to borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities;
- (e) To conduct, manage and control the affairs and activities of the Corporation and to make such rules and regulations therefor not inconsistent with applicable federal and California law, the Articles of Incorporation or the Bylaws as they may deem best;
- (f) Pursuant to authority hereinafter granted, to appoint committees and to delegate to such committees powers and authority of the Board of Directors in the management of the activities and affairs of the Corporation, except the power to adopt, amend or repeal Bylaws or Articles, and except as otherwise set forth herein;

Deleted: Appoint and remove, subject to any employment agreement and, at the pleasure of the Board of Directors, all officers, agents, and employees of the Corporation; prescribe powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these Bylaws; fix their compensation (if any); and require from them security for faithful service

(g) Approve any action which, under the California Corporations Code, would require the approval by a majority of statutory members or approval by statutory members; and

(h) Perform any and all duties imposed upon them collectively or individually by law, by the Articles of Incorporation, by any agreement with the State of California or the County of Madera, or by these Bylaws.

4.03 Number of Directors. The authorized number of Directors shall be between five (5) and ~~nine (9)~~ until changed by a duly enacted amendment to these Bylaws.

Deleted: eight (8)

4.04 Qualifications and Appointment of Directors. Qualification for appointment to the Board shall be ~~individuals representing private sector, non-profit, or faith-based organizations serving Madera County~~, preferably who have workforce development or related knowledge or experience. ~~Members will be identified through a public recruitment process, submission of an application and appointment by the Board.~~

Deleted: private sector membership

Deleted: In addition, up to (2) two members at large from local non- sectarian non-profit organizations, preferably who have workforce development or related knowledge or experience.

4.05 Term of Office of Directors. Each Director shall hold office for ~~a term of three (3) years, and may be re-appointed for one additional three year term at the discretion of the Board.~~

Deleted: an open ended term.

4.06 Vacancies; Removal; Resignation of Directors.

(a) Vacancy. Vacancies on the Board of Directors shall be filled by a public recruitment process, submission of an application and appointment by the Board. A vacancy or vacancies on the Board of Directors shall be deemed to exist on the occurrence of any of the following: (i) the death or resignation of any Director; (ii) the declaration by resolution of the Board of Directors of a vacancy in the office of a Director who has been declared of unsound mind by an order of court, convicted of a felony, or found by final order or judgment of any court to have breached a duty under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law; (iii) the increase of the authorized number of Directors; (iv) the removal of a Director in accordance with these Bylaws; No reduction of the authorized number of Directors shall have the effect of removing any Director from office before that Director's term of office has expired unless a resignation has been received.

(b) Removal. A Director may be removed, either with or without cause, by a three-fourths (3/4) majority vote of all other Directors at the time in office at any regular meeting or special meeting of the Board of Directors. The Board of Directors may set specific attendance guidelines that may cause a Director to be removed for failure to attend Board of Directors' meetings.

Attendance Guidelines: A Board of Director who does not attend three consecutive meetings and does not provide notice, may be subject to removal from the Board.

(c) Resignation. Except as provided below, any Director may resign by giving written notice to the Chair, any Vice Chair or the Secretary, or the Board of Directors. The resignation shall be effective when the notice is given unless it specifies a

later time for the resignation to become effective. If a Director's resignation is effective at a future time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective. Except on notice to the Attorney General of State of California, no Director may resign if the Corporation would be left without a duly elected Director or Directors.

4.07 Annual Meeting of Directors. The June regular meeting of each calendar year shall be known as the annual meeting. The month of this meeting is subject to change, however, if the Board of Directors fixes another date and all Directors are so notified. If the scheduled date falls on a legal holiday, the meeting shall be held on the next full business day. Each such annual meeting shall be held for purposes of organization, the election of officers, and the transaction of other business. Notice of the annual meeting shall state the matters that the board, at the time notice is given, intends to present for action.

4.08 Other Regular Meetings. Other regular meetings of the Board of Directors may be held at such time and place as the Board of Directors may fix from time to time. The time and place of such meetings will be stated in the minutes of the previous meeting of the Board of Directors. Notices of regular meetings of the Board shall include an agenda specifying the place, the day, and the hour of the meeting, and a brief general description of each item of business to be transacted or discussed at the meeting.

4.09 Special Meetings. Special meetings of the Board of Directors for any purpose may be called at any time by the Chair, any Vice Chair, the Secretary, or a majority of Directors. Notice for such meetings shall comply with the Ralph M. Brown Act. Additionally, notice of the time and place of special meetings shall be given to each Director by one of the following methods: (a) by personal delivery of written notice; (b) by first-class mail postage prepaid, (c) by telephone, either directly to the Director or to a person at such Director's office who would reasonably be expected to communicate that notice promptly to such Director; (d) by e-mail, either directly to the Director or to a person at such Director's office who would reasonably be expected to communicate that notice promptly to such Director; or (e) by facsimile, either directly to the Director or to a person at such Director's office who would reasonably be expected to communicate that notice promptly to such Director. All such notices shall be given or sent to the Director's address or telephone number as shown on the records of the Corporation. Notice sent by first-class mail shall be deposited in the United States mail at least four (4) days before the time set for the meeting. Notices given by personal delivery, telephone, e-mail or fax shall be delivered, telephoned, e-mailed or faxed at least forty-eight (48) hours before the time set for the meeting. The notice shall state the time of the meeting, the purpose of the meeting, that no other business may be transacted, and the place if the place is other than the principal executive office of the Corporation. No business, other than the business that was set forth in the notice of the meeting, may be transacted at a special meeting. The notice shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to members of the public.

4.10 Emergency Meetings. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting without complying with either the 24-hour notice or the 24-hour posting requirements of Section 4.09 above. For the

purposes of this Section, an “emergency situation” shall be defined as those events causing work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Directors. All definitions, notice and conduct specified in Government Code Section 54956.5 of the Ralph M. Brown Act is incorporated by reference.

4.11 Place of Meetings; Meetings By Telephone. Meetings of the Board shall be held at any place, within or without the State of California, that has been designated by resolution of the Board of Directors or in the notice of the meeting or, if not so designated, at the principal executive office of the Corporation. Any meeting may be held by conference telephone, as long as such telephonic communications are allowed under the Ralph M. Brown Act and all Directors participating in the meeting can hear one another. All such Directors shall be deemed to be present in person at such a meeting.

4.12 Quorum. A majority of the authorized number of Directors shall constitute a quorum for the transaction of any business, except to adjourn. Every action taken or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be the act of the Board of Directors, subject to the provisions of the California Nonprofit Public Benefit Corporation Law and the Ralph M. Brown Act, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest; (b) approval of certain transactions between corporations having common directorships; (c) creation of, and appointments to, committees of the Board of Directors, and (d) indemnification of Directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of Directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

4.13 Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If all Directors are absent from any regular or adjourned regular or special or adjourned special meeting, the Chair may declare the meeting adjourned to a stated time and place. However, if more than 50% of the number of Directors required to reach a quorum are present at the meeting, discussion can be had by the Directors on those items set on the agenda and recommendations developed for presentation at the next regularly scheduled Board meeting at which a quorum exists.

4.14 Notice of Adjourned Meeting. Whenever a meeting is adjourned, written notice of the adjournment shall be given in the same manner as provided in Sections 4.08, 4.09 and 4.10 of this Article. A copy of the order or notice of adjournment shall be conspicuously posted within twenty-four (24) hours after the time of adjournment on or near the main public entrance of the building where the regular, adjourned regular, special, adjourned special or emergency meeting was held.

4.15 Compensation and Reimbursement of Directors. Directors and members serving on committees approved by the Board of Directors may not be compensated by the Corporation for their services. However, Directors and members of committees may receive such reimbursement of expenses, as may be fixed or determined by resolution of the Board of Directors to be just and reasonable as to the Corporation at the time that such resolution is adopted; provided that such reimbursement is consistent with the WIOA and relevant policies

adopted by any agency with administrative oversight of the Workforce Development Board of Madera County (so long as such policy is not inconsistent with the WIOA or any federal or state statute).

4.16 Voting. Each Director is entitled to one (1) vote on each matter submitted to a vote of the Directors. Voting may be by voice or by ballot, except that any Director shall have a right to have a roll call vote on request, in which case the clerk shall call the roll and record each vote and report the final tally to the Chair.

4.17 Management of Meetings. Meetings of the Board of Directors shall be presided over by the Chair, or in the Chair's absence, by the Vice Chair, or in the absence of both, by the Secretary/Treasurer, or in the absence of all three, by an acting Chair chosen by a majority of the Directors.

4.18 Rules of Order. Meetings shall be governed by Robert's Rules of Order, to the extent that such rules are not inconsistent or in conflict with these Bylaws, with the Articles of Incorporation of the Corporation, or with applicable law.

4.19 Open Meetings. All meetings shall be open to the public and conducted in conformance with California Government Code Section 54950 et seq., commonly referred to as the "Ralph M. Brown Act."

4.20 Closed Sessions. Closed sessions are permitted in a duly noticed meeting for specific purposes controlled by the relevant sections of the Ralph M. Brown Act.

ARTICLE V OFFICERS

5.01 Officers. The officers of the Corporation shall be a Chair, a Vice Chair, a Secretary, and a Treasurer. The Corporation may also have, at the discretion of the Board of Directors, such other officers as may be appointed in accordance with the provisions of this Article. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the Chair. Officers may, from time to time, delegate certain responsibilities to the Executive Director, if any.

Deleted: ?? This is Jessica and I and there was some concern about this from the Board but when you read the responsibilities in my mind it cannot be a Board member?

5.02 Qualifications of Officers. Officers need not be Directors of the Corporation. The Chair and Vice Chair shall be representatives of private sector business and industry or of the non-profit sector.

Deleted: a

5.03 Appointment of Officers. Except such officers as may be appointed under Section 5.05 below, officers shall be chosen every two years by the Board of Directors at the annual meeting through an election process.

5.04 Term of Office. Officers shall serve until that officer resigns or is removed or is otherwise disqualified to serve, or until a successor is elected or appointed under this terms of this Article. Officers shall serve at the pleasure of the Board of Directors, subject to the rights, if any, of an officer under any contract of employment.

5.05 Additional Officers. The Board of Directors may appoint, and may authorize the Chair or another officer to appoint, any other officers that the business of the Corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in these Bylaws or determined from time to time by the Board of Directors.

5.06 Removal and Resignation of Officers.

(a) **Removal.** Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, either with or without cause, by the Board of Directors, at any regular or special meeting of the Board of Directors or by unanimous written consent of the Board of Directors, or, except in case of an officer chosen by the Board of Directors, by any officer upon whom such power of removal may be conferred by the Board of Directors. The appointment of a new Chair or Vice Chair shall proceed as if that position was vacant.

(b) **Resignation.** Any officer may resign at any time by giving written notice to the Corporation. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice and, unless otherwise specified in that notice, the resignation need not be accepted to make it effective. Any resignation is without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party.

5.07 Vacancies in Offices. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office.

5.08 Chair. Subject to the control of the Board of Directors, the Chair shall direct, and control the activities and affairs of the Board and its officers. The Chair shall have such other powers and duties as the Board of Directors or these Bylaws may prescribe. In the absence of an executive director, retained either as an employee of the Corporation or as an administrative services contractor of the Corporation, the Chair shall serve as the chief executive officer and direct and control the Corporation's activities and affairs. The Chair shall be given the necessary authority and held responsible for the administration of the Corporation in all its activities and subject only to such policies as may be adopted and such orders as may be issued by the Board of Directors or by any of its committees to which it has delegated power for such action. The Chair shall act as the "duly authorized representative" of the Board of Directors in all matters in which the Board of Directors has not formally designated some other person for that specific purpose. Without prejudice to such general powers as above described, but subject to the limitations, authority and duties of the Chair are hereby expressly declared to be:

- (a) To carry out all policies established by the Board of Directors, and to advise on the formation of those policies;
- (b) To attend meetings of the Board of Directors and its committees;
- (c) To prepare plans for the achievement of the Corporation's long-range objectives and goals as adopted by the Board of Directors;

(d) To promote effective and economical working relationships with other organizations;

(e) To represent the Corporation to the public;

(f) To see that the Corporation is in compliance with applicable laws and regulations and to assure review of and prompt action on reports and recommendations of authorized regulatory and inspecting agencies;

(g) To oversee, together with ~~the Board, the performance of the~~ Executive Director; and

Deleted: a personnel committee of

(h) To perform any other duty that may be necessary in the best interest of the Corporation.

5.09 Vice Chairs. If the Chair is absent or disabled, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors, these Bylaws, or the Chair.

5.10 Secretary. The Secretary shall:

(a) Certify and keep at the principal corporate office or such other place that the Board of Directors may order, the original, or a copy, of these Bylaws as amended or otherwise altered to date;

(b) Keep at the principal corporate office or such other place the Board of Directors may order, a book of minutes of all meetings of the Directors and of all meetings of committees, recording therein the time and place of holding said meeting, whether regular, special or emergency, and, if special or emergency, how authorized, the notice given, the names of those present, the number of Directors present, and the proceedings thereof;

(c) Be the custodian of records of the Corporation;

(d) Exhibit at all reasonable times to any Director of the Corporation, the Bylaws and any requested minutes;

(e) Exhibit at all reasonable times to any member of the public any documents or records that by law the public has a right to see; and

(f) Perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or that may be assigned from time to time by the Chair or the Board of Directors.

(g) ~~The Secretary shall not have a vote.~~

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5.11 Treasurer.

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The Treasurer shall:

(a) Keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions.

(b) Send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board of Directors. The books of account shall be open to inspection by any Director at all reasonable times.

(c) Deposit, or cause to be deposited, all money and other valuables in the name of, and to the credit of, the Corporation with such depositories as the Board of Directors may designate; disburse the Corporation's funds as the Board of Directors may order; render to the Chair of the Board of Directors, and the Board of Directors, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation; and have such other powers and perform such other duties as the Board of Directors or these Bylaws may prescribe.

(d) The Treasurer shall not have a vote.

The Board of Directors may elect to secure in the name of the Corporation and the Treasurer a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of, the Treasurer upon such officer's death, resignation, retirement, or removal from office.

In the event that the Corporation hires a bookkeeper, accountant, accounting firm, or other financial professional, the Treasurer may delegate to such financial professional the daily operational tasks but at all times shall be responsible for supervising their activities.

ARTICLE VI COMMITTEES

6.01 Committees of the Board. The Board of Directors, by resolution adopted by a majority of the Directors then in office, provided a quorum is present, may create one or more committees, each consisting of two (2) or more Directors, and other persons that the Directors may appoint to serve at the pleasure of the Board of Directors. Appointments to committees of the Board shall be by majority vote of the Directors then in office. The Board of Directors may appoint one or more Directors as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee, to the extent provided in the Board resolution, shall have all the authority of the Board of Directors, except that no committee, regardless of Board resolution, may:

(a) Fill vacancies on the Board of Directors or on any committee that has the authority of the Board of Directors;

- (b) Amend or repeal bylaws or adopt new bylaws;
- (c) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or repealable;
- (d) Create any other committees of the Board of Directors or appoint the members of committees of the Board of Directors;
- (e) Approve any contract or transaction to which the Corporation is a party and in which one or more of its Directors has a material financial interest, except as special approval is provided for in Section 5233(d)(3) of the California Corporations Code; or
- (f) Take any final action in violation of the California Nonprofit Public Benefit Corporation Law.

6.02 Meetings and Actions of Committees. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken in accordance with, the provisions of these Bylaws concerning meetings and other Board actions, except that the time for regular meetings of such committees and the calling of special meetings of such committees may be determined either by Board resolution or, if there is none, by resolution of the committee of the Board of Directors. Minutes of each meeting of any committee of the Board of Directors shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the government of any committee, provided they are consistent with these Bylaws or, in the absence of rules adopted by the Board of Directors, the committee may adopt such rules.

ARTICLE VII EXECUTIVE DIRECTOR

7.01 Employment. The Board may employ and/or appoint an Executive Director who shall be the administrative head of the Corporation.

7.02 Duties: The Executive Director shall be responsible to the Board of Directors. The Executive Director shall be given the authority to carry out the policies established by the Board of Directors. The Executive Director shall have, but not be limited to, the following duties:

- (a) Serve as the administrator of all aspects of the day-to-day operations of the Corporation, including operating policies and procedures;
- (b) Make recommendations to the Board for its consideration regarding broad policies of the Corporation;
- (c) Develop the overall program and services to be provided by the Corporation and its clients;
- (d) Be present either personally or through an appointed representative at all Board meetings and be an ex-officio member of all committees;

(e) Select, employ, control, and discharge all administrative officers and employees authorized by the Board of Directors, in accordance with established policies and procedures of the Corporation;

(f) Submit to the Board of Directors an annual budget showing the expected receipts and expenditures;

(g) Require that all physical properties are kept in good repair and operating condition; and

(h) Supervise all business and financial affairs such as the maintenance of financial transaction records, collections of accounts, and purchase and issuance of supplies in accordance with principles of prudent business management.

7.03 Performance Evaluation: The Executive Director's performance will be evaluated annually by the full Board.

Deleted: Chair, Vice Chair and an appointed third Director

ARTICLE VIII INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS

8.01 Agents, Proceedings, and Expenses. For the purposes of this Article, "agent" means any person who is or was a Director, officer, employee, or other agent of this Corporation, or is or was serving at the request of this Corporation as a Director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a Director, officer, employee, or agent of a foreign or domestic corporation which was a predecessor corporation of this Corporation or of another enterprise at the request of such predecessor corporation; "proceeding" means any threatened, pending or completed action or proceeding, whether civil, criminal, administrative, or investigative; and "expense" includes, without limitation, attorneys' fees and any expenses of establishing a right to indemnification under Sections 8.04 or 8.05(b) below.

8.02 Actions Other Than By the Corporation. This Corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding (other than an action by, or in the right of, this Corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Corporations Code, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if that person acted in good faith and in a manner that person reasonably believed to be in the best interests of this Corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of that person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this Corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

8.03 Actions By the Corporation. This Corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by, or in the right of, this Corporation, or brought under Section 5233 of the California Corporations Code, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that person is or was an agent of this Corporation, against expenses actually and reasonably incurred by that person in connection with the defense or settlement of that action if that person acted in good faith, in a manner that person believed to be in the best interests of this Corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 8.03 for any of the following reasons:

- (a) In respect of any claim, issue or matter as to which that person shall have been adjudged to be liable to this Corporation in the performance of that person's duty to this Corporation, unless, and only to the extent that, the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, that person is fairly and reasonably entitled to indemnity for the expenses and then only to the extent that the court shall determine;
- (b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or
- (c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

8.04 Successful Defense By Agent. To the extent that an agent of this Corporation has been successful on the merits in defense of any proceeding referred to in Sections 8.02 or 8.03 above, or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

8.05 Required Approval. Except as provided in Section 8.04 above, any indemnification under this Article shall be made by this Corporation only if authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 8.02 or 8.03 above, by any of the following:

- (a) A majority vote of a quorum consisting of Directors who are not parties to the proceeding; or
- (b) The court in which the proceeding is or was pending, upon application made by this Corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by this Corporation.

8.06 Advance of Expenses. Expenses incurred in defending any proceeding may be advanced by this Corporation before the final disposition of the proceeding upon receipt of an undertaking by, or on behalf of, the agent to repay the amount of the advance unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

8.07 Other Contractual Rights. No provision made by a corporation to indemnify its Directors or officers for the defense of any proceeding, whether contained in the Corporation's Articles of Incorporation or Bylaws, a resolution of the Board of Directors, an agreement or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than Directors and officers of this Corporation may be entitled by contract or otherwise.

8.08 Limitations. No indemnification or advance shall be made under this Article, except as provided in Sections 8.04 or 8.05(b) above, in any circumstances where it appears:

(a) That it would be inconsistent with a provision of the Articles of Incorporation, Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

8.09 Insurance. Upon and in the event of a determination by the Board of Directors of this Corporation to purchase such insurance, this Corporation shall purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against, or incurred by, the agent in such capacity or arising out of the agent's status as such whether or not this Corporation would have the power to indemnify the agent against the liability under the provisions of this Article; provided, however, that this Corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the California Corporations Code.

ARTICLE IX CONFLICTS OF INTERESTS

9.01 Disqualifying Financial Interest. Subject to California law regarding conflicts of interest, including, without limitation, Government Code Sections 1090 et seq. and 87100 et seq., as amended, any member of the Board of Directors must obtain the Board of Directors' approval pursuant to Sections 9.02 and 9.03 below and disqualify himself or herself from making, participating in the making of, or attempting to influence any decisions of the Board of Directors or a committee of the Board of Directors if it is reasonably foreseeable that the decision is one in which the Director has a material financial interest.

9.02 Prior Board of Directors' Approval. Subject to California law regarding conflicts of interest, including, without limitation, Government Code Sections 1090 et seq. and 87100 et seq., as amended, the Board of Directors may approve a proposed transaction in which a Director or Directors may have a material financial interest if after reasonable investigation and

prior to consummating the transaction or any part thereof, with knowledge of the material facts concerning the transaction and the Director or Directors' interest in transaction, the Board of Directors determines in good faith by vote of a majority of Directors then in office without counting the vote of the interested Director or Directors, that:

- (a) The proposed transaction is for the Corporation's own benefit;
- (b) The proposed transaction is fair and reasonable as to the Corporation; and
- (c) The Corporation cannot obtain a more advantageous arrangement with reasonable efforts under the circumstances.

9.03 Board of Directors Ratification. Subject to California law regarding conflicts of interest, including, without limitation, Government Code Sections 1090 et seq. and 87100 et seq., as amended, the Board of Directors may ratify a transaction entered into between the Corporation and a Director or Directors in which the Director or Directors had a material financial interest if at the next meeting of the Board of Directors, the Board of Directors determines in good faith by vote of a majority of Directors then in office without counting the vote of the interested Director or Directors, that:

- (a) A committee or person authorized by the Board of Directors approved the transaction;
- (b) The Corporation entered into the transaction for its own benefit;
- (c) The transaction was fair and reasonable as to the Corporation at the time the Corporation entered into the transaction; and
- (d) It was not reasonably practicable to obtain approval of the Board of Directors prior to entering into the transaction.

9.04 Disqualifying Non-Financial Interest. Any member of the Board of Directors must likewise disqualify himself or herself when there exists a personal non-financial interest which will prevent the member from applying disinterested skill and undivided loyalty to the Corporation in making or participating in the making of decisions.

9.05 Procedure of Disqualification. A Director required to disqualify himself or herself pursuant to Sections 9.01 or 9.04, above, shall (a) immediately disclose the interest, (b) recuse himself or herself from any participation in the matter, (c) refrain from attempting to influence any other Director, and (d) leave the room during any proceedings on the matter in question. The Director may be counted in determining whether a quorum is present.

9.06 Director Contracts or Grants with the Corporation. Pursuant to Government Code Section 1091.2, as amended, the prohibition against "financially interested" public officials in Government Code Section 1090 shall not apply to any contract or grant made by the Board, except where both of the following conditions are met:

(a) The contract or grant directly relates to services to be provided by any Director or the entity the Director represents, or financially benefits the Director or the entity he or she represents; and

(b) The Director fails to recuse himself or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on the grant or grants.

ARTICLE X RECORDS AND REPORTS

10.01 Records and Reports. The Corporation shall keep:

(a) Adequate and correct books and records of account;

(b) A book of minutes of all meetings of Directors and all meetings of committees, recording therein the time and place of holding said meetings, whether regular, special or emergency, and if special or emergency, how authorized, the notice given, the names of those Directors present, the number of Directors present, and the proceedings thereof; and

(c) A copy of the Articles of Incorporation and Bylaws, as amended, to date.

10.02 Inspection of Articles and Bylaws. All material required to be made available for inspection by the public under the Freedom of Information Act or the California Public Records Act, as amended, the Articles of Incorporation, the Bylaws, books of account, and the minutes of the meetings of the Directors, and standing committees, and ad hoc committees shall be open to inspection on the written demand of any member of the public at any reasonable time. Such inspection may be made in person or by agent or attorney, and the right of inspection includes the right to make copies. Demand of inspection other than at a meeting shall be made in writing to any officer of the Corporation. The Corporation may charge a reasonable fee for making copies in accordance with applicable law.

10.03 Inspection by Directors. Every Director shall have the absolute right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties, and the records of each of its subsidiaries. The inspection may be made in person or by the Director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

10.04 Annual Report. The Board shall cause an annual report to be sent to the Directors within one hundred twenty (120) days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

(a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.

- (b) The principal changes in assets and liabilities, including trust funds.
- (c) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes.
- (d) The expenses or disbursements of the Corporation for both general and restricted purposes.
- (e) An independent accountants' report or the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.
- (f) Any information required by Section 10.05 below.

This requirement of an annual report shall not apply if the Corporation receives less than Twenty-Five Thousand and No/100 Dollars (\$25,000.00) in gross receipts during the fiscal year, provided, however, that the information specified above for inclusion in an annual report must be furnished annually to all Directors who request it in writing.

10.05 Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to the Board of Directors of the Corporation, or as a separate document if no annual report is issued, the Corporation shall annually furnish to each Director a statement of any transaction or indemnification of the following kind within one hundred twenty (120) days after the end of the Corporation's fiscal year:

- (a) Any transaction (i) which the Corporation, its parent, or its subsidiary was a party; (ii) in which an "interested person" had a direct or indirect material financial interest; and (iii) which involved more than Twenty-Five Thousand and No/100 Dollars (\$25,000.00), or was one of a number of transactions with the same interested person involving, in the aggregate, more than Twenty-Five Thousand and No/100 Dollars (\$25,000.00). For this purpose, an "interested person" is either of the following: (i) Any Director or officer of the Corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or (ii) any holder of more than ten percent (10%) of the voting power of the Corporation, its parent, or its subsidiary. The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the Corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.
- (b) Any indemnifications or advances aggregating more than Ten Thousand and No/100 Dollars (\$10,000.00) paid during the fiscal year to any officer or Director of the Corporation under Sections 8.01 through 8.03 of these Bylaws, unless that indemnification has already been approved by the Directors under Section 5238(e)(2) of the California Corporations Code.

**ARTICLE XI
GENERAL CORPORATE MATTERS**

11.01 Construction and Definitions. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

11.02 Amendment by Directors. These Bylaws or Articles of Incorporation of this Corporation may be amended or repealed, or new Bylaws or Articles adopted, by the affirmative vote of a majority of the authorized number of Directors on the Board of Directors. No amendment may extend the term of a Director beyond that for which such Director was elected.

11.03 Authority to Bind Corporation. The Board of Directors, except as in these Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or to render it liable for any purpose in any amount.

11.04 Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, against any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising out of the officer’s, Director’s, employee’s, or agent’s status as such.

**ARTICLE XII
FISCAL YEAR**

12.01 Date of Fiscal Year. The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June in each year.

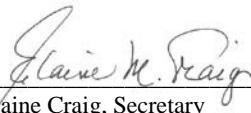
CERTIFICATE OF ADOPTION

I certify that I am the duly appointed and authorized Secretary of MADERA COUNTY WORKFORCE INVESTMENT CORPORATION, California nonprofit public benefit corporation, that the above Restated Bylaws, consisting of eighteen (18) pages, are the Restated Bylaws of this Corporation as approved and ratified by Board of Directors of this Corporation on and that said Restated Bylaws have not been amended or modified since the date thereof.

Deleted: October 22, 2015

Executed on at Madera, California.

Deleted: October 22, 2015



Elaine Craig, Secretary

Procedures for Executive Director (ED) Annual Performance Evaluation

- The ED will be evaluated annually in June of each year by the Madera County Workforce Investment Corporation Board of Directors
- The ED will submit in writing a self-evaluation and reflection to the Board of Directors in May of each year.
- The evaluation process will require that each Board Member have the opportunity to independently complete the evaluation form in May of each year and provide the completed forms to the Chair. A minimum of three Board Members must participate but the intent is to have all Board Members participate. The Board may opt to invite other key informants and stakeholders to provide input on the ED evaluation. The evaluation ratings and comments will be aggregated onto one form by the Chair.
- The Chair will convene a closed session meeting of the MCWIC Board Members to review the aggregated evaluation. At this time, if any significant disparity in the rating and/or comments between the evaluations, will be resolved.
- The ED will be presented the evaluation at the closed session and will have the opportunity to respond to any ratings or comments either in writing or orally prior to the evaluation being submitted for review/approval and/or determination of revisions to the compensation package. This review will include the ED's job description and current salary and benefits package.
- The ED will provide goals and objectives in July of each year to the Chair. Once agreed upon and finalized, the goals and objectives will be provided to the Board of Directors at the next regularly scheduled meeting.
- The ED will provide, at minimum, a semi-annual update of the goals and objectives at the Board of Director's regularly scheduled January meeting but, as time and circumstances permit, may update the Board of Directors at any regularly scheduled meeting.

GOALS FOR THE PERIOD OF
1 JULY 2017 – 30 JUNE 2019
FROM ELAINE CRAIG, EXECUTIVE DIRECTOR

- Complete process and submit for and receive the required Baseline Certification for the Job Center by December 2017
- Undergo a self-assessment, peer review and procure a consultant to apply for Hallmark of Excellence Certification which will require a Continuous Quality Improvement Plan for the Job Center by June 2018
- Develop and implement WDB strategic goals and workforce initiative(s) in alignment with the implementation of the local plan
- Participate in the implementation of the San Joaquin Valley Regional Planning Units regional plan
- Once guidance has been received from the state, complete the required process for continued designation as a local workforce development area for Madera County
- Complete and/or participate in a competitive procurement for the One Stop Operator by June 2018
- Submit application for the Workforce Development Board of Madera County continued designation and certification as the local Board by June 2019
- Develop and implement a Corporate Board Governance Plan to include an organization/leadership self-assessment, Board job description, Board Agreement, review of Corporate By-laws for term limits, composition, qualifications, attendance; Develop Board Capacity around fiscal
- Develop and implement a Fund Development Plan in collaboration with the MCWIC Board
- Continue to identify and apply for additional non-WIOA funds
- Enhance collaboration between myself, the WDB and MCWIC

MADERA COUNTY CONTRACT NO. _____
(Agreement for Administration of the Workforce Innovation and Opportunity Act)

This agreement for administration of WORKFORCE INNOVATION AND OPPORTUNITY ACT (this "Agreement") is made and entered into this _____ day of _____, ~~2017~~, by and between the **COUNTY OF MADERA**, a political subdivision of the State of California, hereinafter referred to as "COUNTY," the **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**, a California public benefit corporation, hereinafter referred to as "MCWIC," and the **WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY**, hereinafter referred to as "WDB", for the purpose of defining roles and responsibilities for the administration and operation of the WORKFORCE INNOVATION AND OPPORTUNITY ACT of July 2014 (Public Law 133-128) and its regulations, hereinafter also referred to as the "WIOA"; and any and all directives as may be prescribed by the Governor of the State of California regarding administration of the WIOA of 2014.

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The purpose of this Agreement is to establish the ~~programmatic, policy,~~ administrative, and fiscal roles and responsibilities between the COUNTY, ~~the WDB~~, and MCWIC.

RECITALS

WHEREAS, WIOA H.R. 803, was signed into law on July 22, 2014, ~~and took effect~~ on July 1, 2015 and supersedes ~~Titles I and II of the Workforce Investment Act of 1998;~~ ~~and~~

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Deleted: As stated within Employment and Training Administration (ETA) Training and Employment Guidance Letter (TEGL) 38-14, "a series of WIOA Operating Guidance documents will be provided to inform the workforce system how to begin the important planning and reorganization necessary to comply with new WIOA statutory requirements for the upcoming Program Year 2015 (beginning July 1, 2015). The Operating Guidance TEGLs will provide a framework for program activities until the regulations are finalized";

WHEREAS, the regulations implementing the WIOA, or the "Final Rule", was published in the Federal Register Volume 81, Number 161, Chapter 20, Parts 603, 675, and 679-688 on August 19, 2016, and such regulations took effect on October 18, 2016:

and,

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WHEREAS, Madera County has met the eligibility requirements for designation as a Local Workforce Development Area, hereinafter referred to as "LWDA", for the two (2) year period of July 1, 2015, through June 30, 2017 and will reapply or otherwise request subsequent and continuing designation as an LWDA once the State has issued guidance related to that process;

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and

WHEREAS, under this agreement the Chief Local Elected Official (CLEO) of Madera County shall be the Chairperson of the Board of Supervisors; and

Deleted: . Except for the appointment of the members of the WDB, the CLEO shall act as one entity

WHEREAS, Madera County Board of Supervisors, by Resolution No. 2000.178, dated August 22, 2000, designated the Madera County Private Industry Council as the WORKFORCE INVESTMENT BOARD, carried into the Workforce Investment Act of 1998, and now per the requirements of the new WIOA, the word Investment is to be stricken and replaced with the word Development, and the Workforce Development Board of Madera County has been certified by the Governor through June 30, 2018;

Deleted: Employment Development Department (EDD) directive WSD14-10 states "The existing local board will be automatically initially certified through PY 2015-16 upon approval of initial designation of local area"

and

WHEREAS, the WIOA amends the Workforce Investment Act of 1998, to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes; and

WHEREAS, the WIOA requires COUNTY and WDB to establish standing committees as deemed appropriate and necessary, develop a Local Workforce Development Plan, and define a local one-stop delivery system for the LWDA; and

WHEREAS, the WIOA requires the WDB, in partnership with the CLEO, to develop and submit a local plan to the State that meets the requirements in WIOA Section 108. If the local area is part of a planning region that includes other local areas, the local board shall collaborate with the other local boards and CLEO's from such other areas in the preparation and submission of a regional plan as described in WIOA Section 106(c)(2); and

Deleted: local board
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WHEREAS, the WDB has prepared a local plan and participated in the development of the regional plan, and COUNTY has approved such plans prior to their submission to the State; and

WHEREAS, the WDB has been designated by the COUNTY to provide policy guidance for administration and operations, while exercising oversight with respect to activities under the Local Workforce Plan for the LWDA; and

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WHEREAS, the WIOA requires that the scope and specific nature of the partnership in the LWDA be defined and determined by local agreement between the CLEO, and WDB; and

WHEREAS, the parties, including the MCWIC as the administrative and fiscal agent for the LWDA, have previously entered into an agreement, Madera County Contract No. 10561-C-2016, dated January 26, 2016, for the purposes described herein and said Contract is hereby superseded in full by this Contract.

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AGREEMENT

NOW THEREFORE, in consideration of the recitals set forth above, which are incorporated herein by reference, and the mutual covenants and undertaking set forth herein, the mutual receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Roles and Responsibilities of County:** The CLEO, on behalf of the COUNTY, shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under WIOA sections 128 and 133, unless the CLEO reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability. As grant recipient, COUNTY shall fulfill, or cause to be fulfilled, the following responsibilities:

1.01 COUNTY shall designate MCWIC to serve as the local fiscal agent/local grant recipient. Such designation shall not relieve the County of any misuse of grant

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funds as described in WIOA Section 107 (d)(12)(B)(i)(1); COUNTY shall confirm adequate accounting, auditing, management information and reporting systems are in place to comply with the WIOA, and any and all regulations and/or those directives as may be prescribed by the Governor, and all other applicable, associated federal and state laws and regulations; COUNTY will provide a point of contact from the COUNTY Auditor/Controllers office for submission of administrative and fiscal related compliance and oversight documentation from MCWIC. COUNTY will maintain oversight documentation and record keeping for COUNTY audit purposes.

1.02 COUNTY shall in partnership with the WDB, approve local and regional plans and Partner Memoranda of Understanding that meet the requirements in WIOA section 108.

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1.03 COUNTY shall designate one of the Board of Supervisors members as a liaison with the WDB, which will enhance COUNTY Board of Supervisors' familiarity with WIOA, programmatic oversight, and commitment to the WIOA, WDB activities, and encourage communication between the parties to this Agreement. This WDB member shall have the same rights as any other member. This member shall be responsible for keeping the COUNTY Board of Supervisors apprised on the programs/systems operating under the direction/administration of the WDB and report out to the COUNTY Board of Supervisors meeting following each WDB meeting.

1.04 COUNTY shall comply with the provisions of the California Unemployment Insurance Code 14000-14004.5, fiscal controls established by the State as outlined in the WIOA section 184, and any and all regulations and/or directives

that may be prescribed by the Governor, without compromise of its remedies against the WDB AND MCWIC, including but not necessarily limited to indemnification and contribution.

1.05 COUNTY shall, consistent with the WIOA, appoint ~~all~~ members of the WDB.

Deleted: a chairperson for the WDB every two (2) years following the WDB's biennial certification by the Governor. The CLEO shall be responsible for appointing

1.06 COUNTY's obligations under this Agreement shall be limited to making available to the MCWIC the funding that COUNTY receives from other agencies, entities, or jurisdictions, including federal and state funding sources, and which funds are intended for use in carrying out the intent and purpose of this Agreement. Under no circumstances shall COUNTY be responsible for providing funding under this Agreement that is unrelated to the WIOA purposes.

2. **Roles and Responsibilities of MCWIC:** MCWIC shall be designated herein

as the administrative and fiscal agent ~~and local grant recipient for programs and systems~~ initiated pursuant to the WIOA and any and all regulations and/or those directives as may be prescribed by the Governor during the term of this Agreement. As the administrative and fiscal agent, MCWIC is hereby granted the authority to:

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2.01 ~~Carry out the required fiscal and administrative functions as determined by~~ MCWIC and the WDB.

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2.02 Negotiate and enter into separate agreements related to the provision of WIOA related services and other professional services consistent with, and deemed by MCWIC to be necessary to carry out its responsibilities ~~as the~~ local provider of WIOA Career Services without further approval of COUNTY, except as provided in this Agreement.

Deleted: and contained in the approved Local Workforce Development Plan for the LWDA

2.03 Expend funds sub-vented to MCWIC by COUNTY under the WIOA for the purpose of providing WIOA Career Services for the LWDA, as well as such other funds as may, from time to time, be made available to MCWIC, without further approval of COUNTY, except as provided for in this Agreement.

Deleted: carrying out the approved Local Workforce Development Plan

2.04 Take responsibility for the day-to-day management and operations of WIOA Career Services for the LWDA. In carrying out these responsibilities, MCWIC hereby agrees to:

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2.04.1 Establish and maintain an adequate fund accounting, auditing, and management information and reporting system on operations and expenditures.

2.04.2 Provide written reports to COUNTY, pursuant to its request, regarding program operations, performance, and expenditures, as well as other activities being conducted. Reports shall include monthly MCWIC financial reports approved by the MCWIC Board, quarterly expenditure reports submitted to EDD, annual monitoring guide and reports (completed by EDD and/or all other agencies as applicable to the WIOA), annual Schedule of Expenditures of Federal Awards, annual MCWIC Single Audit Report, and annual MCWIC 990 Financial report. Additional year end reports may be requested by the COUNTY auditor and will be provided upon request.

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Deleted: in furtherance of the approved Local Workforce Development Plan;

Deleted: program performance reports,

2.04.3 Act as the provider of Career Services for WIOA Adult and Dislocated Worker programs through June 30, 2019, as approved by COUNTY at their meeting on February 21, 2017 and

subsequently approved by the State Workforce Board at their meeting on April 27, 2017.

2.04.4 Procure audits of funds and program activities as required by the WIOA and work to resolve any questions or irregularities identified through such audits.

Deleted: <#>Carry out its responsibilities in administering local programs/system and implementing the Local Workforce Development Plan for the LWDA in full compliance with both the WIOA, as amended, and any and all regulations and/or directives prescribed by the Governor, and all other applicable, associated federal and state laws and regulations.¶

2.04.5 Develop and manage a system to hear and resolve grievances, which may be brought by participants, contract service providers, vendors/training providers, and interested parties, as required by the WIOA.

3. **Purpose of the WDB:** The WDB shall be organized to serve as Workforce Development Board of Madera County as established by the WIOA sec. 107 (d). It shall function in accordance with the provisions of the WIOA and any and all associated enabling legislation, regulations, and/or executive orders, to carry out the primary purposes of the WDB as follows:

Deleted: <#>Develop a Local Workforce Plan for the LWDA as required by the WIOA, in accordance with the following conditions:¶
MCWIC shall identify the employment needs of the LWDA's unemployed, the labor force needs of area employers and economic development activities in the area while conducting such other analyses as are required by the WIOA, which MCWIC determines to be appropriate and necessary in order to discharge its responsibilities that qualify for funds made available under the WIOA.¶
2.05.2 MCWIC shall solicit the input and participation of the local business community regarding the provision of activities and workforce development system services to customers of the LWDA. ¶
2.05.3 MCWIC shall develop and maintain a process to secure public input and comment on the Local Workforce Development Plan and programs to be funded and provided under the WIOA, which shall be submitted to COUNTY for review sufficiently in advance of the required date of submission to the Governor, to enable meaningful COUNTY input regarding form and content. The local plans for the LWDA shall be approved by COUNTY Board of Supervisors prior to such plans being submitted to the Governor by MCWIC.¶
2.05.4 MCWIC shall, upon approval and signature of the WDB and COUNTY, be responsible for submittal of the Local Plan to the Governor for approval.¶

3.01 Increase the involvement of the business community, educational institutions, organized labor, government agencies, community-based organizations and economic development agencies in WIOA activities authorized by the WDB.

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3.02 Identify, implement and administer effective approaches to increase employment opportunities for job seekers or anyone who wants to advance his or her career, including targeted populations.

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3.03 Operate as the primary agency for implementation of various transitional needs as mandated by the WIOA prior to local designation by the State of California as a LWDA.

3.04 Provide WIOA activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, while increasing occupational skills of participants, resulting in the improvement of the quality of the workforce, reduction of welfare dependency, and enhancement of the productivity and competitiveness of COUNTY.

3.05 Act as a catalyst for workforce retention and expansion, while a forum for all workforce policy.

4. **Roles and Responsibilities of the WDB:** In partnership with COUNTY in the implementation of the WIOA, WDB shall assume the following responsibilities:

Deleted: , in conjunction with MCWIC,

4.01 ~~Establish the respective roles and responsibilities of the COUNTY and the~~ WDB, for implementation of the WIOA at the local level.

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~~4.02 Develop, in partnership with the CLEO, a local workforce plan to the~~ Governor that meets the requirements in section 108. If the local area is part of a planning region that includes other local areas, the local board shall collaborate with the other local boards and CLEO's from such other areas in the preparation and submission of a regional plan as described in section 106(c)(2). The plan will be prepared and submitted in accordance with the following conditions:

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- WDB shall identify the employment needs of the LWDA's unemployed, the labor force needs of area employers and economic development activities in the area while conducting such other analyses as are required by the WIOA, which the WDB determines to be appropriate and necessary in order to discharge its responsibilities:
- WDB shall solicit the input and participation of the local business community regarding the provision of activities and workforce development system services to customers of the LWDA:
- WDB shall develop and maintain a process to secure public input and comment on the Local Workforce Development Plan and programs to be funded and provided under the WIOA, and shall insure that the COUNTY Board of Supervisors reviews and approves the plans prior to submission to the Governor; and
- WDB shall, upon approval and signature of the WDB and the COUNTY, be responsible for submittal of the Local Plan to the Governor for approval.

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4.03 Carry out workforce research and regional labor market analysis to assist in the development of analyses of economic conditions in the region, assist in the developing of statewide workforce and labor market information, and assist in conducting research, data collection and analysis related to the workforce needs of the regional economy as the board.

4.04 Convene local workforce development system stakeholders to assist in the development of the local plan under section 108 and in identifying non-

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Federal expertise and resources to leverage support for workforce development activities.

4.05 Lead efforts to engage with a diverse range of employers and with entities

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in the region involved to promote business representation on the local board, develop effective linkages with employers in the region to support employer utilization of the local workforce development system, ensure local workforce activities meet the needs of the employers and support economic growth, and to develop and implement proven or promising strategies for meeting the employment and skill needs of the workers and employers, that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industries and sectors or occupations.

4.06 Identify and promote proven and promising strategies and initiative for

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meeting the needs of employers, workers, and job seekers, such as physical and programmatic accessibility, in accordance with section 188.

4.07 Develop strategies for using technology to maximize the accessibility and

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effectiveness of the local workforce development system for employers, workers, and job seekers.

4.08 Conduct oversight, in partnership with the CLEO for local Adult, Dislocated

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Worker, and Youth workforce development activities, and ensure

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appropriate use and management of funds for the activities and system.

4.09 Negotiate and reach agreement with the Governor on the local performance accountability measures as described in section 116(c), in collaboration with the CLEO.

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4.010 With the agreement of the CLEO, designate and certify one-stop operators as described in section 121(d)(2)(A).

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4.011 Identify eligible providers of youth workforce development activities in the local area by awarding grants or contracts on a competitive basis, and identify eligible training providers in the local area that provide the individuals with consumer choice options for training.

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4.012 Develop a budget for the activities in the area, consistent with the local plan and the duties of the local board under this section, subject to the approval of the CLEO.

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4.013 Assess the physical and programmatic accessibility, in accordance with section 188, and applicable provisions of the Americans with Disabilities Act of 1990, of all one-stop centers in the local area.

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4.014 Work with the State to ensure that there are sufficient numbers and types of providers of career and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.

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4.015 Coordinate activities with education and training providers in the local area, including reviewing applications to provide adult education and literacy activities under Title II to determine whether such applications are consistent with the local plan, making recommendations to the eligible

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agency to promote alignment with such plan, and replicating an implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals.

4.016 Lead efforts, in collaboration with secondary and post-secondary education program representatives, to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services needed by adults, and youth, particularly those with barriers to employment.

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4.017 Make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan, regular membership, designation and certification of one-stop operators, and award of grants or contracts to eligible providers of youth workforce development activities.

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4.018 In conjunction with MCWIC, hire a director and other staff to assist in carrying out the functions using funds available under sections 128(b) and 133(b) as described in section 128(b)(4), as desired. The board shall ensure the individuals selected have the requisite knowledge, skills, and abilities, to meet identified benchmarks and to assist in effectively carrying out the functions of the local board. The director and staff shall be subject to the limitations on the payment of salaries and bonuses described in section 194(15).

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4.019 Provide career services described in section 134(c)(2) through a one-stop delivery system or be designated or certified as a one-stop operator only with the agreement of the CLEO in the area and the Governor.

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5. Selection and Approval of One-Stop Operator: The WDB will competitively select an entity to act at the One-Stop Operator for the local system using a process that is consistent with the Federal Uniform Guidance set out at 2 CFR 200.318. The selected One-Stop Operator will, at minimum:

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- 5.01 Coordinate the service delivery of required one-stop partners and service providers, as outlined in the established Memoranda of Understanding (MOU);
- 5.02 Provide reports to the Local WDB regarding the assessment of compliance with each MOU between the WDB and the one-stop partners;
- 5.03 Participate in the coordination of partner meetings no less than once per quarter, to review one-stop operations, compliance with MOUs, staff development training, and other items designated or requested by the WDB.
- 5.04 Provide an end of year comprehensive report to the WDB regarding all items listed above, and
- 5.05 Complete any other duties that may be necessary to fulfill the requirements of 20 CFR 678.620 to maintain compliance as the One-Stop Operator.

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6. Resolution of Disagreements: It is the joint authority and responsibility of all parties to this Agreement to ensure effective delivery of WIOA activities to employers and job seekers. In the event the WDB and COUNTY cannot reach a mutually satisfactory agreement on approval of the Local Workforce Development Plan, WDB and COUNTY shall meet and attempt to resolve such disagreement. When one or more parties to

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this Agreement concludes that consensus between WDB and COUNTY cannot be reached, any and all unresolved issues pertaining to the plans shall be submitted for a binding determination made by a four-member panel consisting of one representative of the MCWIC, one representative of COUNTY, one representative of the WDB, and one impartial representative of the Governor's office, or a designee, who is acceptable to the parties.

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7. Receipt of Other Funds: This Agreement does not preclude or limit the receipt by MCWIC of other governmental or non-governmental funds, either directly or indirectly. Any funds received directly by MCWIC shall be accounted for in the same manner as, and subject to the same financial procedures and control as the WIOA funds expended by MCWIC, except that private funds may be accounted for separately by using accepted accounting procedures.

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8. Term of Agreement: This Agreement, and its force and effect on the activities, responsibilities and relationships defined herein, shall be effective commencing with its execution by the parties and shall continue until terminated as provided for herein.

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9. Termination: COUNTY, MCWIC or the WDB may terminate this Agreement upon one hundred-eighty (180) calendar day's prior written notice to all parties specifying the date of termination. Any party may terminate this Agreement for cause by giving all parties five (5) calendar day's prior written notice of its intent to so terminate. Cause shall include, but not be limited to, the material breach of this Agreement by any party hereto or the immediate loss of significant governmental or grant funding (greater than 50% of the total WDB budget) by any party hereto. The breaching party shall have five (5) days from receipt of written notice by the non-breaching party to cure all material breaches of this Agreement.

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10. Amendments: COUNTY, MCWIC, or the WDB may propose amendments to this Agreement at any time. Any amendment to this Agreement shall be in writing and require the written consent of each party hereto.

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11. Notices: All notices hereunder shall be in writing served either by personal delivery or by first class mail (postage pre-paid) as follows:

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County of Madera

Chairman, Board of Supervisors
200 West 4th Street
Madera, CA 93637

Madera County Workforce Investment Corporation

Executive Director
2037 West Cleveland Avenue
Madera, CA 93637

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Deleted: 93638

Workforce Development Board of Madera County

Board Chair
2037 West Cleveland Avenue
Madera, CA 93637

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Deleted: 93638

12. Indemnification/Hold Harmless: To the fullest extent permitted by law, each party shall indemnify, defend (at the indemnifying party's sole cost and expense), protect and hold harmless the other parties and each of their officers, employees, agents, and volunteers, and all representatives, successors, and assigns, from and against any and all claims (including, without limitation, claims for bodily injury, death or damage to property), demands, obligations, damages, actions, causes of action, suits, losses, judgment fines, penalties, forfeitures, liabilities, costs and expenses (including, without limitation, attorneys' fees, disbursements and court costs, and any and all other professional, expert or consultants' fees and costs and general and administrative expenses) of every kind and nature whatsoever (individually, a "claim;" collectively,

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"claims"), which may arise from or in any manner relate (directly or indirectly) to, and only to the extent of, the negligent and/or willful acts, errors and/or omissions of the indemnifying party, its officers, officials, agents, employees, person(s) under the supervision of the indemnifying party, vendors, suppliers, contractors, subcontractors, consultants, anyone employed directly or indirectly by any of them or for whose acts they may be liable, or any or all of them, in performing any work or services to be provided under this Agreement.

13. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of California. Venue for the purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Madera County, California.

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14. Severability: Should any part, term, portion, or provision of this Agreement be in conflict with any law of the United States or of the State of California, or otherwise unenforceable or ineffectual, the validity of the remaining parts, terms, portions or provisions shall be deemed severable, enforceable and in effect, provided that such remaining portions or provisions can be construed in substance to constitute the intended Agreement of the parties.

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* * * * *

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written:

Attest

By:

Clerk, Board of Supervisors

County of Madera

By:

Chairman, Board of Supervisors

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Approved as to Legal Form:

By:

County Counsel

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Deleted: Elaine M. Craig, Executive Director

Madera County Workforce Investment Corporation

By:

Debi Bray, Chair

Workforce Development Board of Madera County

By:

Brett Frazier, Chair

Deleted: Elaine M. Craig, Executive Director

By:

Elaine M. Craig, Executive Director

Pending Board Approval



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: December 5, 2017

Subject: MCWIC Financial Reports Update

Information:

Attached are the financial reports for October 31, 2017 period end. The reports include corporations summarized Balance Sheet, Statement of Cash Flows, Revenues and Expense Report, MCWIC Recap Financial Report by Grant, and Bank Reconciliation summary sheets for both the main and payroll accounts.

Financing:

Workforce Innovation and Opportunity Act

Madera County Workforce Investment Corporation
Balance Sheet - Board Report FY 2017-2018

AGENDA ITEM 8.1

(In Whole Numbers)

As of 10/31/2017

	<u>Current FY 2017-2018</u>	<u>Beginning Year Balance</u>
Assets		
Cash		
Cash in BA - Main	197,081	86,051
Cash in BA - Payroll	<u>12,253</u>	<u>72,349</u>
Total Cash	209,334	158,401
Accounts Receivable	15,840	258,981
Prepaid Expenses	6,837	6,837
Fixed Assets		
Computer & Software	92,427	90,932
Office Equipment	16,089	16,089
Furniture & Fixtures	550	550
Accumulated Depreciation	<u>(80,589)</u>	<u>(80,589)</u>
Total Fixed Assets	<u>28,476</u>	<u>26,982</u>
Total Assets	<u>260,487</u>	<u>451,200</u>
Liabilities and Net Assets		
Accounts Payable		
COBRA Dental Payable	(267)	0
COBRA Vision Payable	(19)	0
Other	<u>47,936</u>	<u>102,307</u>
Total Accounts Payable	47,650	102,307
Employee Payroll and Taxes Payable		
Vacation Payable	33,851	33,851
Other	<u>51,411</u>	<u>47,128</u>
Total Employee Payroll and Taxes Payable	85,262	80,979
Employer Payroll Taxes Payable	4,376	4,124
Workers Compensation Payable	428	381
Dependent Benefits Payable	(955)	31
457 Plan Payable	5,185	5,057
Net Income and Expenditures		
Fund Balance	193,874	193,874
Net Assets - Capital Assets	64,448	64,448
Grant Revenue	571,492	0
Other Income	91,271	0
Interest Revenue	1	0
Vacation	(18,996)	0
Software Maintenance	(4,659)	0
Computer Hardware	(2,040)	0
Other	<u>(776,849)</u>	<u>0</u>
Total Net Income and Expenditures	<u>118,542</u>	<u>258,322</u>
Total Liabilities and Net Assets	<u>260,487</u>	<u>451,200</u>

Madera County Workforce Investment Corporation
Statement of Cash Flows - Board Report - Cash Flow
As of 10/31/2017

	Current Month	Current Year 2017-2018
Cash Flows from Operating Activities		
Increase in Net Assets	(65,578.99)	(139,780.54)
Increase in accounts receivable		
Accounts Receivable	158,981.26	243,140.75
Total Increase in accounts receivable	158,981.26	243,140.75
Increase in accounts payable		
Accounts Payable	(20,230.84)	(54,370.73)
COBRA Dental Payable	(266.58)	(266.58)
COBRA Vision Payable	(9.72)	(19.44)
Total Increase in accounts payable	(20,507.14)	(54,656.75)
Increase in accrued payroll and related expenses		
FIT Withholding Payable EE	0.72	884.92
Medicare Withholding Payable EE	0.19	63.93
Medicare Payable ER	0.19	63.93
Social Security Tax Payable ER	0.93	273.45
SIT Withholding Payable EE	(2.43)	353.54
CA SDI Payable EE	0.24	39.08
CA SUI Payable ER	(25.36)	(83.27)
CA Training Tax Payable ER	(0.70)	(2.31)
Social Security Withholding Payable EE	0.93	273.45
Worker's Compensation Payable	0.25	47.51
457 Withholding Payable	(11.39)	127.65
Payroll Payable	27.07	2,668.58
Dependent Medical Payable	0.01	(332.93)
Dependent Dental Payable	0.07	(547.93)
Dependent Vision Payable	0.09	(105.02)
Total Increase in accrued payroll and related expenses	(9.19)	3,724.58
Total Cash Flows from Operating Activities	72,885.94	52,428.04
Cash Flows From Investing Activities:		
Purchase of property and equipment		
Computer & Software	(1,494.72)	(1,494.72)
Total Purchase of property and equipment	(1,494.72)	(1,494.72)
Total Cash Flows From Investing Activities:	(1,494.72)	(1,494.72)
Net Cash used in investing activities	(1,494.72)	(1,494.72)
Cash Flows from Financing Activities	71,391.22	50,933.32
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	124,837.57	86,051.15
Cash in BA - Payroll	13,105.04	72,349.36
Total Cash and Cash Equivalents at the Beginning of Year	137,942.61	158,400.51
Cash and Cash Equivalents as of Current Period End Date	209,333.83	209,333.83

Madera County Workforce Investment Corporation
 Statement of Revenues and Expenditures - MCWIC Board Report
 From 7/1/2017 Through 10/31/2017
 (In Whole Numbers)

	Total	WIOA Grants	Disability Employment Grants	Veterans Grant	Dept. of Social Service Contracts	Realignment Grants
Operating Revenue						
Federal Revenue	571,492	419,883	134,388	5,963	0	0
Other Local & State Revenue	91,271	2,646	604	0	5,551	22,837
Other Income	1	0	0	0	0	0
Contribution In-Kind (Goods)	0	0	0	0	0	0
Total Operating Revenue	662,764	422,529	134,993	5,963	5,551	22,837
Total Revenue	662,764	422,529	134,993	5,963	5,551	22,837
Expenditures						
Salaries	(426,770)	(294,494)	(100,423)	(4,729)	(2,141)	(17,756)
Payroll Taxes	(38,285)	(26,791)	(9,067)	(425)	(219)	(1,717)
Benefits	(68,610)	(47,395)	(16,056)	(1,026)	(477)	(3,598)
Materials & Supplies	(17,685)	(12,078)	(3,273)	(19)	(26)	(1,648)
Advertising	(300)	0	(300)	0	0	0
Overhead/Operating Expenses	(166,244)	(73,299)	(16,613)	(1,190)	(2,963)	(7,128)
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(84,650)	(76,163)	(9,897)	1,426	0	0
Total Expenditures	(802,545)	(530,220)	(155,630)	(5,963)	(5,826)	(31,846)
Net Revenue Over Expenditures	(139,781)	(107,691)	(20,637)	0	(275)	(9,009)
Fund Balance						
	227,725	(150)	860	0	53,009	31,456
Total Balance	87,945	(107,841)	(19,777)	0	52,734	22,447

Madera County Workforce Investment Corporation
 Statement of Revenues and Expenditures - MCWIC Board Report
 From 7/1/2017 Through 10/31/2017
 (In Whole Numbers)



	CDBG	Foundation Grants	Unrestricted Corporate
Operating Revenue			
Federal Revenue	0	0	11,258
Other Local & State Revenue	0	0	59,633
Other Income	0	0	1
Contribution In-Kind (Goods)	0	0	0
Total Operating Revenue	<u>0</u>	<u>0</u>	<u>70,891</u>
Total Revenue	<u>0</u>	<u>0</u>	<u>70,891</u>
Expenditures			
Salaries	0	0	(7,229)
Payroll Taxes	0	0	(66)
Benefits	0	0	(58)
Materials & Supplies	0	0	(642)
Advertising	0	0	0
Overhead/Operating Expenses	0	0	(65,050)
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(16)	0	0
Total Expenditures	<u>(16)</u>	<u>0</u>	<u>(73,044)</u>
Net Revenue Over Expenditures	<u>(16)</u>	<u>0</u>	<u>(2,153)</u>
Fund Balance			
	0	38,587	103,963
Total Balance	<u>(16)</u>	<u>38,587</u>	<u>101,811</u>

Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary

Account: 1020 Cash in BA - Payroll
Reconciliation ID: Bank Reconciliation for 1020 for 10.31.17
Reconciliation Date: 10/31/2017
Status: Open

Bank Balance	12,252.57
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	12,252.57
Balance Per Books	<u>12,252.57</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary

h Account: 1010 Cash in BA - Main
 Reconciliation ID: Bank Reconciliation for 1010 for 10.31.17
 Reconciliation Date: 10/31/2017
 Status: Open

Bank Balance	202,991.81
Less Outstanding Checks/Vouchers	5,910.55
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	197,081.26
Balance Per Books	<u>197,081.26</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

MCWIC as of 10/31/17	WIA Adult #201 #202	WIA Dislocated Worker (DW) #501 #502	WIA Youth #301	WIA - Rapid Resp. (RR) #540 #541	Rapid Response Layoff Aversion
Current Available Funding	5910	5930	5920	5932	5933
FY 16-17 Carry Forward/Fund Balance	392,238.00	257,662.00	165,336.00	10,148.00	48,937.00
FY 17-18 Allocations/Contracts	726,491.00	600,864.00	717,894.00	167,054.00	28,434.00
FY 17-18 Reduction/Recession	(4,341.00)	(3,465.00)	0.00	(1,114.00)	(617.00)
FY 17-18 WIOA Transfers	150,000.00	(150,000.00)			
FY 17-18 Reserve for 18-19	(181,623.00)	(150,216.00)	(179,474.00)	0.00	0.00
FY 17-18 Sublease Contracts	0.00	0.00	0.00	0.00	0.00
Total Funding for FY 17-18	1,082,765.00	554,845.00	703,756.00	176,088.00	76,754.00
Expenditures					
5100 Staff Salaries	(119,529.25)	(35,350.41)	(90,170.45)	(38,748.55)	0.00
5105 Vacation	(4,716.64)	(1,698.78)	(3,051.70)	(1,074.80)	0.00
5111 Employer Medicare Expense	(1,948.29)	(581.42)	(1,422.47)	(617.62)	0.00
5112 Social Security Employer Exp	(8,330.61)	(2,486.24)	(6,082.37)	(2,641.05)	0.00
5115 CA Unemployment Insurance Exp	(103.33)	(14.23)	(78.21)	(44.13)	0.00
5116 CA Training Tax Expense	(2.84)	(0.39)	(2.18)	(1.25)	0.00
5120 Workers Compensation Expense	(991.54)	(292.69)	(777.08)	(336.23)	0.00
5130 Group Health Insurance Expense	(11,307.36)	(1,928.55)	(7,985.31)	(6,087.09)	0.00
5140 Employers 457 Expense	(7,280.81)	(2,205.33)	(5,327.26)	(2,324.86)	0.00
5160 Group Dental Insurance	(920.22)	(162.99)	(662.64)	(512.73)	0.00
5170 Group Vision Insurance	(214.70)	(37.57)	(154.63)	(119.29)	0.00
5180 Group Life Insurance	(43.80)	(2.59)	(41.10)	(32.01)	0.00
5200 Materials and Supplies	(673.48)	(215.04)	(563.25)	(128.06)	0.00
5210 Facility Materials and Supplies	(1.60)	(0.51)	(0.87)	0.00	0.00
5300 Rent Expense	(15,361.52)	(4,288.71)	(11,261.74)	(5,381.76)	0.00
5320 Telephone Expense	(710.25)	(180.46)	(497.17)	(259.00)	0.00
5330 Utilities Expense	(1,382.96)	(239.71)	(1,008.79)	(485.71)	0.00
5400 Postage Expense	(26.92)	(4.44)	(19.07)	(13.73)	0.00
5410 Printing Expense	(234.27)	(73.35)	(120.73)	(20.03)	0.00
5420 Advertising Expense	0.00	0.00	0.00	0.00	0.00
5430 Bank Charges	(8.25)	(2.47)	(5.74)	(3.10)	0.00
5440 Dues and Membership Expense	(1,211.67)	(1,129.37)	(1,142.51)	(267.74)	0.00
5450 Publications Expense	0.00	0.00	0.00	0.00	0.00
5510 Legal Fees	(39.43)	(10.86)	0.00	(89.92)	0.00
5520 Consulting Fees	(973.80)	(612.05)	(727.49)	(340.82)	0.00
5530 Taxes and Fees	(0.23)	(0.10)	(0.16)	(0.32)	0.00
5610 Equipment Maintenance	418.27	102.96	(14.77)	(28.98)	0.00
5620 Equipment Rental	(482.58)	(108.39)	(358.85)	(118.91)	0.00
5631 Software Maintenance	(830.74)	(388.13)	(666.43)	0.00	0.00
5640 Internet Expense	(575.69)	(172.79)	(398.46)	(447.84)	0.00
5650 Computer Hardware	0.00	0.00	0.00	0.00	0.00
5700 Client Transportation Assistance Expense	(1,280.00)	(1,488.00)	(240.00)	0.00	0.00
5720 Staff Travel Expense	(397.87)	(129.13)	(459.48)	(45.29)	0.00
5730 Conference, Conventions & Meetings	(72.15)	0.00	(90.43)	0.00	0.00
5800 Subcontracted Program Services	(20,447.90)	(9,278.22)	(34,285.58)	0.00	0.00
5810 General Outside Services	(9,188.74)	(2,173.71)	(6,070.33)	(2,446.89)	0.00
5820 Facility Maintenance Services	(33.10)	(10.67)	(17.87)	0.00	0.00
5980 Fixed Assets - Expense Offset	0.00	0.00	0.00	0.00	0.00
Total Expenditures	(208,904.27)	(65,164.34)	(173,705.12)	(62,617.71)	0.00
Unliquidated Obligations					
Basic/Individualized Obligations	104,546.29	36,840.71	66,405.21	10,327.24	0.00
Training Services Obligations	14,945.00	17,288.00	33,623.00	0.00	1,043.00
Other Obligations	2,172.00	1,274.00	889.00	0.00	0.00
Total Unliquidated Obligations	121,663.29	55,402.71	100,917.21	10,327.24	1,043.00
FY Allocation Balance (less reserve for 18-19)	752,197.44	434,277.95	429,133.67	103,143.05	75,711.00

Summary Information	WIA Adult #201 #202	WIA Dislocated Worker (DW) #501 #502	WIA Youth #301	WIA - Rapid Resp. (RR) #540 #541	Rapid Response Layoff Aversion
Total Funding for FY 17-18	1,082,765.00	554,845.00	703,756.00	176,088.00	76,754.00
Total Expenditures	(208,904.27)	(65,164.34)	(173,705.12)	(62,617.71)	0.00
Total Unliquidated Obligations	(121,663.29)	(55,402.71)	(100,917.21)	(10,327.24)	(1,043.00)
Training Available Balance	(147,952.15)	(131,519.45)	(111,162.25)	0.00	(18,956.90)
Projected Staff Costs	(512,047.04)	(111,970.08)	(186,240.80)	(156,817.12)	0.00
FY Year End Balance June 30, 2018	92,198.25	190,788.42	131,730.62	(53,674.07)	56,754.10

Revenue and Expenditures (FY 17-18)	WIA Adult #201 #202	WIA Dislocated Worker (DW) #501 #502	WIA Youth #301	WIA - Rapid Resp. (RR) #540 #541	Rapid Response Layoff Aversion
Federal Revenue	169,524.00	50,729.00	150,815.00	35,263.46	
Other Local & State Revenue	0.00	0.00	0.00	0.00	
Other Income	0.00	0.00	0.00	0.00	
Total Revenue	169,524.00	50,729.00	150,815.00	35,263.46	0.00
Total Expenditures	(208,904.27)	(65,164.34)	(173,705.12)	(62,617.71)	0.00
Balance Revenue less Expenditures*	(39,380.27)	(14,435.34)	(22,890.12)	(27,354.25)	0.00

*Note: MCWIC operates under the accrual basis of accounting, and therefore expenditures and revenue are accounted for in the period they occur/earned, not when cash is paid.

MCWIC as of 10/31/17	WIOA High Performing Board #1080	DEA Phase II #1064	DEA Phase III #1103	WP DEI Rnd 7	VEAP Grant 1065 Adult
Current Available Funding	5914	5976	5980	5978	5977
FY 16-17 Carry Forward/Fund Balance	1,257.82	26,983.73	275,000.00	7,220.85	74,068.82
FY 17-18 Allocations/Contracts	0.00	0.00		0.00	0.00
FY 17-18 Reduction/Recession					(68,105.57)
FY 17-18 WIOA Transfers					
FY 17-18 Reserve for 18-19	0.00	0.00	(34,670.89)	0.00	0.00
FY 17-18 Sublease Contracts	0.00	0.00	0.00	0.00	0.00
Total Funding for FY 17-18	1,257.82	26,983.73	240,329.11	7,220.85	5,963.25
Expenditures					
5100 Staff Salaries	0.00	(12,708.72)	(21,105.74)	0.00	(4,627.34)
5105 Vacation	0.00	(1,032.27)	184.68	0.00	(101.32)
5111 Employer Medicare Expense	0.00	(208.09)	(329.25)	0.00	(72.46)
5112 Social Security Employer Exp	0.00	(889.64)	(1,407.82)	0.00	(309.77)
5115 CA Unemployment Insurance Exp	0.00	(15.65)	(18.35)	0.00	(5.67)
5116 CA Training Tax Expense	0.00	(0.43)	(0.52)	0.00	(0.15)
5120 Workers Compensation Expense	0.00	(115.44)	(169.42)	0.00	(36.82)
5130 Group Health Insurance Expense	0.00	(1,606.47)	(1,905.57)	0.00	(672.84)
5140 Employers 457 Expense	0.00	(784.32)	(1,202.29)	0.00	(273.81)
5160 Group Dental Insurance	0.00	(141.86)	(151.48)	0.00	(60.51)
5170 Group Vision Insurance	0.00	(32.98)	(35.41)	0.00	(14.04)
5180 Group Life Insurance	0.00	(12.39)	(4.83)	0.00	(5.25)
5200 Materials and Supplies	(1,536.52)	(43.33)	(117.37)	0.00	(18.15)
5210 Facility Materials and Supplies	0.00	0.00	(0.40)	0.00	0.00
5300 Rent Expense	0.00	(1,680.47)	(2,635.14)	0.00	(648.64)
5320 Telephone Expense	0.00	(71.54)	(126.45)	0.00	(27.85)
5330 Utilities Expense	0.00	(145.76)	(243.78)	0.00	(54.67)
5400 Postage Expense	0.00	(1.97)	(4.54)	0.00	(0.53)
5410 Printing Expense	0.00	0.00	(56.90)	0.00	0.00
5420 Advertising Expense	0.00	0.00	(300.00)	0.00	0.00
5430 Bank Charges	0.00	(0.86)	(1.48)	0.00	(0.35)
5440 Dues and Membership Expense	0.00	0.00	(23.03)	0.00	0.00
5450 Publications Expense	0.00	0.00	(125.00)	0.00	0.00
5510 Legal Fees	0.00	0.00	(9.03)	0.00	0.00
5520 Consulting Fees	0.00	(1,680.55)	(132.65)	0.00	0.00
5530 Taxes and Fees	0.00	(0.08)	(0.02)	0.00	(0.04)
5610 Equipment Maintenance	0.00	17.95	(101.26)	0.00	(22.32)
5620 Equipment Rental	0.00	(43.35)	(89.71)	0.00	(15.55)
5631 Software Maintenance	0.00	0.00	(200.36)	0.00	0.00
5640 Internet Expense	0.00	(59.65)	(102.34)	0.00	(23.88)
5650 Computer Hardware	0.00	0.00	0.00	0.00	0.00
5700 Client Transportation Assistance Expense	0.00	(184.00)	0.00	0.00	0.00
5720 Staff Travel Expense	0.00	(147.08)	(207.82)	(722.41)	(86.05)
5730 Conference, Conventions & Meetings	0.00	(12.76)	(6.68)	0.00	(3.46)
5800 Subcontracted Program Services	0.00	(5,762.28)	(945.31)	0.00	1,425.66
5810 General Outside Services	0.00	(1,392.31)	(1,484.13)	0.00	(307.44)
5820 Facility Maintenance Services	0.00	0.00	(8.25)	0.00	0.00
5980 Fixed Assets - Expense Offset	0.00	0.00	0.00	0.00	0.00
Total Expenditures	(1,536.52)	(28,756.30)	(33,067.65)	(722.41)	(5,963.25)
Unliquidated Obligations					
Basic/Individualized Obligations	0.00	0.00	24,676.64	0.00	0.00
Training Services Obligations	0.00	0.00	2,628.00	0.00	0.00
Other Obligations	0.00	0.00	0.00	0.00	0.00
Total Unliquidated Obligations	0.00	0.00	27,304.64	0.00	0.00
FY Allocation Balance (less reserve for 18-19)	(278.70)	(1,772.57)	179,956.82	6,498.44	0.00

Summary Information	WIOA High Performing Board #1080	DEA Phase II #1064	DEA Phase III #1103	WP DEI Rnd 7	VEAP Grant 1065 Adult
Total Funding for FY 17-18	1,257.82	26,983.73	240,329.11	7,220.85	5,963.25
Total Expenditures	(1,536.52)	(28,756.30)	(33,067.65)	(722.41)	(5,963.25)
Total Unliquidated Obligations	0.00	0.00	(27,304.64)	0.00	0.00
Training Available Balance	0.00	0.00	(77,118.40)	0.00	0.00
Projected Staff Costs	0.00	0.00	(91,292.00)	0.00	0.00
FY Year End Balance June 30, 2018	(278.70)	(1,772.57)	11,546.42	6,498.44	0.00

Revenue and Expenditures (FY 17-18)	WIOA High Performing Board #1080	DEA Phase II #1064	DEA Phase III #1103	WP DEI Rnd 7	VEAP Grant 1065 Adult
Federal Revenue	1,257.82	28,756.00	24,745.00	0.00	5,963.25
Other Local & State Revenue	0.00	0.00	0.00	604.41	0.00
Other Income	0.00	0.00	0.00	0.00	0.00
Total Revenue	1,257.82	28,756.00	24,745.00	604.41	5,963.25
Total Expenditures	(1,536.52)	(28,756.30)	(33,067.65)	(722.41)	(5,963.25)
Balance Revenue less Expenditures*	(278.70)	(0.30)	(8,322.65)	(118.00)	0.00

Note: MCWIC operates under the accrual basis of accounti

MCWIC as of 10/31/17	VEAP Grant 1066 DW	ELL Navigator	CalJobs Vos Enhancement	MCDC Realignment Services - Post Release (probation)	MCDC Realignment Services- In Custody
	5982	5979	5981	5972	5973
Current Available Funding					
FY 16-17 Carry Forward/Fund Balance	95,728.00	498,455.21			
FY 17-18 Allocations/Contracts	0.00	0.00	3,000.00	26,580.00	56,000.00
FY 17-18 Reduction/Recession	(86,585.00)				
FY 17-18 WIOA Transfers					
FY 17-18 Reserve for 18-19	0.00	(52,688.00)	0.00	0.00	0.00
FY 17-18 Sublease Contracts	0.00	0.00	0.00	0.00	0.00
Total Funding for FY 17-18	9,143.00	445,767.21	3,000.00	26,580.00	56,000.00
Expenditures					
5100 Staff Salaries	0.00	(67,697.14)	0.00	(8,274.33)	(8,601.84)
5105 Vacation	0.00	739.10	0.00	32.31	(38.50)
5111 Employer Medicare Expense	0.00	(1,025.44)	0.00	(126.89)	(127.76)
5112 Social Security Employer Exp	0.00	(4,384.28)	0.00	(542.44)	(546.39)
5115 CA Unemployment Insurance Exp	0.00	(276.99)	0.00	(9.05)	(8.48)
5116 CA Training Tax Expense	0.00	(7.64)	0.00	(0.25)	(0.23)
5120 Workers Compensation Expense	0.00	(509.71)	0.00	(65.73)	(76.76)
5130 Group Health Insurance Expense	0.00	(7,135.97)	0.00	(1,223.30)	(1,233.51)
5140 Employers 457 Expense	0.00	(2,591.45)	0.00	(404.34)	(195.88)
5160 Group Dental Insurance	0.00	(621.09)	0.00	(110.80)	(115.63)
5170 Group Vision Insurance	0.00	(144.49)	0.00	(25.41)	(26.48)
5180 Group Life Insurance	0.00	(33.49)	0.00	(3.03)	(5.30)
5200 Materials and Supplies	0.00	(592.18)	0.00	(45.34)	(46.58)
5210 Facility Materials and Supplies	0.00	(0.92)	0.00	(0.17)	(0.13)
5300 Rent Expense	0.00	(625.52)	0.00	(1,290.97)	(1,321.30)
5320 Telephone Expense	0.00	(142.35)	0.00	(62.98)	(60.80)
5330 Utilities Expense	0.00	(815.58)	0.00	(128.43)	(122.03)
5400 Postage Expense	0.00	(13.46)	0.00	(3.97)	(2.59)
5410 Printing Expense	0.00	(129.66)	0.00	(20.32)	(1,426.21)
5420 Advertising Expense	0.00	0.00	0.00	0.00	0.00
5430 Bank Charges	0.00	0.00	0.00	(0.71)	(0.72)
5440 Dues and Membership Expense	0.00	(46.00)	0.00	(14.20)	(7.46)
5450 Publications Expense	0.00	0.00	0.00	0.00	0.00
5510 Legal Fees	0.00	(16.06)	0.00	(19.40)	(8.14)
5520 Consulting Fees	0.00	(307.40)	0.00	(42.69)	(36.46)
5530 Taxes and Fees	0.00	0.00	0.00	(0.01)	(0.03)
5610 Equipment Maintenance	0.00	5.15	0.00	(424.28)	(37.55)
5620 Equipment Rental	0.00	(108.28)	0.00	(38.81)	(38.03)
5631 Software Maintenance	0.00	(488.92)	0.00	(946.70)	(808.55)
5640 Internet Expense	0.00	0.00	0.00	(49.38)	(49.25)
5650 Computer Hardware	0.00	0.00	(2,040.28)	0.00	0.00
5700 Client Transportation Assistance Expense	0.00	0.00	0.00	0.00	0.00
5720 Staff Travel Expense	0.00	(1,551.92)	0.00	(30.53)	(62.91)
5730 Conference, Conventions & Meetings	0.00	(41.01)	0.00	(4.67)	(6.43)
5800 Subcontracted Program Services	(9,143.00)	(3,005.64)	0.00	0.00	0.00
5810 General Outside Services	0.00	(3,441.90)	0.00	(766.83)	(765.28)
5820 Facility Maintenance Services	0.00	(19.08)	0.00	(2.89)	(2.48)
5980 Fixed Assets - Expense Offset	0.00	0.00	0.00	0.00	0.00
Total Expenditures	(9,143.00)	(95,029.32)	(2,040.28)	(14,646.54)	(15,779.69)
Unliquidated Obligations					
Basic/Individualized Obligations	0.00	223,188.66	0.00	3,366.81	6,489.65
Training Services Obligations	0.00	21,424.00	0.00	0.00	0.00
Other Obligations	0.00	150.00	0.00	0.00	0.00
Total Unliquidated Obligations	0.00	244,762.66	0.00	3,366.81	6,489.65
FY Allocation Balance (less reserve for 18-19)	0.00	105,975.23	959.72	8,566.65	33,730.66

Summary Information	VEAP Grant 1066 DW	ELL Navigator	CalJobs Vos Enhancement	MCDC Realignment Services - Post Release (probation)	MCDC Realignment Services- In Custody
Total Funding for FY 17-18	9,143.00	445,767.21	3,000.00	26,580.00	56,000.00
Total Expenditures	(9,143.00)	(95,029.32)	(2,040.28)	(14,646.54)	(15,779.69)
Total Unliquidated Obligations	0.00	(244,762.66)	0.00	(3,366.81)	(6,489.65)
Training Available Balance	0.00	(59,293.00)	0.00	0.00	0.00
Projected Staff Costs	0.00	(64,640.16)	0.00	(25,272.64)	(5,059.20)
FY Year End Balance June 30, 2018	0.00	(17,957.93)	959.72	(16,705.99)	28,671.46

Revenue and Expenditures (FY 17-18)	VEAP Grant 1066 DW	ELL Navigator	CalJobs Vos Enhancement	MCDC Realignment Services - Post Release (probation)	MCDC Realignment Services- In Custody
Federal Revenue	9,143.00	80,887.21	545.00	0.00	0.00
Other Local & State Revenue	0.00	0.00	0.00	10,407.22	12,430.16
Other Income	0.00	0.00	0.00	0.00	0.00
Total Revenue	9,143.00	80,887.21	545.00	10,407.22	12,430.16
Total Expenditures	(9,143.00)	(95,029.32)	(2,040.28)	(14,646.54)	(15,779.69)
Balance Revenue less Expenditures*	0.00	(14,142.11)	(1,495.28)	(4,239.32)	(3,349.53)

*Note: MCWIC operates under the accrual basis of accounti

MCWIC as of 10/31/17	Merced County WIOA Regional Training and Planning Contract	DSS Assessment Services Contract	DSS Job Fair Contract	DSS OJT Contract	CDBG
	5983	9905	9906	9907	9908
Current Available Funding					
FY 16-17 Carry Forward/Fund Balance	8,994.00				
FY 17-18 Allocations/Contracts	0.00	205,200.00	22,898.00	194,403.00	7,945.00
FY 17-18 Reduction/Recession					
FY 17-18 WIOA Transfers					0.00
FY 17-18 Reserve for 18-19	0.00	0.00	0.00	0.00	0.00
FY 17-18 Sublease Contracts	0.00	0.00	0.00	0.00	0.00
Total Funding for FY 17-18	8,994.00	205,200.00	22,898.00	194,403.00	7,945.00
Expenditures					
5100 Staff Salaries	0.00	0.00	(204.36)	(1,622.02)	0.00
5105 Vacation	0.00	0.00	(28.94)	(114.73)	0.00
5111 Employer Medicare Expense	0.00	0.00	(3.54)	(26.77)	0.00
5112 Social Security Employer Exp	0.00	0.00	(15.21)	(114.54)	0.00
5115 CA Unemployment Insurance Exp	0.00	0.00	(0.20)	(1.54)	0.00
5116 CA Training Tax Expense	0.00	0.00	0.00	(0.05)	0.00
5120 Workers Compensation Expense	0.00	0.00	(2.01)	(13.38)	0.00
5130 Group Health Insurance Expense	0.00	0.00	(28.01)	(253.86)	0.00
5140 Employers 457 Expense	0.00	0.00	(13.29)	(99.86)	0.00
5160 Group Dental Insurance	0.00	0.00	(2.35)	(23.20)	0.00
5170 Group Vision Insurance	0.00	0.00	(0.54)	(5.31)	0.00
5180 Group Life Insurance	0.00	0.00	(0.07)	(0.79)	0.00
5200 Materials and Supplies	0.00	0.00	(0.58)	(8.82)	0.00
5210 Facility Materials and Supplies	0.00	0.00	0.00	(0.02)	0.00
5300 Rent Expense	0.00	0.00	(37.93)	(263.98)	0.00
5320 Telephone Expense	0.00	0.00	(1.75)	(12.68)	0.00
5330 Utilities Expense	0.00	0.00	(3.32)	(24.68)	0.00
5400 Postage Expense	0.00	0.00	(0.13)	(0.70)	0.00
5410 Printing Expense	0.00	0.00	(0.30)	(3.69)	0.00
5420 Advertising Expense	0.00	0.00	0.00	0.00	0.00
5430 Bank Charges	0.00	0.00	(0.02)	(0.15)	0.00
5440 Dues and Membership Expense	0.00	0.00	(0.58)	(2.97)	0.00
5450 Publications Expense	0.00	0.00	0.00	0.00	0.00
5510 Legal Fees	0.00	0.00	(0.63)	(3.31)	0.00
5520 Consulting Fees	0.00	0.00	(0.34)	(7.45)	0.00
5530 Taxes and Fees	0.00	0.00	0.00	0.00	0.00
5610 Equipment Maintenance	0.00	(2.45)	0.35	5.34	0.00
5620 Equipment Rental	0.00	0.00	(0.90)	(7.32)	0.00
5631 Software Maintenance	0.00	0.00	(7.53)	(165.18)	0.00
5640 Internet Expense	(35.00)	0.00	(1.40)	(10.28)	0.00
5650 Computer Hardware	0.00	0.00	0.00	0.00	0.00
5700 Client Transportation Assistance Expense	0.00	0.00	0.00	0.00	(16.00)
5720 Staff Travel Expense	(3,054.54)	(80.25)	(0.86)	(4.89)	0.00
5730 Conference, Conventions & Meetings	(2,940.00)	0.00	(0.22)	(0.64)	0.00
5800 Subcontracted Program Services	0.00	0.00	0.00	0.00	0.00
5810 General Outside Services	(830.30)	(2,156.22)	(20.01)	(146.63)	0.00
5820 Facility Maintenance Services	0.00	0.00	(0.02)	(0.51)	0.00
5980 Fixed Assets - Expense Offset	0.00	0.00	0.00	0.00	0.00
Total Expenditures	(6,859.84)	(2,238.92)	(374.69)	(2,934.61)	(16.00)
Unliquidated Obligations					
Basic/Individualized Obligations	0.00	0.00	0.00	634.33	0.00
Training Services Obligations	0.00	0.00	0.00	0.00	0.00
Other Obligations	0.00	0.00	0.00	0.00	7,945.00
Total Unliquidated Obligations	0.00	0.00	0.00	634.33	7,945.00
FY Allocation Balance (less reserve for 18-19)	2,134.16	202,961.08	22,523.31	190,834.06	(16.00)
Summary Information	Merced County WIOA Regional Training and Planning Contract	DSS Assessment Services Contract	DSS Job Fair Contract	DSS OJT Contract	CDBG
Total Funding for FY 17-18	8,994.00	205,200.00	22,898.00	194,403.00	7,945.00
Total Expenditures	(6,859.84)	(2,238.92)	(374.69)	(2,934.61)	(16.00)
Total Unliquidated Obligations	0.00	0.00	0.00	634.33	(7,945.00)
Training Available Balance	0.00	0.00	0.00	(118,800.00)	0.00
Projected Staff Costs	0.00	0.00	0.00	(2,608.64)	0.00
FY Year End Balance June 30, 2018	2,134.16	202,961.08	22,523.31	69,425.42	(16.00)
Revenue and Expenditures (FY 17-18)	Merced County WIOA Regional Training and Planning Contract	DSS Assessment Services Contract	DSS Job Fair Contract	DSS OJT Contract	CDBG
Federal Revenue	2,605.61	0.00	0.00	0.00	0.00
Other Local & State Revenue	2,645.80	3,225.00	183.15	2,142.57	0.00
Other Income	0.00	0.00	0.00	0.00	0.00
Total Revenue	5,251.41	3,225.00	183.15	2,142.57	0.00
Total Expenditures	(6,859.84)	(2,238.92)	(374.69)	(2,934.61)	(16.00)
Balance Revenue less Expenditures*	(1,608.43)	986.08	(191.54)	(792.04)	(16.00)

*Note: MCWIC operates under the accrual basis of accounti

MCWIC as of 10/31/17	Wells Fargo - Veterans Grant 9909	Wells Fargo - Single Female Parent Grant 9910	Wells Fargo HS/GED Prep 2017-2018 9913	Wells Fargo HS/GED Prep Jan 2016-June 2016 9912	MCDSS- HiSet Contract 2017-2018 9901
Current Available Funding					
FY 16-17 Carry Forward/Fund Balance					
FY 17-18 Allocations/Contracts	5,970.94	1,060.83	20,000.00	8,097.80	22,791.00
FY 17-18 Reduction/Recession					
FY 17-18 WIOA Transfers	0.00	0.00	0.00		0.00
FY 17-18 Reserve for 18-19	0.00	0.00	0.00	0.00	0.00
FY 17-18 Sublease Contracts	0.00	0.00	0.00	0.00	0.00
Total Funding for FY 17-18	5,970.94	1,060.83	20,000.00	8,097.80	22,791.00
Expenditures					
5100 Staff Salaries	0.00	0.00	0.00	0.00	0.00
5105 Vacation	0.00	0.00	0.00	0.00	0.00
5111 Employer Medicare Expense	0.00	0.00	0.00	0.00	0.00
5112 Social Security Employer Exp	0.00	0.00	0.00	0.00	0.00
5115 CA Unemployment Insurance Exp	0.00	0.00	0.00	0.00	0.00
5116 CA Training Tax Expense	0.00	0.00	0.00	0.00	0.00
5120 Workers Compensation Expense	0.00	0.00	0.00	0.00	0.00
5130 Group Health Insurance Expense	0.00	0.00	0.00	0.00	0.00
5140 Employers 457 Expense	0.00	0.00	0.00	0.00	0.00
5160 Group Dental Insurance	0.00	0.00	0.00	0.00	0.00
5170 Group Vision Insurance	0.00	0.00	0.00	0.00	0.00
5180 Group Life Insurance	0.00	0.00	0.00	0.00	0.00
5200 Materials and Supplies	0.00	0.00	0.00	0.00	0.00
5210 Facility Materials and Supplies	0.00	0.00	0.00	0.00	0.00
5300 Rent Expense	0.00	0.00	0.00	0.00	0.00
5320 Telephonic Expense	0.00	0.00	0.00	0.00	0.00
5330 Utilities Expense	0.00	0.00	0.00	0.00	0.00
5400 Postage Expense	0.00	0.00	0.00	0.00	0.00
5410 Printing Expense	0.00	0.00	0.00	0.00	0.00
5420 Advertising Expense	0.00	0.00	0.00	0.00	0.00
5430 Bank Charges	0.00	0.00	0.00	0.00	0.00
5440 Dues and Membership Expense	0.00	0.00	0.00	0.00	0.00
5450 Publications Expense	0.00	0.00	0.00	0.00	0.00
5510 Legal Fees	0.00	0.00	0.00	0.00	0.00
5520 Consulting Fees	0.00	0.00	0.00	0.00	0.00
5530 Taxes and Fees	0.00	0.00	0.00	0.00	0.00
5610 Equipment Maintenance	0.00	0.00	0.00	0.00	0.00
5620 Equipment Rental	0.00	0.00	0.00	0.00	0.00
5631 Software Maintenance	0.00	0.00	0.00	0.00	0.00
5640 Internet Expense	0.00	0.00	0.00	0.00	0.00
5650 Computer Hardware	0.00	0.00	0.00	0.00	0.00
5700 Client Transportation Assistance Expense	0.00	0.00	0.00	0.00	0.00
5720 Staff Travel Expense	0.00	0.00	0.00	0.00	0.00
5730 Conference, Conventions & Meetings	0.00	0.00	0.00	0.00	0.00
5800 Subcontracted Program Services	0.00	0.00	0.00	0.00	0.00
5810 General Outside Services	0.00	0.00	0.00	0.00	0.00
5820 Facility Maintenance Services	0.00	0.00	0.00	0.00	0.00
5980 Fixed Assets - Expense Offset	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00
Unliquidated Obligations					
Basic/Individualized Obligations	0.00	0.00	0.00	0.00	0.00
Training Services Obligations	0.00	0.00	0.00	0.00	0.00
Other Obligations	0.00	0.00	14,846.00	0.00	22,791.00
Total Unliquidated Obligations	0.00	0.00	14,846.00	0.00	22,791.00
FY Allocation Balance (less reserve for 18-19)	5,970.94	1,060.83	5,154.00	8,097.80	0.00

Summary Information	Wells Fargo - Veterans Grant	Wells Fargo - Single Female Parent Grant	Wells Fargo HS/GED Prep 2017-2018	Wells Fargo HS/GED Prep Jan 2016-June 2016	MCDSS- HiSet Contract 2017-2018
Total Funding for FY 17-18	5,970.94	1,060.83	20,000.00	8,097.80	22,791.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00
Total Unliquidated Obligations	0.00	0.00	(14,846.00)	0.00	(22,791.00)
Training Available Balance	0.00	0.00	0.00	0.00	0.00
Projected Staff Costs	0.00	0.00	0.00	0.00	0.00
FY Year End Balance June 30, 2018	5,970.94	1,060.83	5,154.00	8,097.80	0.00
Revenue and Expenditures (FY 17-18)	Wells Fargo - Veterans Grant	Wells Fargo - Single Female Parent Grant	Wells Fargo HS/GED Prep 2017-2018	Wells Fargo HS/GED Prep Jan 2016-June 2016	MCDSS- HiSet Contract 2017-2018
Federal Revenue					
Other Local & State Revenue					
Other Income					
Total Revenue	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00
Balance Revenue less Expenditures*	0.00	0.00	0.00	0.00	0.00

Note: MCWIC operates under the accrual basis of accounti

MCWIC as of 10/31/17		Assessment Services	General & Administration	AJCC Facility	Total
Current Available Funding		9920	0000/9920	9911-xxx	
	FY 16-17 Carry Forward/Fund Balance				1,862,029.43
	FY 17-18 Allocations/Contracts	0.00	131,367.08	0.00	2,946,050.65
	FY 17-18 Reduction/Recession				(164,227.57)
	FY 17-18 WIOA Transfers				0.00
	FY 17-18 Reserve for 18-19	0.00	0.00	0.00	(598,671.89)
	FY 17-18 Sublease Contracts	0.00	0.00	261,199.12	261,199.12
Total Funding for FY 17-18		0.00	131,367.08	261,199.12	4,306,379.74
Expenditures					
5100	Staff Salaries	(2,119.99)	0.00	(3,860.69)	(414,620.83)
5105	Vacation	(272.39)	0.00	(2.95)	(11,176.93)
5111	Employer Medicare Expense	(36.24)	0.00	(56.41)	(6,582.65)
5112	Social Security Employer Exp	(155.00)	0.00	(241.12)	(28,146.48)
5115	CA Unemployment Insurance Exp	(2.06)	0.00	(85.48)	(663.37)
5116	CA Training Tax Expense	(0.06)	0.00	(2.43)	(18.42)
5120	Workers Compensation Expense	(18.56)	0.00	(27.49)	(3,432.86)
5130	Group Health Insurance Expense	(276.47)	0.00	0.00	(41,644.31)
5140	Employers 457 Expense	(137.01)	0.00	(27.34)	(22,867.85)
5160	Group Dental Insurance	(24.48)	0.00	0.00	(3,509.98)
5170	Group Vision Insurance	(5.63)	0.00	0.00	(816.48)
5180	Group Life Insurance	(0.95)	0.00	0.00	(185.60)
5200	Materials and Supplies	(176.63)	0.00	(413.90)	(4,579.23)
5210	Facility Materials and Supplies	(0.02)	0.00	(12.76)	(17.40)
5300	Rent Expense	(284.92)	0.00	(30,479.15)	(75,561.75)
5320	Telephone Expense	(13.67)	0.00	(696.92)	(2,863.87)
5330	Utilities Expense	(29.02)	0.00	(27,571.10)	(32,255.54)
5400	Postage Expense	(0.98)	0.00	(24.42)	(117.45)
5410	Printing Expense	(3.39)	0.00	0.00	(2,088.85)
5420	Advertising Expense	0.00	0.00	0.00	(300.00)
5430	Bank Charges	(0.15)	0.00	0.00	(24.00)
5440	Dues and Membership Expense	(2.47)	0.00	0.00	(3,848.00)
5450	Publications Expense	0.00	0.00	0.00	(125.00)
5510	Legal Fees	(5.22)	0.00	0.00	(202.00)
5520	Consulting Fees	(7.05)	0.00	0.00	(4,868.75)
5530	Taxes and Fees	(0.01)	(39.00)	0.00	(40.00)
5610	Equipment Maintenance	6.35	0.00	(808.94)	(884.18)
5620	Equipment Rental	(8.68)	0.00	(8.60)	(1,427.96)
5631	Software Maintenance	(156.46)	0.00	0.00	(4,659.00)
5640	Internet Expense	(10.59)	0.00	0.00	(1,936.55)
5650	Computer Hardware	0.00	0.00	0.00	(2,040.28)
5700	Client Transportation Assistance Expense	0.00	0.00	0.00	(3,208.00)
5720	Staff Travel Expense	(7.45)	0.00	0.00	(6,988.48)
5730	Conference, Conventions & Meetings	(1.55)	(330.00)	0.00	(3,510.00)
5800	Subcontracted Program Services	0.00	0.00	0.00	(81,442.27)
5810	General Outside Services	3,014.89	(1,140.00)	(7,849.07)	(37,164.90)
5820	Facility Maintenance Services	(0.48)	0.00	(124.65)	(220.00)
5980	Fixed Assets - Expense Offset	0.00	1,494.72	0.00	1,494.72
Total Expenditures		(736.34)	(14.28)	(72,293.42)	(802,544.50)
Unliquidated Obligations					
	Basic/Individualized Obligations	8,499.72	0.00	138,040.38	623,015.62
	Training Services Obligations	0.00	0.00	0.00	90,951.00
	Other Obligations	0.00	0.00	0.00	50,067.00
Total Unliquidated Obligations		8,499.72	0.00	138,040.38	764,033.62
FY Allocation Balance (less reserve for 18-19)		(9,236.06)	131,352.80	50,865.32	2,739,801.62

Summary Information	Assessment Services	General & Administration	AJCC Facility	Total
Total Funding for FY 17-18	0.00	131,367.08	261,199.12	4,306,379.74
Total Expenditures	(736.34)	(14.28)	(72,293.42)	(802,544.50)
Total Unliquidated Obligations	(8,499.72)	0.00	(138,040.38)	(764,033.62)
Training Available Balance	0.00	0.00	0.00	(664,802.15)
Projected Staff Costs	(4,397.60)	0.00	(8,831.20)	(1,169,176.48)
FY Year End Balance June 30, 2018	(13,633.66)	131,352.80	42,034.12	905,822.99
Revenue and Expenditures (FY 17-18)				
Federal Revenue	0.00	11,258.14	0.00	571,492.49
Other Local & State Revenue	600.00	0.00	59,032.60	91,270.91
Other Income	0.00	0.56	0.00	0.56
Total Revenue	600.00	11,258.70	59,032.60	662,763.96
Total Expenditures	(736.34)	(14.28)	(72,293.42)	(802,544.50)
Balance Revenue less Expenditures*	(136.34)	11,244.42	(13,260.82)	(139,780.54)

*Note: MCWIC operates under the accrual basis of accounti

data as of 11/9/17 3:20 pm



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 8.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: December 5, 2017

Subject: Grants/Projects Update

Information:

- CCP/AB109: This contract was renewed for 2016-2017 with a decrease in funding from the Department of Corrections. We continue to provide in custody job readiness workshops at the Madera County Department of Corrections facility however the staffing has been reduced and is only available to conduct the workshops. Evaluations from the participants, and DOC staff, have been excellent, and some of the participants have started to come into the Center after they are released from the facility and are ready to begin training or job search. We are also conducting specialized, 3 hour orientation sessions four times per month for individuals referred from County Corrections and Probation. The sessions assist these customers to access the services they need to become employed. We are scheduling a meeting with DoC/Probation to discuss the potential for expanded services and a potential increase in funds. A proposal has been submitted for 17-18 with a Business Services/Specialist included in the budget and scope of work to provide employer resources, interview panels, industry/sector information and has been approved.
- Wells Fargo Grants: We continue to provide resources and assistance to veterans in the community with the second round of funds from Wells Fargo in the amount of \$10,000. The intent for use of this second round of funding is to continue with the work started last year. We will continue to recruit Veteran Mentors, increase advertising and outreach to the Veteran community, participate in all Veteran-oriented community events, and continue to add resources and options to improve our web-based Veteran Resource Center, including the addition of an on-line interest form. We were provided with a showcase window at the County Government Center and provided a veteran display specific to veterans with a sign that thanked Wells Fargo for the opportunity to serve veterans with their funding. We have also received \$15,000 to assist single parent female households, now extended to single parent male households, with a staff navigator and mentor to identify community resources and navigate barriers and challenges faced by this particular population. We have mentors assisting us with focus groups and surveys as well as outreach into the community to better determine the needs of this particular population. We were again invited to submit a letter of

interest and subsequently an application for a rural workforce development \$75,000 grant (this is invitation only) and though we were a finalist, ultimately we were not one of the successful applicants. We were recently contacted by Wells Fargo and asked to submit a proposal for up to \$20,000. A discussion ensued about the scope of work that would be considered and we have submitted a proposal to fund a dedicated HiSET class, with instructor and clerical support and flexible hours for customers and we were recently notified that we were successful for that amount and project and will be receiving funds in the near future. We were recently notified that our application for \$20,000 to continue the HiSET dedicated and customized class with Madera Adult School has been approved and a check presentation was held on Friday, September 22, 2017.

- Staff have also reached out to PG&E in order to apply for grant monies for their 2016 award period and received a positive response for us to be an applicant for community education and training. We have subsequently held a conference call with PG&E and have identified an area where there is mutual interest for an application and project working with Individuals with a Disability. We are waiting for PG&E to post their application online to complete and submit our project for consideration. We continue to check the PG&E website for open applications but have recently been advised that they are in the process of re-vamping their grant program and that applications would most likely not be available until 2017. However, because we have worked with PG&E on a number of very successful projects, we were asked about any other projects we would like to fund and we have suggested a Veterans Resource Center in the new facility and that is being considered with the potential for up to \$20,000 funding. The Executive Director recently spoke with a new contact with PGE and was asked to provide a proposal/executive summary for a grant that would provide new computers for the resource room, assessment room and mobile laptops with a cart. That proposal was accepted and we will be asked to complete a formal application for \$25,000.
- Disability Employment Initiative: We have successfully completed this project and continue to increase our Ticket to Work assignments and revenue. We received funding to provide Technical Assistance to Merced County, as they are a recent DEI grant recipient. We have since been awarded another round of Disability Employment Accelerator funds, while these funds will continue to assist customers with disabilities the focus is employer/business services to include an HR Hotline and a new website for the local system.
- Disability Employment Accelerator Grant: We have been awarded funds through this grant of approximately \$166,000 to assist individuals with a disability gain employment and/or receive upgrade skills training for retention or advancement and to educate, inform and engage employers. We are currently completing the application for 2016-2017 funds for submission to EDD. We have been awarded these funds as indicated in the DEI. We recently submitted a DEA grant application for 17-18 with a continued focus on employers, as well as jobseekers. We anticipate being notified regarding the results of the grant competition soon. We have been awarded this grant in the amount of \$250,000.
- Community Development Block Grant: We received \$13,000 from the City of Madera for 2015-16 to serve adult low-income City of Madera residents. We are to enroll at least ten (10) participants. This is the third year we have been awarded these funds. We have submitted a 2016-17 application and presented at both the Review Advisory Committee and the City Council and have tentatively been awarded \$10,000. Final approval is scheduled on August 2, 2016. These funds will assist with the dedicated HiSET class with Madera Adult School. The City is still pending receipt of these funds from HUD. As of this date, we have indeed

received \$10,000 and signed the contract with the City. We have applied for 17-18 funds and have been awarded \$7,500. This has been increased to \$7,900. We are still waiting for the contract. We have since received the contract and the MCWIC Board is scheduled to approve and sign the Resolution at the regularly scheduled Board meeting on Thursday, September 29, 2017.

- We are constantly searching for funding opportunities through various Foundations and other institutions due to our non-profit status. We are building a system in that we are notified of grant opportunities and the deadline dates so we do not miss appropriate and viable opportunities.
- The Central California Workforce Collaborative, with Madera as the lead, received \$20,000 for the Governor's Office Slingshot Initiative which is being administered by the State Board for the planning phase of this project, which has been successfully developed. Fresno will be the lead for the \$1m implementation phase. This initiative is to regionalize and enhance collaboration and partnerships with stakeholders for training and employment of valley residents. While the Valley is known for its collaboration and regional efforts around workforce development, the approach of this initiative is unique in that it encourages and allows for out of the box and risk taking projects to enhance access to career pathways and self-sufficiency. The planning phase brought numerous partners together such as EDC, Community Colleges and manufacturing employers to determine the need of the workforce specific to manufacturing, advanced manufacturing, value added manufacturing with the intent to utilize the \$1m funds to implement and/or resolve the challenges and needs identified by the Compact with strategies such as prior learning assessment and reciprocity for demand curriculum across community college campuses. Fresno WIB is the lead on the \$1m project.
- National Emergency Jobs Driven Grant: The Central California Workforce Collaborative have been successfully implementing this grant for long-term unemployed customers across the region, with Madera as the lead. This project requires 30% of the total funds, which is approximately \$3m for the region, to be spent on work-based learning activities such as OJT, Intern/Extern, PWEX, Job Shadow. This grant will also fund a regional economic and skills gap analysis with local data also being provided. This will assist in the local and regional plans that are required but also will benefit employers and partners to determine needs and gaps in the local communities. We have recently requested an extension of six months and a modification to the eligibility criteria in order to expend the dollars associated with this grant and to increase the number of participants regionally. The request for six months was ultimately denied by DoL but EDD provided us with a three month extension to September 31, 2016 and has now provided an extension through March 31, 2017. Recently, the CCWC approved paying for a nationally recognized Business U Boot Camp for Business Specialists staff in the region. This Boot Camp will be held on January 17, 2017 at the Madera Muni Golf Course with approximately 35 participants. We have successfully completed and closed out this grant as of March 31, 2017 and met all performance outcomes and numbers and returned \$8,000 approximately to the state as unexpended. This is due to other areas that could not expend their entire allocation.
- The California Workforce Development Board has approved our application to be designated a High Performing Workforce Board and we have subsequently received approximately \$54,000 for that designation. We were required to reapply for Board Certification by March 31, 2016. We believe at this time that we have received a conditional certification due to not meeting the required percentage for labor representation. Since then, we have received a

nomination from the local labor council, along with additional private sector members, which will bring us compliant with membership and will receive full certification. We have received the written notice of full certification from the State Board.

- The California Workforce Development Board has also approved our application for designation as a local workforce development area under WIOA as well as certification of the Workforce Development Board under WIOA. This is a requirement of WIOA and will be for a two year period for the local area and we will be required to reapply in March 2016 for continued certification of the WDB. We have recently received the Directive to begin the process for recertification of the WDB with the application due to EDD by March 31, 2016. The recertification application was approved by the Board of Supervisors at their meeting on March 15, 2016 and has been submitted to EDD and the State Board. We received conditional certification due to a lack of the required labor representative percentage. This was due to a misunderstanding/interpretation of the law. This has since been resolved and we recently received notification from the state board that the WDB will be fully certified.
- Under the auspices and umbrella of the WDB, staff will be facilitating and hosting employer resource events. In October staff will be facilitating an employer event sponsored by PGE and SBDC/Fresno State with a number of partner agencies such as EDC and GoBiz, where in information and resources will be provided to local employers. This was a very successful event with over 30 employers attending. We have since collaborated with the Madera Chamber of Commerce and the California Employer Association to co-host/co-sponsor employer training events. We have also successfully contracted for an HR Hotline made available to Madera County employers at no cost. This was made possible from the DEA funds. These events are ongoing.
- We have submitted a grant application to the Department of Labor under the Strengthening Working Families Initiative solicitation. The grant application was developed in partnership with SCCCD/Madera Community College Center, the Community Action Partnership of Madera County, and the Greater Madera County Industry Association via the Economic Development Commission. The program, if funded, will serve unemployed and underemployed residents of Madera County who are parents, and for whom child care creates a barrier to training and employment. The grant will focus on the provision of training in the Advanced Manufacturing sector and provides resources for child care costs. A portion of the grant will also be provided to SCCCD/Madera Community College Center to increase student capacity in the Advanced Manufacturing programs through the addition of faculty, counseling time, and the provision of updated equipment and tools for the program. We have been notified that we were not a successful award for these funds. Only one workforce development area in California received these funds and it was in San Diego.
- We have also submitted a grant application for Veterans Employment Assistance Program (VEAP) funds in partnership with Merced County WIB. We have received these funds in the past and have identified manufacturing as the sector for training. We have been notified that we have indeed been awarded these funds and we will be the lead on this project. We are currently enrolling eligible veterans under this grant focused in Manufacturing. Transportation and logistics has since been added. We were also successful in receiving additional VEAP funds with Stanislaus as the lead with the regions identified industries and sectors.
- We have applied for America's Promise Grant as a region with Fresno as the lead. This is a four year, \$6 million application with manufacturing training identified as the targeted industry.

This grant, if received, will build capacity at the community colleges and allow for more advanced training in manufacturing related trades. Unfortunately, we were not successful in receiving this grant.

- We will also be submitting an application to the State Board for the Workforce Accelerator Grant with the intent to serve individuals who are limited English proficiency by providing, through contract ed, a customized and dedicated class for the participants. Potentially we would target incumbent workers and provide the class at the worksites or at a central location with flexible days and times to accommodate the participants. We are still pending notification of awards for these funds. Unfortunately, we did not receive this grant. The sixth round of funding has since been released and we are determining if the LEP application will be submitted or whether we attempt to implement a One Stop at the Department of Corrections.
- Staff submitted an application for a technology grant in which only non-profit organizations could apply. This was due to a court settlement with the Attorney General's office related to technology infractions by a private company. We collaborated with the Library and submitted the grant application to replace and provide technology equipment and software to the main library branch and the outlying branches. Unfortunately, we did not receive these funds but have subsequently received grant opportunities for the library and have forwarded them the information.
- Staff continue to work on WIOA Transitional activities such as Regional Planning. The Central California Workforce Collaborative, which comprises the eight local workforce development areas and Boards, will be contracting for a consultant to provide a one day facilitation on beginning the planning and logistics of regional planning. Ultimately, the CCWC will also consult for assistance and facilitation through the development of the required regional plan. The Central Valley Region participated in a full day facilitated regional planning process two weeks ago and will begin the process with bi-weekly Webex, conference calls, and when possible, in person meetings. We have also let an RFP with Merced, Stanislaus, San Joaquin and Kings County for a One Stop Operator. This is the second let as the first failed with no proposals. This round closes in a week and we will then know if we have any successful and/or viable proposals to be the sub-regional one stop operator.
- We have also applied for a Workforce Navigator Pilot Project Grant for English as a Second Language Learners. This was done in collaboration with Fresno WDB and the Regional Adult Ed Consortium. We were notified that we were selected for a grant award of \$500,000 and are in the process of hiring a staff person to implement this grant with the partner organizations. We have since hired the Navigator position and are beginning to implement the Scope of Work. This grant term is 18 months.

Financing:

Workforce Innovation and Opportunity Act



Executive Committee

SPECIAL MEETING MINUTES

September 26, 2017

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

PRESENT: Bob Carlson, Les Taylor, Pat Gordon

ABSENT: Brett Frazier, Robyn Smith

GUEST:

OTHERS: Elaine Craig, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 4:15 p.m. by Vice Chair Pat Gordon.

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

Bob Carlson moved to adopt the agenda, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Bob Carlson, Les Taylor, Pat Gordon

6.0 Consent Calendar

6.1 Consideration of the approval of the August 17, 2017 Workforce Development Board (WDB) of Madera County meeting minutes.

Pat Gordon moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Bob Carlson, Les Taylor, Pat Gordon

7.0 Action Items

7.1 Consideration of the approval of the America's Job Center of California (AJCC) Certification Process Outline.

The State and the Workforce Innovation and Opportunity Act (WIOA) mandate that all workforce development areas certify their AJCCs. An outline of the certification process is due to the State by September 29, 2017. 3 WDB Directors volunteered to work as an AJCC Certification Committee and worked with Tracie Scott-Contreras, Deputy Director, on the process and outline. All workforce areas must complete and submit a Baseline Certification Matrix. Madera will have no problem meeting the Baseline matrix requirements. Madera has elected to obtain Hallmark certification as well. The Hallmark level certification is more rigorous but could lead to future High Performing board designation as well as possible funding that could be made available to areas with the Hallmark certification. Due to its more rigorous requirements, the AJCC Committee recommended that a Consultant be hired to help with the process. Staff are looking into hiring a consultant that is very familiar with the workforce development system to work with the Committee for the Hallmark certification and have found that the fee could be up to \$10,000. At this time, staff are confident that they will meet and obtain Hallmark certification. There are 2 areas out of 8 that Madera does not currently meet but a plan will be put into place to meet those 2 areas in order to meet all requirements.

Bob Carlson moved to approve the AJCC Certification Process Outline, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Bob Carlson, Les Taylor, Pat Gordon

8.0 Information Items

None.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

None.

11.0 Next Meeting

October 26, 2017

12.0 Adjournment

Pat Gordon moved to adjourn the meeting at 4:29 p.m., seconded by Bob Carlson.